



Secretariat meeting – Minutes and actions
Monday 7th August 2017, 10-12pm

Present: Martin Wiseman (MJW), Steve Wootton (SAW), Millie Barrett (MB)

Invited Guest: Jane Murphy (JM)

Apologies: Jenny Cameron (JC), Fiona Davey (FD), Judit Varkonyi-Sepp (JVS), Alan Jackson (AAJ)

Agenda item	Notes	Who	Date due
1. Welcome and apologies	MJW welcomed JM to the meeting,		
2. Professionals work stream update	<p>JM introduced the item with reference to the paper that had been circulated to charities with the invitation to a meeting in late September. The proposal to charities aims to offer them different ways of engaging with the activity of producing a body of 'evidence-informed guidance'. It is recognised that different charities will want to engage in different ways and charities have been asked to respond to a number of questions in advance of the September meeting.</p> <p>MJW is not available for any of the three dates offered (21st, 25th, 28th September).</p> <p>It was noted that Lucy Allen at NOCRI should be engaged in organising this event, as she will be coming back as Head of Charity Engagement after maternity leave.</p> <p>The proposal to charities needs a business case written, with adequate resource requirements built in. Project management will be essential to see it through, with evaluation and review built in.</p> <p>The critical components of a successful project need identifying, before the September meeting with charities.</p> <p>JM confirmed that Lesley Turner has given comments to the proposal as it currently stands. It was agreed that as much PPI input as possible is essential, at all stages of project development and delivery, with associated costs built in.</p> <p>There may be a role for the NCRI Consumer Forum to play, to ensure wider PPI consultation and evaluation of impact. One of the key purposes of this activity is to promote autonomy for patients.</p> <p>A statement of intent is needed on the collaboration website in due course.</p> <p>Action: MB to follow up with Lucy Allen at NOCRI and put her in touch with Jane Murphy's sub-group.</p> <p>Action: JM to ask Lesley if there might be a specific role for the NCRI Consumer Forum to play in relation to consultation about the body of guidance and evaluation of impact.</p> <p>Action: A statement of intent to be put on collaboration website in due</p>	<p>MB</p> <p>JM</p> <p>MB</p>	<p>29.08.17</p> <p>29.08.17</p> <p>22.09.17</p>

	<p>course in order to keep stakeholders informed of ongoing engagement with charities.</p> <p>Action: Investigate possible funding sources via the NIHR 'Research for Patient Benefit', and the 'Knowledge Mobilisation Research Fellowship (KMRF)' routes. Deadline for online applications to the latter is 14th September, timing is short. JM to seek support from Fiona Davey and Fehmidah Munir.</p> <p>Action: To explore the options above, SAW will speak to Ruth Boaden (Director of the NIHR Collaboration for Leadership in Applied Health Research and Care (CLAHRC) Greater Manchester) and Professor Anne-Maree Keenan (Chair of Applied Health Research, School of Healthcare, University of Leeds; Assistant Director and Training Lead, NIHR Leeds Musculoskeletal Biomedical Research Unit; Deputy Training Lead, NIHR Infrastructure Training Forum).</p> <p>Action: Ensure the impact of the project is well articulated, in order to help secure funding and buy-in from charities, and also to ensure all key stakeholders are represented on a project team e.g. oncologists, nurses, dietitians etc.</p>	JM	05.09.17
		SAW	11.08.17
		JM and MB	05.09.17
3. Minutes of last meeting/matters arising	<p>Collaboration Chair:</p> <p>AAJ was invited to the meeting to clarify his position as Chair of the collaboration. In AAJ's absence it was agreed that his most useful contribution would be as a consultant in light of his valuable experience and insight into cancer and nutrition research. It was agreed that it would be beneficial for AAJ to remain on both the Steering Committee and Secretariat.</p> <p>It was agreed that the new Chair of the Steering Committee should be a clinical academic working in cancer, with SAW acting as deputy chair with a nutrition focus.</p> <p>Action: SAW to speak further with two possible candidates from the cancer community.</p> <p>Action: A formal communication to be sent to AAJ seeking his agreement to remain associated with the collaboration as a consultant</p> <p>The September Steering Committee will be chaired by SAW, in position as deputy chair.</p>	SAW	05.09.17
		MB	11.08.17
4. Phase II Report	<p>This has now been completed with much-appreciated help from the Southampton BRC Communications team, Alice Pengally in particular. It has been prepared to look exactly like the Phase One report, and some hard copies will be produced in due course.</p> <p>Action: Report to go out to Steering Committee members via email today, and be uploaded to the website.</p> <p>Action: Link to report to go out via Summer Newsletter today.</p> <p>Action: Approximately 100 hard copies to be produced via Chris Stock's</p>	MB	Complete
		MB	Complete
		MB	05.09.17

	<p>contact within the hospital.</p> <p>Action: Report to go via email to all work stream members, charity contacts, NIHR infrastructure and other contacts, with picture of report embedded into the email, and using one cover letter for everyone.</p>	MB	05.09.17
5. BRC Directors	<p>A confidential paper had been circulated detailing all communications activity that has taken place since the 28th June Directors meeting at DH. There has been a great deal of activity and we have been successful in allowing BRCs to better understand how they can be part of the collaboration, what the research opportunities are and give examples of potential projects.</p> <p>SAW has a meeting scheduled with Rob Read at Southampton later today, and at the Marsden on Tuesday 8th August. MJW is meeting contacts at UCL/UCLH on Wednesday 9th August. Letters of support have been received from Bristol, Leicester-Loughborough, UCL/UCLH, Marsden, and Imperial.</p> <p>The purpose of face to face meetings is two-fold:</p> <ul style="list-style-type: none"> i) To review how each centre can be involved, use of existing cohorts etc, and how to leverage more funding for research within a very competitive environment. In addition there is a conversation to be had, in particular with the Marsden, about process mapping what the nutritional problems are that patients face during treatment, and then do the research to find out if these problems have an impact on health outcomes ii) To discuss financial support for the central running of the collaboration. Each centre will be expected to contribute between £5-10K. <p>Action: Further updates from meetings with BRC Directors will be given at the next Secretariat and at Steering Committee in September.</p>	SAW	05.09.17
6. Research workshop	<p>An updated attendees list was circulated, there are about 23 people confirmed, with a capacity of 30. It was agreed the purpose of the workshop is to work towards producing a research strategy and action plan for Phase III of the collaboration's activities, including short, medium and long term aims. There are four specific objectives within this overall purpose.</p> <p>The workshop is being led by the three research work stream leaders: Professors Elio Riboli, Karen Brown and Sam Ahmedzai.</p> <p>Action: SAW and MB to meet this week to clarify programme for the day and email the three leaders to be clear what is needed from them in advance of the workshop date.</p>	MB and SAW	11.08.17
7. Work stream updates	<p>No particular feedback was given on each work stream. Activity on the commercial sector engagement has been intentionally paused due to the publication of the OSCHR report.</p>		
AOB	<p>The next Secretariat will focus on the agenda for the September Steering</p>		

	Committee and the research workshop.		
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Dates of future meetings: Tuesday 5th September, Tuesday 3rd October