



**NIHR Cancer and Nutrition Collaboration Secretariat meeting – minutes and actions**  
**Thursday 22<sup>nd</sup> 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 and apologies	The Chair welcomed everyone to the meeting. Apologies were noted from SA.		
2. Minutes and matters arising	<p><b>Minutes of last meeting</b> The minutes of the previous meeting were approved. <b>Action:</b> Upload to website</p> <p>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.</p> <p><b>PPI document</b> This is outstanding action. It has emerged that the University has issues with its processes that are not yet fully resolved.</p> <p><b>CRF follow up</b> 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.</p> <p>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.</p> <p><b>Action :</b> LA to reply to Helen Pidd <b>Action:</b> LA to circulate CRF MOU</p>	<p>FD</p> <p>SAW</p> <p>LA LA</p>	<p>28/11/18</p> <p>20/12/18</p> <p>7/12/18 3/12/18</p>

	<p><b>Sarcopenia report</b> 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 &amp; Metabolism’ journal.</p> <p><b>Crowdfunding</b> 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.</p> <p><b>Lancet Oncology</b> – outstanding action to contact Deborah Hyde WCRF for an introduction to the Lancet Oncology</p> <p><b>Wellcome Trust Programme Development Grant</b> The Secretariat will be kept informed about ongoing substantive activity for the Wellcome Trust PDG.</p> <p>The Secretariat received a request to consider this is as a formal Collaboration activity which was approved.</p> <p>Consideration was given to project management support for this activity. £5k was considered an appropriate amount.</p> <p><b>WCRF grant</b> The WCRF grant will be formally activated 1<sup>st</sup> March 2019.</p> <p><b>Communications</b> LA is assisting in securing NOCRI comms time to dedicate to the Collaboration. <b>Action:</b> 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 Collaboration needs assistance with comms. <b>Action:</b> Put item on December Secretariat agenda about Communications.</p> <p><b><i>Karen Phekoo joined the meeting.</i></b></p> <p><b>PPI</b> Imperial BRC has a cross-cutting theme for PPI and is offering itself as a national PPI hub. <b>Action:</b> Explore what support Imperial could give the</p>	<p>FD</p> <p>FD</p> <p>FD</p> <p>FD</p>	<p>7/12/18</p> <p>13/12/18</p> <p>20/12/18</p>
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	<p>PPI activity.</p> <p><b>Matters arising</b></p> <p><b>BDA Oncology Study Day</b> 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.</p> <p>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.</p> <p>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. <b>Action:</b> FD to ask CS and LE to keep the Secretariat informed about progress, and of anything they need from us.</p> <p><b>Website</b> 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.</p> <p>Sponsorship has previously been declined for support of the website, in line with the working with industry position paper.</p>	<p>SAW/FD</p> <p>FD (CS/LE)</p>	<p>20/11/18</p> <p>Ongoing</p>
<p>3. Steering Committee</p>	<p>The agenda for the December SC meeting is currently long. The decision was taken not to extend the meeting.</p> <p><b>Action:</b> Put timings on agenda to guide Chair</p> <p>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.</p>	<p>FD</p>	<p>4/12/18</p>



	<p>distantly located Steering Committee members to dial in to the SC meeting. The Secretariat reiterated SA's advice that this is not an option.</p> <p><b>Action:</b> SA to email regarding teleconferencing for the SC. Remind members that NIHR institutions are expected to cover the cost of travel.</p> <p><b>BRC memberships</b> Southampton BRC has requested an explicit statement of BRC memberships.</p> <p>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 application.</p>	SA	7/12/18
4. Collaboration membership framework	<p>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.</p> <p>26 individual responses out of 51 work stream members have been received so far.</p> <p><b>Action:</b> Ensure Steering Committee members receive invite, as they are expected to be members</p> <p><b>Action:</b> Remind current work stream members to sign up to individual membership</p> <p>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.</p> <p>A position of a minimum £1000 investment was suggested, with this being proportionately more for larger organisations.</p> <p><b>Action:</b> Refer to AMRC for definitions of a charity's size and status.</p>	FD FD  FD	30/11/18 30/11/18  7/12/18
Funding	<p>The FACT project (Fit for and After Cancer Treatment) is now live. Macmillan has formally constituted 3 work streams.</p> <p>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</p>		

