



**Secretariat meeting – Final minutes and actions**  
**Thursday 2<sup>nd</sup> March 2017, 10-12pm**

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

Agenda item	Notes	Person responsible	Date due
<b>1. Welcome and apologies</b>	JVS was welcomed to the meeting for the first time. In the new Southampton BRC going forward, JVS will be involved with the national projects and projects over £1m. JVS will be representing Southampton BRC as an observer on the Steering Committee in place of KP and will be the main contact.		
<b>2. Minutes of last meeting/matters arising</b>	<p><b>ESPEN guidelines response</b> Discussions are ongoing between SAW, Trevor Smith (representing BAPEN), and the BDA Oncology Group, in order to agree a joint position.</p> <p><b>Communication with BRC Directors</b> No further action has been taken due to a need to wait for the report of the OSCHR review, which may be ready for wider visibility by the end of March.</p> <p><b>NCRI response</b> A formal response to NCRI has not been sent yet, as the activity is being aligned with a short survey being drafted by Professor Sam Ahmedzai for CSGs in relation to the Research sub-group 3 activities.</p> <p><b>Phase 3 work stream plans</b> The Strategic priorities for work post 1st April will be discussed at the March Steering Committee meeting, after which work streams will develop their individual operational plans.</p> <p><b>Charity workshop</b> The report will be circulated to attendees before being published on the Collaboration website. A template will also be circulated to charities who attended to capture more information about research funding opportunities and quality assurance processes.</p> <p><b>Southampton BRC support for the Collaboration</b> Until we know the outcome of the OSCHR review and how many other centres may contribute to the support of the Collaboration, Southampton are able to support a 'holding</p>	FD	Completed

	<p>position' for the next 6 months to secure the Secretariat. The support will be for MB, FD and MJW's roles only and does not include any non-pay costs.</p> <p><b>Action:</b> Arrange a meeting for MJW, SAW, AAJ and Rob Read to discuss the ambition of the Southampton BRC relating to Cancer and Nutrition.</p> <p><b>Action:</b> A proposed six month budget to be drafted and presented to the Steering Committee on 22 March.</p> <p><b>Phase 2 report</b> Be clear at SC how this report will be distributed – should be distributed widely and also used as marketing tool. Report will need to be approved by DH.</p> <p><b>Action:</b> Inform JC of likely timescale of needing report approved by DH.</p> <p><b>Minutes of previous meeting</b> The minutes were approved.</p> <p><b>Action:</b> Upload minutes of February Secretariat to Collaboration website.</p>	<p>FD</p> <p>MB</p> <p>MB</p> <p>FD</p>	<p>30.04.17</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>
<b>3. NIHR Office for Nutrition Research</b>	<p><b>Workshops</b> Three separate workshops are being organised for specific areas to develop consensus in order to enable better conduct of research into: physical activity and exercise; sarcopenia/wasting/cachexia; and behaviour change. There is currently a lack of consistency with language and process in research in these three areas, making it difficult within NIHR to bring research together. The purpose of the workshops is to bring researchers together, to agree on core elements and definitions of key terms.</p> <p><b>Action:</b> Secretariat to be kept informed of progress and outcomes of the three workshops.</p>	<p>SAW</p>	<p>Ongoing</p>
<b>4. Steering Committee agenda</b>	<p>Three apologies have been received so far for the March meeting. The agenda and focus of the meeting was discussed and some minor changes agreed.</p> <p><b>Action:</b> Agenda and papers to be amended accordingly and then approved before circulation.</p>	<p>MB</p>	<p>Completed</p>

<p><b>5. Phase 3 and Strategic Planning</b></p>	<p>A discussion around membership of the SC was held, including acknowledgement that DH should approve membership and any changes. In order to better secure the future of the Collaboration, an appropriate and robust structure is needed. In addition, members of the SC should be 'appointed', and their employers should note their membership as a formal appointment, with clear responsibilities attached such as feeding back to their organisation.</p> <p><b>Action:</b> New Terms of Reference are needed for membership of the Steering Committee. Membership should be time-limited with systems in place for review.</p> <p><b>Action:</b> A new operational model illustrating the proposed stakeholders that might be on a future SC will be presented at the March meeting as part of the Phase 3 strategic direction document.</p> <p>Patients sit at the heart of this proposed model and it needs to be recognised that involving patients in this way incurs costs that need to be built into the budget accordingly. The future strategic direction of the Collaboration should be guided by patients.</p> <p>JC reported that she is part of the newly-formed Collaboration Development and Delivery Team at NOCRI, and bi-monthly meetings will be held with DH as the formal mechanism whereby NOCRI reports to DH on the various collaborations' activities.</p> <p><b>Action:</b> A statement to be requested from NOCRI about this structure, that could be used on the Collaboration website to explain the governance structure with NOCRI and DH.</p>	<p>MB</p> <p>SAW</p> <p>MB</p>	<p>June 2017</p> <p>Completed</p> <p>Completed</p>
<p><b>6. Communications</b></p>	<p>On the PPI work stream teleconference on 20<sup>th</sup> Feb, plans for Phase 3 were discussed. They would like to have an increased focus on public engagement in Phase 3. The work stream spoke about using Facebook and posters put up in community places as a way for publicising the Collaboration and potentially to promote nutritional guidance for cancer patients.</p> <p>Whilst care must be taken with open communication in the public domain, we would not want to discourage an initiative which could allow patients to share their experiences, as this can be a powerful tool.</p> <p><b>Action:</b> Ask PPI work stream to draft a proposal for public engagement to be put to the Secretariat, to clarify aims.</p>	<p>MB</p>	<p>Completed</p>

	<b>Action:</b> Consider setting up a meeting with INVOLVE to discuss issues around patient involvement in research. Involve Lesley Turner in these discussions.	MB	31.03.17
<b>7. Commercial strategy</b>	A new proposal for working with the Commercial sector will be presented to the Steering Committee at the March meeting. It needs to be recognised that the commercial sector represents a vast array of interested parties with different agendas. It is an area of great potential, but the Collaboration needs to be clear about what its own intentions are before designing an engagement strategy.		
<b>8. Discussion with OVIVA</b>	<p>JC met with a digital health company called Oviva recently. They have been accepted onto the government's accelerator programme: <a href="http://digitalhealth.london/accelerator/">http://digitalhealth.london/accelerator/</a></p> <p>Oviva offers an online dietetic service that includes an app. Patients meet with a dietitian, and receive an app-based coaching programme. It has food diary functionality and patients can ask questions of the dietitian. It is already being delivered in diabetes and they would like to explore how it could be used in cancer.</p> <p>The service has not yet been independently evaluated, but there are published studies supporting the technology being used.</p> <p><b>Action:</b> JC to circulate articles provided by OVIVA as evidence for their technology.</p> <p><b>Action:</b> Arrange a meeting for SAW and MJW to meet OVIVA in London in April to find out more about their tools and discuss, without prejudice, the potential for future collaborative working.</p>	<p>JC</p> <p>FD</p>	<p>Completed</p> <p>Completed</p>

**Next meeting: Monday 10<sup>th</sup> April 10am-12pm, Training Room, Level E, SGH**