



NIHR Cancer and Nutrition Collaboration Secretariat meeting – minutes and actions
Monday 16th July 2018, 10am-12pm

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

Apologies: Sam Ahmedzai (SA), 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 SA and JVS.		
2. Minutes and matters arising	<p>Minutes of last meeting</p> <p>Action: Amendment to be made to the minutes following further discussion about the Experimental research work stream.</p> <p>Action: Upload minutes to website</p> <p>Matters arising</p> <p>PPI support</p> <p>SAW has received notification from Susan Keenan that there is an issue with paying honoraria for PPI representatives due to employed/self-employed status, following the IR35 requirements. LA is meeting Paula from Involve on 17th July and will query these new requirements in the context of paying PPI representatives. LA will feed back later this week.</p> <p>Teleconference cost for PPI</p> <p>FD has emailed LT regarding the proposals to support teleconference costs for PPI members externally and has not heard back yet.</p> <p>Action: FD to email AfN, WCRF and others to identify other possible options for toll-free teleconferencing. Also explore 'global.gotomeeting' costs.</p> <p>Experimental work stream</p> <p>The decision to disband the Experimental work stream was deferred pending CRUK's meeting on nutrition later in the year. The work stream could be reinvigorated as an 'ECMC coordination' work stream/sub-group.</p> <p>Action: Discuss future of work stream at next</p>	<p>FD</p> <p>FD</p> <p>FD</p> <p>All</p>	<p>20/07/18</p> <p>20/07/18</p> <p>20/7/18</p> <p>7/8/18</p>

	<p>Secretariat meeting and present ideas at September Steering Committee.</p> <p>Toolkit</p> <p>Manuscript SAW is waiting for a date with Theresa Wiseman to discuss the next steps for the Toolkit data aspect of the manuscript. SAW will be meeting Jane Murphy in the week commencing 23rd July regarding the Professionals aspect.</p> <p>Toolkit activity FD has contact Bernard Corfe to initiate turning the current Toolkit activity into a feasibility study proposal.</p> <p>BCRs</p> <p>Southampton SAW met with the Nutrition Theme Lead (KG) at Soton to discuss support for the Collaboration on 13/7. KG thinks that £10k had been allocated for the Collaboration since November but this has not been received. Concern was raised by KG that BRCs would directly be choosing between Leicester's 'Healthy Living' TRC and the NIHR Cancer and Nutrition Collaboration. LA clarified that BRCs would be able to support both the Cancer and Nutrition Collaboration and the Lifestyle TRC if they chose; there would be no requirement from NIHR to choose between them. The Lifestyle TRC does not currently have a cancer-specific theme, and the remit of our Collaboration goes beyond BRCs whereas the TRCs focus on bringing BRCs together. Action: SAW to email Soton Director to clarify £10k support</p> <p>Bristol Bristol BRC has delegated contact to Julian Hamilton-Shield. SAW has chased him again.</p> <p>Cambridge SAW has now emailed John Bradley (Director) as Nick Wareham has not replied to emails.</p> <p>Imperial No reply has been received from Imperial</p> <p>Leicester The phone call has been rescheduled to Monday 30th July. LA will now join the call.</p>	SAW	20/7/18
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	<p>Manchester Communication has been received from Manchester but there has been some misinterpretation about the level of engagement required, and the difference between contributing on an individual academic level to a work stream and supporting the Collaboration on behalf of the BRC. MJW has emailed to clarify expectations.</p> <p>Royal Marsden The Royal Marsden remains supportive and they have requested a breakdown of costs and plans for sustainably funding a Collaboration Operations Manager beyond the 3 years.</p> <p>UCL MJW has phoned and emailed Tina Osadolor to follow up on initial face to face discussions.</p> <p>Nottingham Positive support indicated but would like confirmation about what support is expected from BRCs without a cancer/nutrition theme. Action: Reply to email</p> <p>Action: Copy LA in to BRC emails.</p> <p>AAJ declared that he sits on the external advisory board for Leicester BRC, and SAW declared that he supports the Royal Marsden BRC board.</p> <p>LA has a draft strategy template for TRC use. We could fill this out to send to BRCs as a further follow up. BRCs will recognise the 'Renew and Refresh' theme. Action: LA to circulate template</p> <p>Perioperative care Perioperative nutritional care for cancer treatment could make a difference to outcomes post-treatment. Lack of continuity in care is an issue and savings could be made if a better flow is enabled. The Collaboration can offer a better perspective of the whole course of the cancer journey. It is important to differentiate lifestyle – (what people do for themselves) with treatment (what the health system does to or for people). Responsibility for therapies being dispensed,</p>	<p>SAW</p> <p>All</p> <p>LA</p>	<p>20/7/18</p> <p>Ongoing</p> <p>Complete</p>
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	<p>monitored and evaluated lies within the NHS. Action: AAJ/SAW to draft a paper on this framework</p> <p>FD job description SAW confirmed that there is sufficient funding to support FD to 'act up' to the role of Project Manager. Action: SAW to email JVS/Enrico to confirm and request changes. Consider rewriting JD to align with the NOCRI Collaboration Operations Manager role. LA offered a hot desk space at the Twickenham offices.</p> <p>CRUK meeting CRUK is hosting a meeting on cancer and nutrition later in the year (November/early December). This meeting has been planned without input from the NIHR Cancer and Nutrition Collaboration. AAJ has been invited. Action: FD to request for MJW, SAW, LA and SA to be invited.</p>	AAJ/SAW	31/7/18
		SAW	20/7/18
		FD	Complete
3. Steering Committee	<p>No progress has been made on creating an operational plan for new Steering Committee membership. This action is still required and remains a prerequisite for remodelling the Steering Committee.</p> <p>Action: JVS and SAW to take forward.</p>	JVS/SAW	7/8/18
4. Collaboration membership document	<p>The decision was made to adopt the following levels of organisational membership:</p> <ol style="list-style-type: none"> 1) Principal 2) Partner 3) Associate <p>with individual members having a separate category.</p> <p>Action: FD to circulate UICC membership framework (shared in confidence) Action: All to provide suggestions on what each category of members can be offered.</p>	FD All	Complete 27/7/18
5. NCRI	<p>Beyond the Horizon proposal MJW, SAW and AAJ have produced the draft proposal for the NCRI Beyond the Horizon initiative. It has been sent to SA for comment.</p>		

	<p>The deadline for submission to NCRI is Sunday 12th August. Final sign-off will be at the Secretariat on 7th August and it will be submitted immediately after that.</p> <p>Action: SAW to add short bibliography of key literature.</p> <p>Action: SA to review proposal and ensure it aligns with Supportive and Palliative Care CSG proposal.</p>	<p>SAW</p> <p>SA</p>	<p>27/7/18</p> <p>27/7/18</p>
6. Paediatric Oncology	<p>MS has put together a proposal for the face to face workshop, which will be held on 11th October. A teleconference was held on 10th July with a selection of people with an interest and expertise in paediatric oncology, who have also been invited to the workshop. There was a clear sense of an agenda for the work programme and a commitment to drive this forward. Childhood cancer charities will be approached to support the workshop. NOCRI has volunteered to support the workshop with a venue and will facilitate comms activity (eg journalists to speak to delegates on the day of the workshop)</p> <p>Action: Secure venue for 11th October, capacity up to 25 people.</p> <p>Action: Create Comms plan for the workshop</p>	<p>LA</p> <p>LA</p>	<p>31/8/18</p> <p>18/9/18</p>
7. CRF survey	<p>This survey is required as a part of the objective to engage all parts of the NIHR infrastructure. It will enable us to build a picture about what capabilities the CRFs do/do not have, and will be a prompt for them to engage.</p> <p>Action: Amend with comments and create survey to be sent out on Google Sheets. Test with Secretariat first.</p> <p>Action: Ask Andrew Dawes (CRF Network Administrator) to circulate for us. Give CRFs two weeks to respond.</p>	<p>FD</p> <p>FD</p>	<p>20/7/18</p> <p>20/7/18</p>
8. Work stream updates	<p>Professionals</p> <p>Jane Murphy will be visiting on 24th July to agree the next steps for the manuscript and the body of authoritative guidance application.</p> <p>Population Health</p> <p>This work stream, chaired by Annie Anderson, held its first face to face meeting on 26th June, hosted by WCRF. This group is focusing on writing two paper proposals for the Lancet on a methodological framework for interventions in</p>		

	<p>dietary, weight control and lifestyle interventions for 1) primary cancer prevention and 2) secondary cancer prevention. They will be working with some members from the LWBC group for the second paper. Ensure authorship agreements are in place before writing up the main papers commences. It should also be made clear that the publication is on behalf of the Collaboration and is not purely an academic exercise for the individuals involved.</p> <p>LWBC The LWBC work stream met on 2nd July, hosted by NCRI. The work stream has divided their research strategy into themes, with work stream members taking responsibility for a particular theme aligning with their expertise. Each theme aims to have at least two new proposals being developed within six months, and at least one submitted for funding with twelve months. The question of leadership was raised in the work stream's meeting, as SA will step down. Professor David Bowrey (consultant surgeon) has nominated himself for the position so far, which the Secretariat supports.</p>		
9. AOB	<p>LA reported that NIHR is moving away from just having 'Translational Research' Collaborations. LA has a meeting with the Department of Health on Friday 27th and would like some slides as an overview of our work streams to present. Action: Support LA in producing slides</p> <p>The Royal Marsden BRC is hosting a BRC Cancer Workshop in Spring 2019. LA will be on the Steering Committee and will ensure that nutrition is reflected adequately within the agenda.</p>	FD	25/7/18

Next meetings: Tuesday 7th August, Tuesday 18th September