

# Meeting Minutes –

## NIHR Southampton Biomedical Research Centre (in Nutrition)

<b>Meeting title:</b>	Nutrition and Cancer NIHR infrastructure collaboration Steering Committee	
<b>Date:</b>	17 <sup>th</sup> Dec 2015	<b>Time:</b> 9-11am
<b>Location:</b>	WCRF, 22 Bedford Square, London	
<b>Present:</b>	Prof Alan Jackson (AAJ) – Chair Kate Allen (KA), Lucy Allen (LA), Millie Barrett (MB), Clare Berry (CB), Karen Brown (KB), Lauren Chapman (LC), Ramsey Cutress (RIC), Arabella Hayter (AKMH), Anne Helme (AH), Fehmidah Munir (FM), Elio Riboli (ER), Lesley Turner (LT), Martin Wiseman (MJW), Steve Wootton (SAW).	
<b>Apologies:</b>	Helen Campbell (HC), Richard Martin (RM), Karen Phekoo (KP), Monica Ritco Vonsovici (MRV)	

1.	Welcome and apologies	Action
	Millie Barrett introduced herself. She will be taking over from AKMH as Project Manager for the Collaboration.	
2.	<p><b>Previous minutes</b> Karen Brown did not attend the meeting; this will be reflected in the minutes. No other changes were made.</p> <p><b>Matters arising</b> Patient expenses: LT asked if it had been agreed to cover patients' expenses and stressed the importance of this in engaging patients. SAW said this was the final outstanding budgetary issue and he would be resolving it soon. ACTION: SAW to resolve budget issues</p> <p>Sharing names to sit on CSG: No one shared names with AKMH. This was addressed later in the meeting.</p>	SAW
3.	<p><b>Launch summary</b> AKMH presented a summary of the launch (a written summary was also circulated). The launch was considered a success with 60 people attending and an enthusiastic response to the report. It was obvious from the launch that there is a need that is not currently being addressed.</p> <p>KA said she thought that people were well engaged but that a number of participants expressed scepticism about whether the momentum could</p>	

	<p>be sustained and what would happen next. AAJ highlighted the point that the nature of the Collaboration means that is it those people who should be taking the agenda forward. SAW said that this point enforces the urgency for establishing the WSs.</p> <p>LA asked to share the list of participants.  <b>ACTION:</b> AKMH to circulate list of organisations in attendance.</p> <p>AAJ and MJW recognised contributions from SC members in producing the report, and in particular thanked WCRF for their help facilitating and supporting the design and production of the report.</p>	<p>AKMH</p>
<p>4.</p>	<p><b>Work streams</b></p> <p>MJW presented an overview of the 5 proposed WSs for discussion and input from all SC members. The presentation covered the aims, objectives, structure and suggested membership of each work stream. A one-day workshop to discuss and finalise the details of the WSs will take place on 2<sup>nd</sup> February 2016 at 1 Victoria Street, Westminster, London. By end of the workshop, each WS will have filled in NOCRI's WS template. The SC will then discuss how to facilitate these work plans.</p> <p>LT though that it would be too ambitious to identify a lead organisation for each WS by 2<sup>nd</sup> Feb. AAJ replied that at this stage we would not be seeking full commitment from organisations.</p> <p>LT and RIC both stressed the need to include patient and professional representative(s) on all of the WSs, rather than just their own groups, otherwise these groups could not be considered 'central' to the Collaboration's work. Everyone agreed this proposal. The WS titles should be reworded to reflect the final report.</p> <p>AH suggested framing the WSs around challenges/tasks rather than the people that are involved, as it has been presented in the report. Everyone agreed with this proposal.</p> <p>ER said that the best way to engage partners is by giving them specific tasks and we should start by defining the proposed products of the WSs. He reminded the group that in Feb/March all BRCs will be working on submission of proposals and will be busy. We should consider whether the BRCs should have formal representative on the WSs. He also described a new call for funding and suggested having a meeting in January to discuss this opportunity.  <b>ACTION:</b> AAJ and ER to meet in January 2016. Others welcome to join.</p> <p>LC reported that at the launch Tony Soteriou suggested the Collaboration put forward a proposal for an NIHR themed call for funding. LC will check the timeframe for these calls.  <b>ACTION:</b> LC to check timeframe and share with AKMH. LC to add as an agenda item for the workshop.</p> <p><b>Patients</b></p> <p>LT suggested the NCRI Consumer Liaison group may be a more suitable candidate than Involve as lead organisation: the CLG is more of an 'output</p>	<p>AAJ/ER</p> <p>LC</p>

<p>group'. She thought that Richard Stephens would be very interested to take part. A number of CSGs (Clinical Study Groups) could also be interested. AAJ said that Involve had been considered because they may be able to support financially through NIHR.  <b>ACTION:</b> AKMH to contact Richard Stephens</p> <p>LT also stressed that information provision is a clear objective of the patients WS and the wording of the group should reflect this.</p> <p>LT asked if funding had been agreed to cover patient expenses and other costs. Unfortunately as AAJ is no longer director of Southampton BRC he cannot make promises relating to funding. ER said there may be a potential offer of funding from Imperial BRC for April 2016 - March 2017. SAW said that there hasn't yet been an explicit call for support from other BRCs. This should be considered when the WSs have agreed their work plans against which the BRCs can offer support.</p>	<p><b>AKMH</b></p>
<p>LT suggested including Penny Brohn, The Haven (useful for communication) and Breast Cancer Now on the WS.  <b>ACTION:</b> AKMH to add to invite list.</p>	<p><b>AKMH</b></p>
<p><b>Research</b>  It was suggested that basic science should be relabelled as discovery science.  MJW suggested CRUK should be the lead organisation for the WS. AH said this would not be appropriate as CRUK already have their research priorities established but that they could help in bringing different research disciplines together. AH said she would need to understand what CRUK would be committing to and would be happy to have a further discussion. CRUK would be happy to facilitate discussion at workshop and help identify who can take the agenda forward.  <b>ACTION:</b> AH and AAJ/MJW to have discussion about CRUK's commitment.</p>	<p><b>AH/  MJW/  AAJ</b></p>
<p>LA suggested asking the James Lind Alliance (through NIHR) to help with priority setting. The JLA would help to set 10 priorities and other people take them up.  <b>ACTION:</b> LA to talk to NIHR about what support can be given.</p>	<p><b>LA</b></p>
<p><b>Professionals</b>  RIC said that the professionals group needs a specific task which professionals should be asked to help with. At present, the WS is too vague.  <b>ACTION:</b> MJW and RIC to meet and decide the aims and objectives of the professionals group.</p>	<p><b>MJW &amp;  RIC</b></p>
<p><b>Characterisation of nutritional status in cancer</b>  SAW has spoken to Bernard Corfe from the Nutrition Society who is keen to be engaged with the group. SAW will continue to work with him. In addition, the Collaboration, and specifically this WS will need to engage with a broad constituency of professionals including chemical</p>	<p><b>SAW</b></p>

	<p>pathologists, psychologists. <b>ACTION:</b> SAW to consult the Nutrition Society’s expertise for their ideas.</p> <p>ER suggested this WS should come under the research WS. KB suggested we do not separate different research areas but should bring expertise from each area instead.</p> <p><b>Commercial sector</b> The 5<sup>th</sup> WS will not be discussed at the workshop. LA said she would be happy to lead a discussion about this at the next SC in March. <b>ACTION:</b> LA to take a lead on Commercial WS</p> <p>LA suggested that the four WS leads should have a conversation before the workshop to coordinate their approach. <b>ACTION:</b> LA &amp; LC to organise call for WS leads in January 2016.</p> <p><b>Invitations</b> <b>ACTION:</b> All members of the SC to share suggestions for inviting to the work streams immediately. AKMH to send invites out by Christmas.</p>	<p>LA</p> <p>LA &amp; LC</p> <p>ALL AKMH</p>
<p>4.</p>	<p><b>Communication strategy</b> a. Sharing the report The summary and extended versions of the report are available to download on the website. SC members are encouraged to continue to share soft copies of the report across the networks to raise the profile of the Collaboration.</p> <p>AKMH asked SC members to let her know specific individuals or organisations to send hard copies of the report to and invite an official response from (enough hard copies of the report to give to participants at the work streams workshop should be kept). <b>ACTION:</b> SC to share names by 23<sup>rd</sup> December.</p> <p>LT has received an invitation to a Public Health and Nutrition conference in March 2016 in Madrid, and asked whether it would be appropriate to submit an abstract to raise awareness of the Collaboration. AAJ and AKMH thanked LT for this suggestion but agreed that it is too early to attend this sort of conference, and we should wait until we have a clear ‘ask’ from an audience. In the meantime, it is helpful for SC members to share possible opportunities for stakeholder engagement.</p>	<p>ALL</p>
<p>5.</p>	<p><b>Other activities</b> Following an unsuccessful application to host a session at the annual NCRI conference in November 2015, MJW was asked to speak at a separate session on nutrition. He used this opportunity to present some slides about the Collaboration which was met with a positive response. 30 hard copies of the report were given out to participants of the session.</p> <p>LT also attended the conference. Richard Stephens, head of the NCRI Consumer Liaison Group indicated there may be an opportunity for the Collaboration to be part of their session in 2016.</p>	
<p>6.</p>	<p><b>Priorities and next steps</b></p>	

	<p>The main priority is to identify names and send out invitations for the upcoming workshop in February 2016. Invitations must be sent out by Christmas, given the tight timeframe.</p> <p>SC members were asked to volunteer to attend CSG to submit a CV.  <b>ACTION:</b> Submissions of interest should be sent to AKMH as soon as possible (before Christmas).</p>	<b>All</b>
7.	<p><b>AOB</b>  AKMH will be leaving the Collaboration at the end of 2016. She thanked the SC for the opportunity to work together over the previous 18 months. She will be replaced as Project Manager by Mille Barrett, an MSc student from Southampton, who is graduating in Jan 2016.</p>	
8.	<p><b>Date and host of next meeting:</b>  The next meetings will be held in March, June, September. AKMH/LC to schedule meetings. The March meeting will be held at WCRF.</p>	