

Secretariat meeting – minutes and actions
Tuesday 12th July 2016, 10am-12pm

Present: Martin Wiseman (MJW), Steve Wootton, (SAW), Lucy Allen (LA), Karen Phekoo (KP), Millie Barrett (MB), Fiona Davey (FD)

Apologies: Alan Jackson (AAJ), Karla Duarte (KD)

Minutes of the previous meeting (09.06.16)	The minutes were approved.		
Matters arising from previous meeting	<p>From this meeting onwards, MJW will be chairing the Secretariat meetings. KP is joining the Secretariat to formalise the link between the collaboration and senior management at the BRC.</p> <p><u>NOCRI template for the Research workstream:</u> A teleconference will take place on 25th July, following which the template will be agreed and uploaded onto the collaboration website.</p> <p><u>CRUK member of Steering Committee:</u> Anne Helme’s replacement identified herself to AAJ at the recent OSCHR meeting. Contact Fiona Reddington to confirm details.</p> <p><u>Communications strategy:</u> Action: A database of communication leads should be built by the collaboration, and key messages agreed. Action: Explore forming a small working group to support development of communications database. Action: After each SC, the summary of progress from each work stream will form a quarterly newsletter. Action: Communications strategy and action plan to be completed by end of September.</p>	<p>MJW</p> <p>AAJ and MB</p> <p>MB</p> <p>MB/FD</p> <p>MB/LA</p> <p>MB/FD</p> <p>MB</p>	<p>Ongoing</p> <p>11.08.16</p> <p>Completed</p> <p>31.09.16</p> <p>30.07.16</p> <p>30.09.16</p> <p>30.09.16</p>
Actions arising from Steering Committee	<p>Mark Samuels, NOCRI, indicated his support for the collaboration and commended the Steering Committee on the progress made and plans for the future. He highlighted the importance that NIHR places on infrastructure collaborations as a way of delivery the translational research agenda.</p> <p><u>Business Plan and Strategic Direction:</u> A small team led by MJW will be formed to develop the collaboration’s future strategy. It will be responsible for agreeing the core strategy and an implementation plan alongside that. It will consolidate non-workstream (i.e. strategic) activity. The Secretariat meetings will be</p>	<p>MJW</p>	<p>27.07.16</p>

<p>designated for discussions relating to operational matters. The timeline for development of the final Business Plan will be in line with BRC awards process.</p> <p>Action: Develop/finalise business plan by October, for bilateral discussions with NIHR infrastructure leads. Action: Develop and refine strategy going forwards beyond March 2017. Action: A communication to be sent from AAJ to all heads of NIHR infrastructure by way of follow up to email at the end of May. Purpose being to inform them that a strategic plan is being developed and that the collaboration would like to engage with the wider infrastructure once the current bidding round is complete (Autumn).</p> <p>A more developed business plan and strategy will then be circulated to relevant partners once the current round of applications is over.</p> <p><u>NOCRI templates:</u> The Professionals and Toolkit NOCRI templates have been uploaded to the website. Research workstream template to follow after the teleconference scheduled for 25th July.</p> <p><u>PPI:</u> LT has updated members of the PPI workstream following the Steering Committee meeting. Members have been invited to nominate themselves to join other workstreams.</p> <p>Action: Prompt at end of July if PPI representation on each workstream has not been finalised.</p> <p><u>Engaging with industry:</u> A discussion was held about whether it is the right time to form the fifth workstream. It was concluded that it cannot be formed prior to the results of the OSCHR review as there are ongoing discussions around industry and terms of engagement at the OSCHR workshop.</p> <p>Action: A statement about the collaboration's position on engaging with industry should go on the website, for the purpose of updating and keeping stakeholders informed.</p> <p>In the future, the collaboration will need to nominate someone responsible for engagement with wider industry</p>	MJW	01.10.16
	MJW	01.10.16
	MJW	01.10.16
	MB/ AAJ	Completed
	MB	Completed
	MB and SAW	29.07.16

	<p>activity. This needs to be a formalised responsibility.</p> <p>Action: The fifth work stream to be put on hold for now, until more is known about the results of the OSCHR review. SAW to be proxy lead until decision finalised.</p> <p>Mark Hull has indicated a willingness to become more involved in the collaboration, and is looking to see how he can bring his experiences working with the Medicines and Healthcare products Regulatory Agency (MHRA) to the table.</p> <p>Action: The Secretariat is to be kept informed of any informal correspondence with industry to enable a record to be kept.</p> <p>Steering Committee: Mark Hull may become a permanent member, as a representative of the NIHR Clinical Research Network. Discussions around membership are needed at the end of Phase 2.</p> <p>Action: Remind Karen Brown of next Steering Committee date and ask if she plans to attend.</p> <p>Action: Review membership of Steering Committee, explore if other groups from NIHR need to be represented.</p> <p>AMRC event: Approval has been received to go ahead with the Charity Consortium workshop in September. It will take place on 5th September 2016. The collaboration is working with MRC-T who have experience in bringing together industry and charities.</p> <p>Action: Invites to be sent to CEOs/Directors/Heads of Research of major UK cancer medical research charities. Discussion was held around the necessity of being upfront with charities that the ultimate objective for the charity to contribute funds towards projects. If the charities feel they have been misled in the purpose of the workshop they may become disengaged.</p> <p>Action: Programme for the day is being developed by LA and the project team. This will not be emailed to invitees at the same time as the initial invite. AAJ will chair the day. MJW will speak about nutrition and cancer - what we know and where the gaps in evidence lie. Resources for AMRC event:</p>	<p>SAW</p> <p>MB</p> <p>MB</p> <p>AAJ</p> <p>LA</p> <p>LA</p>	<p>October onwards</p> <p>Ongoing</p> <p>Completed</p> <p>Jan-March 2017</p> <p>Completed</p> <p>July 2016</p>
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	<p>NOCRI will cover the costs of the meeting room. The collaboration will cover the cost of refreshments.</p> <p>Action: LA to provide information on costs of refreshments/lunch.</p>	LA	Completed
Engagement with wider NIHR	<p>A discussion was held around engagement with wider NIHR Strategy Board members, and it was agreed this would be taken up in the Strategic Planning meetings scheduled for 27th July and 8th August.</p> <p>Action: Strategic Planning group to agree how best to engage with NIHR in order to further the aims of the collaboration.</p>	MJW	July/August
Toolkit and Professionals survey	<p>The survey has received a positive response so far and the minimum target number of responses has been met for dietitians and nurses. There are low numbers of responses from doctors and surgeons at present. The Association for Cancer Physicians have not been in contact with the collaboration since 15th June and have not responded to emails. The Royal Society of Medicine has an Oncology Section that might be an avenue to contact doctors. Approval was received to contact RSM to ask to distribute the survey for us. We can also contact the Royal College of Surgeons.</p> <p>Action: Contact RSM Oncology Section and Royal College of Surgeons to request assistance in distributing survey to doctors and surgeons.</p> <p>Analysis of the survey results will take place in August and September, in time for a report to be produced before the Toolkit and Professionals joint meeting in October.</p> <p>Action: A meeting should be arranged between SAW, MB/FD and Colin Newell (data analyst in Soton BRC).</p>	MB/FD	26.07.16 29.07.16
NCRI Conference	<p>LT will be attending the NCRI conference in her own right. She has asked if the collaboration can submit an abstract to present.</p> <p>A discussion was held around this and it was noted that the abstract submitted for last year's conference was rejected. The collaboration does not fit the format of the</p>		

	<p>conference as formal research is expected. It was decided not to submit an abstract.</p> <p>Action: Ask workstream members if they are going to the NCRI conference and suggest they use it as an opportunity to speak about the collaboration using the standard presentation now available on the website.</p>	MB	29.07.16
Future meetings	Next Secretariat meeting is on 31st August. 27th July and 8th August – Strategic meetings		
AOB	<p><u>Budget:</u> Costings for the current financial year have been redrafted in light of Southampton BRC's support for the secretariat.</p> <p>Action: Circulate revised costings to Secretariat.</p> <p>Steering Committee members were previously asked if they had any objections to their names being on the website but no one responded. The Secretariat agrees that all names can be put on the website as everyone is aware that it is a transparent organisation.</p> <p>Action: Update website with names of Steering Committee and workstream members.</p> <p><u>Pro-forma for external stakeholders:</u> A form has to be developed to capture information of interested stakeholders, how they want to contribute and what they expect in return.</p> <p>Action: Distribute pro-forma to Secretariat for comment/approval.</p> <p><u>Presentation slides:</u> The presentation slides used by the PPI workstream have been transferred to the NOCRI powerpoint template and some sections have been updated. These slides will be uploaded to the 'Resources' page of the website for all workstream and Steering Committee members to use at presentation opportunities.</p> <p>Action: Distribute to Secretariat.</p>	<p>KP and SAW</p> <p>MB/FD</p> <p>FD</p> <p>FD</p>	<p>22.07.16</p> <p>29.07.16</p> <p>Completed</p> <p>Completed</p>