



Minutes - EONS Research Working Group, Face-to-face meeting Thursday 20 April Courtyard by Marriott Amsterdam Airport Hotel, the Netherlands

Participating:

Andreas Charalambous (AC) (co-Chair), Mary Wells (MW) (co-Chair), Daniel Kelly (DK), Iveta Nohavova (IN), Wendy Oldenmenger (WO), Ulrika Ostlund (UO), Elizabeth Patiraki (EP), Theresa Wiseman (TW), Mariska Mooijekind (MM) (Working Group Manager), Pauline Campbell (PC) (Project Manager)

Unable to attend:

Nuria Domenech Climent (NDC), Lena Sharp (LS)

1. Opening and information on Board decisions

MW opened the meeting. Apologies had been received from NDC and LS.

DK updated the WG members on a number Board issues: In the past the main income for EONS has always come from the ECCO congresses. With the recent changes within ECCO this situation has changed and only one further payment of congress funding, from the January 2017 congress, is to be expected. As a result EONS has to be very careful with future expenditure and needs to reduce a number of items from its budget. The Amsterdam congress took place on a much smaller scale than anticipated. For EONS the congress was a big success: the Society Day was well attended and a large number of nurses participated in the congress. For 2018 ECCO is planning a meeting in Portugal, to take place in April. The meeting will focus on policy and health economics. EONS' contribution to the ECCO meeting will need to fit the agenda. For EONS it will be essential to include a Society Day in the 2018 programme and ECCO is taking this into consideration.

EONS has been invited by ECCO to use their congress services again. The EONS Board will consider this offer, however it should be competitive both financially and in terms of the service provided.

EONS also plans to explore the possibility of organising an event jointly with ESMO. In May DK and Anita Margulies will meet with a number of ESMO representatives. During this meeting one of the items on the agenda will be working together on organising a joint meeting, with the possibility for a longer term arrangement.

DK informed all Working Group members that EONS is looking for a volunteer to help the society with fund raising activities. EONS has advertised this role through Twitter, on the website and in the Newsletter. Unfortunately this has not resulted in much success so far. We will however continue trying.

Another development within EONS is that former CEO, Chief Executive Officer, Clair Watts is no longer working for the society. Until now, the day-to-day business of EONS has been managed through monthly “business meetings”, attended by the three EONS Presidents and Rudi Briké and Mariska Mooijekind. EONS is planning to recruit a new member of staff on a part-time basis, in the role of COO, Chief Operating Officer. The role will be advertised within the next two months.

Recently the President was informed that Loureen Pierce, the EONS bookkeeper has decided to discontinue her working arrangement with EONS. She is willing to continue carrying out her tasks until a successor has been identified, which is being worked on now.

The main message DK wanted to convey to the Working Group members was that EONS is having lots of success and that the Board, the staff members, the Working Groups and the Task Groups are all doing a very good job. The RECaN project is progressing well. In November LS will take over the President’s role from DK. This will happen during the November meeting in Ede, the Netherlands. Over the weekend of 18-19-20 November the Advisory Council Meeting, the General Meeting and a Leadership Summit will take place. Both ONS and Roche are collaborating with EONS on the organisation of the Leadership Summit. The Working Groups will be consulted to develop the programme for the meeting.

2. Progress against actions derived from Membership Survey and Advisory Council Meeting in Dublin

One of the items the Working Group has set up as a result of feedback received is the web page “Research in action”. On this page EONS presents short reports from researchers undertaking current research. We have now come to the point where the Working Group has to decide for how long an item gets to stay on the (main) web page, as there are six people waiting to have their materials published on the website. After discussion, the Group agreed for an item to feature on the main page for six months and then to be moved to a (new to be built) right hand column library.

Another suggestion made was to set up an educational event for cancer research nurses. It was agreed to include this in the 2018 November Leadership Summit in Ede, and to consider focussing on this at a potential EONS – ESMO event in 2018. Research training workshops could also be included in the 2018 event (similar to those on the ICCN conference programme). For the 2017 event in Ede, a Dutch speaker will be sought. IN informed all that Janssen has shown an interest in sponsoring the event and she will contact them to see if sponsorship of this specific session is of interest to them. It was agreed that we should continue with the idea of developing a website flyer “EONS is a potential professional research partner” so that this could be used in social media and other networking opportunities. AC, IN & MW will action this.

The Working Group agreed to write a Newsletter article on the theme of “You said, we did”, using the findings of the membership survey to show members how the Research Working Group have taken forward their suggestions. TW volunteered to prepare the article and take a suggestion to the Board for all WGs to do something similar.

3. Research Travel Grant

The Research Travel Grant call went out early March and the closing date for applications is 31 May. One of the conditions of the grant has changed: from this year onwards a free registration to the next EONS event is offered to the grant recipient only, and no longer to the hosting organisation. Furthermore the grant award has been reduced from EUR 3.000,- to EUR 2.500,-.

4. Change Champions Grant

Two Change Champions Grant winners have visited the Royal Marsden Hospital in London as a result from their grant: Johan de Munter from Belgium and Gretta Ghizzardi from Italy. Johan has used only half of the grant funding. His plan is to put things into practice in his own institute and to re-visit the Royal Marsden Hospital. No follow up report has yet been delivered. Gretta has sent a letter of thanks but the Task Group confirmed that a full report was necessary. The Working Group agreed to check the expectations which were communicated to the grant recipients. MM & TW will contact Rudi about this. Furthermore it was agreed by all that the grant recipients could feature in a Newsletter article. MM will chase this once additional information about the grant contract has been obtained.

If funding can be obtained, the Working Group would like to propose a new Change Champions Grant for 2018, preferably with a leadership theme.

Furthermore all agreed that a Task Group needs to be set up for discussing research nurse input for future EONS events. MW, WO, IN, UO agree to be on the Task Group. MM will plan for a first conference call in June.

5. Recording and storing policy for minutes of the selection process for Grants

The group recognised the need for putting in place a robust policy for the recording and storing of minutes of grant selection processes: "Reviewing applications in awards and grants". The "Guideline for organising the review process of the Major Research Grant", available on EONS Link, will serve as a basis for the new (to be prepared) guideline. The document "Reviewing applications in awards and grants" should be made to fit the review of any award or grant, i.e. not just the Major Research Grant. The document will be stored on the EONS Link. UO volunteered to work on this and will invite LS to join her on the project.

6. Request Sosa Valeria, Radiodermatitis

Via Paul Trevatt and Rudi Briké the Working Group had received a request for help. The Working group agreed for MW to put Ms Valeria in touch with Stefan of ONS or with SIOPE, copying in Paul Trevatt on her message. MW will also send the link to the radiodermatitis PEP.

7. Working Group's Terms of Reference

Due to a lack of time to discuss this at the meeting, the Working Group agreed for AC to review the Working Group's Terms of Reference document and to provide the Task Group members with an updated version thereof, for their review. MM will assist AC in the process.

8. Review of Working Group member applications

The Working Group had received five applications for the position of Working Group member. The group reviewed the applications received and agreed that it would be sensible to appoint two people, rather than one, because at least half the members of the current group will be leaving next year. This will allow for some succession planning. Although there were several strong applications, it was agreed that the current needs of the group were for early career and clinical researchers. Jane Winter and Grigorios Kotronoulas were supported as the best candidates to reflect the current expertise needs of the group. MM will inform them soon about their successful application. Furthermore she will thank the other applicants for applying and inform them that they have not been selected.

The Working Group agreed that succession planning will be an important subject for the agenda of the next face-to-face meeting. The term of all of the current Working Group members ends in 2019, some in January and some in September. Therefore it is suggested that a number of Working Group members will leave in 2018 rather than in 2019. All Working Group members are asked to consider if they would be willing to leave the group prior to the date of their term end in preparation of this transition period. The role of each of the current Working Group member needs to be defined clearly to assist in determining roles which need to be fulfilled. In 2018 four vacancies will be advertised and another four in 2019.

The Working Group members also agreed to create a form to evaluate the 2-year term. TW will share a template of a so called "honorary contract", which could potentially be adapted for this purpose. Such evaluation will support the Working Group chairs should there ever be a need for having a conversation about performance of a Working Group member. MM suggests putting this in place for all four CARE Working Groups. It was agreed that the Research Working Group could test this, with the possibility of sharing it with the other groups, if useful.

9. Planning next face-to-face meeting

It is agreed to hold the next 1.5 days face-to-face meeting late October, in London, on a Thursday/Friday. A specific date proposal will be shared with the group by MM, by email.

10. AOB: Evaluation of Research Grant

WO presented a paper on the evaluations of the Research Grant. A number of grant winners have still not responded to the request. Regardless, the group agrees to publish a summary of the paper on the website, in the Newsletter, on Facebook and by Twitter. WO and IN will put this in place.