



Secretariat meeting – minutes and actions
Tuesday 15th May 2018, 10am-12pm

Present: Lucy Allen (LA), Fiona Davey (FD), Alan Jackson (AAJ), Judit Varkonyi-Sepp (JVS) (1st half of meeting), 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 were approved.</p> <p>Action: Upload to website</p> <p>Matters arising</p> <p>Southampton BRC PPI support Oral confirmation has been received from Southampton BRC that support will continue for Lesley Turner as PPI representative. Written confirmation of support is required. Action: Request written confirmation from KP</p> <p>European Cancer Patient Coalition FD has a catch-up arrange with LT for 18/05 and will report back at the next meeting.</p> <p>BDA GET application The BDA GET Trustees met on 14th May to review and make decisions on the applications. Formal notice regarding the outcome will be issued in due course. Any feedback will be reviewed at the next meeting.</p> <p>Nutrition Society SAW met with the President of NS. A Trustees meeting took place and the outcomes fed back to the collaboration are:</p> <ol style="list-style-type: none"> 1) NS is willing to receive requests from the collaboration to provide moderate-sized meeting space for collaboration activity 2) Bernard Corfe will continue to link with the collaboration as the official 	<p>FD</p> <p>SAW</p>	<p>Complete</p> <p>31/05/18</p>

	<p>representative of NS on the Steering Committee</p> <p>3) The collaboration should consider engaging membership directly, perhaps in the form of specific regional or smaller scale meetings as follow-up to the Winter Conference.</p> <p>Macmillan Macmillan has a new research impact framework/strategy. The collaboration was asked to detail how its activities map against this framework, which has been provided. It has been confirmed that there are no conditions/ties to the money because it is a gift. Macmillan has confirmed it is happy for us to announce gift in our newsletter. Action: Circulate newsletter Action: Finalise press release</p> <p>WCRF support Action: SAW to formally thank Kate Allen for WCRF's support for MJW's post.</p> <p>Acting Project Manager FD, SAW and JVS are clarifying the two job descriptions in support of FD being recognised for 'acting up' to Project Manager.</p> <p>Royal Marsden Clare Shaw continues to receive the support of the Royal Marsden in having 2 days a week for cancer and nutrition BRC activity. Action: Informal discussion with CS regarding identifying specific tasks and objectives.</p> <p>Membership document This document was prepared to propose a membership model for the collaboration, which will set out a framework to characterise the different types and levels of individual and organisational engagement- Action: Circulate to Secretariat for review – is it sufficient to form discussion at SC in June?</p> <p>Manuscript At the March SC it was agreed that the Toolkit work stream had not delivered the manuscript and the responsibility for the</p>	<p>FD</p> <p>SAW</p> <p>FD/SAW/JVS</p> <p>SAW</p> <p>FD</p>	<p>25/5/18</p> <p>25/5/18</p> <p>1/6/18</p> <p>5/6/18</p> <p>Complete</p>
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	<p>professionals manuscript would be passed to the Professionals work stream. The Toolkit Lead then asked to give some more time as edits had been received from work stream members, but on review, this still does not meet requirements.</p> <p>Action: SAW to liaise with BMC/TW/SB</p> <p>Action: FD to inform Jane Murphy to continue with manuscript and reconvene working group</p> <p>LA suggested the collaboration write blogs on the manuscript/s when it/they is/are due to be published.</p> <p>LA confirmed that an agreement had been put in place with the NIHR Clinical Commissioning Facility that the BRCs would not need to be listed on the paper and that it was sufficient for the collaboration's name to be on it in order for them to receive recognition of their contribution.</p> <p>Agreement of support for grant applications The purpose of this document is to define the scope of what the collaboration can offer to studies. Some edits were recommended.</p> <p>Action: FD to edit document</p> <p>Action: Circulate for June SC meeting</p> <p>Action: Draft statement of acknowledgement for collaboration to include in applications</p> <p>Charity letter of intent This letter is a draft template to ask the charities involved in the body of authoritative guidance project to complete, to indicate the nature of their support.</p> <p>Edit suggested to specify reporting back to their charity at a higher level.</p> <p>Action: Make edits to paper. Hold pending outcome of BDA GET</p>	<p>SAW FD</p> <p>FD FD SAW/LA</p> <p>FD</p>	<p>18/5/18 22/5/18</p> <p>22/5/18 22/5/18 5/6/18</p> <p>25/5/18</p>
3. Finance update	<p>Money has not yet been received from Macmillan; SAW is in discussion with them about this, but they are content to announce that it has been agreed.</p> <p>Letters were sent to BRCs on 2nd May to request financial support and we are waiting for responses. Follow-up will be sent at the end of May.</p> <p>The collaboration could consider asking the BDA or Nutrition Society for financial support.</p>		

	Action: Arrange discussions for BDA/NS outside of SC	FD/SAW	19/6/18
4. Stakeholder Engagement Plan	<p>The collaboration expects to be in a position to assess the level and nature of BRC engagement and support by June 2018. Once this is known, engagement with other parts of the NIHR infrastructure such as CRFs, ECMCs and CLAHRCs will be pursued.</p> <p>Action: Prompt BRC contacts at end of May regarding decisions on supporting the collaboration</p> <p>Action: Conduct survey with CRFs to identify capabilities</p> <p>Action: LA to draft letter to CRFs</p> <p>Action: Extend letters to BRCs without cancer/nutrition theme</p> <p>Planning for success If the collaboration is able to secure support from BRCs, an inaugural meeting should be held for all of the engaged centres, with operational and academic leads represented. This will be planned for Autumn 2018.</p>	<p>FD</p> <p>SAW/LA/FD</p> <p>LA</p> <p>FD/SAW</p>	<p>31/05/18</p> <p>16/7/18</p> <p>19/6/18</p> <p>23/05/18</p>
5. NCRI engagement	<p>2018 NCRI conference Action: Find out which members have submitted/had abstracts accepted</p> <p>2019 conference FD has contacted NCRI regarding the process and timelines for applications and is awaiting a response. Action: Follow up with NCRI</p> <p>Following last year's survey to the CSGs the responses were reviewed. Action: Follow up email to CSG manager (Nicola Keat) to summarise the response received and propose an opportunity to speak to all of the CSGs.</p> <p>Beyond the Horizon meeting series NCRI has launched a meeting series called 'beyond the horizon' and is inviting topic suggestions. The deadline for submissions is</p>	<p>FD</p> <p>FD</p> <p>FD</p>	<p>30/9/18</p> <p>25/5/18</p> <p>19/6/18</p>

	<p>Sunday 12th August 2018.</p> <p>Action: SAW and MJW to draft responses to submission questions for next Secretariat meeting</p>	MJW/SAW	19/6/18
6. Paediatric oncology	<p>Prof Mike Stevens will be invited to present his paper on paediatric oncology to the SC.</p> <p>Action: Email to invite with details of meeting</p>	FD	Complete
7. Steering Committee	<p>Chair</p> <p>Prof Sam Ahmedzai has nominated himself for the position of Chair. The Secretariat welcomes his nomination and notes his connection with NCRI (Chair of Supportive and Palliative Care CSG) and NIHR (NIHR CRN National Specialty lead for Community-based, Supportive and Palliative Care Research). SAW and FD will speak to SA on 16/05 to discuss the role and to clarify how much time he would be able to dedicate to the role.</p> <p>SA is the only nomination for the position. The decision was made to conduct the vote by email to invite support/objections privately.</p> <p>Meeting venue</p> <p>Nutrition Society has offered a venue for the June SC meeting. WCRF has offered meeting space for December subject to numbers. The September and December meeting dates will be checked against the new Chair's availability.</p>		
8. Work streams	<p>Research</p> <p>Annie's group (population health – cancer prevention and early detection) is holding its first face to face meeting on June 26th. FD is currently supporting the work stream to prepare for this meeting. This group's remit focuses on primary prevention but acknowledging the importance of secondary prevention.</p> <p>Considering this remit we could task this group with engagement with the CLAHRCs.</p>		

9. AOB	Given the absence of an overarching group for each sub-group to belong to, it was decided to make the two research subgroups separate work streams in their own right. There was no other business		
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Future meetings: Tuesday 19th June, Monday 16th July