



Secretariat meeting – minutes and actions
Wednesday 31st May 2017, 10-12pm

Present: Alan Jackson (AAJ), Martin Wiseman (MJW), Steve Wootton (SAW), Jenny Cameron (JC), Fiona Davey (FD), Millie Barrett (MB), Karla Duarte (dialling in), Louise Knowles (dialled in for first part of meeting)

Apologies: Judit Varkonyi-Sepp (JVS)

Agenda item	Notes	Who	Date due
1. Welcome and apologies	Apologies received from JVS.		
2. Minutes of last meeting/matters arising	<p>JC provided some amendments to the wording of a section in the minutes of the last meeting. These amendments were approved.</p> <p>Action: Circulate as final minutes and upload to website</p> <p>Matters arising</p> <p>GANTT chart and work plan for central project management team – a printed copy was brought to the meeting for discussion under agenda item 7.</p> <p>Teleconference on commercial strategy is taking place on 8th June.</p> <p>Terms of Reference for the Behaviour Change workshop will be progressed outside of this forum between MJW and JVS.</p> <p>Statement on geographical considerations will be followed up after 28th June.</p> <p>Mapping of CLAHRCs research activity against Cancer and Nutrition research</p> <p>Action: Add CLAHRCs as agenda item for next Secretariat</p> <p>Person specification for Chair: it was decided that this is not required. Existing document relating to responsibilities is sufficient.</p> <p>Action: Circulate summary of charity quality assurance processes and funding opportunities.</p> <p>The quality assurance processes identified were briefly discussed. It was suggested that any of our outputs for the body of authoritative guidance should be badged by the Information Standard.</p>	<p>MB</p> <p>FD</p> <p>MB</p> <p>FD</p>	<p>Complete</p> <p>Ongoing</p> <p>28.06.17</p> <p>Complete</p>
3.	Louise Knowles, Head of Research Infrastructure Policy at DH, called into		

Collaboration Chair	<p>discuss the Collaboration's Chair position. LK confirmed that decisions relating to the position of Chair are the Collaboration's to make. She reiterated that cancer and nutrition was seen as an important area to support providing that there was a scientific need and research opportunities. It was pointed out that there is a clear scientific need and many research opportunities (as outlined in the recent ESPEN guidance on nutrition and cancer) but not currently a clear or well-defined <u>demand</u> to meet them. LK emphasised that it is a priority for the collaboration to become self-sustaining and that operational support from NOCRI will be reducing going forwards.</p> <p>NIHR role – the term 'NIHR infrastructure' does not wholly capture everything the collaboration is involved with as it extends far beyond this. The collaboration does not expect NIHR to contribute to outward-facing activities that are not explicitly research.</p>		
4. Phase Two report update	<p>The collaboration will now hold on producing the promotional leaflet until Autumn 2017, as it was highlighted that promotional materials need a clear call to action and until more is known about the future involvement of BRCs or otherwise it is not possible to produce this. When the time is right, it will be a hard copy and produced as a part of the collaboration's overall communication strategy.</p> <p>Therefore, at this stage we will produce a targeted paper for the BRC Directors' meeting and an online Phase II report.</p> <p>Action: Paper for BRC Directors to be produced with clear messages as to what the Collaboration has to offer by way of collaborative experimental research opportunities.</p>	SAW and MB	15.06.17
5. BRC Directors Meeting	<p>AAJ and SAW reported back on a meeting with Professor Rob Read, Director of the Southampton BRC:</p> <p>It was a successful meeting and by the end RR agreed he would support the collaboration at the BRC Directors meeting on 28th June. RR wanted to know what we have achieved to date, how many publications, what the collaboration offers as an opportunity, and some examples of experimental medicine research that BRCs might be able to engage with. The discussion was helpful in terms of our preparations for meeting BRC Directors.</p> <p>SAW has been having one-to-one phone calls with people who have BRC connections either directly or indirectly. Discussions have taken place so far with Bernard Corfe (Sheffield), Fehmidah Munir (Leicester/Loughborough), Clare Shaw (Marsden) and Richard Martin (Bristol). Further calls are now scheduled with Sorrel Burden (Manchester) and Elio Riboli (Imperial).</p> <p>The following areas will be addressed by our contacts and they have been asked to feed back before the Directors meeting:</p> <ul style="list-style-type: none"> - Identify those in local community who might be interested in working with the collaboration 		

	<ul style="list-style-type: none"> - Where in that community are there formal associations with infrastructure, and if they've received support from NIHR grants or awards - Identify how they might work with other local stakeholders in the BRC <p>Action: Secretariat to follow up with named contacts prior to BRC Directors meeting.</p> <p>JC confirmed that only the new BRCs with either cancer or nutrition themes have been invited to the 28th June meeting. Four have confirmed attendance so far.</p> <p>There is no consistency or agreement in the interpretation of 'experimental medicine'. We need to articulate how it is interpreted by the Collaboration but also to allow a wider interpretation to allow more engagement. The document prepared for the meeting was discussed:</p> <p>Action: Insert our preferred interpretation of experimental medicine into the document for BRC Directors.</p> <p>Action: Insert definitions of cancer and nutrition as per Phase I report.</p> <p>Action: Ensure consistency in using the term 'commercial sector' not 'industry' across documents.</p>	<p>SAW and MB</p> <p>MB</p> <p>MB</p> <p>MB</p>	<p>20.06.17</p> <p>09.06.17</p> <p>Complete</p> <p>05.07.17</p>
<p>6. Steering Committee meeting</p>	<p>The Steering Committee meeting is being held in two weeks. Discussion was held around the draft agenda and minor amendments will be made.</p> <p>The future Strategic Plan to be formally approved by the SC this time, with minor amendments from the last version circulated in March.</p> <p>Action: A paragraph should be added in about the setting up of the Collaboration in order to address an unmet need as this is not clear.</p> <p>Action: The summary of the discussion about SC membership and ToR for Phase III will be circulated with the agenda, for discussion.</p> <p>Action: Update stakeholder list and diagram ("petal diagram") to be consistent and accurate across all documents.</p> <p>Action: Add in our working definitions of cancer and nutrition.</p> <p>Managing discussion around Chair on the day – AAJ will step out of the room for the discussion.</p> <p>The direction of travel will become clearer after the BRC Directors meeting, and this may affect the position of Chair as the level of buy-in from directors may determine Steering Committee membership.</p>	<p>MB</p> <p>MB</p> <p>MB</p> <p>MB</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>

	Action: The email going out to the SC with papers will inform them that it is likely to be AAJ's last meeting as Chair. Members will be invited to contact MJW or SAW with any informal suggestions or nominations.	MB	06.06.17
7. Phase III activities	<p>The Phase III priority is to secure funding for the Collaboration to continue its activities.</p> <p>Work streams have been discouraged from making further commitments in activities requiring funding as there are currently no funds to support this. The exception for this is the face to face meeting for Sam Ahmedzai's research work stream sub-group, who will be meeting on 30th June. It was noted that the NCRI has offered to support the meeting with a free room and some catering. SA is also inviting some relevant members of CSGs.</p>		
8. Work stream updates	<p>Toolkit: Bernard Corfe is visiting Southampton on 6th June to work on the Toolkit with SAW and FD. The current work stream members have provided input but it needs sense-checking and organising into a briefing paper to use with a group of experts in nutritional assessment via a workshop (similar to Physical Activity and Behaviour change workshops).</p> <p>Professionals: Ramsey Cutress has stepped down as chair of the work stream (and subsequently member of Steering Committee representing the work stream). Jane Murphy has taken over as chair and Fehmidah Munir will deputise.</p>		
9. National Office for Nutrition	AAJ reported that the National Office for Nutrition activity is now complete and therefore no longer needs to be a standing agenda item on the Secretariat or Steering Committee.		

Dates of future meetings: Wednesday 5th July, Monday 7th August