



NIHR Cancer and Nutrition Collaboration Secretariat meeting – minutes and actions

Thursday 22nd November 2018, 1.30-3.30pm, Meeting Room 2

Present: Lucy Allen (LA) (by skype), Fiona Davey (FD), Karen Phekoo (KP), Martin

Wiseman (MJW), Steve Wootton (SAW)

Apologies: Sam Ahmedzai (SA)

Agenda item	Notes	Person responsible	Required by
1. Welcome	The Chair welcomed everyone to the meeting.		
and apologies	Apologies were noted from SA.		
2. Minutes and	Minutes of last meeting		
matters arising	The minutes of the previous meeting were approved.		
	Action: Upload to website	FD	28/11/18
	AAJ will no longer be attending CRUK Ludwig/Crick event due to a clash with another meeting. However, the Collaboration will still be visibly represented at the event.		
	PPI document This is outstanding action. It has emerged that the University has issues with its processes that are not yet fully resolved.	SAW	20/12/18
	CRF follow up Following the meeting with the CRF Network Director last month, the Secretariat needs to follow up with the CRFs that responded to the CRF survey as wanting to work with us. Producing a one-sider information sheet of the objectives is an outstanding action. The question was raised of whether the capacity identified within CRF network adequate to deliver the OSCHR agenda.		
	It was proposed that the UKCRF conference in summer 2019 could be used as an opportunity to provide some training to the CRFs. The decision was taken that awareness can be raised of the key issues, but the CRFs cannot be given the impression that adequate training for the required competence can be provided in a short session.		
	Action : LA to reply to Helen Pidd Action: LA to circulate CRF MOU	LA LA	7/12/18 3/12/18

	Sarcopenia report The report has not yet been finalised. Malcolm Jackson will send out edits suggested by the sub-groups. The aim is to submit for publication in the New Year to the 'Sarcopenia, Cachexia & Metabolism' journal.		
	Crowdfunding NOCRI has secured funding to employ a project manager to specifically work on the crowdfunding drive for the Collaboration. This is anticipated to start in the New Year.		
	Lancet Oncology – outstanding action to contact Deborah Hyde WCRF for an introduction to the Lancet Oncology		
	Wellcome Trust Programme Development Grant The Secretariat will be kept informed about ongoing substantive activity for the Wellcome Trust PDG.		
	The Secretariat received a request to consider this is as a formal Collaboration activity which was approved.		
	Consideration was given to project management support for this activity. £5k was considered an appropriate amount.		
	WCRF grant The WCRF grant will be formally activated 1 st March 2019.		
	Communications LA is assisting in securing NOCRI comms time to dedicate to the Collaboration. Action: FD to update comms plan, including information on activities, partners, and funding amounts for each project. This will serve as evidence to NOCRI that the	FD	7/12/18
	Collaboration needs assistance with comms. Action: Put item on December Secretariat agenda about Communications.	FD	13/12/18
	Karen Phekoo joined the meeting.		
	PPI Imperial BRC has a cross-cutting theme for PPI and is offering itself as a national PPI hub.		00/60/65
1	Action: Explore what support Imperial could give the	l FD	20/12/18

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20/12/18

FD

	PPI activity.		
	Matters arising		
	BDA Oncology Study Day Rhys White organised the BDA Oncology Study Day and BMC and SAW were invited. About 200 dietitians were present. BMC gave an overview of the Collaboration and the Toolkit activity. SAW spoke about risk in patients receiving treatment for cancer. Delegates were invited to become members of the Collaboration.		
	A PhD student from Ireland Is conducting work in the area of preparing patients for surgery. A number of Irish colleagues have made contact recently; consideration should be given to how they might be brought together to form a local group.	SAW/FD	20/11/18
	At the BDA meeting, a meeting was held with Andy Burman, Chief Exec of the BDA, following the unsuccessful application to the BDA GET. AB advised the Collaboration that he will explore what resources the BDA might be able to commit to help improve capacity and capability of dietitians to work with the NIHR. The issue is now on the BDA's agenda.	ED (CS/LE)	Ongoing
	Action: FD to ask CS and LE to keep the Secretariat informed about progress, and of anything they need from us.	FD (CS/LE)	Ongoing
	Website SAW has provided financial support for the Collaboration's website for the next year, to the sum of £1626. This covers hosting, security updates, an update to the NIHR branding and changing the name to 'NIHR Cancer and Nutrition Collaboration' across the website. Consideration needs to be given of how the website is funded each year as it is an important resource for the Collaboration.		
	Sponsorship has previously been declined for support of the website, in line with the working with industry position paper.		
3. Steering Committee	The agenda for the December SC meeting is currently long. The decision was taken not to extend the meeting.		
	Action: Put timings on agenda to guide Chair	FD	4/12/18
	Papers will be clearly identified as for information only, or for substantive discussion, to the limited time to be used effectively. Any questions of urgency will be taken.		

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Edits: Bring operational plan up to 1 st item under Phase III plans		
 Identify constituencies Work amongst themselves to identify person to represent constituency Seek solutions to any problems 		
Action: SAW and FD to create a Powerpoint of stakeholder representation for the Steering Committee. Pose questions to structure and focus the discussion	SAW/FD	7/12/18
Are the constituencies comprehensive and needed?Is this the best approach to getting representation?		
Industry engagement agenda item update		
Representatives from BSNA and MNI are unable to meet with the Collaboration until January. This meeting will be regarding pursuing the relationship between organisations to support our activity. MNI offer an annual award of £25k for promoting learning within collaborations to achieve greater reach and impact and have invited the Collaboration to apply. Action: SAW and LA to meet in January.	SAW/LA	31/01/19
Finance SAW and a colleague in UHS R&D Finance are currently preparing a financial report and projection for the next financial year. This takes account of the core infrastructure and project costs.		
Action: Review Secretariat at December Secretariat meeting and inform the Steering Committee that this will be done.	All	20/12/18
James Thorne, new leader of the Experimental work stream, has drafted a paper to propose the direction of the work stream, which will be discussed at the Steering Committee. Raise points including: - Needing to mention physical activity - Embedding experimental input in the other work streams - Include consideration according to different levels of biological organisation in the body		
The Secretariat has received requests from some more		

	distantly located Steering Committee members to dial in to the SC meeting. The Secretariat reiterated SA's advice that this is not an option. Action: SA to email regarding teleconferencing for the SC. Remind members that NIHR institutions are expected to cover the cost of travel. BRC memberships Southampton BRC has requested an explicit statement of BRC memberships. It was noted that Bristol BRC might be reconsidering its relationship with the Collaboration in a positive way following the success of the Wellcome Trust PDG	SA	7/12/18
4. Collaboration membership framework	application. Both the individual and organisational membership emails have been circulated. All work stream members have received this, but it has not been circulated to external audiences, as we were collecting information from current members about their perceived benefits to working with the Collaboration, to inform our comms campaign. 26 individual responses out of 51 work stream members have been received so far.		
	Action: Ensure Steering Committee members receive invite, as they are expected to be members Action: Remind current work stream members to sign up to individual membership	FD FD	30/11/18
	A selection of the charities involved in our charity work shops have received the organisational membership invite. Several responses have been received so far, and guidance has been requested on a minimum investment amount, as this would help to justify a certain membership type to auditors and supporters of the charity.		
	A position of a minimum £1000 investment was suggested, with this being proportionately more for larger organisations.		
	Action: Refer to AMRC for definitions of a charity's size and status.	FD	7/12/18
Funding	The FACT project (Fit for and After Cancer Treatment) is now live. Macmillan has formally constituted 3 work streams. The team has agreed 5 generic core questions that the Macmillan evidence team will gather evidence for. The team will compile a compendium of studies that are nutritional or physical activity interventions either		

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	before or during cancer treatment, and the		
	effectiveness of strategies will be evaluated. A Delphi		
	exercise will be conducted in February. This work will		
	form a joint report to be published with Macmillan,		
	NIHR and RCoA.		
	The group itself will conduct secondary analysis on the		
	data.		
	Industry		
	LA has asked for an update about the NIHR industry		
	strategy. NIHR involvement in the post-OSCHR activity		
	has not been prominent.		
6. NCRI	2018 conference		
	The NCRI JLA PSP top 10 priorities were formally		
	announced at the conference at the beginning of		
	November. Priority #9 is of particular interest to the		
	Collaboration: "What specific lifestyle changes (i.e. diet,		
	exercise and stress reduction) help with recovery from		
	treatment, restore health and improve quality of life?'		
	Action: SA to write commentary on the implications of	SA	30/11/18
	the priorities from the Collaboration's perspective,		
	highlighting how we are already trying to address these		
	priorities. This piece could also include a comment		
	from one of our patient representatives.		
	Action: Highlight JLA priorities on Collaboration's	FD	30/11/18
	website		
	2019 conference		
	The session on diet, nutrition and physical activity was		
	internally proposed to the 2019 conference committee		
	by SA. Steven Hursting has been confirmed as a plenary		
	speaker and this should strengthen the application for a		
	parallel session on the topic.		
	Prostate CSG meeting		
	The Prostate CSG held its sub-group and main CSG		
	meetings on 20 th November. Elio Riboli represented the		
	Collaboration at the localised sub-group meeting, and		
	SA presented at the main meeting. Possible		
	collaborations have been identified, including some		
	nutritional data that has been collected but not yet		
	analysed. Further details to follow.		
Work stream	Action: Each work stream lead to provide a brief		
updates	written report for the record for the SC.		
AOB	No matters were raised.		
	Thursday 20 th Dosombor, 10am	•	•

Next meeting: Thursday 20th December, 10am