



**Secretariat meeting – minutes**  
**Thursday 24<sup>th</sup> November 2016, 10am-12pm**

**Present:** Martin Wiseman (MJW), Alan Jackson (AAJ), Steve Wootton (SAW), Carrie Bolt (CB), Millie Barrett (MB), Fiona Davey (FD), Jenny Cameron (JC), Kathryn Lewer (KL), Ramsey Cutress (RIC) for part of meeting

**Apologies:** None

Agenda item	Notes	Person responsible	Date due
<b>Welcome and apologies</b>	MJW opened the meeting and noted no apologies.		
<b>Minutes and matters arising from the previous meeting (19.10.16)</b>	Dates for all Steering Committee meetings in 2017 should be scheduled now.	MB	Completed
	Ensure NOCRI has input into the NCRI proforma before it is sent to them.	MB	Completed
	ESPEN guidance - taken as a substantive agenda item, see below.		
	Dr Jane Murphy has been thanked for her support given to Dr Tara Cheetham on a healthy eating intervention for cancer survivors. It was also agreed that any publication should acknowledge Dr Murphy's contribution.		
	New draft ToR for membership of the SC to be written, to reflect current and future work plan over the next five years.	MJW	March 2017
	About Us section of the website needs updating.	MB/FD	Jan 2017
	Phase 2 report to be signed off at March SC meeting.	MJW/AAJ	March 2017
	Slides and analysis relating to the Clinicians' survey will be added onto the website after sign-off from SC.	MB/FD	Jan 2017
<b>NIHR Office for Nutrition Research</b>	AAJ updated the group on recent developments within his National role. A document on capacity building in nutrition research has been passed to the Department of Health. The Collaboration's draft strategy for working with the commercial sector has also been passed to DH, with the caveat that it remains in confidence.  KL summarised the findings of part of the review exercise in relation to studies with physical activity or exercise in the title. The Collaboration may want to use a similar methodology in relation to cancer studies in the future. KL will therefore be handing over to MB before leaving her post in mid-December. AAJ commented that we will need to reflect carefully on how		

	<p>we use the information from KL's review for the development of Phase 3 work.</p> <p>KL's achievement was officially acknowledged by both DH and by AAJ; the findings from her work will be useful for future effort in the nutrition landscape.</p> <p>JC also commented from a NOCRI perspective that identification of cross-cutting themes in NIHR-funded research can be very challenging, and it may be useful to share KL's methodology with others.</p> <p><b>Action: KL to hand over to MB before leaving her post so that the methodology used is maintained for future use.</b></p>	KL	15.12.16
<b>Steering Committee Draft Agenda</b>	<p>The draft agenda was discussed and some changes suggested.</p> <p><b>Action: An updated agenda to be written and approved by MJW before circulation with any papers by 01.12.16.</b></p>	MB	01.12.16
<b>Phase 3 and Strategic Planning</b>	<p><b>Communication with external stakeholders e.g. Ipswich:</b></p> <p>It is recognised that the Collaboration is not sufficiently developed to be able to respond to all enquiries from people (academics, clinicians and patients) from different parts of the country, as well as the devolved nations, who wish to get involved in some way. A proforma has been developed which allows us to find out more about people who do get in touch, and in some cases (e.g. Ipswich).</p> <p>It was discussed whether in future the Collaboration may be organised by geographic areas to allow people to engage better with others in their area also working in the cancer and nutrition space.</p> <p>This issue also raised the point that a great deal of cancer research goes on outside of BRCs, and indeed outside the NIHR infrastructure.</p> <p><b>Action: Phase 3 plans need to be considered fully and systematically by the Collaboration, and will be a substantive item on the Steering Committee agenda.</b></p> <p><b>BRC Directors Meeting:</b></p> <p>Twenty new BRC Directors were contacted at the end of October inviting them to a meeting with the Collaboration at the end of February, responses have been received from eight so far. It may be necessary to use a different method of communication in order to progress our agenda.</p> <p>JC reported that all BRCs are required to support the NIHR Rare Diseases, Dementia, Respiratory and Joint and related inflammatory disease Translational Research Collaborations if they are relevant to the BRC's themes.</p> <p>JC agreed to ask Mark Samuels if he would be willing to send an email to the new Directors reminding them of the request from the Cancer and Nutrition collaboration and encouraging</p>	AAJ and MJW	14.12.16

	<p>them to respond.</p> <p><b>Action: JC to ask MS if he would be willing to send an email to the new Directors as outlined.</b></p> <p>BRC staff (about 16) are already involved in the Cancer and Nutrition collaboration, as members of the Steering Committee or a work stream (or both). New Directors may not be aware of this.</p> <p>It was agreed that we may need to consider arranging separate meetings with BRCs and other parts of the NIHR infrastructure e.g. CLARHCs to discuss support for the Collaboration beyond March 2017. We need to provide them with an opportunity to discuss how we could work together, for mutual benefit. Three options include: take advantage of other activities going on, arrange specific activities, meet those who are willing and available to meet with us in the timeframe.</p> <p><b>Action: The Steering Committee to be alerted to the recognition of a need to potentially expand our horizons beyond BRCs, and the need to plan our thinking prior to March when a strategy for Phase 3 should be signed off.</b></p>	<p>JC</p> <p>AAJ</p>	<p>14.12.16</p> <p>14.12.16</p>
<p><b>Profession als work stream review</b></p>	<p>SAW introduced the item. As we approach the end of Phase 2 we need to look critically at what has been achieved and where we are heading. This process needs to be undertaken for all four active work streams over the next few months. In addition, the Catalogue of Advice activity has prompted the need to be clear about its purpose, scope and management. The review paper, drafted by MB, was used as the basis of the discussion.</p> <p><b>Leadership and membership:</b> RIC raised the issue about the time he is able to commit to this activity given his other commitments as a breast surgeon. AAJ responded he is impressed with the achievements to date and felt these would not have been achieved without RIC's leadership. It was agreed that the membership of this work stream is strong, but that representation from the NE, the NW and devolved administrations would be desirable. It was also agreed that representation of professional bodies such as the BDA, AfN, RCN and UKONS should be considered as part of Phase 3 development.</p> <p><b>Catalogue of Advice:</b> It was agreed that Phase 2 activities should focus on ordering the information in the catalogue and setting up a framework for judging the evidence in principle. Phase 3 activities can then include applying the critical appraisal framework to the guidance and training/implementation of the guidance catalogue.</p>		

	<p>The Charity Consortium may have a role to play with quality assurance, funding to fill in the gaps etc.</p> <p><b>Action: A discussion document should be prepared by the Professionals work stream in advance of the Charity Consortium event on 7th February to open up discussions.</b></p> <p><b>ESPEN Guidance:</b> This guidance is aimed at Health Professionals, therefore it would be appropriate that a response came from them. It has implications for work stream members (especially Professionals and Toolkit). It is an important document for the future of the nutritional care of cancer patients, and may play a part in the shaping of Phase 3 activities.</p> <p><b>Action: A formal response to the journal to be drafted on behalf of the Collaboration. Separately, a short piece raising the implications for health professionals to be drawn up.</b></p>	<p>RIC/MJW</p> <p>SAW</p>	<p>20.01.17</p> <p>14.12.16</p>
<b>Charity Consortium of Funders</b>	<p>A discussion was held to make sure everyone agreed what the consensus was at the end of the last meeting in September. It was then agreed that the next step is to achieve a firmer commitment to setting up a consortium, with a focus on asking the charities what they want to get out of it, and what they are prepared to put in.</p> <p>MRC-T have told NOCRI they do not see a role for themselves in the meeting planned for 7th February, but are happy to advise and help with the planning.</p> <p>AAJ suggested the charities are asked what topics they want to work on before the next meeting (Appendix 1 of JC's tabled paper entitled 'Cancer and Nutrition Charity Consortium Work shop 2 Draft v0.2 ) so that we have a better idea of where their interests lie.</p> <p>Developing the framework and mechanisms of the consortium is a step beyond the next meeting, which will focus on enabling steps. The work streams can be offered as a mechanism to achieve goals within the Consortium.</p> <p>NOCRI will facilitate the 7th February workshop.</p> <p><b>Action: JC to meet MRC-T next week and feed back at the Steering Committee on 14th December.</b></p> <p><b>Action: A save the date email to be sent out to the charities who have expressed an interest in attending. A separate email to go to those who have not replied but may still want the chance to attend.</b></p>	<p>JC</p> <p>JC</p>	<p>30.11.16</p> <p>02.12.16</p>
<b>Newsletter</b>	<p>Following a meeting at NOCRI the Newsletter will be redesigned using Mailchimp.</p> <p>Chris Stock, Southampton BRC Communications Director should also be consulted about the newsletter.</p>		

	<b>Action: Newsletter to be re-circulated to the Secretariat once relevant changes made and input is received from Chris Stock.</b>	MB/FD	13.01.17
<b>Dates of future meetings</b>	No meeting in December. Monday 9th January; Wednesday 8th February; Thursday 2nd March 2017		
<b>AOB</b>	None were raised during the meeting		