



Secretariat meeting – minutes and actions
Tuesday 30th January 2018, 10.30am-12.30pm

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

Agenda item	Notes	Person responsible	Required by
1. Welcome and apologies	The Chair welcomed everyone to the meeting. No apologies were given.		
2. Minutes and matters arising	<p>The minutes of the previous meeting (9/01/18) were approved. Action: upload to website</p> <p>Matters arising Application to BDA GET Clare Shaw and Lucy Eldridge are meeting with SAW, MB and FD on 5/02/18 regarding the application. This meeting is to agree the purpose and value of the project to the BDA Oncology Specialist Group and to clarify the role and expectations of each of the stakeholders going forwards. Jane Murphy is unable to make the meeting. The application deadline is Tuesday 3rd April for consideration at the 14th May Trustees' meeting, although we intend to submit early.</p> <p>Stakeholder engagement plan JVS presented an outline approach for the collaboration's stakeholder engagement process. It is a draft framework document and will run through edits and be shown to DE before the SC. There is some lack of clarity about the identity of the collaboration. This needs to be clarified for the benefit of all members and stakeholders.</p> <p>Action: Organise meeting for JVS,SAW, MJW and FD for input on details Action: Draft paper to catalogue nature of existing relationships in order to maintain them. Include why we want to engage with each stakeholder and for what purpose. Bring</p>	<p>FD</p> <p>FD</p> <p>JVS</p>	<p>Complete</p> <p>Complete</p> <p>09.03.18</p>

	<p>shortlist to Steering Committee in March.</p> <p>Care Across SAW spoke to Thanos Kosmidis about Care Across about their purpose and how they wish to engage. The website is an information-giving activity. Patients register and enter information about their treatment and care, and have the ability to post questions to ‘experts’. The value within their business model is selling information gathered on to others. There is currently no evaluation of this platform and it is unclear how the information could be used to influence research activity. The platform could potentially be used to host nutritional information for patients. Pursuing this activity is presently a low priority for the collaboration.</p> <p>Action: Liaise with PPI work stream – ask to sign up to website, submit questions and record responses received. Conduct informal evaluation of the service.</p> <p>House of Lords The meeting report has not been released yet.</p> <p>Videos Whilst we have the technology should we wish to undertake it ourselves, it was suggested that the Nutrition Society could be encouraged to undertake the activity given their interest in nutrition and cancer following the winter meeting. Action: Arrange post-winter meeting wash-up with Nutrition Society to explore how cancer and nutrition now fits with Nutrition Society’s agenda and about creating the videos.</p> <p>Research work stream and mission statements The remit of the ‘epidemiology – primary prevention and early detection’ sub-group was questioned and there was some concern that it lies out of the remit of BRC activity, as their priority is experimental medicine. Action: Discuss remit at March Steering Committee meeting.</p> <p>Clinicians’ Survey manuscript</p>	<p>FD</p> <p>FD</p> <p>All</p>	<p>31.03.18</p> <p>09.02.18</p> <p>15.03.18</p>
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	<p>BMC, TW and SB are taking on the Toolkit manuscript with a deadline of the end of February. Secretariat to have final say on if it meets the requirements.</p> <p>Action: SAW to speak to JM regarding professionals work stream manuscript</p> <p>Toolkit Arranging an expert meeting has been held back due to lack of funding, but the preparation needs to continue so that it can go ahead when funds permit. The guiding principles document needs to be presented to the Steering Committee in March.</p> <p>Action: SAW to edit guiding principles document</p> <p>Steering Committee agenda Action: Draft agenda Action: Meeting about agenda in preparation for Chair's brief</p>	<p>SAW</p> <p>SAW</p> <p>MB SAW/FD</p>	<p>02.02.18</p> <p>16.02.18</p> <p>Complete 09.02.18</p>
3. Collaboration finance update and structure	<p>A cost centre has been set up within Southampton R&D, which is separate from the BRC.</p> <p>Money can still not be received as a financial instrument is required. We proposed using the TRP's contract model, but as this is a collaboration agreement it does not specify about exchange of money between BRCs.</p> <p>NOCRI have plans to standardise the structure within all of the collaborations. This also involves a 'memorandum of understanding' which will exist between organisations involved in the collaboration. They are also proposing an 'Operations Manager' role to replace existing job titles which will have a specific role within the collaboration.</p> <p>Action: Provide draft MOU document and example job description of operations manager</p> <p>Action: Add clause about exchanging funds.</p>	<p>LA</p> <p>Karen</p>	<p>Complete</p> <p>16.02.18</p>

	<p>Action: Within the annex, add about the nature of activities that the funds would contribute to.</p> <p>Action: Write personalised emails to Directors</p> <p>Action: Send emails to BRC Directors</p> <p>Clarification is required on what we want to deliver and where the role of the Secretariat starts and ends.</p> <p>The collaboration has objectives for professional activity as well as research and it is vital that they are seen as complementary.</p> <p>Action: Draft a template for future work for Steering Committee to approve. This should have an outputs-based structure.</p> <p>Action: Discuss restructure steering committee in line with requirements (I.e. moving towards having all BRCs, CRFs and charities that contribute represented, although this might evolve if there are too many). Discuss at Chair's brief.</p> <p>Charity funding</p> <p>The lack of legal entity of the collaboration has hindered the process of a charity providing a gift to the collaboration's activities. This issue has been resolved by agreeing with Southampton Hospital Charity to process the gift. They will charge a nominal handling cost.</p> <p>Letter to BRCs</p> <p>The collaboration requires about £80-100k core costs and it is expected that BRCs will invest in the collaboration. Consider whether investments should be proportionate to their activities or not.</p> <p>Action: Redraft letter in light of new MOU. This letter needs to be specific about the figure we are asking for and to specify that it would be a recurring amount for 3 years with a view to becoming self-sustaining.</p> <p>Pelican Trust</p> <p>The Pelican Trust has gynae, bowel and lower GI cancers within its remit. AAJ is leading the conversation with them.</p>	<p>Underwood</p> <p>MB/FD/SAW</p> <p>FD</p> <p>FD</p> <p>SAW</p> <p>DE/SAW</p> <p>MB/FD</p>	<p>23.02.18</p> <p>13.02.18</p> <p>23.02.18</p> <p>23.02.18</p> <p>28.02.18</p> <p>09.02.18</p>
4. Work plan for	FD has drafted a work plan until the end of		

Fiona Feb-September	May with proposed priorities in her role and for the collaboration given the reduced capacity within the Secretariat in coming months (see AOB). Action: Send feedback electronically	All	04.02.18
5. Secretariat after March	WCRF are providing support for MJW to continue as Chair beyond March 2018 for a further 6 months. The Secretariat thanks WCRF for its support.		
6. AOB	MB left the collaboration on 5 th February. The Secretariat thanked MB for her support in the last two years and wished her well in her new role in the Clinical Trials Unit.		

Future meetings: Tuesday 13th March, Tuesday 17th April