



Secretariat meeting – DRAFT minutes and actions
Wednesday 5th July 2017, 10-12pm

Present: Martin Wiseman (MJW), Steve Wootton (SAW), Jenny Cameron (JC), Fiona Davey (FD), Millie Barrett (MB), Judit Varkonyi-Sepp (JVS)

Apologies: Alan Jackson (AAJ)

Agenda item	Notes	Who	Date due
1. Welcome and apologies	Apologies received from Alan Jackson. Jenny Cameron dialled into the meeting.		
2. Minutes of last meeting/matters arising	<p>CLAHRCs and mapping of nutrition and cancer activity: The purpose of this is to find out if our activities align with those of the CLARHCs in the same way as we have done for the BRCs. There will be a meeting of the CLARHCs Directors in September and it may be possible for us to present to them in a similar way as we did for BRC Directors on 28th June.</p> <p>Action: SAW to speak to the Wessex CLARHC Director about local activities.</p> <p>Action: MB to look at the CLARHC intelligence provided by Susan at NOCRI and re-position the BRC paper for this audience.</p> <p>It should be borne in mind that the intelligence from NOCRI is very top level and it's actually local project details that are much more useful. e.g. Health Sciences at Southampton is doing a lot of survivorship research, as part of the Macmillan survivorship research group.</p> <p>Charity work and funding opportunities: This work is being done within the Professionals work stream. It is focused on finding out about quality assurance processes in charities who give advice about diet and cancer, and also about funding opportunities for research. Once the funding opportunities are clarified, this information should be passed onto the research work streams, perhaps as a background note to the September research work shop.</p> <p>Charities should be brought on board early on in discussions, in order for them to be part of the decision-making process.</p> <p>In terms of authoritative guidance, we need to be clear what we mean by this, e.g. a flowchart of stages gone through to meet standard set for advice</p>	SAW MB	07.08.17 07.08.17

	<p>to be given.</p> <p>Action: Invite Jane Murphy to next Secretariat to discuss Professionals work stream charity work in more detail.</p> <p>Consistency of language in industry and commercial sector documents: This action is outstanding from last time.</p> <p>The minutes of the May meeting were approved and will be uploaded onto the website.</p>	MB	Complete
3. Phase II Report	<p>Content and sign-off: Legends will be inserted for figures. Richard Martin's point from the BRC Directors meeting will be captured in the Looking Ahead section, about providing an infrastructure in which researchers can act collaboratively. Sub-titles to be added into Phase III section. Short statement to be added about what we mean by the collaboration – two parts, central core to manage the business, and the work stream activities. Preface to be edited to be more reader-friendly. AAJ's approval is needed before publication as going out in his name.</p> <p>Action: AAJ's approval to be secured.</p> <p>NOCRI will have one last look for any major issues, no substantive changes will be made. Final version will go to the Steering Committee for content check, within a very tight turnaround.</p> <p>Communications plan will include all members of the Steering Committee disseminating amongst their organisations, as well as using the website and newsletter to publicise. It will be sent to all work stream members and other stakeholders.</p>	SAW	14.07.17
4. BRC Directors Meeting	<p>The meeting on 28th June was a positive first step towards better engagement with BRCs. Different centres see the opportunity in different ways depending on their level of involvement to date and where their cancer and/or nutrition work is focused. There was a useful conversation around the CRUK Grand Challenges and how best to respond. SAW had a useful conversation with the Marsden about conducting nutrition and diet-facing research.</p> <p>Action: SAW will speak with David Cunningham, Cancer theme lead, in the next couple of months.</p>	SAW	07.08.17

	<p>A key point made was about using the collaboration as leverage to gain more funding for research, and about the importance of recognising the collaboration as building an infrastructure within which to do research, rather than as a body to direct and deliver research.</p> <p>Our next steps for engaging with BRC Directors will be about broadening and consolidating the engagement, with the knowledge that Southampton's continued support is contingent on others also offering support.</p> <p>Action: A letter will be sent out to all those who attended the 28th June summarising the key discussions and asking them to let us know their level of interest in working with the collaboration.</p> <p>Action: JVS to feed back to Karen Phekoo about the approach we are taking and make sure Southampton is on board.</p> <p>Action: SAW to follow up with specific BRC contacts following their opportunity to respond to our letter, after 14th July.</p> <p>The point was also made that the collaboration could consider using its patient voice to strengthen negotiations with BRCs and other potential partners, because ultimately if the collaboration is discontinued due to a lack of funding, it is patients who will suffer from the continued lack of good evidence about how nutrition affects cancer risk, resilience and response.</p>	<p>MB</p> <p>JVS</p> <p>SAW</p>	<p>Complete</p> <p>14.07.17</p> <p>17.07.17</p>
<p>5. Steering Committee</p>	<p>The draft letter about the position of Chair was approved and will be circulated asking for responses within a one week timeframe.</p>		
<p>6. Research workshop</p>	<p>A draft document was circulated setting out the purpose of the workshop, including aims, objectives and who should attend. Imperial has found a room that can be used, at a cost of £500. Total cost for the event is likely to be around £2000. It is as yet unclear how these costs will be met. Invitations will make clear that people will have to self-fund their travel, except for patient representatives.</p> <p>This workshop's purpose is to produce a research strategy and action plan for Phase III activity, including short, medium and long term objectives. It needs to be led by the research work stream sub-group leaders, and patient priorities need to be central.</p> <p>Action: Amendments to be made to the planning document and invitations to be issued. The new version to be circulated to members of the Secretariat.</p>	<p>MB</p>	<p>21.07.17</p>

<p>7. Work stream updates</p>	<p>No particular feedback was given on each work stream.</p> <p>Research – the proposal to develop a national or international database of cancer and nutrition researchers was discussed. SAW reported that an NIHR database already exists called CHAIN, it is accessible to those outside the NIHR, and a cancer “grouping” already exists. It may be possible to make a new sub-set within this, and send out a targeted message to researchers who may wish to be included.</p> <p>Action: SAW and FD to look into CHAIN and whether it is fit for our purposes.</p> <p>FD reported that members of the Professionals work stream would like to see the notes of other work stream’s teleconferences. This can be set up via Google Drive and JC offered to help.</p> <p>Action: JC to work with FD to ensure all work stream notes can be accessed by anyone on the collaboration.</p>	<p>SAW</p> <p>FD and JC</p>	<p>07.08.17</p> <p>07.08.17</p>
<p>AOB</p>	<p>Newsletter: A draft Summer Newsletter was circulated for comment. AAJ needs to approve his introduction, SAW to confirm. Intention is to get this out by end of next week 14th July but it must align with the Phase II report.</p> <p>Sam Ahmedzai: SAW reported back to SA following on from the BRC Directors meeting, and SA is keen to see how NIHR’s interest can be best reflected within NCRI. SA is leading communications with CSGs and chasing up more responses to our CSG survey. It is felt that we should be using the CSG leads to drive our agenda forwards, to bring about sustainability of activity. SA will come down to Southampton to spend a day with us to understand better how we operate. An informal meeting will take place of the research sub-groups at the NCRI Conference in Liverpool in November. SA will be invited to join the collaboration Steering Committee as a formal representative of the NCRI. We will also ask Clare Shaw to be the formal rep for the BDA, as well as representing the Marsden.</p>	<p>SAW FD</p> <p>MB SAW</p>	<p>14.07.17 14.07.17</p> <p>14.07.17 14.07.17</p>

Dates of future meetings: Monday 7th August, Tuesday 5th September