

Meeting minutes: Working group Meeting March 21, 2019

Leader of the meeting	Rune Blomhoff
Date	03-21 2019
Secretary	Ane Sørлие Kværner
Attending	<ul style="list-style-type: none">• Rune Blomhoff, University of Oslo, Oslo, Norway• Jacob Juel Christensen, University of Oslo, Oslo, Norway• Helle Margrete Meltzer, Norwegian Institute of Public Health, Oslo, Norway• Hanna Eneroth, The National Food Agency Uppsala, Sweden• Eva Warensjö Lemming, The National Food Agency, Uppsala, Sweden• Ellen Trolle, Technical University Denmark, Kgs. Lyngby, Denmark• Rikke Andersen, Technical University Denmark, Kgs. Lyngby, Denmark• Inga Þórsdóttir, University of Iceland, Reykjavík, Iceland• Ursula Schwab, University of Eastern Finland, Kuopio, Finland• Maijaliisa Erkkola, University of Helsinki, Helsinki, Finland• Tagli Pitsi, National Institute for Health Development, Tallinn, Estonia• Lāsma Piķele, The Ministry of Health of the Republic of Latvia, Rīga, Latvia• Henriette Øien, The Norwegian Directorate of Health, Oslo, Norway• Anne Kathrine Owren Aarum, The Norwegian Directorate of Health, Oslo, Norway• Britt Lande, The Norwegian Directorate of Health, Oslo, Norway• Ane Sørлие Kværner, The Norwegian Directorate of Health, Oslo, Norway
Not attending	<ul style="list-style-type: none">• Þórhallur Ingi Þórhallsson, University of Iceland, Reykjavík, Iceland

Agenda

1. Technical and administrative matters
2. Organization and roles
3. Principles for the 6th edition of NNR
4. Guide to systematic reviews in the 6th edition of NNR
5. State of the chapters and hearing process for prioritizing of topics
6. Summing up and follow-up cases

Technical and administrative matters

Technical and administrative matters were discussed, including timing and location of committee meetings, booking of flights and hotels, solutions for internal and official NNR web pages and use of conflict of interest forms. It was decided to use a modified version of the conflict of interest form by [Folkhälsomyndigheten](#) (used in NNR 2012). The form must be signed by all committee members before review and approval by the NNR steering group.

Organization and roles

The organizational structure and roles of the various committees and groups were discussed. The steering group will be responsible for the overall management of the project, including budget and administrative matters. The working group will be responsible for organizing and implementing the work including the final edit and publication of NNR 2022 report. A scientific advisory board will be appointed consisting of internally recognized scientists with experience in setting nutrient- and food-based dietary guidelines and integration of sustainability and environmental issues into NNR. Experts and peer-reviewers will update and review all chapters. Preparatory work for the NNR 2022 report (such as systematic reviews) will be published in peer-reviewed journals.

Principles for the 6th edition of NNR

The Principles chapter of the 5th edition of NNR will be updated. The revised chapter will be published in a peer-reviewed journal and a draft will be discussed at the May meeting. Key issues were discussed such as use of dietary reference values, procedure for updating the various chapters and how to recruit and select chapter experts, systematic review experts and peer-reviewers. The importance of transparency throughout the process was emphasized.

Guide to systematic reviews in the 6th edition of NNR

The systematic review guide used in the 5th edition of NNR will be updated. The revised guide will be published in a peer-reviewed journal and a draft will be discussed at the May meeting. The organizational structure of the systematic review work was discussed. The importance of technical support (i.e. libraries, statisticians, methodology experts, etc.) was emphasized.

State of the chapters and hearing process for prioritizing of topics

The content and structure of the previous edition of NNR (i.e. NNR 2012) was discussed, including need for developing new chapters. Systematic reviews will be conducted on topics in which new and relevant scientific data has emerged since NNR 2012. To avoid duplication, the working group should get familiar with relevant systematic reviews available. If sufficient quality of available reports, these can be used as scientific basis for updating NNR. Relevant authorities/organizations will be contacted to get information on potentially relevant systematic reviews and systematic reviews in preparation. To get input from the public on which topics to update based on a systematic review approach, a nomination of topics will be arranged. The nomination process and criteria for selection of topics should be clearly described at the NNR 2022 web pages. After the submission deadline, the working group will review all received nominations and make a priority list on which topics to update based on a systematic review approach.

Summing up and follow-up cases

To the next meeting in May, the following tasks will be prioritized:

- Finalize the conflict of interest form
- Establish the platform for internal communication in the working group
- Start the process of establishing the official NNR web pages
- Prepare a draft of the principles chapter
- Prepare a draft of the systematic review chapter
- Get an overview of relevant systematic reviews
- Prepare a call for nomination of topics
- Prepare a call for nomination of experts