



Secretariat meeting – minutes and actions
Tuesday 17th April 2018, 9.45-11.45am

Present: Fiona Davey (FD), Martin Wiseman (MJW), Steve Wootton (SAW)

Apologies: Lucy Allen (LA), Alan Jackson (AAJ), Judit Varkonyi-Sepp (JVS)

Agenda item	Notes	Person responsible	Required by
1. Welcome and apologies	The Chair welcomed everyone to the meeting and noted apologies (as listed above)		
2. Minutes and matters arising	<p>The minutes of the previous meeting were approved.</p> <p>Action: Upload to website</p> <p>Matters arising</p> <p>Southampton BRC PPI support Action: Confirm continuing support for Lesley Turner as patient representative from Southampton BRC</p> <p>ECPC Action: FD to meet with Lesley Turner to discuss European Cancer Patients Coalition</p> <p>BDA GET application The application to the BDA GET was submitted at the end of March. We will hear of the outcomes on 15th May following the Trustees' meeting. The collaboration formally notes and thanks the efforts of Jane Murphy, Fehmidah Munir, Clare Shaw and Lucy Eldridge in pulling a high-quality application together within a short space of time. The application coming from the BDA Oncology Specialty Group particularly strengthens the case for the project. The formal relationship between the OSG and the collaboration is a prime example of how such collaborations might work – separating out and identifying the professional, academic and governance roles within the project between partners.</p>	<p>FD</p> <p>SAW</p> <p>FD</p>	<p>Complete</p> <p>27/04/18</p> <p>15/5/18</p>

	<p>MOU In its present format the MOU is a document on 'developing a MOU' and needs to be converted to the MOU itself.</p> <p>Amendments have been suggested following the Steering Committee which will be implemented. Input from LA will be sought regarding how the document stands with NIHR and final sign-off will be with DE.</p> <p>Action: Amendments to MOU</p> <p>The letters should refer to previous conversations with BRC Directors/representatives. Action: Write personalised emails to BRCs Action: Send emails to BRCs</p> <p>Paediatric Oncology SAW and AAJ have been in contact with Mike Stevens, who has expressed interest in becoming a champion for the cause and perhaps lead an activity for the collaboration. A teleconference has been set up for May and AAJ/SAW will report back at the next Secretariat. MS has produced a briefing paper which will be circulated to the Steering Committee along with the minutes.</p> <p>Toolkit/professionals manuscript SAW has not yet had the chance to speak to BMC regarding the manuscript as BMC has been out of the office. The manuscripts will be separated into two parts once again: <ol style="list-style-type: none"> 1) Professional practice perspective 2) Toolkit and characterising nutritional status. The message here is that the screening requirements need to go beyond MUST – screening needs to take place in all settings, and standardised measures are required to make a nutritional diagnosis. <p>Once the manuscripts are published, all of the data (including that not published) should be available on an open-access basis on the website.</p> <p>Nutrition Society AAJ is continuing to encourage the Nutrition Society to take responsibility for nutrition and</p> </p>	<p>FD</p> <p>FD/SAW FD</p>	<p>Complete</p> <p>20/04/18 20/04/18</p>
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	<p>cancer. Action: SAW to have an informal conversation with the CEO and President of the Nutrition Society regarding re-engagement with the collaboration.</p> <p>Definitions The collaboration needs to be specific about what ‘cancer prevention’ includes. It runs across all sub-group remits. FD drafted a definition of prevention and MJW edited this. This raised the question of needing a mechanism for approving/having direct oversight over the research sub-groups. Action: Put reconfiguration of research work stream structure as item on the next Secretariat agenda</p>	<p>SAW</p> <p>FD</p>	<p>Complete</p> <p>8/5/18</p>
3. Finance update	<p>Charity funding Conditions of the gift from Macmillan have not yet been received. Money cannot be accepted until the preconditions have been agreed. Action: Contact Macmillan for an update on progress</p> <p>Secretariat Chair WCRF has agreed to continue supporting MJW’s position for a further 6 months until end of September. Action: Write formal letter of thanks to WCRF</p> <p>SAW involvement SAW has a PPDR coming up in May and will be seeking formal approval to continue in job role.</p> <p>FD role MJW advised to change title to ‘Acting Project Manager’ in light of responsibilities being taken up. However, it was agreed in principle at the Steering Committee that the formal move towards a collaboration ‘Operations Manager’ would wait until the MOU has been formally agreed. The position would also have to be open to external applications.</p> <p>Royal Marsden Action: Formally thank the Royal Marsden BRC for backfilling Clare Shaw’s time for two days per week</p>	<p>SAW</p> <p>SAW</p> <p>SAW</p>	<p>Complete</p> <p>27/4/18</p> <p>27/4/18</p>

	<p>Commercial support A draft MOU outlining engagement with the commercial sector is required in preparation for the next Secretariat meeting. Action: draft MOU for commercial engagement</p>	SAW?	8/5/18
4. Stakeholder engagement	<p>The Stakeholder Engagement Plan (SEP) needs operationalising once the collaboration has security from BRCs and others.</p> <p>The SEP needs to provide options with no money, minimal money and a desirable model. The discussions could not be taken further at this meeting as JVS was not present. Action: Discuss at next Secretariat meeting how and when to operationalise</p> <p>NCRI CSG engagement There is a need to be clear about how the collaboration's activities align with the NCRI CSGs Action: review previous responses from NCRI survey in order to answer:</p> <ol style="list-style-type: none"> 1) Does NCRI see value in identifying nutrition and cancer as a focus in its strategy? 2) What is the best way of engaging with NCRI? <p>Action: Organise informal conversation for DE and Sam Ahmedzai</p> <p>As a result of these discussions, a proposal should be prepared for the Steering Committee</p>	All	15/5/18
		FD	8/5/18
		FD	15/5/18
5. Steering Committee	<p>Chair position It was announced on 13th April that Professor Eccles has been appointed the new Dean of Medicine at the University of Southampton. As a result of this she will not be able to continue the position of Chair after the June meeting. An election will be called for the June Steering Committee for the next Chair. SC members will be informed by email when the previous meeting minutes are circulated and suggestions for a new Chair will be invited. It remains the preferred position to have a Chair that is in a cancer-facing role.</p>		

	<p>SAW will continue duties as Deputy Chair.</p> <p>Venue Presently there is no venue secured for the June Steering Committee meeting.</p> <p>Action: Explore the following options:</p> <ul style="list-style-type: none"> - Association for Nutrition - Nutrition Society - RSPH <p>There is also no venue for the December meeting yet – ask at the June meeting who might be able to host.</p>	FD	Complete
6. Collaboration membership	<p>A document has been drafted by FD to suggest criteria for becoming a ‘member’ of the collaboration on either an organisation or individual level. The aim is to have an active membership model where people/organisations ‘sign up’ to be members of the collaboration.</p> <p>Consideration required on:</p> <ul style="list-style-type: none"> • Qualifying criteria for each ‘level’ of membership • Should the level of contribution be a factor in determining the level of membership? • Administration of membership <p>Action: Amendments on draft Action: Draft coversheet to explain why we are having membership</p> <p>Individuals that actively contribute to work streams may also benefit from formal letters of appointment, which can justify their involvement in the collaboration to their employing institution.</p>	SAW FD	08/05/18 04/05/18
7. NCRI conferences	<p>The potential of a sponsored session for the 2018 conference was put forward by Sam Ahmedzai, as the opportunity has passed for a non-sponsored session. In conversation with Barry Laird it has emerged that the potential leads for sponsorship are unlikely to be an option for this year.</p> <p>Preparation needs to begin early to secure a session at the 2019 conference.</p> <p>Action: Ask Feng Li if she can help us engage with programme for 2019</p>	FD	4/05/18
8. Local	FD attended the Wessex Public Health		

authorities	<p>Conference recently. There was an interest from local authorities to become more engaged with research and to make contacts within academia to collaborate on research projects for interventions that will start or are already ongoing.</p> <p>Action: Explore the potential for involvement of a local authority with Annie Anderson's research sub-group.</p>	FD	15/05/18
9. Newsletter	<p>FD has drafted the content for the Spring newsletter and presented it to the Secretariat for comments/edits.</p> <p>In the news recently there has been coverage on nutritional education for doctors. It was suggested that a comment piece could be included in the newsletter on this topic, and reminding members of the work in promoting undergraduate and postgraduate education for some years.</p> <p>Action: Start draft commentary and send to MJW to complete</p>	FD	24/04/18
10. AOB	<p>Letter of support for applications</p> <p>There is a need to agree what the collaboration will offer and what level of endorsement can be provided through letters of support.</p> <p>The following was agreed:</p> <ul style="list-style-type: none"> • Curating/signposting expertise, literature and identifying potential collaborations • Technical expertise within context of study design and accessing methodology • Peer reviewing applications • Confirmation of statement of collaboration activity – which should reasonably only be given for: <ul style="list-style-type: none"> a) A study coming directly out of the collaboration (i.e. the BDA GET application) b) Confirmation of someone's role/position within the collaboration (Chair or deputy Chair to provide this) <p>Action: Draft this agreement into a formal paper</p>	FD	4/05/18

Future meetings: Tuesday 15th May, Tuesday 19th June

<https://doodle.com/poll/ru656f64mpiyfar3#admin>