



**Secretariat meeting – minutes and actions**  
**Monday 26th September 2016, 10am-12pm**

**Present:** Martin Wiseman (MJW), Lucy Allen (LA), Carrie Bolt (CB), Millie Barrett (MB), Fiona Davey (FD), Karla Duarte (KD), Karen Phekoo (KP), Jenny Cameron (JC)

**Apologies:** Alan Jackson (AAJ), Steve Wootton (SAW)

**Invited ad hoc:** Kathryn Lewer (KL)

Agenda item	Notes	Person responsible	Date due
Welcome and apologies	Jenny Cameron (JC) joined this meeting on behalf of NOCRI. Kathryn Lewer (KL) joined in her capacity as Project Manager for the NIHR National Office for Nutrition.		
Minutes and matters arising from the previous meeting (31.08.16)	<p>KP is now in the position of Senior Project Manager for Southampton BRC, and will manage the restructure for beyond April 2017. CB will recommence oversight of the Collaboration.</p> <p><u>Pro-forma communication to interested parties:</u> It was noted that a response had come back from one individual that had been sent the form to say they had filled in something similar already. <b>Action:</b> Make it clearer on the first contact (via the website) that another form, seeking additional information, will be sent subsequently.</p> <p><u>Further contacts for doctors and surgeons for the Toolkit/Professionals survey:</u> <b>Action:</b> NOCRI to provide named contact from Macmillan to approach to send survey to doctors and surgeons. <b>Action:</b> Check the delegate list from charity consortium workshop for further contacts from charities if required.</p> <p><u>Phone call with KB, AAJ, ER to discuss leadership of Research work stream:</u> This has been arranged for Thursday 20<sup>th</sup> October.</p> <p>The minutes of the last Secretariat meeting were approved. <b>Action:</b> Upload minutes to Collaboration website.</p>	<p>MB/FD</p> <p>KD</p> <p>KD</p> <p>MB</p>	<p>31.10.16</p> <p>07.10.16</p> <p>07.10.16</p> <p>07.10.16</p>
Feedback from Steering Committee and budget for venue hire	<p>It was noted that it is important to have a scheduled briefing meeting for the Chair prior to the Steering Committee to ensure the purpose of each agenda item is clear in advance. <b>Action:</b> Arrange time for Chair's brief prior to SC meetings.</p> <p><u>Budget for venue hire:</u></p>	MB/AAJ	14.10.16

	<p>Due to increased numbers on the Steering Committee, the rooms we have previously had offered for free at WCRF and Imperial are potentially no longer suitable. One option is to have some Secretariat members sit at a side table although this was judged not ideal.</p> <p>It was noted that SC membership should be reviewed in light of progress towards Phase 3 of the Collaboration.</p> <p><b>Action:</b> KD to look into London Bridge availability for 22<sup>nd</sup> March 2017.</p> <p><b>Action:</b> Explore meeting room opportunities at CRUK for 2017.</p> <p><b>Action:</b> Membership and ToR for Steering Committee to be on agenda for next Secretariat in October.</p>	<p>KD</p> <p>MB</p> <p>MB</p>	<p>Complete</p> <p>31.12.16</p> <p>20.10.16</p>
Draft email invite and plans for meeting with new BRC Directors	<p>In July the Collaboration sent an Executive Summary of the Business Plan with a covering note to all BRC Directors. Following the recent announcement of the nine new BRCs for April 2017 onwards, we are now planning to contact the new BRC Directors with our Strategic Plan for 2017-2022 and a supporting document explaining what the Collaboration can offer them and inviting them to a meeting with us.</p> <p>Between mid-January and mid-February would be a suitable time to hold the BRC Directors meeting. A draft email was circulated for comment.</p> <p><b>Action:</b> Modify email depending on whether the receiving BRC has been in touch with the Collaboration previously.</p> <p><b>Action:</b> Add into email the request for nomination of a lead contact for cancer and/or nutrition.</p> <p><b>Action:</b> Contact new BRC Directors about a meeting in the new year, to gain an idea of numbers before finding a suitable venue and confirming the date.</p>	<p>MB</p> <p>MB</p> <p>MB</p>	<p>14.10.16</p> <p>14.10.16</p> <p>14.10.16</p>
Update on MRC-T/NOCRI/Collaboration workshop	<p>The MRC-T/NOCRI/Collaboration workshop received a positive response from the medical research charities attending. Fifteen charities indicated a willingness to be involved with future discussions about setting up funding consortium.</p> <p>LA reported on the next steps being considered by NOCRI and MRC-T:</p> <ul style="list-style-type: none"> <li>- Identify a project that the charities can work with the Collaboration on, no funding necessary at this stage.</li> <li>- The charities could work with the Professionals work stream to set up an accredited database for nutritional advice for cancer patients. The activity is not disease-specific so would be a suitable project to get all the charities involved with.</li> </ul> <p>It was noted that the Collaboration will need to consider how the charities can work with the Professionals work stream to deliver the catalogue of advice, issues of</p>		

	<p>ownership of the data, and mechanisms for reviewing the evidence also need addressing.</p> <p>LA asked if the central project team could manage the email invites and co-ordination of responses for the second charity consortium workshop.</p> <p><b>Action:</b> Agreed that central project team will manage email invite, LA to provide us with relevant details.</p> <p><b>Action:</b> Add to agenda for joint meeting on 12<sup>th</sup> October, invite NOCRI to attend and speak about charity consortium and how this may interlink with the catalogue of advice from the Professionals work stream.</p>	<p>LA</p> <p>FD</p>	<p>Complete</p> <p>Complete</p>
NCRI engagement update	<p>Positive discussions were held with Nicola Keat from the NCRI at the charity consortium workshop. NK asked for copies of the slides that she could take to the NCRI board. It was agreed that in order to progress communication with NCRI the Collaboration needs to fill out the proforma they have sent us.</p> <p><b>Action:</b> MB to fill in NCRI pro-forma. <b>Action:</b> Comments/input on content of pro-forma to MB prior to next Secretariat meeting ideally.</p> <p>In the pro-forma we need to make sure it is clear that we are asking for support from NCRI to help deliver the collaboration objectives, rather than the collaboration becoming embedded as a NCRI activity.</p> <p><b>Action:</b> Ask NK for general feedback from the NCRI board.</p>	<p>MB MB</p> <p>MB</p>	<p>14.10.16 20.10.16</p> <p>21.10.16</p>
Work stream updates	<p><b>Joint meeting: Professionals and Toolkit</b> The joint meeting will be held on 12<sup>th</sup> October. A project team has been formed to put together the programme and aims and objectives for the day. A planning meeting for the project team is to be held 29.09.16.</p> <p>Current numbers for the meeting stand at 22 with roughly equal numbers from each work stream. WCRF's Health Information Officer Sarah Toule will also attend and this will give us an opportunity to discuss if the Collaboration and WCRF can work together more on specific projects.</p> <p>The venue, Royal College of Nursing have sent the deposit invoice and this has been sent to finance.</p> <p><b>Action:</b> Invite Matt Hallsworth at NOCRI to join the meeting, and if he is unavailable KD or JC might be able to attend, in order to speak about the charity consortium of funders.</p> <p><b>Action:</b> Finalise post-workshop debrief date/time.</p>	<p>FD</p> <p>FD</p>	<p>Complete</p> <p>Complete</p>

	<p><b>PPI:</b> This group has two new members, who were part of the patient panel at the 5<sup>th</sup> September charity consortium workshop. A teleconference is taking place on 27<sup>th</sup> September at which the group will discuss next steps. The group is continuing to make presentations to various CSGs raising awareness of the Collaboration.</p> <p><b>Professionals:</b> For now, the Professionals work stream is concentrating on completing the catalogue activity. Future objectives will be reviewed to ensure that the targets to achieve by end of March are realistic. <b>Action:</b> Professionals work stream to review NOCRI template, timelines and outputs, at their next meeting.</p> <p><b>Research:</b> The matrix of research priorities has been circulated to the work stream. <b>Action:</b> A discussion is to take place between ER/KB/AAJ to determine future direction and leadership of this work stream now that KB is back from parental leave and there is some progress on bids.</p> <p><b>Toolkit:</b> The Toolkit work stream's main activity is currently the survey. Dietitian and nurse data have had descriptive analysis performed by FD and a preliminary report written that was distributed to the Steering Committee (edits by BC). Sorrel Burden (SB) and Theresa Wiseman (TW) are undertaking further analysis prior to the joint meeting on 12<sup>th</sup> October. The Professionals work stream has been asked for volunteers to assist with analysis/interpretation of data. NCRi CSGs have been approached to help increase the number of survey responses from doctors and surgeons (recommendation by RIC and LT after Steering Committee). The next teleconference is on Monday 3<sup>rd</sup> October.</p>	<p>FD and MJW</p> <p>AAJ</p>	<p>30.11.16</p> <p>20.10.16</p>
<p>Communications and quarterly Collaboration newsletter</p>	<p>The Collaboration will start a quarterly newsletter that is emailed to stakeholders after each Steering Committee with the purpose of keeping everyone informed of activities within the Collaboration.</p> <p><b>Action:</b> Draft structure/headings for first newsletter to be circulated at next Secretariat meeting.</p> <p>Some PPI members noted that teleconference call costs are expensive (£15 for one call). FD has set up a premium account with Powwownow; there is no charge unless it is used. People needing to phone from home can be given a free phone or geographical phone number to call. The charge will be 10p per minute per user. This will amount to</p>	<p>FD/MB</p>	<p>19.10.16</p>

	<p>about £80 per teleconference for the PPI work stream if everyone uses it and about £12 per teleconference for other work streams if just the two PPI representatives use this. Members calling from their organisations' phone lines may keep using the shared cost number.</p> <p><b>Action:</b> Give out alternative teleconferencing numbers to those who need it</p> <p><b>Action:</b> Offer reimbursement to PPI representatives for previous calls for which they have been charged.</p>	FD MB	Complete 14.10.16
Tara Cheetham	<p>The Collaboration has been contacted by Dr Tara Cheetham, a research fellow at the Centre for Applications of Health Psychology, University of Southampton, for help reviewing a healthy eating intervention that has been designed for use with breast, prostate and colorectal cancer survivors with low quality of life.</p> <p><b>Action:</b> Send request to Research and Professionals work streams to see if there is interest in providing comment on the intervention.</p> <p><b>Action:</b> Develop section for the website with information on how to contact the Collaboration for assistance with reviewing research projects and proposals such as this.</p>	MB FD	Complete 31.10.16
Dates of future meetings	<p>Wednesday 19<sup>th</sup> October Thursday 24<sup>th</sup> November No meeting in December. To confirm at October meeting</p>	MB	
AOB	<p>CB and KP asked how KL's role with the National Office of Nutrition fits with the Cancer and Nutrition NIHR infrastructure collaboration.</p> <p>KL reported that the NOFN and the C&amp;N collaboration have weekly meetings to keep up to date with each other's activities.</p> <p><b>Action:</b> Create standing Secretariat agenda item for an update from the National Office for Nutrition.</p>	MB	14.10.16