



Secretariat meeting – minutes and actions
Monday 9th January 2017, 12:30-3pm

Present: Alan Jackson (AAJ), Steve Wootton (SAW), Carrie Bolt (CB), Millie Barrett (MB), Fiona Davey (FD),

Apologies: Martin Wiseman (MJW), Karla Duarte (KD), Jenny Cameron (JC)

Agenda item	Notes	Person responsible	Date due
1. Welcome and apologies	Apologies were noted from Martin Wiseman, Karla Duarte and Jenny Cameron. AAJ chaired the meeting.		
2. Minutes and matters arising from the previous meeting (24.11.16)	<p>SAW conducted an exit interview with KL before she left in December on behalf of Professor Jackson and Carrie Bolt.</p> <p>ESPEN guidance: SAW has discussed the ESPEN guidance with BAPEN. Whilst BAPEN usually endorse guidelines generated by ESPEN, there is a need to determine BAPEN's response or comment.</p> <p>The Professionals work stream were provided with the opportunity to comment on the ESPEN guidance but no formal comment has been received.</p> <p>Action: The Collaboration to seek further input from the Professionals and Research work streams in order to draft a response to the ESPEN guidance.</p> <p>The minutes of the previous meeting were accepted. Action: Upload to website</p>	<p>Secretariat</p> <p>FD</p>	<p>Ongoing</p> <p>Complete</p>
3. Feedback from December Steering Committee meeting	<p>Mark Samuels (MS) attended the meeting and was supportive and encouraging of the Collaboration's activities. Some helpful advice was provided about making the website more effective, for example, making it quicker and easier to find information about work stream activities, and using the 'rolling banner' on the homepage to provide statements of evidence captured in our work so far.</p> <p>The Secretariat discussed the possibility that more formal and regular support for communications activities could be sought when planning for the next phase.</p> <p>The Secretariat also considered that a successful research grant application over the next 12 months should be the minimum ambition for the Collaboration.</p>		

	<p>There is a need to work together with NOCRI and the BRC Directors to determine how best and the extent to which the BRCs may play an active role in the Collaboration in Phase III.</p> <p>Action: Start the process of identifying key contacts in BRCs with whom to communicate over the coming months, recognising their differing levels of commitment to date.</p> <p>Similar conversations should start to happen with NCRI CSGs as well.</p> <p>Action: Build on network of key contacts within CSGs to help the Collaboration build the relationship with the NCRI over the coming months.</p> <p>Industry/commercial work stream: AAJ is attending a meeting at the BNF with Professor Judy Buttriss and industry representatives from the OSCHR workshop on 10th January 2017 to explore how to bring together the commercial interests to work together to promote nutrition research. There is a need to consider how representation from each of the work streams, particularly PPI might contribute to engagement with the commercial sector.</p> <p>Action: AAJ to speak to Judy Buttriss to start planning a meeting with commercial sector contacts from the food-facing, medical nutrition, and medical devices industries, to take place before the end of March.</p>	<p>MB/FD</p> <p>MB/FD</p> <p>AAJ</p>	<p>01.02.17</p> <p>01.02.17</p> <p>Ongoing</p>
<p>4. End of Phase 2 report</p>	<p>The Phase I report was one of the principal outputs at the outset of the Collaboration and proved very effective in communicating and promoting the collaboration through meetings.</p> <p>We will produce a short Phase II report to highlight our achievements to date, and what we are setting out to achieve next year 2017/18. The report does not need to be much longer than an executive summary but would include a piece on major events, a brief report from each work stream, what has been gained from the experiences of Phase II, and the way forward. It can include headlines from the Clinicians' Survey, but not a great amount of detailed results.</p>		

	<p>The aim is to have the draft Phase II report signed off at the March Steering Committee. First draft to be presented to February Secretariat meeting.</p> <p>Action: First draft of Phase II report for the next Secretariat meeting on 8th February.</p>	MB	31/01/2016
<p>5. NCRI i) Next steps</p>	<p>A response has been received from Susan Kohlhaas regarding our NCRI proforma which was generally positive, but a few further questions have been raised. It was suggested that the Collaboration have a further conversation with Ian Lewis, current Head of CSGs, to explore how we would like to engage further with the groups.</p> <p>Our proposed objective is for NCRI to embed nutrition in their strategic objectives (top-down engagement). We also hope to have a conversation across the NCRI CSGs, to see commonalities that exist across all groups and what is unique to each group.</p> <p>One option that was considered was whether we could use the NCRI meeting to introduce the concept of measurement of nutritional status within a standardised framework to the CSGs. Bernard Corfe could present the Toolkit to the CSGs as something they could champion from within as a minimum standard process to strive towards. However, the imminent deadline and uncertainty over what type of platform was available to us and at what cost meant that we were not in a position to apply at this stage.</p> <p>There is a need to review the strategic intent of working with NCRI. One possible aim might be to initially seek a nutrition champion within each of the CSG's and in the longer term, seek to establish a NCRI Advisory Group on Nutrition (NCRI currently have 3 Advisory Groups: Screening, Prevention and Early Diagnosis; Molecular Biomarkers; and Imaging). The purpose of the advisory groups is to bring together experts, both within and outside the CSGs, to provide advice on research in the chosen area. The next step would be to meet with NCRI to review our ambition and way in which we might work effectively together to promote patient-centred nutritional research.</p>		

	Action: Respond to NCRI. Organise a conversation with NCRI to clarify how we hope to work as a joint effort.	Secretariat	15.02.17
6. Strategic Plan and looking ahead to Phase 3	<p>Phase III will start in April 2017. Clarity is required as to the nature and extent of the collaboration's activities, the time window it spans, and what the deliverables will be. Five years is too long to plan for due to uncertainty, and one year is too short to make significant progress. It was suggested that April 2017 - March 2018 could be an appropriate interim time frame to plan for at this stage, with a view to a five year plan after that.</p> <p>The Steering Committee should have a role in defining KPIs for the Collaboration. We may wish to explore how SC members might wish to be involved in structuring our future ambition.</p> <p>New BRCs (other than Southampton) supporting the Collaboration may wish to be represented on the SC.</p> <p>Action: Further discussions are needed between AAJ , MJW and SAW as to how to take development of Phase III forward in a constructive manner.</p>	MJW, AAJ and SAW	Ongoing
7. Charity Consortium workshop	<p>SAW and Jenny Cameron had a conversation on Friday 6th January about the aims and objectives of the second workshop (7th February). There was some uncertainty around the language used to describe the intended outputs. Previously, the framework focused on developing the Professionals work stream activity around the 'catalogue of advice'. It has been suggested to change the focus to how the charities can work with the collaboration more generally, as having a focus on only the 'catalogue' may disengage those who did not see the 'catalogue' fitting into their strategy.</p> <p>There has been little direct discussion with the charities to better understand their objectives, responsibilities and needs, but it is possible that the charities do not yet know what they want to get out of the consortium. There is a need to explore with the charities to better understand and appreciate their needs and how they may work with the Collaboration.</p> <p>The term 'catalogue' is somewhat static and exclusive. The term 'body of guidance/advice' was proposed to better reflect the continuously evolving nature of the activity.</p> <p>Action: Change 'catalogue of advice' to 'body of guidance/advice' on all relevant documents. Inform Professionals work stream of change.</p> <p>The agenda currently in circulation is for internal purposes.</p>	FD	Complete

	<p>It was suggested that the agenda being circulated to the invitees should be in the format of a paragraph rather than scheduled agenda, to permit the flexibility required if anything needs changing subject to MJW's review.</p> <p>Action: JC to create an external agenda to circulate along with a reminder email.</p> <p>Action: Draft agenda to be circulated from Cancer and Nutrition email.</p>	JC	Complete
		FD	Complete
8. Dates of future meetings	Wednesday 8 th February, Thursday 2 nd March, both 10-12 in the Training Room		
9. AOB	<p>MB asked for an update on the recent physical activity and exercise meeting (4th January). AAJ responded that there is a need to establish a process to embrace the needs of NIHR infrastructure for coherence and consensus on methods and use of terminology. The meeting has commissioned a background document to be written.</p> <p>BC and other Collaboration representatives should be a part of this activity. Sandy Jack is organising the technical aspects of this activity, and Bethan Bennett-Lloyd is organising the administrative aspects.</p> <p>MB to talk to SJ about certain individuals that have been invited to contribute to the Toolkit work in their capacity as PA/exercise in cancer specialists.</p>		