



NIHR Cancer and Nutrition Collaboration Secretariat meeting – minutes and actions
Tuesday 18th September 2018, 10am-12pm

Present: Sam Ahmedzai (SA) – by phone, Lucy Allen (LA), Fiona Davey (FD), Martin Wiseman (MJW), Steve Wootton (SAW)

Apologies: Alan Jackson (AAJ)

Agenda item	Notes	Person responsible	Required by
1. Welcome and apologies	The Chair welcomed everyone to the meeting. Apologies were noted from AAJ.		
2. Minutes and matters arising	<p>Minutes of last meeting The minutes of the August meeting were approved. Action: Put onto website</p> <p>Matters arising CRUK/Ludwig cancer and nutrition meeting SA has not yet received invite from CRUK Action: FD to chase invite Action: LA to request invites for SAW and LA</p> <p>Line management SAW is meeting the director of R&D at Southampton BRC in the week commencing 24th September regarding future line management of FD. Action: Report back at next Secretariat</p> <p>CRF engagement The Secretariat is arranging meeting or speaking on the phone with Helen Pidd, who is the Operations Director for the UKCRF Network. This is to work with the CRFs build on the responses to the survey, to roll out training on cancer and nutrition research within the network to improve capacity and capability. Action: LA to brief HP at meeting in week commencing 24th September</p> <p>PPI support document The issue regarding paying PPI members an honorarium has now been resolved within UHSFT. Action: With the input of Involve, SAW to pull together a position statement of how the issue has been resolved at Southampton to guide patients and organisations if similar issues arise externally.</p>	<p>FD</p> <p>FD LA</p> <p>SAW</p> <p>LA</p> <p>SAW</p>	<p>Complete</p> <p>Complete 18/10/18</p> <p>18/10/18</p> <p>28/9/18</p> <p>5/10/18</p>

	<p>Membership The draft membership proposal was presented to the Steering Committee in September and the suggested amendments have been made.</p> <p>Action MJW and FD to write letter to current stakeholders to seek agreement about which type of membership they would formally sign up to Action Take out 'membership' in names</p> <p>CTYA Prof Stevens has secured support for the CTYA workshop on 11th October from CCLG and TYAC of approximately £5000 to cover accommodation for overseas delegates and travel for UK-based delegates. Funding needs to be secured for the room hire and catering at RSPH which will come to maximum £1000.</p> <p>Action: Draw up formal budget for event and go back to NOCRI to continue discussions re expenses for room hire</p> <p>NutSoc meetings At the Steering Committee, BMC updated the group about proposed follow up meetings from the 2017 Winter Conference in association with NutSoc. Ideally this will be a Collaboration-badged meeting and in association with WCRF and CRUK. Action: MJW to email BMC to thank for efforts and ensure is a collaboration badged meeting</p>	<p>MJW/FD</p> <p>FD</p> <p>FD</p> <p>MJW</p>	<p>3/10/18</p> <p>Complete</p> <p>28/09/18</p> <p>Complete</p>
3. Steering Committee follow-up	<p>Membership The SC is going through a process to review how constituencies are represented in the group. This also links to the organisational membership activity, as Principal members may be represented (as a group) on the SC.</p> <p>Action: Populate membership list</p> <p>Action: Once members confirmed under each category, write to all members as a group to propose representation, giving the option to make alternative suggestions.</p> <p>Action: Matrix for next meeting of each level of membership, and which of the petals they fit into.</p> <p>Action: Proposal for SC in December in order to choose representation, action from 2019 meetings</p> <p>Work stream agenda items</p>	<p>FD</p> <p>FD</p> <p>FD</p>	<p>18/10/18</p> <p>18/10/18</p> <p>10/10/18</p>

	<p>To ensure each work stream has the opportunity to gain feedback and discussion from the Steering Committee, we will alternate which work stream features higher up the agenda of the meeting. Other work streams will remain on the agenda further down.</p> <p>It is proposed to give this slot to the Population Health research work stream for the December meeting.</p> <p>Pop health Prof Anderson will often be unable to travel to the SC in London due to distance and costs. Therefore we will test using videoconferencing to facilitate her participation. Giota Mitrou will be attending the December meeting on behalf of WCRF as Kate Allen will be on sabbatical. GM will be asked to also represent the Population Health group to ensure the group's needs are met.</p> <p>Action: At Secretariat meeting on 18th October, trial videoconferencing with SA.</p> <p>Letter to BRCs The Secretariat is writing to the BRCs again to rectify any misplaced presumptions about the Collaboration's ongoing activities, to ensure they recognise that we are a pre-existing activity and to confirm how the BRCs want to be involved.</p> <p>Action: MJW to redraft letter. Include about engaging with industry as an offer to the BRCs.</p> <p>Action: Add in industry-facing activity to appendix</p> <p>Action: FD to circulate letter to BRCs</p> <p>The point was raised about whether we should keep in the reference to the Experimental work stream within the appendix. The decision was taken to keep it in as the groups are still in discussion about how their work will be incorporate moving forwards.</p>	<p>All</p> <p>MJW</p> <p>FD</p> <p>FD</p>	<p>18/10/18</p> <p>21/9/18</p> <p>28/9/18</p> <p>28/9/18</p>
4. Funding	<p>The Macmillan funding is due but has not yet been received. An email was sent from Macmillan on 14th September stating that the agreement was being completed, and that we can work with their comms team to produce a press release after this.</p> <p>The Collaboration has limited funds and FD's post is only secured until the end of January 2019.</p> <p>The funding from Macmillan will be used to support the nutritional prehabilitation project (£10k) and the rest supporting the Secretariat and the body of authoritative guidance work.</p>		

	<p>Crowdfunding LA received news that we will be unable to launch a crowdfunding campaign on Hubbub at the University of Southampton as they do not have the capacity.</p> <p>Action: LA to explore other platforms Action: SA to speak with his son for advice about funding for a film or event.</p>	LA SA	18/10/18 18/10/18
5. Industry	<p>The Collaboration will resume seeking funding from the BSNA. The BSNA's focus is on clinical nutrition. We will not approach the BNF at this time.</p> <p>Approach BSNA to find out what their members would want to support. We intend to offer them opportunities around the nutritional support of patients in the perioperative period and within palliative care. The offers need to be explicit and also need ensure that the expertise and connections across NIHR is highlighted.</p> <p>Action: SAW and LA to contact BSNA to arrange meeting. Action: Update Engaging with Industry strategy</p> <p>The Industry work stream does not have any members and needs individuals to commit to moving this forward. Action: Seek members to join the industry work stream</p> <p>NIHR CRNCC meeting SA was contacted by Aidan Mundy, Stakeholder Engagement Manager at CRNCC, regarding a workshop on 10th October. CRNCC is in discussion with industry representatives and muscle wastage in cancer has been identified as an area of interest. NOCRI have not been involved in these discussions, and the CRNCC does not appear to be aware of the earlier workshops about sarcopenia.</p> <p>Action: LA to speak to CRNCC re NOCRI involvement Action: SAW to send information on previous sarcopenia workshop to LA Action: LA to secure invites for AAJ, SAW and MJW to 10th October workshop</p>	SAW/LA SAW SAW/FD LA SAW LA	28/9/18 5/10/18 18/10/18 28/9/18 28/9/18 18/10/18
6. Communications	<p>FD presented a draft plan of key comms activities for the 2018-19 year. It is not yet a GANTT chart as the timing of some of the activities is out of our control.</p> <p>Action: Add crowdfunding campaign to activities list Action: FD to produce draft of content for October newsletter. Secretariat to review.</p>	FD FD	28/9/18 15/10/18

7. NCRI	<p>Beyond the Horizon proposal At the Steering Committee it was proposed to turn the Beyond the Horizon proposal into a manuscript for publication in a journal.</p> <p>The target journal for this would be Lancet Oncology. As the Population Health work stream is also approaching Lancet Oncology for its series on study methodology, it is necessary to ensure that the submissions are coordinated.</p> <p>Action: SAW to speak with AA about Population Health work stream submission Action: SAW to discuss with AAJ on his return week commencing 24/9</p> <p>SA circulated the proposed NCRI nutrition session for the 2019 conference. It currently has a section on prehabilitation, which crosses over with the work being undertaken for the July report and conference.</p> <p>If the NCRI session is accepted, Prof Steven Hursting is still the intended plenary speaker. He would also participate in other panels at other sessions during the conference.</p> <p>Action: SAW to send information on prehabilitation report and conference to SA</p>	SAW SAW/AAJ SAW	18/10/18 28/9/18 28/9/18
8. Future of experimental work stream	<p>The future of the experimental work stream is under consideration to ensure that the Collaboration is the correct place for the group to operate.</p> <p>It was suggested that the main work could be through representatives of the group embedded across other work streams to ensure that basic biology is considered in all studies. 'Basic biology' might be a more appropriate name for the remit of the group.</p> <p>The work stream could continue to coordinate activities across the collaboration, analogous to the PPI WS.</p> <p>Dr James Thorne was proposed as a potential candidate to lead the work stream. Action: Contact James Thorne</p>	FD	Complete
9. Work stream updates	<p>PPI Recruitment is under way for a public representative for the Population Health work stream. Informal telephone interviews will be held soon. Applicants that have previously experienced cancer will be redirected to interview for the patient rep vacancy in the LWBC work</p>		

	<p>stream.</p> <p>Professionals SAW met JM to plan the next steps in producing the manuscripts. FD is Cleaning up the dataset and ensuring we have data required to answer the key questions. The expectation is that we write a core paper with a structured framework for discussion, and ask others to contribute to the professional/clinical practice implications of the findings.</p> <p>Toolkit SAW is meeting with a member of the Toolkit work stream on Weds 26th Sept to resolve any issues in the Toolkit aspect of the clinicians' survey reporting.</p> <p>LWBC Prof David Bowrey, surgeon at Leicester Royal Infirmary, is taking over the Chair of the LWBC work stream.</p>		
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Next meetings: Tuesday 18th September, Thursday 18th October