



**Secretariat meeting – DRAFT minutes and actions**  
**Monday 8<sup>th</sup> May 2017, 10am-1pm**

**Present:** Jenny Cameron (JC), Fiona Davey (FD), Alan Jackson (AAJ), Martin Wiseman (MJW), Steve Wootton (SAW)

**Apologies:** Millie Barrett (MB), Judit Varkonyi-Sepp (JVS)

Agenda item	Notes	Person responsible	Date due
<b>1. Welcome and apologies</b>	Apologies received from MB and JVS.		
<b>2. Minutes of last meeting/matters arising</b>	<p>There were no comments on the accuracy of the previous minutes.</p> <p><b>Matters arising:</b> A one page summary of the Collaboration for the DH Oversight meeting was circulated to the Secretariat by JC on 6<sup>th</sup> May.</p> <p>Gantt chart of Oversight/Steering Committee/Secretariat meetings – this has been completed</p> <p><b>Action:</b> FD to circulate chart and bring a copy to next Secretariat meeting</p> <p><b>BRC Directors' meeting - 28th June, London:</b> A meeting with Professor Rob Read (Director of Soton BRC) has now been confirmed for 12<sup>th</sup> May, AAJ and SAW to attend. This meeting is to bring RR up to speed with Collaboration business and to seek support from him in advance of the meeting that will follow on from the BRC Directors meeting on the 28<sup>th</sup> June. To date, Southampton has enabled the Collaboration by supporting the costs of the Secretariat but it is necessary to identify additional support from the BRCs and other NIHR Infrastructure.</p> <p>WCRF (UK) has committed to support MJW's position on the Secretariat for the second six months of FY 2017-18 on the basis that other organisations represented on the Steering Committee will also contribute in some way to supporting the Collaboration.</p> <p>Paperwork for the meeting will come from NOCRI. Information cannot be included within the documents sent out by CCF for the initial Director's meeting. NOCRI will invite BRC Directors, (and relevant theme leads) to stay on for the second meeting. SAW, MJW, MB and FD to attend.</p> <p>There are three levels of current engagement:</p> <ol style="list-style-type: none"> <li>1) Southampton – already engaged with collaboration</li> <li>2) BRCs that are formally represented by members on the Steering Committee, and have themes relating to cancer, nutrition or lifestyle</li> <li>3) Other BRCs not currently engaged with the Collaboration, without cancer or nutrition themes</li> </ol>	FD	19.05.17

	<p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>- Planning meeting to take place on day of next Secretariat</li> <li>- Identify contacts within each BRC that will act as supporters for the Collaboration on 28th June</li> <li>- Hold conversations with contacts within each centre to assess their position in relation to collaboration support</li> <li>- Produce summary document for meeting to go with invitation.</li> <li>- Produce presentation slides for meeting</li> </ul> <p>All documents to be signed off at Secretariat meeting on 31<sup>st</sup> May</p> <p>NIHR has an expectation that BRCs will collaborate where it provides added value. It is up to each BRC to decide if and how they might collaborate on this platform.</p> <p><b>Action:</b> Formal note to be written to WCRF to acknowledge and welcome WCRF's support of collaboration</p> <p><b>Commercial strategy:</b> <b>Action:</b> Teleconference on commercial strategy is needed to progress this activity beyond the document shared with the Steering Committee in March.</p> <p><b>Behaviour change workshop:</b> Awaiting Terms of Reference on the behaviour change workshop from JVS <b>Action:</b> JVS to send ToR to MJW</p> <p><b>Position statement on geographical issues:</b> The collaboration seeks to bring together those with an interest and responsibility in cancer and nutrition to engage in translational research to improve care and outcomes for patients. This includes a range of stakeholders across the NIHR infrastructure but also includes investigators and clinicians outwith NIHR, patients, charities, and industry and embraces interests from across the UK. There is a need to make clear the scale and scope of interests and geographical remit.</p> <p><b>Action:</b> Draft statement about geographical remit to be written, agreed by the Secretariat and put on the website</p> <p><b>Macmillan funding call:</b> Jane Murphy has submitted an outline application entitled "Development of a mobile app to provide diet and nutrition guidance with monitoring indicators of nutritional wellbeing for people living with and beyond cancer" to the Macmillan funding call.</p>	<p>MB/FD</p> <p>SAW</p> <p>JC</p> <p>SAW</p> <p>MB</p> <p>JC/SAW/MB</p> <p>JVS</p> <p>SAW</p>	<p>31.05.17</p> <p>Complete</p> <p>21.06.17</p> <p>24.05.17</p> <p>Complete</p> <p>31.05.17</p> <p>26.05.17</p> <p>10.06.17</p>
<p><b>3. Phase II report</b></p>	<p>There was discussion around the precise purpose of this report. NOCRI colleagues perceived it as awareness-raising, promotional publication that reflected all of the collaboration activities (including Phase I activities) whereas the Steering</p>		

	<p>Committee expects the Secretariat to prepare and circulate a high-level report on Phase II activities against the agenda set at the end of Phase I. JC indicated that NOCRI's role is to provide support and guidance for NIHR infrastructure collaborations and to promote the NIHR infrastructure, therefore, they cannot provide funding for a report but can assist with promotional materials.</p> <p>The two approaches are mutually beneficial but cannot be adequately expressed within a single document and so it was agreed that two documents should be published:</p> <ol style="list-style-type: none"> <li>1. Phase II report: detailed, high-level report, for scientific audience, also sets out Phase III objectives initially as an e-doc for circulation online only – this does not require formal approvals by NOCRI on behalf of NIHR but will not be paid for by NOCRI.</li> <li>2. Promotional leaflet: Awareness-raising progress report, brief links with Phase I. Design work and preparation of print files printing can be paid for by NOCRI.</li> </ol> <p><b>Action:</b> Re-send original draft version to NOCRI to confirm that there are no major issues for NIHR/DH.</p> <p><b>Action:</b> Edit draft Phase II report again and redraft into a continuous style/voice</p> <p><b>Action:</b> Collaboration to work with Chris Stock on design and infographics.</p> <p>Distribution list to be finalised once purpose and messages in each are finalised.</p>	<p>MB</p> <p>SAW/MJW</p> <p>SAW/CS</p> <p>All</p>	<p>Complete</p> <p>24.05.17</p> <p>26.05.17</p> <p>Defer</p>
<p><b>4. Phase III activities</b></p>	<p>NOCRI has provided breakdown of CLAHRC activity. There is limited specific activity with 'cancer and nutrition', but plenty related to nutrition and/or lifestyle.</p> <p><b>Action:</b> Map CLAHRC interests against our analysis of NIHR cancer and nutrition investment</p> <p><b>Action:</b> Consider other potential funders outside NIHR e.g. charities and commercial partners for Phase III funding, to secure the future of the Collaboration</p> <p><b>Steering Committee</b> An initial review of the ToR, roles and responsibilities was conducted by MJW/SAW/JC. It was agreed that the Terms of Reference and Chair responsibilities were probably fine but needed recirculating with the current SC.</p> <p><b>Action:</b> Add evolution of SC to agenda of next meeting.</p> <p>Where steering committee and work stream members are part of the NIHR infrastructure, they should be encouraged to discuss</p>	<p>FD</p> <p>SAW</p> <p>MB</p>	<p>31.05.17</p> <p>Ongoing</p> <p>31.05.17</p>

	<p>their participation in the collaboration with their centres to explore if support can be provided to allow their participation in the collaboration and to cover travel costs for meetings.</p> <p><b>Steering Committee Chair:</b> It was noted that AAJ's term as NIHR Director for Nutrition Research is complete and hence his responsibility as Chair of the Collaboration. The need to identify and appoint a Chair had been drawn to the attention of DHand NIHR. AAJ agreed to continue as interim Chair for the June meeting, and the need to proceed to the appointment of a Chair was noted.</p> <p><b>Action:</b> JC to clarify NIHR/NOCRI's position and feed back to the Secretariat.</p> <p>The process for appointing a new Chair will be to take soundings and to canvas the views of the Steering Committee confidentially, before a decision is taken by the SC.</p> <p><b>Action:</b> Need to identify a Chair to be added to June Steering Committee agenda.</p>	JC	31.05.17
		MB	31.05.17
<b>5. NCRI CSG survey</b>	<p>Five responses have been received so far from the CSG survey. All showed an interest in nutrition-related research. Professor Richard Neal (University of Leeds) is the chair of the Primary Care CSG and is happy to take further questions.</p> <p><b>Action:</b> Secretariat to continue correspondence with Professor Neal to ensure maintained interest.</p> <p><b>Action:</b> Sam Ahmedzai's research sub-group to follow up on responses to survey and next steps.</p>	MB	31.05.17
		SA	30.06.17
<b>6. Charity consortium proposal</b>	<p>After the workshop in February, a form was sent around to the delegates to capture information about funding opportunities and the quality assurance processes of charities for any guidance they publish. Forms were received back from 13 organisations.</p> <p>A summary of the quality assurance processes is underway.</p> <p><b>Action:</b> Produce a summary of funding opportunities from charities</p> <p>Fehmidah Munir has been leading a sub-group to draft a proposal for the body of authoritative guidance (along with Jane Murphy, Sarah Toule and Fiona Davey) which is aimed at the charities. There is a teleconference for the Professionals work stream on 11<sup>th</sup> May and this will be discussed further.</p> <p>Jane Murphy has submitted an outline application to Macmillan on the 'Development of a mobile app to provide diet and nutrition guidance with monitoring indicators of nutritional wellbeing for people living with and beyond cancer' which if successful, may</p>	FD/MB	31.05.17

	support some of the work of the body of authoritative guidance.		
<b>7. Work stream updates</b>	<p><b>Professionals work stream:</b> Ramsey Cutress has decided to step down as leader of the work stream due to time pressures. Jane Murphy will take over to lead and chair. RIC will still contribute to the Collaboration going forward.</p> <p><b>Action:</b> Ask work stream members for expressions of interest in co-chair/deputy position with JM.</p> <p><b>Action:</b> Formal thanks to RIC for leading the work stream through Phase II.</p> <p>The GP survey has now received 79 responses and is now closed. Analysis to commence with input from Professionals work stream.</p> <p><b>Research work stream sub groups:</b> All three sub-groups are now up and running. Karen Brown's sub-group had their first call last week. Sam Ahmedzai's group are in the process of arranging a face to face meeting (with support from NCRI for room provision). SAW will act as a link between the sub-groups. He is a member of Karen's group and will sometimes dial in to the other teleconferences.</p> <p><b>Toolkit:</b> SAW and FD are currently working on the Toolkit and together with the work stream will produce a draft narrative document with Bernard Corfe by the end of May to be tabled at the next SC in June.</p> <p>Sorrel Burden and Theresa Wiseman are leading on the final analysis/results section, the work stream will contribute to writing the manuscript for the survey. It is hoped that a draft document will be prepared under the direction of Bernard Corfe in time to be tabled at the next SC in June.</p>	<p>RIC/JM</p> <p>AAJ</p>	<p>Complete</p> <p>19.05.17</p>
<b>8. National office for nutrition update</b>	<p>There are three outstanding tasks which AAJ will complete before the National Office for Nutrition Project finishes.</p> <p>On Friday 5<sup>th</sup> May 2017 the Physical Activity workshop was held. There were about 20 delegates, most of which are conducting research in the field of physical activity and cancer. The delegates were very interested in carrying the work forward. A note is being prepared and will be in the public domain. The draft document that was presented to the workshop will also be available. There was strong support from the group to work collaboratively to develop a consensus that would inform future research in physical activity and would in turn, feed in to the Toolkit and Research work streams.</p> <p>The workshops on sarcopenia/wasting/cachexia and behaviour</p>		

	<p>change are in the process of being set up and reports will be made back to the Secretariat in due course.</p> <p>FD and SAW are continuing work on the review into what research into cancer and nutrition is funded by NIHR, exploring the detail of who, what and where. This information will form part of the discussion at the 28<sup>th</sup> June BRC Directors meeting.</p>		
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**Next meetings: Wednesday 31<sup>st</sup> May; Wednesday 5<sup>th</sup> July**