



**Secretariat meeting – Final minutes and actions**  
**Tuesday 5<sup>th</sup> September 2017, 10am-12pm**

**Present:** Millie Barrett (MB), Jenny Cameron (JC), Fiona Davey (FD), Judit Varkonyi-Sepp (JVS), Martin Wiseman (MJW), Steve Wootton (SAW)

**Apologies:** Alan Jackson (AAJ)

Agenda item	Notes	Person responsible	Date due
1. Welcome and apologies	Apologies received from AAJ		
2. Minutes of last meeting/matters arising	<p><b>Matters arising:</b></p> <p><b>NCRI consumer forum involvement with charity project</b> The former request on NCRI Consumer Forum involvement with the body of guidance charity project was unclear. The forum is formally represented on the project team through Lesley Turner and Ann Russell, who have kept the forum informed of collaboration activities at regular NCRI meetings. It was clarified that we want the NCRI Consumer Forum to become more actively involved at later stages of the project – for consumer input into the resource, evaluation etc, as they are well-placed to access patients.</p> <p><b>Action:</b> Re-draft point for the minutes from August meeting for clarification and discuss again with LT to clarify how we hope the NCRI Consumer Forum might be involved in the future.</p> <p><b>Action:</b> Upload minutes of last Secretariat onto website</p> <p><b>Statement of intent</b> A statement of intent to explain the aims and objectives of the charity engagement is required for the website. This is outstanding from the previous Secretariat meeting.</p> <p><b>Action:</b> Write statement of intent relating to charity engagement after the project meeting on 21st September.</p> <p><b>Action:</b> Create charity section on website and upload content once agreed by the Secretariat.</p> <p><b>Knowledge Mobilisation Research Fellowships (KMRF)</b> SAW has spoken to Ruth Boaden (Director of NIHR CLAHRC Greater Manchester and Chair of KMRF panel) regarding the KMRF opportunities. Applicants need to work with NIHR to develop and receive support on their applications, therefore it is not possible to apply for this round, which closes on 14<sup>th</sup> September 2017. It is an appropriate goal for JM's group to apply for the next round to take the body of guidance forward with a focus on evaluation of impact.</p> <p><b>Action:</b> JM and project team to consider applying for the 2018 round of</p>	<p>MB</p> <p>FD</p> <p>MB/FD/JM</p> <p>FD</p> <p>JM</p>	<p>22.09.17</p> <p>22.09.17</p> <p>29.09.17</p> <p>06.10.17</p> <p>03.10.17</p>

	<p>KMRF funding, in consultation with the Secretariat.</p> <p><b>Collaboration chair</b> SAW has spoken to Professor Diana Eccles and Emeritus Professor Sam Ahmedzai regarding the position of Chair to the collaboration. No decisions have yet been made. The collaboration is seeking someone to chair the collaboration rather than chair and lead. We are looking for someone well-recognised within the clinical and academic cancer community, who can be supported by SAW as a Deputy Chair with nutrition expertise.</p> <p><b>Phase II report</b> Two hundred hard copies of the Phase II report are being produced with funds released by SAW. The hard copies should be ready in time for the Steering Committee and research workshop being run on 13.09.17. Producing the report has been a helpful exercise in capturing the activities of the collaboration, in terms of what has been achieved so far and the direction we are heading in.</p> <p><b>Action:</b> The report will be given to all Steering Committee members, BRC Directors and other relevant NIHR infrastructure contacts, as well as NCRI CSG chairs. The report should be sent with a covering note with a call to action.</p>	MB/FD	03.10.17
<b>3. NIHR infrastructure</b>	<p>Discussions are ongoing with a number of BRCs who have indicated a willingness to support the Secretariat going forwards. An oral update will be given to the Steering Committee on 13<sup>th</sup> September.</p> <p><b>Action:</b> SAW to report to Steering Committee about future funding arrangements.</p> <p><b>Action:</b> JVS to provide SAW with monthly employment costs for running the Secretariat.</p> <p>A deadline was set for 15<sup>th</sup> September to secure funding. A formal communication will be sent on Monday 18<sup>th</sup> to the collaboration's stakeholders announcing the closure of the Secretariat if funding is not found.</p> <p><b>Action:</b> MJW to follow up with Tina Osadolor from UCL about their future involvement.</p> <p><b>CLAHRC Directors meeting</b> It was decided that we would seek to postpone our presentation to the CLARHC Directors until such a time as we have secured future finances and the new Chair is in post.</p>	SAW  JVS   MJW	13.09.17  22.09.17  15.09.17
<b>4. Steering Committee</b>	SAW has agreed to take on the role of Deputy Chair of the collaboration and will chair the meeting on 13.09.17.		

<p><b>meeting</b></p>	<p>There will be two new representatives from CRUK at the Steering Committee – Abby Woodfin and Anbalakan Paramasivam. It will be Sam Ahmedzai's first Steering Committee meeting, representing the research sub-group and NCRI.</p> <p><b>Action:</b> MB to write notes to support the agenda for SAW as acting Chair.</p> <p><b>Action:</b> The collaboration to ask SA to confirm with the NCRI that he is acting in the capacity of a representative of that organisation.</p> <p>Clare Shaw is now considered to be the formal representative of the BDA, following discussion she has had with them.</p> <p><b>Amendments to the agenda:</b> List as much as possible under 'matters arising' so people are aware of what will be brought up but not discussed in depth.</p> <p>NOCRI have limited capacity at the moment due to staff shortages but will continue to support the collaboration as much as they can. Lucy Allen is back from maternity leave and will attend the next Steering Committee meeting.</p>	<p>MB</p> <p>MB</p>	<p>11.09.17</p> <p>03.10.17</p>
<p><b>5. Research workshop</b></p>	<p>The Research workshop will take place on 13<sup>th</sup> September, straight after the Steering Committee. It will be in the format of a plenary discussion rather than sub-group discussions, in order to maximise the sharing of information between participants.</p> <p>Funders (CRUK, WCRF and Macmillan) will present on the funding opportunities they offer. SAW will speak about opportunities offered by NIHR.</p>		
<p><b>6. Charity meeting</b></p>	<p>The meeting will take place on Thursday 21<sup>st</sup> September. The Secretariat thanks NOCRI for providing the venue and refreshments/lunch.</p> <p>SAW will attend the meeting and present an update on collaboration activities and an overview of how the charities fit in with the patient-focused research agenda. It will be stressed that the collaboration is offering the charities an opportunity to support our activity and work together to produce a body of evidence-based guidance on nutrition for patients and their clinicians.</p> <p>The next charity meeting planning teleconference is on Monday 11<sup>th</sup> September.</p>		
<p><b>7. NCRI/James Lind Alliance</b></p>	<p>The JLA is a technical process to help priority setting in association with patients and clinicians and is considered to be a formal methodological approach. NCRI are supporting a JLA on 'Living With and Beyond Cancer' – it is not exclusive to nutrition, but nutrition is within remit.</p>		

<p><b>partnership</b></p>	<p>Sam Ahmedzai was involved in the discussions leading up to the JLA and going forwards should represent the collaboration's interests in the JLA.</p> <p>All of the collaboration contacts have been informed of the JLA survey (deadline 15<sup>th</sup> October) and it has been publicised on the website.</p> <p><b>Action:</b> Research work streams to be reminded to coordinate and submit responses to the JLA.</p>	<p>MB and FD</p>	<p>02.10.17</p>
<p><b>8. Communications and media</b></p>	<p>The Phase II report has been sent to work stream members, to all recipients of the newsletter, the Steering Committee members and all charity contacts. Contacts have been asked to request printed copies of the report.</p> <p><b>Action:</b> Post printed copies of the report to those who have requested it.</p> <p>MJW has written a blog for WCRF website on the Phase II report.</p> <p><b>Action:</b> Once published, circulate to Theo from NOCRI for NOCRI to publicise on Twitter/LinkedIn etc</p> <p>Laura Miller (Toolkit work stream) was invited to speak on the radio recently about nutrition and cancer. LM had asked about what to say about the collaboration if the opportunity arose to speak about it. We will produce a FAQ sheet to help collaboration members with future media opportunities.</p> <p><b>Action:</b> Produce FAQs for use in any future media requests.</p> <p><b>Website</b> Hosting, mirrored back up, regular maintenance and security updates have been paid for through to November 2017, following advice from the Trust that these are essential.</p>	<p>FD</p> <p>FD</p> <p>MB/FD</p>	<p>03.10.17</p> <p>03.10.17</p> <p>31.10.17</p>
<p><b>9. AOB</b></p>	<p>After receiving the Phase II report, Annie Anderson emailed AAJ about the lack of representation from northern institutions within the collaboration, and offered to become more involved. AAJ acknowledged AA's email but a further response is warranted.</p> <p><b>Action:</b> Reply to AA that we are grateful for her offer and recognise the point she is making. Let AA know we are appointing a new Chair and will be looking at the Steering Committee membership in due course.</p> <p>SAW will be speaking at the Parliamentary Food and Health Forum on 17<sup>th</sup> October. Lucy Eldridge from the Royal Marsden will also be speaking there.</p>	<p>MB</p>	<p>Complete</p>

	<p><b>Action:</b> SAW to speak to Lucy Eldridge prior to the event to discuss the content of their presentations.</p> <p><b>OSCHR review</b> SAW has written to Tony Soteriou seeking to determine how NIHR might respond to the OSCHR review into nutrition research, and in particular the need to build capacity in nutritional science.</p> <p>SAW reported that a process has been initiated to consider training young researchers to build capacity, and the opportunity that such training may relate to cancer and nutrition research.</p> <p><b>Future Steering Committee meetings</b> Presently we have nothing booked beyond December 2017. Hold for now until we have secured the Secretariat.</p> <p>The Secretariat formally noted our sincere thanks to Jenny Cameron for her contribution and enthusiasm with the collaboration. Jenny is leaving NOCRI on 8<sup>th</sup> September to take up a post at UCL.</p>	SAW	17.10.17
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**Next meetings: 3<sup>rd</sup> October, 31st October and 27<sup>th</sup> November**