



**Secretariat meeting – Final minutes and actions**  
**Tuesday 31st October 2017, 10am-1pm**

**Present:** Lucy Allen (LA), Millie Barrett (MB), Fiona Davey (FD), Judit Varkonyi-Sepp, Martin Wiseman (MJW), Steve Wootton (SAW)

**Apologies:** Alan Jackson (AAJ)

Agenda item	Notes	Person responsible	Date due
<b>1. Welcome and apologies</b>	Apologies received from AAJ who is out of the country at present.		
<b>2. Minutes of last meeting</b>	<p><b>Minutes of last meeting</b> The minutes of the last meeting were approved. <b>Action:</b> Put minutes of early October meeting onto website.</p> <p><b>Matters arising</b> <u>Chair position and confirmation of process:</u> SAW expects that the appointment of the new Chair will be confirmed in a matter of days. It has been contingent on clarification around the role of Southampton BRC going forward and the setting up of a new cost centre in the Trust for cancer and nutrition specifically.</p> <p><u>Phase II report and Comms activity:</u> A comms activity sheet was circulated and it was agreed that all organisations who we have had contact with in the past should receive the latest report. A further 300 copies have been ordered, to ensure copies are available for distribution at events such as the Nutrition Society Winter Conference. Thanks were given to SAW for funding the print costs. BRC Directors, theme leads and centre managers have not been sent the report yet as we had agreed to wait for more clarity around the position of Soton BRC. A statement is still needed for BRCs that sets out what any funds they provide would be used for.</p> <p><b>Action:</b> Write a draft letter for BRCs to accompany the Phase Two report. MB 27.11.17 <b>Action:</b> Ensure all appropriate stakeholders receive the report either in PDF or hard copy format. Keep accurate records of who has received it. MB 27.11.17 <b>Action:</b> Look into tracking website traffic following sending out the report in order to monitor impact. FD 27.11.17</p> <p><u>Charity project meeting and next steps:</u> FD reported that while there is enthusiasm from charities to work together to improve information available to patients, there is not currently a clear leadership role being offered by the Professionals work stream. Resources are needed to allow progress to be made.</p> <p><b>Action:</b> An application will be made to the BDA General MB/FD 30.11.17</p>	MB/FD	Complete

	<p>Educational Trust to take this work forward. This application will be on behalf of the charities, and they will be kept informed.</p> <p><b>Action:</b> Contact Sue Acreman (BDA GET) to inform her of this intention, and thank her for her input at the September meeting.</p> <p><b>Action:</b> MJW to inform Trustees of anticipated application on 13.11.17</p> <p><u>Planning and funding for a Toolkit expert meeting:</u>  A draft proposal was prepared by FD for LA to take back to NOCRI. A few additions were discussed, such as bringing in BAPEN and ESPEN as they are involved in work in this area, changing the timeline to Spring 2018 and increasing the budget to £3K.  Other potential funders were also discussed such as industry e.g. medical nutrition or devices.</p> <p><b>Action:</b> An updated proposal to be sent to LA at NOCRI.  <b>Action:</b> SAW to discuss other possible funders with relevant commercial sector contacts.  <b>Action:</b> SAW to follow up with Janet Peacock at the NIHR Statistics Group whether there is some joint working that could be done between this group and the MRC's UK Biobank in Cambridge, around collection of data and samples from existing or new cohorts.</p> <p>It was also agreed that now would be a good time for the collaboration to send its background document on working with industry to Tony Soteriou and Des Walsh at NIHR, with a covering letter from SAW linking this to the OSCHR review recommendations.</p> <p><b>Action:</b> Background document on working with industry to be sent to NIHR as above.</p> <p><u>Nutrition Society Winter Conference plan:</u>  The collaboration will run a one hour session on the second day, with Lesley Turner, Jane Murphy and SAW to present. The session should be a call to action for nutritionists and dietitians.</p> <p><b>Action:</b> An outline of the session to be sent to Bernard for insertion into the programme.  <b>Action:</b> A planning meeting to be set up prior to the conference to ensure presentations and messages are agreed and complement.</p> <p><b>Action:</b> Registrations to attend the conference to be made</p>	<p>MB</p> <p>MJW</p> <p>FD SAW</p> <p>SAW</p> <p>SAW</p> <p>SAW</p> <p>MB</p> <p>MB</p> <p>SAW,MB</p>	<p>13.11.17</p> <p>13.11.17</p> <p>Complete 27.11.17</p> <p>27.11.17</p> <p>27.11.17</p> <p>27.11.17</p> <p>Complete</p> <p>27.11.17</p> <p>06.11.17</p>
--	---	---	--



	<p>DE for next year but will be as soon as formalities are in place.  <b>Action:</b> SAW to inform MB when DE can be approached for future dates.</p> <p><b>Action:</b> Once DE's availability is known, other SC members will be contacted to secure dates and venues.</p> <p>It was reported that Professor Elio Riboli is stepping down from his position as leader of the Population Health research work stream, and also from the Steering Committee.</p> <p><b>Action:</b> Expressions of interest to be sought to take over the work stream from current members.</p> <p>See item 6 for more about the research activity.</p>	<p>SAW</p> <p>FD</p> <p>MB</p>	<p>ASAP</p> <p>27.11.17</p> <p>Complete</p>
<b>5. Clinicians survey write-up</b>	<p>The writing up of the survey results has been divided between the Toolkit and the Professionals work streams, in an attempt to get publications achieved more quickly and also to have a broader reach.</p> <p>A brief is being put together to outline what is going into each manuscript, along with guidelines on the expectations of authors. This will be agreed before further work commences. We aim that draft versions of the manuscript will be ready for the December Steering Committee meeting.</p> <p><b>Action:</b> Clarification needed about who is leading each piece and the precise timescales.</p> <p><b>Action:</b> Draft brief on both papers, circulate to Professionals and Toolkit work stream leads for approval.</p> <p>Survey results will also make up part of the collaboration's session at the Nut Soc Conference and the abstract submitted will be a publication in its own right.</p>	<p>SAW/MB/ FD</p> <p>FD</p>	<p>27.11.17</p> <p>Complete</p>
<b>6. Research work streams and workshop next steps</b>	<p>Discussion was held around the next steps that came out of the research workshop in September and the need to progress them.</p> <p>There has been a lack of leadership in two of the three research sub-groups.</p> <p>Some good opportunistic research projects are emerging from Sam Ahmedzai's group, but they are not strategically planned or part of a 'purposive layers' approach.</p> <p>It was agreed that in order for the collaboration to have a</p>		

|

	<p>defined research strategy and action plan for the future, input from Professor Jackson should be sought. AAJ has the best overview of all the factors involved from mechanistic through to translational research in cancer and nutrition. MJW will also be involved as Chair of the Secretariat.</p> <p><b>Action:</b> MJW to support research strategy development by drafting a statement of broad aims or goals, as a framework within which more detailed plans could be pursued.</p> <p><b>Action:</b> SAW to ask AAJ about leading on this specific task and to discuss the issue of payment for his time. The focus will be on the scientific rationale initially and this will lead to a defined research strategy and plan for the collaboration.</p>	MJW	27.11.17
		SAW	27.11.17
<b>7. Updates from other work streams</b>	No business was discussed.		
<b>8. AOB</b>	<p><b>Care Across</b> - a phone call to be set up between SAW and the CEO of Care Across, with the possibility of inviting him to dial into the next Secretariat meeting on 27th November if appropriate</p> <p><b>House of Lords meeting</b> – SAW to circulate notes from meeting when they are in the public domain. A follow up meeting is arranged with Naomi Johnson from the British Specialist Nutrition Association (BSNA). <b>Action:</b> SAW to feed back further next time.</p> <p><b>FAQs</b> - these will be circulated for comment with a one week turnaround</p> <p><b>Newsletter</b> – the content has been drafted and will be circulated with a one week turnaround.</p> <p><b>Succession planning</b> - this will be a substantive item on the agenda for next time</p>	SAW	27.11.17
		SAW	27.11.17
		MB	Complete
		FD	Complete
		MB	27.11.17

**Next meetings:** 27<sup>th</sup> November, 9<sup>th</sup> January, 13<sup>th</sup> February, 13<sup>th</sup> March, 17<sup>th</sup> April, 15<sup>th</sup> May, 19<sup>th</sup> June