

	<p>'cancer prevention and early detection' sub-group should also embrace secondary prevention.</p> <p>Action: define 'prevention' for purpose of work stream remits and strategies.</p> <p>BRC Directors communications The letters to the BRC Directors will be sent following the Steering Committee. Action: Send letters to BRCs</p> <p>Work Plan Revisit work plan in light of a period working with reduced capacity. Revise objectives 'Template for future work' created by MB – go through with Chair after SC.</p> <p>Application to BDA GET A meeting was held with Clare Shaw and Lucy Eldridge on 5th February to progress the application and discuss the BDA Oncology Specialty Group's involvement in the project. The BDA OSG wishes to be co-applicants in the project, along with Bournemouth University (represented by Jane Murphy). The BDA OSG has added questions into their annual survey. They wish to support the project through reviewing literature and agreeing content.</p> <p>Stakeholder engagement plan The MOU will be taken to the Steering Committee for discussion and agreement. This document is the Launchpad for engaging with BRCs and an amended version may be required for other funders. The collaboration model offers the opportunity to engage with BRCs through: <ol style="list-style-type: none"> 1) Being a platform to deliver studies 2) Providing a community wanting to work in cancer and nutrition 3) Engaging with stakeholders such as charities and professional bodies </p> <p>Membership The term for 'membership' of the collaboration has not been formally defined. It is a strategic objective to have all supporting organisations officially acknowledge that they are a part of the collaboration. Action: Draft list of potential 'actions' to be included for membership. Action: Define what members can get back in</p>	<p>FD, MJW, SAW</p> <p>FD</p> <p>FD</p> <p>SAW</p>	<p>17/04/18</p> <p>17/04/18</p> <p>10/04/18</p>
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	<p>return for membership</p> <p>Clinicians' Survey manuscript The group had a deadline of the end of February for a publication-quality draft of a manuscript. We have not yet received a version ready for publication. The decision will be taken at the Steering Committee on the way forward with this.</p>		
3. Collaboration finance update and structure	<p>A cost centre has been set up which is separate from Southampton BRC. The collaboration is now a separate legal entity and is able to take and dispense funds. The Secretariat formally notes the contributions of individuals within Southampton R&D in assisting setting this up.</p> <p>Southampton BRC is still meeting the costs of Lesley Turner as the lead patient representative of the collaboration. Action: Request confirmation that this support will continue for 2018-19 financial year</p> <p>Formal confirmation was received on 5th February that Macmillan have offered a gift of financial support for £25000 for the present financial year. Action: Confirm what they would like us to do in return for gift Action: Write press release for Macmillan news. LA advised that one will be released soon for another collaboration and to try and release the news before that.</p> <p>There are also plans for a 'Lifestyle' collaboration. SAW and LA are attending the NIHR Diet, Lifestyle and Physical Activity meeting in Loughborough on 19/03. SAW and LA will feed back on how we can fit in with the Lifestyle collaboration as there may be opportunities for complementarity but may also pose a threat to the activities.</p> <p>Financial agreements for grant applications The collaboration is increasingly being approached by applicants – i.e. to request a letter of support for applications. Clarity is required on:</p>	<p>SAW</p> <p>SAW</p> <p>FD</p>	<p>17/04/18</p>

	<ol style="list-style-type: none"> 1) What the collaboration can offer to these applications – how we are enabling or supporting it 2) What is the expectation on researchers that use the collaboration’s name 3) In what way will we review requests and provide letters of support? 4) The quality assurance process beyond supporting successful projects 5) Income for providing original advice and insight in developing an application 		
4. Steering Committee membership	<p>In developing the MOU we have come to a position on what an appropriate Steering Committee membership would look like. We would not be able to have a model where every stakeholder has a seat at the Steering Committee because this would be impractical. At the Steering Committee meeting on 15/03 we should agree:</p> <ol style="list-style-type: none"> 1) What is the representation wanted on the Steering Committee 2) What level should this representation be? 		
5. Paediatric oncology	<p>AAJ and MJW have been directly involved with international activities. WHO, IARC, IAEA and UICC have come together to form a collaboration which is in the process of being recognised as a formal taskforce under IUNS. A group of paediatricians have expressed interest to these organisations that paediatric oncology should be included in the activities and that there is interest among the workforce.</p> <p>AAJ will speak with a senior paediatrician to explore how we can bring paediatric oncology into the strategy of the collaboration. Approval was received from the Secretariat to bring up paediatric oncology with the Steering Committee for further discussion.</p>		
6. Northern Health Science Alliance meeting	<p>Bernard Corfe attended the NHSA meeting on 12th March. This was an industry showcase that the Northern BRCs were present at. BMC found out about a showcase hosted by Manchester on 1st June and will explore whether the collaboration can have a presentation slot.</p>		

	Action: Ensure BMC is aware of previous contact with Northern BRC representatives	FD	
7. European Cancer Patients Coalition	Fehmidah Munir brought the ECPC to our attention as they were participating in a 'nutrition and physical activity awareness month'. There is a need to be clear on how the collaboration relates to them (i.e. through work streams, contacts, public engagement). Action: Speak to Lesley Turner about ECPC	FD	
8. Succession planning	Secretariat Chair position Action: AAJ to clarify whether WCRF would be able to continue support for Secretariat Chair position	AAJ	17.04.18
9. Website	The nature and purpose of the website needs to be considered in line with the activities going forwards. The purpose of the website may change. We need to develop a web strategy to meet the needs of the stakeholders that will be using the website. Differentiate what needs to be done/what FD is already or could do.		
10. AOB	It is vital to ensure the financial and operational sustainability of the Secretariat to enable activities to continue.		

Future meetings: Tuesday 17th April