

Meeting minutes: NNR 2022 Committee Meeting May 9, 2019

Leader of the meeting	Rune Blomhoff
Date	09.05.2019
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• Ellen Trolle, Technical University Denmark, Kgs. Lyngby, Denmark• Rikke Andersen, Technical University Denmark, Kgs. Lyngby, Denmark• Inga Þórsdóttir, University of Iceland, Reykjavík, Iceland• Þórhallur Ingi Þórhallsson, University of Iceland, Reykjavík, Iceland• Ursula Schwab, University of Eastern Finland, Kuopio, Finland• Majjaliisa Erkkola, University of Helsinki, Helsinki, Finland• Inese Sikсна, Institute of Food Safety, Animal Health and Environment, Riga, Latvia• Tagli Pitsi, National Institute for Health Development, Tallinn, Estonia• Anne Kathrine Owren Aarum, The Norwegian Directorate of Health, Oslo, Norway (during budget discussion)• Ane Sørлие Kværner, The Norwegian Directorate of Health, Oslo, Norway
Not attending	Eva Warensjö Lemming, The National Food Agency, Uppsala, Sweden

Agenda

1. Approval of minutes from March 21, 2019
2. Web-platform for internal communication
3. Budget
4. Chapter 2 - Principles
5. Chapter 3 – Systematic reviews
6. Status regarding systematic reviews for individual chapters
7. Process for nominating and selecting topics for systematic reviews
8. Process for nominating and selecting experts
9. Time schedule for the whole project
10. Topics for next two meetings fall 2019

Approval of minutes from March 21, 2019

The minutes from the previous meeting in the NNR2022 Committee, March 21, was approved with no comments. It was decided that all minutes from the committee meetings should be publicly available at the NNR webpage. The meeting minutes will be sent out for approval by the NNR2022 Committee no more than 2 weeks after the meeting.

Web-platform for internal communication

The web-based platform for internal use by the NNR2022 Committee was presented and discussed. The platform will mainly be used for sharing documents, documenting work progress and keep track of important dates and deadlines, not for communication. Project documentation will be done in README files by all NNR2022 Committee members. Back-up will be taken routinely by the project secretary.

Budget

The budget for NNR 2022 was presented for the committee. The budget will be discussed in more detail by the Steering Group at their upcoming meeting mid-May. Important information will be shared with the working group after the meeting.

Chapter 2 - principles

The first draft of Chapter 2 in NNR - “Principles and methodology for the sixth edition of the Nordic Nutrition Recommendations”, was presented and discussed. The chapter will include a description of sponsors, organization and roles, method for updating chapters with a specific emphasis on scoping reviews and systematic reviews, process for selecting topics for systematic review, process for selecting Evidence-Based Practice Centres (EPC), experts and referees,

reasoning behind the selection of dietary reference values and ways to communicate with the public throughout the process. Committee members with comments on the first draft were encouraged to send them to the project leader after the meeting. The project leader will prepare a second draft to the next meeting in September.

Chapter 3 – systematic reviews

The first draft of chapter 3 - “Systematic reviews for the sixth edition of the Nordic Nutrition Recommendations”, was briefly presented and discussed. This chapter will be discussed more thoroughly at the next committee meeting in September.

Status regarding systematic reviews for individual chapters

As preparatory work for NNR 2022, the committee will collect existing systematic reviews on every chapter topic. The committee will also get an overview of systematic reviews in preparation by other relevant parties. When “qualified” systematic reviews are available, these could be used as basis for updating dietary reference values and food-based dietary guidelines.

Process for nominating and selecting topics for systematic reviews

Based on the results of initial scoping reviews and a nomination process, topics for systematic review will be decided. The NNR 2022 Committee will define the PICOTSS for the specific topics which will be discussed with the Scientific Advisory Group and open to a public hearing. The scoping reviews will be conducted according to a template developed by the NNR 2022 Committee. One scoping review will be conducted for all main chapters of NNR. For the four chapters “Use of NNR”, “Body fatness and weigh gain”, “Physical inactivity” and “Sustainability and environmental factors”, modified scoping reviews will be conducted.

Process for nominating and selecting experts

The NNR 2022 Committee will develop one call for chapter experts and referees and one for establishment of EPCs. The calls will be published at the official webpages of NNR. The food and health authorities of each country are encouraged to distribute the calls to all relevant parties. Young researchers will be encouraged to apply.

Time schedule for the whole project

A suggested time schedule for the NNR project as a whole was presented.

Topics for next two meetings fall 2019

The main focus of the meeting in September will be on finalizing chapters 2 and 3. In addition, we will aim to finalize the first initial scoping reviews.

At the meeting in November, the remaining scoping reviews will be finalized. The EPCs, chapter experts and referees should be selected. Moreover, a prioritized list of topics for systematic reviews by means of PICOTSS statements will be made.