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| Meeting title: | NIHR Cancer and Nutrition Collaboration Steering Committee | | |
| Date: | 5th June 2018 | Time: | 11am-1pm |
| Location: | Nutrition Society, London | | |
| Present: | Diana Eccles (DE) – Chair Steve Wootton (SAW) - Deputy Chair Sam Ahmedzai (SA), Kate Allen (KA), Bernard Corfe (BMC), Fiona Davey (FD), Clare Shaw (CS), Lesley Turner (LT), Martin Wiseman (MJW) | | |
| Apologies: | Lucy Allen (LA), Annie Anderson (AA), Helen Campbell (HC), Alan Jackson (AAJ), Richard Martin (RM), Fehmidah Munir (FM), Jane Murphy (JM), Anbalakan Paramavisam (AP), Karen Phekoo (KP), Judit Varkonyi-Sepp (JVS) | | |

| 1. | Welcome and apologies DE welcomed everyone to the meeting and noted apologies. DE reminded the committee that she would be stepping down as Chair following this meeting due to her new position as Dean of the Faculty of Medicine at the University of Southampton. Committee members had been informed by email of the nomination of Professor Sam Ahmedzai to take up the position of Chair and given the opportunity to support this nomination. SA stepped out of the room whilst this was discussed. Unanimous support was received for SA to succeed the position of Chair. | Action |
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| 2. Minutes and matters arising | Previous minutes The minutes of the last meeting were approved as an accurate record with one minor change regarding the organisations involved in the international paediatric oncology initiative. Action: Make change and upload minutes to website Matters arising NCRI Conference The webpage for the 2019 conference opens from August 2018. The deadline for 2019 session proposals will be in | FD |

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| | <p>January 2019.</p> <p>It was proposed to ask Stephen Hursting to give a headline talk at a session by the collaboration. He is US-based and a NIH researcher, and an expert in molecular biology related to cancer, obesity and energy balance.</p> <p>Action: Invite Stephen Hursting to give talk</p> | MJW |
| 3. Paediatric Oncology | <p>AAJ and SAW have been discussing bringing paediatric oncology into the collaboration's remit along with Prof Mike Stevens (Bristol). Agreement has been given to plan a meeting for summer with paediatric oncology experts, who will form a task and finish group. The purpose of this meeting will be to produce a position paper and identify low-hanging fruits.</p> <p>The group currently does not have nutrition expertise. CS informed the discussion that there is a strong group of paediatric oncologists that would be able to contribute to this project, although they are members of the BDA Paediatric Specialty Group, not the Oncology Specialty Group.</p> <p>It was recommended to involve primary care experts as much of the care would be around long term side effects and follow up in primary care settings. Dr Richard Roope to be contacted, Cancer Lead for RCGP.</p> <p>Action: Contact paediatric dietitians Action: Contact Dr Richard Roope Action: Report back at next Steering Committee meeting</p> | CS SAW AAJ |
| 4. Phase III Plans | <p>The MOU circulated to the Steering Committee is the version agreed with NIHR based upon NIHR/NOCRI principles for all collaborations supported by NIHR. It has taken into account comments from the SC at the last meeting and has been circulated to the Directors of BRCs with a cancer and/or nutrition theme.</p> <p>Prof Andrew Renehan has been nominated to take this forward for Manchester BRC.</p> | |

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| | <p>SAW will be meeting with the nutrition theme lead of Southampton in July. FD has sent reminders to the BRCs that have not responded.</p> <p>Approval was given to also approach BRCs without a specific cancer/nutrition theme. The CLAHRCs are currently being redefined by NIHR but the collaboration will approach them for support once they are in a secure position.</p> <p>Action: Email remaining BRCs</p> <p>Confirmation has been received from NOCRI that if BRCs do not contribute to the collaboration, NIHR would continue to support it.</p> <p>It was noted that the MOU and annex does not sufficiently set out patient and public involvement. The annex came from a generic template that we were asked to use, which can be amended to reflect our needs.</p> <p>Action: LT to amend MOU annex where PPI should be included.</p> | <p>FD</p> <p>LT</p> |
| <p>5. Collaboration membership</p> | <p>This document has been drafted in response to the Steering Committee asking how people might be identified as members. Agreement in principle was sought regarding tiered/ranked engagement with the collaboration. Membership has been differentiated between organisational level and individual level.</p> <p>UICC offers a membership structure for its member organisations, a similar approach could be considered. A decision needs to be made regarding the names given to each level of membership.</p> <p>Reciprocal wording/logos to be used for membership to be suggested and agreed.</p> <p>Clarity is required around what the collaboration offers back to members.</p> <p>The decision was made that for making awards of membership, the process would be for it to go through the Secretariat and then to be ratified by the Steering Committee.</p> | |

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| | <p>For individual membership, a suggestion was made that contributions should be formally recognised for CPD purposes.</p> <p>Action: Change 'Student' category to include early career researchers. Action: Send comments on document to Secretariat</p> | <p>FD All</p> |
| <p>6. Finance</p> | <p>The gift from Macmillan has not been received yet. A press release will be issued in due course, followed by direct communication highlighting the investment to other charity stakeholders.</p> <p>The gift will be used to support ongoing development of authoritative guidance for the charity project. Macmillan wishes the collaboration to support a national activity by using our contacts to support a review of prehabilitation. Funds will also be used to support the Secretariat.</p> <p>The financial priority is to secure 2-3 years of activities across the collaboration.</p> <p>Consider for future funding: Public Health England – funding may be available for discreet and defined projects</p> | |
| <p>7. Work streams</p> | <p>Research work streams The decision was taken to call the research groups work streams in their own right, instead of sub-groups, given the absence of an overarching work stream.</p> <p>Living with and beyond cancer work stream This group has four main themes within its grant applications in development:</p> <ul style="list-style-type: none"> - Nutritional needs/outcomes - Nutrition interventions - Nutrition information giving and provision of education - Lifestyle and occupational consequences of cancer (i.e. return to work) <p>Prof David Bowrey has had an application to HTA shortlisted through Stage 1 of the researcher-led funding call (MONACO-1)</p> <p>Population health – cancer prevention and early detection work stream</p> | |

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| | <p>This work stream will be holding its first face to face meeting on 26th June. The purpose of this meeting is to continue to work on two concept papers:</p> <ol style="list-style-type: none"> 1) Study design for dietary, weight control and lifestyle interventions for primary cancer prevention: a methodological framework 2) Study design for assessment, dietary, weight control and lifestyle interventions in patients after a diagnosis of cancer: a methodological framework <p>The group has recently welcomed two new members; Professor Linda Bauld, Professor of Health Policy at the University of Stirling, and Professor John Saxton, Professor of Clinical Exercise Physiology at Loughborough University.</p> <p>Other It was reported that the PANACHE application was unsuccessful at full application stage. The research group will now take it back to the Research Design Service to prepare it to be submitted to a different NIHR funding stream. Dr Ellen Copson will now lead this application.</p> <p>Patient and Public Involvement The group has not held any teleconferences recently as it has completed its objectives from Phase II. The members are now fully embedded within the work streams. LT has spoken at the Association of Palliative Medicine in Bournemouth and has a standing item on the agenda at the NCRF Consumer Forum. LT also presented at the WCRF Third Expert Report launch event.</p> <p>Action: provide photos from recent presentations for website.</p> <p>The group encouraged the PPI work stream to consider public engagement within their next objectives.</p> <p>Some draft FAQs were produced for member use if needing to answer questions about the collaboration. LT commented that there was not enough about Phase I activities or PPI</p> | <p>LT</p> |
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| | <p>involvement. Action: LT to make edits to document.</p> <p>Toolkit work stream The Toolkit activity aims to provide guidance on a standardised framework for screening and assessing nutritional status in people living with and beyond cancer. The activity cannot fully progress without funding to support it. It was proposed to make the activity into a research activity that we can apply for funding for. Method development projects are difficult projects to find suitable funding for, so it was suggested to decide on a model and apply for funds using that model, or to grade the measures in the Toolkit using current available evidence. The project team could also consider piloting the project with specific cancer sites first (i.e. breast) and approach site-specific charities.</p> <p>Clinicians' Survey We have reengaged those involved with drafting the manuscript. SAW and BMC will be more proactive in pace-setting for the writing team. It has been agreed that the statistics will be brought back in house. SAW has produced a thread for the 'storytelling' of the data. Action: produce timetable/gant chart with milestones of when tasks will be completed</p> | <p>BMC/SAW/FD</p> |
| <p>8. Statement of involvement for grant applications</p> | <p>This document was tabled on the day. It has been prepared because the collaboration is often asked to support or endorse projects. This document will inform an agreed position for how we are willing to offer support for applications. The purpose of letters will primarily be 'statements of involvement'. However, in applications that members of the collaboration have reviewed in a scientific context, it would be appropriate to indicate how the study fits within the national requirement for studies within the domain, and to put it within the context of why it is important.</p> <p>Applications will be reviewed through the Secretariat.</p> <p>It was proposed that the collaboration</p> | |

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| | <p>could proactively approach the NCRI CSGs to offer reviewing their studies from a nutrition perspective.</p> <p>Action: Contact CSGs to offer services</p> | SA |
| 9. | <p>Priorities and next steps:</p> <ul style="list-style-type: none"> - Securing sustainable finance for the collaboration's Secretariat and activities - Agreeing the operational structure | |
| 10. AOB | <p>The NIHR & Charities Consortium for Hospice and Community Research conference took place in April. Paul Charlton presented on behalf of the PPI work stream.</p> <p>This consortium aims to keep nutrition on its agenda and encourages submissions of oral presentations for next year's conference.</p> <p>SAW thanked DE for her time and effort as Chair on behalf of all of the collaboration.</p> | |
| 10. | <p>Date and host of next meeting:</p> <p>Tuesday 4th September – Cancer Research UK</p> <p>Tuesday 11th December – WCRF</p> | |