



Secretariat meeting – minutes and actions
Tuesday 3rd October 2017, 10am-12pm

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

Apologies: Alan Jackson (AAJ), Steve Wootton (SAW)

Agenda item	Notes	Person responsible	Date due
1. Welcome and apologies	Apologies received from AAJ and SAW. We welcomed back LA on behalf of NOCRI.		
2. Minutes of last meeting/matters arising (5/09/17)	<p>Minutes of last meeting The minutes of the last meeting were approved. Action: Put minutes of September meeting onto website.</p> <p>Matters arising Phase II report distribution: The report has not yet been circulated to BRC Directors or NCRI CSG Chairs because of uncertainty about what message should be given in cover letter for Directors during BRC negotiations. It was agreed that the message to CSG Chairs would not change so we can go ahead sending this out. Action: Write cover letter for Phase II report targeted at NCRI CSG chairs. Send to Secretariat for approval.</p> <p>Running costs Action: JVS to circulate information on monthly pay costs to Secretariat</p> <p>NCRI Action: Remind Sam Ahmedzai to obtain confirmation from NCRI that he represents NCRI views and is supported by NCRI within the Cancer and Nutrition NIHR infrastructure collaboration</p> <p>Action: Remind collaboration members about upcoming deadline for submitting research priorities to NCRI Living With and Beyond Cancer JLA</p> <p>WCRF Blog Action: Follow up with Will Finch when MJW's blog will be published. Forward to NOCRI comms team when ready</p> <p>FAQs for media Action: Have draft set of FAQs for next Secretariat</p>	<p>FD</p> <p>MB</p> <p>JVS</p> <p>MB</p> <p>FD</p> <p>FD</p> <p>MB/FD</p>	<p>Complete</p> <p>20/10/17</p> <p>06/10/17</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>31/10/17</p>
3. NIHR infrastructure	<p>OSCHR review The Department of Health and Medical Research Council met last week to discuss next steps following the OSCHR review.</p> <p>Action: LA to follow up note from meeting with Tony Soteriou. Action: Enquire if TS can make a formal statement/letter about the Cancer and Nutrition NIHR infrastructure collaboration being a good example of collaboration between BRCs in order to support funding negotiations.</p>	<p>LA</p> <p>LA</p>	<p>27/10/17</p> <p>27/10/17</p>

	<p>David Jones, Head of NIHR Academy, has asked for a proposal to NIHR TCC that could be taken to the Strategy Board, around making nutrition a priority area within NIHR research, or at least acknowledged as a theme. In practice the goal is for NIHR to adopt a formal position on nutrition, first in training and then in capacity building.</p> <p>Action: Clarify with SAW timescales for proposal to NIHR.</p> <p>Collaboration Chair At the last Steering Committee, Professor Diana Eccles was nominated and approved to take over as Chair of the collaboration. Steering Committee meetings past December are not yet arranged.</p> <p>Action: Revisit with SAW if/when we can get provisional dates with DE for meetings.</p> <p>Action: LA to email SAW to ask how she can support discussions with BRCs/other NIHR infrastructure.</p> <p>BRCs need to know where their investment will be going to. This can be an attachment letter generic to all, and the email content itself personalised to previous discussions. Also attach Phase III Strategic Plan to email.</p> <p>Action: MB to write note about what investment would support (mostly staff/Secretariat costs).</p> <p>JVS has offered support by way of generating a stakeholder mapping exercise, to use for sourcing funding support.</p> <p>Action: Draft to be submitted for November Secretariat.</p> <p>Request to CRUK Abby Woodfin leaving CRUK on 13th October. It was mentioned at the Steering Committee that the collaboration has not formally asked CRUK for financial support. Abby will find out who should be asked. The formal request could come from DE when she is formally in post, if appropriate.</p> <p>Action: Follow up with Abby Woodfin at CRUK.</p> <p>Action: Email Anbu to ensure he has all of the information he needs about the collaboration.</p>	<p>FD/MB</p> <p>MB</p> <p>LA</p> <p>MB</p> <p>JVS</p> <p>FD/MB</p> <p>MB</p>	<p>20/10/17</p> <p>20/10/17</p> <p>20/10/17</p> <p>20/10/17</p> <p>27/11/17</p> <p>09/10/17</p> <p>20/10/17</p>
<p>4. Steering Committee meeting feedback and next steps</p>	<p>Priorities from SC given as:</p> <ul style="list-style-type: none"> • Finalising research strategy and action plan • Finalising Chair appointment • Developing Toolkit 		

<p>5. Research work shop feedback and next steps</p>	<p>The research workshop was a success, with a lot of enthusiasm in the room, and many short presentations about ongoing or proposed research. After the event MB has consolidated wider outcomes and next steps into a document, the challenge is now to put it into a structured plan. A call was held on 3/10/17 with SA and KB but ER unavailable. Call with ER will take place on 6/10/17.</p> <p>It was also agreed that all research outputs are being captured, by way of metric to show value of the collaboration. MB and FD have developed a spreadsheet to track progress of funding applications.</p> <p>We need to consider whether it should be the aim to have one large-scale project funded or perhaps have a reportable metric around smaller projects too, otherwise it may be viewed that the collaboration has not had any successes if a large project is not funded. Smaller projects are development for opportunistic collaborations.</p> <p>Separately, it was agreed at the workshop that a database could be developed to capture expertise and capabilities across the workforce. SAW has suggested working with Colin Newell, a data management person in the Soton BRC.</p> <p>Biobanking The collaboration will need access to more samples to enable large scale epidemiological studies.</p> <p>Action: Find out what accessibility is already ethically approved for existing biobanks.</p> <p>Website A statement needs to be put on the website about ongoing research projects that are badged as collaboration activity</p> <p>Action: Create section on website</p> <p>Collaboration assistance with start-ups We need a defined position on the assistance we are able to provide for start up-projects. This will be followed up once we've taken stock of where we are at with current research proposals.</p> <p>NCRI session The collaboration aims to have a session at the NCRI conference next year.</p> <p>Action: Ask Sam Ahmedzai when the key milestones in application will be so we have a plan in place.</p>	<p>MB/FD/research work streams</p> <p>FD</p> <p>FD</p>	<p>31/10/17</p> <p>31/10/17</p> <p>20/10/17</p>
<p>6. Charity project meeting feedback</p>	<p>The charity workshop was a success but with some confusion and differences in opinion about what the finished product should look like. Hosting the resource on NHS Choices was proposed as one option.</p>		

<p>and next steps</p>	<p>Actions: Contact Sue Acreman from BDA (also a trustee of the BDA General and Education Trust Fund) about how our work could meet the criteria for a grant. The intention could be to apply to develop a digital idea/prototype for the platform.</p> <p>Identify who would be the correct contact within NHS Choices to discuss further. Think about advantages/disadvantages for hosting the resource on different platforms.</p> <p>Convene project group of select charities to lead the initiative and agree articulation of what project is.</p> <p>Action: Follow up June Davis about Macmillan involvement</p> <p>Action: Contact KMRF regarding application timelines and key contacts</p>	<p>JM</p> <p>MB/FD</p> <p>JM/FM/MB/FD</p> <p>SAW</p> <p>JM/FD</p>	<p>20/10/17</p> <p>31/10/17</p> <p>30/11/17</p> <p>13/10/17</p> <p>20/10/17</p>
<p>7. Planning and funding for a Toolkit expert meeting</p>	<p>We are aiming to host an expert meeting to agree a consensus on which measurements should make up the Toolkit. Presently there is no funding to support this meeting.</p> <p>LA suggested that we write a one-page summary of the ambition and purpose of the meeting and LA will see if NOCRI can find any funds to support it. This document could also be used to approach other stakeholders for funding (i.e. professional bodies). Include a list of all the other stakeholders to show who they would be collaborating with.</p> <p>Action: Write and submit meeting proposal summary to LA.</p> <p>NIHR Statistics Group The group is developing an interest in nutrition and would be keen to provide support in statistical training. The group is chaired by Janet Peacock and has about 300 members.</p> <p>Action: LA to put us in touch with Janet Peacock.</p>	<p>FD and SAW</p> <p>LA</p>	<p>13/10/17</p> <p>20/10/17</p>
<p>8. Updates from PPI and Commercial sector work streams</p>	<p>PPI: no specific updates</p> <p>Commercial sector: A project will be led by NIHR to follow up on recommendations from the OSCHR review. It would be helpful to have a communication from Tony Soteriou about the parameters of this.</p> <p>The collaboration's options paper identified industry domains that we could potentially partner with. Uncertainty about whether there is yet a plan for turning the position paper into an action plan. The action plan/guidance would be best placed to come from the Royal Society of Medicine as it would be more credible.</p> <p>Action: SAW to raise with NIHR the position paper written on working with industry in the cancer and nutrition research arena.</p>	<p>SAW</p>	<p>31/10/17</p>

9. AOB	Care Across An organisation named Care Across has contacted NOCRI regarding the collaboration. It is a website community that offers a personalised coaching service for cancer and nutrition.		
	Action: Explore their background/corporate status/business model before deciding how to engage.	LA/MB/FD	31/10/17
	Action: Organise phone call to discuss if appropriate.	LA	31/10/17
	WCRF International Collaboration Communication was received last week about an international collaboration on nutrition and cancer led by WCRF. This was influenced by AAJ and the activity is proposing a taskforce under IUNS to achieve coherence and joined up capabilities.		
	Nutrition Society winter conference Discussion with Bernard Corfe to take place on 5 th October about potential opportunities.		
	Action: Contact to be made with Philip Calder about opportunities for presence at the conference.	SAW	20/10/17
	Newsletter Last issue was published in August, next would be due for November.		
	Action: Have content for next ready for review/approval at 31 st October Secretariat meeting.	FD/MB	24/10/17
Funding It would be good to be able to announce charity funding at the same time for more impact (Macmillan and WCRF)			
Action: MB to ask WCRF if their funding for MJW can be formally announced.	MB	20/10/17	
TED talks FD proposed that the collaboration could aim to deliver a TED talk on cancer and nutrition. These talks are highly regarded and widely publicised and would be good leverage for further funding and for increasing awareness on the links between the two disciplines. The idea was welcomed and it was suggested that MJW and SAW could deliver the talk together.			
Action: Find out if talks can be delivered jointly.	FD	Complete	
Action: Submit application for a TED talk on nutrition and cancer	SAW/MJW/FD	13/10/17	

Next meetings: 31st October, 27th November