



NIHR Cancer and Nutrition Collaboration Secretariat meeting – minutes and actions
Tuesday 7th August 2018, 11.30am-1.30pm

Present: Sam Ahmedzai (SA), Lucy Allen (LA), Fiona Davey (FD), Alan Jackson (AAJ), Martin Wiseman (MJW), Steve Wootton (SAW)

Apologies: Judit Varkonyi-Sepp (JVS)

Agenda item	Notes	Person responsible	Required by
1. Welcome and apologies	The Chair welcomed everyone to the meeting. Apologies were noted from JVS. Thanked JVS for contributions thus far and will continue to do so 'pro bono' in her new role as project manager of the behavioural change theme.		
2. Minutes and matters arising	<p>Minutes of last meeting Approved. Action: Put onto website:</p> <p>It was clarified that the timescale of the perioperative care paper would be to complete by Spring 2019.</p> <p>FD job description SAW has been liaising with Finance and HR to secure the 'Acting Up' position for FD. The difference in responsibilities has been noted and SAW has asked for the difference in payment to be backdated to February when responsibilities were taken up.</p> <p>CRUK Cancer and Nutrition meeting CRUK in partnership with MRC and Ludwig Cancer Research is holding a two-day conference on cancer and nutrition on 3rd and 4th December. This has been organised without input from the NIHR Cancer and Nutrition Collaboration or WCRF. FD contacted Jessica Brand (CRUK) to request invites for SA, MJW, SAW and LA but they have come back to say there is limited space. CRUK have offered a place for MJW or SA – as MJW has now received an invite in his WCRF capacity, FD has indicated that SA should attend. Action: Email JB to change invite to SA Action: LA to try to secure invites for LA and</p>	<p>FD</p> <p>FD LA</p>	<p>Complete</p> <p>Complete 17/8/18</p>

	<p>SAW.</p> <p>Matters arising PPI support Issues have arisen with paying patient members an honoraria for their involvement following a different member of management being asked to sign off a claim. There are concerns that it breaches IR7 compliance and has raised issues across the Trust. Discussions are ongoing to resolve this. The Collaboration's position remains that PPI representatives should be supported as recommended by NIHR Involve.</p> <p>Our patients are not currently in the loop about these issues and it may affect LT's payment for the September Steering Committee. Action: Inform LT about current issues.</p> <p>BRC Discussions The Collaboration has been made aware of the proposed 'Lifestyle/ Diet, PA, maybe obesity' TRC led by Prof Davies, Leicester BRC. 8 of the BRCs with nutrition themes that we had approached in writing have said they are unable to commit to C&NC because they will be supporting the lifestyle TRC. SAW and LA had a T/C with MD on 30th July where the possibility was raised that the Collaboration might become a sub-theme/work stream within their TRC. SAW, supported by LA, made the point that whilst we would be happy to explore potential complementarity once their TRC is approved, the reputational risk to the Collaboration and consequent loss of identity would place the Collaboration activity and direction of travel at risk. At this stage, the Collaboration will not become a subtheme within the proposed lifestyle TRC. This position was endorsed by LA. It was agreed that we should send an email to all BRCs to clarify the position and promote the Collaboration.</p> <p>NIHR and NOCRI recognise the independent position of the Collaboration and acknowledge that the interests of the Collaboration are not exclusively focussed on the BRCs and embrace a wider community. NOCRI will advise BRCs that it is possible to actively participate and support the Collaboration without necessarily having to choose between the collaborations.</p>	FD	Complete
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	<p>Action: LA to ensure all groups acknowledge others' roles.</p> <p>Crowdfunding Hubbub is a crowdfunding platform that has successfully been used for university-related projects. LA will explore the possibility of NOCRI facilitating a crowdfunding campaign through Hubbub. To be effective this would require a concerted communication strategy and media campaign between autumn- Christmas with the aim of launching the crowdfunding approximately February 2019.</p> <p>Action: LA to submit application to host crowdfunding campaign.</p> <p>Action: Conduct SWOT analysis on potential future business models for the Collaboration.</p> <p>UCL Our contact at UCL has replied and will take it up with their COO but they are on annual leave. Action: FD to chase end of week</p> <p>Manchester Prof Renehan enquired about the business plan and the sustainability of the Collaboration as clarification of what we were seeking from partners. We have answered all of his questions and shared the most recent version of the business plan, which he will consider further and get back to us.</p> <p>Paediatric Oncology workshop FD and LA are currently trying to source a venue for the workshop. Action: Check availability of following venues: NCVS RSPH Wellcome collection - SA's CSG having meetings there on the same day a room might be available</p> <p>Survey manuscript SAW has spoken with JM and is now content to move forward with professionals TW returns on 13th August, SAW will speak before A/L</p>	<p>LA</p> <p>LA</p> <p>All</p> <p>FD</p> <p>FD</p>	<p>Ongoing</p> <p>18/9/18</p> <p>30/9/18</p> <p>Complete</p> <p>17/8/18</p>
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	<p>Southampton BRC support</p> <p>KP joined the meeting to clarify the position of Southampton BRC support for the Collaboration. KP informed the Secretariat that money that might be used to support the collaboration had been ring-fenced within the BRC budget for the FY 18-19 but has not been transferred to the Collaboration's account.</p> <p>There was uncertainty within the BRC about the Collaboration's position with the proposed TRC led by Leicester in that the presumption was that the Collaboration activity would be subsumed within the TRC. There is a need to provide the Southampton BRC and other BRCs with an updated and revised statement that better defines the purpose of the Collaboration and possible relationship with the BRC community.</p> <p>Action: LA to draft a letter to send to Southampton BRC explaining impacts and outcomes in short/medium/long term.</p> <p>KP will keep the funding ring-fenced until there's a clearer outcome.</p> <p>Given that the Collaboration is not directly responsible or accountable to the BRC, there is a need to review the line management of FD.</p> <p>Action: SAW to review line management with Christine McGrath.</p>	LA	Complete
3. Steering Committee	<p>Ensure the title of the Collaboration is consistent through SC documentation as 'NIHR Cancer and Nutrition Collaboration'.</p> <p>Action: Change title on agenda</p> <p>Regarding the operational plan for stakeholder engagement, this is not something the SC has fully considered before, so we will ask the members to discuss in order to draw up a plan at the September meeting.</p>	FD	Complete
4. Collaboration membership document	<p>The framework has prioritised the sustainability of payments in defining the membership criteria.</p> <p>Action: Add in the potential investments by group and give examples of where current partners would fit in.</p>	FD	15/8/18

	Action: Document to go to Steering Committee to be signed off	FD	4/9/18
5. NCRI	<p>SA has provided some edits to the proposal to ensure it fits the structure of the NCRI BTH application form. The committee wants to be able to quickly judge what it's about.</p> <p>The definition of prevention needs to be clarified.</p> <p>Action: MJW to make changes Action: FD to submit by 12th August</p> <p>CSG engagement SA will use the opportunity at the Chair's forum in October to canvas Chairs and sub-group Chairs about engaging with the Collaboration, as face to face contact will be more effective.</p>	MJW FD	Complete Complete
6. CRF engagement	<p>The CRF survey was sent out by the national CRF Network Administrator. Responses have been received from CRFs so far, awaiting 10 further responses. Responses received include centres in Scotland that we were not aware of.</p> <p>Action: SAW and FD to analyse responses and produce summary report for SC to plan next steps.</p>	SAW/FD	17/8/18
7. Future of experimental research work stream	<p>The work stream has recently been dormant. It was felt the remit was a little far from translational work.</p> <p>The work stream will be kept whilst we consider 'how can we better enable basic science to inform clinical practice?' It will need a formal review at a later date, as the Beyond the Horizon proposal (if accepted) and the CRUK meeting might inform next steps.</p>		
8. Perioperative care paper	This paper aims to be completed in Spring 2019 and will be kept as a matter arising in the meantime.		
9. Work stream updates	<p>PPI The PPI work stream will have its next teleconference in September following the Steering Committee.</p> <p>Research work streams SA is chairing a t/c on 9th August for those who</p>		

	<p>would like to submit a proposal for the WCRF funding call, to coordinate the applications and provide any advice necessary. The deadline for outline applications is 4th October. SA is due to speak to Prof David Bowrey regarding taking over leadership of the LWBC work stream.</p> <p>Toolkit Action: BMC, SAW and FD to hold T/C on 14th August to progress the plans for putting the Toolkit into a feasibility study funding proposal.</p>	SAW, BMC, FD	Complete
10. AOB	<p>Annie Anderson asked whether she could dial in to the Steering Committee. As SC Chair, SA would like to maintain that all SC members are present in person due to technical difficulties and distractions. AA may delegate responsibility to another member if necessary.</p> <p>Action: Inform AA re dialling in decision</p>	FD	Complete

Next meetings: Tuesday 18th September, Thursday 18th October