



Secretariat meeting – minutes and actions
Tuesday 19th June 2018, 10am-12pm

Present: Sam Ahmedzai (by phone) (SA), 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	<p>The Chair welcomed everyone to the meeting, including SA, joining us (by phone) for the first time as new Chair of the Steering Committee. Apologies were noted as above.</p> <p>SAW explained the role of each Secretariat member for SA's information.</p>		
2. Minutes and matters arising	<p>The minutes of the previous meeting were approved.</p> <p>Action: Upload to website</p> <p>Matters arising Southampton BRC PPI support Oral confirmation has been received from Southampton BRC that support will continue for Lesley Turner as PPI representative. Written confirmation of support is required. Action: Written confirmation of support to be provided</p> <p>Press release This item is pending (see finance section)</p> <p>Job description FD is currently working with SAW and JVS to redefine her role as Acting Project Manager.</p> <p>Negotiations with RMH SAW is visiting RMH in two weeks to speak with Clare Shaw Action: Report back at next Secretariat meeting</p> <p>BDA and NS conversations SAW has already met with the President of</p>	<p>FD</p> <p>KP</p> <p>SAW</p>	<p>Complete</p> <p>30/6/18</p> <p>16/7/18</p>

	<p>the BDA. High level conversations are taking place between NS and BDA about their own future relationship. Leave our discussions with them as a pending item to return to at a more appropriate time.</p> <p>BRC Discussions FD sent the agreed letters to the Directors/key contacts of BRCs with a theme in cancer or nutrition at the beginning of May, and a reminder at the end of May. Responses have been received from:</p> <ul style="list-style-type: none"> • Southampton – SAW will be meeting Keith Godfrey in July (2.30pm, Friday 13th July) • Manchester – Andrew Renehan designated contact to take discussions forward, FD liaising with their admin contact to arrange a discussion. • Bristol – Julian Hamilton-Shield designated as contact • Royal Marsden – Clare Shaw has confirmed that the Royal Marsden wish to engage beyond their current investment. SAW to speak with RM regarding specific outputs from CS • Oxford – negative response. • Leicester – teleconference scheduled for 27th July at 9am <p>Action: Compile list of centres to chase, SAW to make phone calls</p> <p>FD is in the process of writing to the BRCs without a cancer or nutrition theme.</p> <p>CRF Survey A survey will be sent to the CRFs to see whether they are equipped and enabled to do research in nutrition and cancer. Ask questions regarding interest, capacity and capability in nutrition, whether they would be interested in having help and support to improve capabilities and capacity in that area.</p> <p>Action: Draft survey to be approved at July Secretariat.</p>	<p>FD/SAW</p> <p>FD/SAW</p>	<p>29/6/18</p>
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3. Steering Committee	<p>Chair position The Steering Committee meeting took place on 5th June. Prof Sam Ahmedzai was elected unanimously as the new Chair of the committee, with immediate effect.</p> <p>Steering Committee membership It has been agreed in principle that each group of stakeholders from the stakeholder engagement plan, including the BRCs, should be represented on the Steering Committee; they will all need to convene and nominate someone to represent them as a group. Action: item for operationalising the plan for representation of stakeholder groups on the next Secretariat agenda</p>	FD	16/7/18
4. Stakeholder Engagement Plan	<p>Charities SA leads the NIHR & Charities Consortium for Hospice and Community Research. Action: Speak to SA about further charity engagement with the consortium</p>	FD	2/7/18
5. Collaboration membership	<p>The draft membership structure was presented to the Steering Committee. It was suggested at the time that individuals could also obtain CPD recognition for contribution to the collaboration. However, we cannot award CPD ourselves, though we could arrange our activities in a way that would make it easier for organisations such as AfN or BDA to award CPD for contributions to the collaboration.</p> <p>UICC's membership programme had been provided by Kate Allen at WCRF as an example of what could be offered to organisations and individuals.</p>		

	Action: FD to review UICC Champions programme and individual membership, take out relevant points and redraft collaboration membership framework to focus more on the benefits for members at different levels. To be reviewed by secretariat and then SC	FD	13/7/18
6. NCRI	<p>NCRI conference 2018: Explore which collaboration work stream members will be speaking at the NCRI conference and whether they can mention the collaboration. SA will be on the panel to announce the JLA priorities at the conference.</p> <p>2019 conference Prof Steve Hursting has confirmed his willingness to give a keynote talk in a session.</p> <p>Beyond the Horizon The Supportive and Palliative Care work stream is submitting a suggestion to the BTH programme, and will include an element of nutrition. SA recommended that more responses regarding nutrition should be submitted, not only one from the CSG on behalf of the collaboration.</p> <p>Action: SA to share BTH application with Secretariat</p> <p>Action: FD to arrange time for SAW and MJW to draft BTH response</p> <p>CSGs Action: SA will revisit the CSGs that did not reply to the survey on a 1:1 basis, via the annual CSG meeting.</p>	SA FD SA	 29/6/18 29/6/18 18/9/18
7. Paediatric Oncology	<p>A briefing paper was presented at the last Secretariat meeting. This has now been further developed into a formal paper to inform an expert meeting.</p> <p>Prof Mike Stevens has identified a community of practitioners (mainly paediatric oncology) to participate.</p> <p>A teleconference is being held on 10th July in preparation for a face to face workshop on 11th October. Potential participants have been invited to both, and have been asked to share their views on how they might</p>		

	<p>achieve their outcomes indicated in the briefing paper. The expectation of the workshop is to come up with a work plan for the group to take forward and to identify research priorities.</p> <p>This project is being financed by AAJ's budget.</p>		
8. Work streams	<p>PPI</p> <p>LT has raised concern that the current teleconference number is not a Freephone line. The collaboration has previously advised our PPI representatives that we will reimburse any charges they incur using the geographical number, but they would prefer not to go through this process.</p> <p>Action: Ask AfN, WCRF, NCRI Consumer Forum and Southampton if they are able to advise or support costs for a Freephone line for teleconferences.</p> <p>Professionals</p> <p>Following the unsuccessful outcome of the BDA GET application, SAW will be meeting with Andy Burman, Chief Executive of the BDA, and the BDA Oncology Specialty Group to help move the activity forward. The case has been made that there is the potential for reputational risk to dietitians if the project is not carried out to secure the evidence base.</p> <p>The Garfield Weston Foundation remains a potential option for funding. The funding stream we had been considering requires matched funding – the funding from Macmillan might be able to be used as part of the matched funding if necessary.</p> <p>Research work streams</p> <p>Nutrition Care in People Living with and Beyond Cancer</p> <p>The group had a teleconference on 14th June and will be having a face to face meeting on 2nd July. This meeting will focus on setting up the next series of studies for the group. It will also approach the topic of succession for leadership for the group, as SA will step down at some point following his appointment of Chair.</p>	FD	29/6/18

	<p>Population health – cancer prevention and early detection The group will be holding its first face to face meeting on 26th June, which FD will be attending to support. The purpose of this meeting is to produce a methodological framework for designing interventions in prevention.</p> <p>Experimental – discovery to first in man Prof Karen Brown is stepping down from leading this work stream and further consideration will be given to its future direction.</p> <p>Toolkit – manuscript Despite repeated promises of producing a manuscript, we still do not have a draft that is appropriate for submission. SAW has provided a narrative which clearly defines the professionals’ message separately from the Toolkit message. The target journal will be one with a primarily medical readership, as it was felt that doctors would be less likely to read a nursing journal. Bernard Corfe is pursuing an appeal to BMJ Open to have a no page-fee prior to submission. Action: SAW to speak to TW directly about manuscript messages</p> <p>The Professionals work stream can resume work on their aspect of the manuscript along the lines of the narrative provided by SAW. Action: Contact JM and FM</p> <p>Toolkit activity The Toolkit project would fit into the WCRF research grants scheme as a feasibility study. However, if we submitted an application in Feb 2019, this would not be funded until 2020 at the earliest. Action: Encourage BMC to develop a proposal for a feasibility study of the Toolkit, and explore suitable funding options. The purpose of this application will be to ensure that the Toolkit is understandable to those in clinical practice, and can fit in with the capacity and capability of organisations.</p>	<p>SAW</p> <p>FD</p> <p>FD/SAW</p>	<p>29/6/18</p> <p>29/6/18</p> <p>16/7/18</p>
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9. Future meetings	Action: FD to find dates for Secretariat meetings to end of the year, and for 2019 for the Steering Committee.	FD	16/7/18
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Future meetings: Monday 16th July, Tuesday 7th August, Tuesday 18th September