



Secretariat meeting: minutes and actions
Monday 27th November 2017, 10am-12pm

Present: Millie Barrett (MB), Fiona Davey (FD), Alan Jackson (AAJ), Martin Wiseman (MJW),

Apologies: Lucy Allen (LA), Judit Varkonyi-Sepp (JVS), Steve Wootton (SAW)

Agenda item	Notes	Person responsible	Date due
1. Welcome and apologies	Apologies received from SAW, LA and JVS.		
2. Minutes of last meeting/matters arising	<p>The minutes of the last meeting were approved. Action: Upload minutes of last meeting to website.</p> <p>Communications activities surrounding Phase II report We are continuing to send out the report to external stakeholders and all internal stakeholders have received a copy. MJW has approved letters for the reports to be sent out to the professional organisations. The BRC Directors have not received hard copies of the report as we were waiting on DE to take up the post of Chair. The decision was made to send the report to BRC Directors now, to avoid any further delay.</p> <p>Action: Redraft letter and post Phase II reports to BRC Directors</p> <p>Body of authoritative guidance/BDA GET application SAW, MB and FD were able to speak with Clare Shaw on 22/11 to get her view on the project and for advice about how to proceed with the application. She was supportive of the project and keen that the BDA Oncology Specialist Group play a formal role in the application (i.e. co-applicant or PI) as this would enable the resource to be as useful as possible in clinical practice. CS agreed that we must maintain charity engagement and the application should reflect what role they will play going forwards. Next steps: Action: Formally contact BDA Oncology Specialist Group to collaborate on application to BDA GET. Action: Revise application and re-frame to focus on advancing the science and practice of dietetics.</p> <p>CS told us about a Dutch website which provides nutritional guidance to patients and has the facility to answer questions. We need to look at what we can learn from that project. Action: Circulate Dutch paper and consider how we can learn from their experience.</p> <p>The charities need formal follow up about how they will be represented on the application. Action: Write to charities with update on the access to evidence-based advice digital project.</p>	<p>FD</p> <p>MB/FD</p> <p>MB</p> <p>MB/FD</p> <p>MB/FD</p> <p>FD</p>	<p>Complete</p> <p>15.12.17</p> <p>11.12.17</p> <p>09.01.18</p> <p>09.01.18</p> <p>15.12.17</p>

	<p>We need to have a formal review process for the project with clarity around who will have the final sign-off and at what time point we assess its progress.</p> <p>The next BDA GET meeting is on 12th February, have application approved by Secretariat in January in order to be ready for 12th February.</p> <p>Action: Aim to have application signed off at Secretariat meeting in January, for submission to BDA GET for February meeting.</p> <p>Action: Ask Andy Burnham how far in advance they need to receive the application to be considered on 12th February.</p> <p>Toolkit expert meeting Following sending the meeting proposal to NOCRI, LA asked whether the meeting could be co-funded by industry sponsors. It is believed that BSNA and MNII were already approached pending a response but the Secretariat made the decision that industry should not fund this meeting to prevent conflict of interest or damaging academic integrity. AAJ or SAW's funding can cover the cost of the meeting if necessary.</p> <p>The Toolkit activity in relation to recently published Diet@Net work was discussed. There could be an opportunity for this group to advise us. Bernard Corfe also works in the north of England and could easily engage with Janet Cade.</p> <p>Nutrition Society conference The collaboration is running a session at the Nutrition Society Winter Conference on 6th December. Slides have been prepared for Alan, Lesley Turner, Jane Murphy and Sam Ahmedzai. It is designed as a 'show and tell' of what the collaboration has achieved to date, as well as a 'call to action' for members of the Nutrition Society. AAJ is also delivering a key note speech at the end of the conference entitled <i>What nutritionists can and should do for the prevention and treatment of cancer</i>.</p> <p>The Nutrition Society is holding a reception on the evening prior to the conference. MJW had not yet received the email invite but from previous communication it looks like the whole Steering Committee was meant to be invited. Action: Email Ben Atkinson re MJW invite to reception.</p> <p>Finance MB has had frequent catch-ups with SAW about progress with finance. Presently the issue is that the collaboration does not have its own cost centre for funds to be received into. Action: Speak to Sue Ward about what we need to do to set up cost centre.</p>	<p>MB/FD</p> <p>MB</p> <p>FD</p> <p>MB</p>	<p>09.01.18</p> <p>08.12.17</p> <p>Complete</p> <p>Complete</p>
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	<p>Since the last Secretariat meeting the newsletter has not been published as planned due to waiting to be able to announce DE taking over as Chair. It was decided to send out the newsletter without news of Chair if the decision of DE taking over was not reached on 27.11.17.</p> <p>Action: Circulate newsletter before Christmas.</p>	FD	21.12.17
3. Steering Committee planning	<p>Due to a number of members being unavailable and the present delay in being able to accept funds into the collaboration it was decided to postpone the Steering Committee meeting planned for 13th December 2017. Following this the meetings will resume in their normal quarterly schedule from March 2018 onwards.</p> <p>Action: Inform Steering Committee members that the meeting is postponed.</p> <p>Action: Find dates and venues for 2018 meetings.</p> <p>Previously we were asked to hold on asking DE for provisional dates for 2018 SC meetings but time is now critical so the decision was taken that subject to no objections from SAW in a specified timeframe, to ask DE for availability for when she in principle takes over as Chair.</p> <p>NCRI 2018 planning Sam Ahmedzai has been asked about the best way to apply for 2018 NCRI conference session.</p> <p>Action: Follow up with SA at next LWBC teleconference.</p>	MB FD MB	Complete 22.12.17 12.12.17
4. Succession planning	<p>Succession planning is contingent on available funds for the collaboration. However, it is an important issue and needs to be kept on the agenda for the next Secretariat meeting when more members are present.</p>		
5. Work stream updates	<p>Professor Annie Anderson has taken over the position of Chair on the 'Population health – cancer prevention and early detection' research sub-group. The first teleconference under her leadership will be 15th December. Professor Andrew Renehan Professor of Cancer Studies and Surgery, University of Manchester has joined this group.</p>		
9. AOB	None		

Next meetings: Tuesday 9th January, Tuesday 13th February