



Secretariat meeting – FINAL minutes and actions
Monday 10th April 2017, 10-12pm

Present: Alan Jackson (AAJ), Martin Wiseman (MJW), Steve Wootton (SAW), Jenny Cameron (JC), Fiona Davey (FD), Judit Varkonyi-Sepp (JVS), Chris Stock (CS)

Apologies: Millie Barrett (MB)

Agenda item	Notes	Person responsible	Date due
1. Welcome and apologies	Chris Stock (head of R&D Communications and Strategy) joined the meeting to discuss the Phase II report before the main meeting commenced (see item 4).		
2. Minutes of last meeting/matters arising	<p>It was noted that clarification has been received that Department of Health do not need to approve changes to Steering Committee membership (see page 3 of previous meeting minutes).</p> <p>Discussion was held around the nature of DH's level of oversight with the Collaboration. There is an oversight meeting every two or three months at which NOCRI can present any issues to DH and they have the opportunity to comment as they see fit. It was clarified that there is not a specific list of things that the Collaboration needs to bring to DH for approval. The next oversight meeting is at the end of April and JC is putting together a one-page summary on the Collaboration.</p> <p>Action: JC to circulate one-page summary to Secretariat.</p> <p>Action: Circulate dates of oversight meetings.</p> <p>Action: JC to provide feedback on how it was received at meeting.</p> <p>Action: Create GANTT chart of all Secretariat/Steering Committee/Oversight Meetings and outline tasks that need to be achieved against each meeting. Identify when decisions are needed in relation to each meeting.</p> <p>Meeting with Professor Robert Read A meeting is currently being set up. RR will need to be briefed before the new BRC Directors Forum on 28th June to ensure he is up to speed with Collaboration business.</p> <p>Action: Liaise with RR's PA to organise meeting for RR, JVS, KP, AAJ and SAW.</p> <p>Steering Committee terms of reference This matter arising was brought up under item 6.</p> <p>NIHR review of nutrition research</p>	<p>JC</p> <p>JC</p> <p>JC</p> <p>MB</p> <p>JVS</p>	<p>13.04.17</p> <p>18.04.17</p> <p>08.05.17</p> <p>08.05.17</p> <p>Complete</p>

	<p>A more in-depth review of the NIHR funding pattern of nutrition and cancer is currently ongoing, starting with prostate and breast. A report will be produced for the June Steering Committee meeting.</p> <p>Action: Complete report on NIHR investment in cancer and nutrition research.</p> <p>BRC Directors Forum There will be a meeting on Wednesday 28th June at Richmond House. This may present an opportunity for the Collaboration to address all of the Directors at once.</p> <p>Commercial strategy A group needs to be formed to take forward the briefing document. A framework has been identified of who we would like to engage with.</p> <p>Action: JC and SAW to discuss the next steps for developing the strategy and report back at the next Secretariat.</p> <p>The minutes of the last meeting were approved and will be uploaded to the Collaboration website.</p>	<p>SAW</p> <p>JC, SAW</p>	<p>31.05.17</p> <p>08.05.17</p>
3. NIHR Office for Nutrition Research update	<p>The NIHR Office for Nutrition Research has four tasks it wishes to complete to fulfil its remit. It will hold three workshops that will inform the basis of a consensus document on the three following areas:</p> <ol style="list-style-type: none"> 1) Physical activity and exercise 2) Sarcopenia 3) Behaviour change <p>Approval has been received to publish the NOFN report (pending finalisation of level of detail to include) and a paper will be written on the methodology used.</p> <p>SAW will be identifying someone to write a background document for the sarcopenia workshop.</p> <p>Action: JVS to provide MJW with ToR and objectives for the Behaviour Change workshop, after which MJW will contact Professor Theresa Marteau (Director of Behaviour and Health Research Unit, Department of Public Health and Primary Care, School of Clinical Medicine, Cambridge University) to request her to lead this workshop.</p>	<p>JVS</p> <p>MJW</p>	<p>30.04.17</p> <p>15.05.17</p>
4. Phase Two report	<p>CS joined the meeting to discuss the assistance required for the Phase II report. We have the content of the report and are looking for assistance with the design, graphics and production.</p>		

	<p>with their individual agendas.</p> <p>Action: MJW, JC and SAW to meet for a discussion about the best way to approach BRCs now that their funding is in place.</p> <p>Action: JC to set out NOCRI's view on how best to approach BRCs (and others) prior to the discussion.</p>	<p>MJW, JC, SAW</p> <p>25.04.17</p> <p>JC</p> <p>25.04.17</p>	
6. Steering Committee for Phase Three	<p>In order to secure a strong Steering Committee for the future, further consideration of membership and terms of reference is required.</p> <p>Action: A discussion to take place involving MB, JC, SAW and MJW on 25.04.17 prior to meeting with OVIVA in London.</p>	<p>MB, MJW, SAW</p> <p>25.04.17</p>	
7. WCRF proposal for joint communications activities	<p>The idea of WCRF's project to develop information for patients about how to cope with common side effects of cancer treatment was supported, but the overlap with the charity consortium/body of authoritative advice needs to be explored – resource and capability could be shared.</p> <p>Action: Arrange for Sarah Toule and Fehmidah Munir to discuss further.</p>	<p>FD</p> <p>20.04.17</p>	
8. Work stream activities	<p>Work streams were tasked with producing a template for the end of Phase II which outlined their achievements and priorities for Phase III. These are being incorporated into the Phase II report for the Collaboration.</p> <p>PPI work stream It is unclear whether the PPI work stream has yet created their proposal for public engagement activities.</p> <p>Action: MB to follow up with Lesley Turner on the status of this proposal.</p>	<p>MB</p> <p>20.04.17</p>	
AOB	<p>Geographical issues – colleagues based in Wales are actively involved in the Collaboration but the terms and funding for their involvement is not clear.</p> <p>A structured approach is required for engaging with organisations and individuals from the devolved nations. Many patients are situated in areas that are outside of BRC-associated institutions. Strategy to be confirmed regarding how we would cover the costs, and if devolved administrations could support the activity for work stream members to attend collaboration events.</p> <p>Action: A formal statement that explicitly recognises these issues</p>	<p>AAJ</p> <p>08.05.17</p>	

	is required, recognising that geographical boundaries are a constraint but also an opportunity to be explored. We would hope that administrative limitations do not work against patients' best interests.		
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