



Meeting title:	NIHR Cancer and Nutrition Collaboration Steering Committee		
Date:	4th September 2018	Time:	11am-1pm
Location:	CRUK, London		
Present:	Chair – Sam Ahmedzai (SA) Deputy Chair - Steve Wootton (SAW) Lucy Allen (LA), Bernard Corfe (BMC), Fiona Davey (FD), Jane Murphy (JM), Anbalakan Paramavisam (AP), Mike Stevens (MS) Lesley Turner (LT), Martin Wiseman (MJW)		
Apologies:	Kate Allen (KA), Annie Anderson (AA), Helen Campbell (HC), Alan Jackson (AAJ), Fehmidah Munir (FM), Karen Phekoo (KP), Clare Shaw (CS), Judit Varkonyi-Sepp (JVS)		

Agenda item	Notes	Action
1. Welcome and apologies	<p>SA welcomed everyone and noted apologies.</p> <p>It was noted that this would have been JVS' last meeting and she was thanked in absence for her contributions.</p>	
2. Minutes and matters arising	<p>The minutes were accepted subject to a correction with the attendees/apologies – JLM was not present but had sent apologies.</p> <p>Action: Upload minutes to website</p> <p>NCRI conference MJW has invited Stephen Hursting to speak at a proposed cancer and nutrition session for the 2019 NCRI conference. SH has accepted this invitation. SA now sits on the Scientific Committee for the conference and has separately proposed a session on recent advances in cancer and nutrition which is under consideration. If this separate session is approved the Collaboration will liaise with NCRI to organise the session with Collaboration representation.</p> <p>Action: SA to circulate proposed plan for session Action: Proposed session to be discussed at Secretariat on 18th September Action: Hold SC teleconference before December meeting if a separate proposal is to be submitted</p>	<p>FD</p> <p>SA Secretariat</p> <p>All</p>

	<p>CSG engagement SA will be attending the Prostate CSG meeting on 20th November, and the Upper GI CSG has also approached SA to present at their next meeting. SA will attend the Chair’s Forum on 26 September to make personal contact with other Chairs.</p> <p>NCRI Beyond the Horizon The NCRI Beyond the Horizon scheme calls for proposals on themes/ideas in areas of potentially transformative science, technologies or approaches relevant to cancer from across the research spectrum and patient path, or in fields that are not currently applied to cancer research, that require a platform to drive faster and more efficient progress. Our proposal was submitted in August and we are awaiting the outcome. It is expected to hear the outcome in November/December.</p> <p>It was suggested to expand upon the BTH proposal as an article for publication. Action: Discuss possibility of manuscript for publication at Secretariat Action: Include references Action: SAW to send link to King’s College London work and contacts</p> <p>PPI support Recent issues have emerged with HMRC rules and regulations in relation to reimbursing patients and public representatives with an honorarium for their contributions, in line with the NIHR Involve recommendations. UHS Finance initially interpreted that any payment in line with the Involve principles would be seen by HMRC as employment and so require formal employment by the paying organisation. SAW and LA have now resolved this issue and our patient/public representatives will no longer face any issues in being reimbursed. Our PPI members may face similar issues from other organisations and would find it helpful to have information about how this can be resolved. This could be acknowledged by HMRC if possible, to give credibility, and should be co-signed by Involve.</p> <p>Action: SAW to circulate directive of how to resolve issue with patient/public representatives Action: LA to share document with Involve.</p> <p>CRUK meeting CRUK is facilitating a meeting with Ludwig Cancer Research and the Crick Institute in December, on cancer and nutrition. The purpose of the meeting is to bring people together and to</p>	<p>Secretariat</p> <p>SAW SAW</p> <p>SAW LA</p>
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	<p>develop a recommendation paper. The NIHR Cancer and Nutrition Collaboration was not involved in its organisation and would find it helpful to build a collaborative element.</p> <p>LT volunteered assistance in sourcing a patient representative for the meeting if one has not already been secured.</p> <p>Action: AP to inform FD if any further invites for the meeting become available</p>	AP
3. Phase III plans	<p>The decision was taken to change the name to ‘NIHR Cancer and Nutrition Collaboration’ from ‘Cancer and Nutrition NIHR infrastructure collaboration’ and it will hereafter be referred to as the NIHR Cancer and Nutrition Collaboration.</p> <p>Action: FD to ensure that all online material reflects name change</p> <p>The Collaboration was previously encouraged to pursue support from BRCs as they were the most obvious and immediate element of NIHR infrastructure that would be responsible for experimental medicine facing research in cancer and nutrition. All BRCs were approached in May with an offer to formalise engagement with our MOU and the opportunity to support/contribute towards Secretariat activities. Individual discussions and communications have been followed up since May.</p> <p>The recent proposal for a Lifestyle TRC (not specific to cancer) led by the Leicester BRC has led to some BRCs with a nutrition theme who had originally supported the cancer and nutrition collaboration to feel that they need to choose which collaboration they are able to support and have favoured the more generic ‘lifestyle’ TRC. Discussions have taken place between SAW, LA and Prof Melanie Davies (MD) at Leicester BRC as to the respective objects of each collaboration and the possible opportunities for alignment and co-operation. It was proposed by MD that the cancer and nutrition collaboration should be a sub-theme within the proposed ‘lifestyle’ TRC but it was agreed by the SC that this approach would fundamentally undermine the interests and current activities of the cancer and nutrition collaboration and has been firmly rejected.</p> <p>The secretariat has prepared a statement with LA that will be circulated to all BRCs clarifying the current position and encourage BRC Directors to determine how and in what way they wish to formally partner with the cancer and nutrition collaboration and will include information detailing the different levels of partnership/membership (see later). This will be circulated by LA on behalf of NOCRI and the collaboration.</p>	FD

	<p>CRF survey A survey was circulated in August to 51 Clinical Research Facilities (both NIHR and non-NIHR funded) through LA. Responses were received from 21. Initial analysis clearly demonstrates that most (19/21 respondents) wish to work with the collaboration to strengthen their technical capabilities by working with the collaboration and that this feeds directly into the Toolkit workstream activity. Further analysis is required and there is a need to work with the UJCRF Network to determine how best we can work together. It was noted that the CRFs hold a 2 day conference in July. The 2nd day is a training camp.</p> <p>Action: LA to contact Helen Pidd regarding how we can engage with their 2019 conference and how the UKCRF network would like to use the results from our survey Action: Invite Helen to Secretariat meeting</p> <p>Steering Committee Steering Committee membership is under consideration because greater clarity is needed regarding organisational representation. A renewed and refreshed membership strategy will be worked towards in the next 2-3 meetings.</p> <p>Action: Discuss in next Secretariat</p> <p>Collaboration membership A proposal has been drafted of potential offers for organisations and individuals to formally acknowledge membership of the Collaboration. For organisations, it distinguishes between one-off and sustainable financial support. For individuals, it will be useful in negotiating with employers for making the time and opportunity available to contribute and for both, formalises the nature of engagement.</p> <p>Action: Change order of organisational level categories.</p> <p>The extent to which Principal Members would automatically have representation on the Steering Committee needs to be determined.</p> <p>Action: Circulate framework to BRCs and Charities to gauge what type of membership they would be interested in.</p>	<p>LA</p> <p>FD</p> <p>Secretariat</p> <p>FD</p> <p>LA</p>
4. Finance	The Collaboration has not secured sustainable financial support. Present funds will be exhausted by the end of January 2019 and that all members are encouraged to work to secure financial support. Macmillan remains in communication to update on the progress of their gift and the legal issues involved.	

	<p>It was confirmed that the Collaboration can formally announce the Macmillan support.</p> <p>Action: NOCRI and Macmillan comms to work together for a press release</p> <p>The Collaboration will explore becoming a charity or foundation as it would facilitate giving money from crowdsourcing or other philanthropic donors.</p> <p>Action: Develop and circulate proposals of how we will be funded from January onwards.</p>	<p>Tbc</p> <p>Secretariat</p>
5. CTYA	<p>MS, who has led the new initiative on children's, teens and young adults' cancer (CTYA) was welcomed to the SC. Working with AAJ and SAW, a briefing paper and agenda have been produced for the workshop on 11th October. CTYA cancer is particularly important because whilst it is a small fraction of cases, survival rates are high and there is a large LWBC cohort. For now the activities will focus on the UK. A work stream will be formally created following the meeting.</p> <p>A core group of interested individuals have been secured who each have significant roles in relevant organisations. CCLG, TYAC, Macmillan and Clic Sargent are the key charities in this field. Elena Ladas is the guest speaker at the workshop.</p> <p>The Steering Committee acknowledge and thank CCLG and TYAC for their support for this workshop, there is a budget of about £5000 to support attendees' travel costs.</p> <p>Action: FD to circulate work stream strategy templates to MS</p>	<p>FD</p>
6. Perioperative care	<p>'Fit for and after cancer treatment' (FACT)</p> <p>This is a joint initiative with Macmillan, the NIHR Cancer and Nutrition Collaboration and Royal College of Anaesthetists to prepare a briefing framework to allow the evidence teams to organise the literature better around prehabilitation support. A report will be prepared for the World Prehabilitation Conference in July 2019, highlighting what is known with confidence, what is harmful, and what the research priorities are. It will be used to influence funders. SAW chairs the nutrition work stream with CS as co-chair.</p>	
7. Future of Experimental work stream	<p>Action: Further discussion required to identify how best to integrate the experimental work stream with the Population Health and LWBC work streams.</p>	<p>All</p>
8. Work stream updates	<p>PPI</p> <p>The PPI work stream is currently trying to recruit public representatives in order to support the population health work stream.</p>	

	<p>Research work streams</p> <p>Action: Circulate face to face meeting minutes to Steering Committee members.</p> <p>LWBC work stream The Tenovus bid was accepted (Prof Jane Hopkinson) and the study is now open.</p> <p>MONACO-1(Prof David Bowrey) was declined by HTA at the 2nd stage. It will be resubmitted elsewhere.</p> <p>MICA (Dr Barry Laird) is in progress of being resubmitted to MRC.</p> <p>SA has stepped down from leading this work stream following taking up the Steering Committee Chair position. Prof David Bowrey has taken up the LWBC Chair position.</p> <p>The SC is keen to see PANACHE resubmitted to a different funding stream. Action: If Dr Ellen Copson takes over the resubmission, invite to present to SC or to the research work streams</p> <p>Professionals work stream The key goal remains to secure funding to pursue the body of authoritative guidance project. JM has been working with a student on an app as a platform for disseminating information. The app also acts as a monitoring system.</p> <p>The group would like to link up with CTYA work stream to facilitate providing advice to young people and parents.</p> <p>Toolkit Work stream A conceptual framework for a Toolkit has been created. The goal is now to liaise with research colleagues to integrate levels of it into studies. BMC has spoken to Karen Brown about the potential for this within one study and has identified potential obstacles. SAW and BMC have been invited to present at the BDA annual meeting on 16th October and will discuss the feasibility of the Toolkit with professionals.</p> <p>BC reported on the intention to develop a proposal on eNutrition project to capture prospective data for studies that won't need a great deal of nutritional expertise</p>	<p>FD</p> <p>SAW/FD</p>
<p>Priorities and next steps</p>	<ul style="list-style-type: none"> • Rebadging and membership criteria – this will inform how we go out and ask for money • Statement on PPI support in relation to HMRC issues • Wider NIHR engagement – follow up on CRF survey • NCRI CSG engagement – SA to present to CSG meetings and speaking to Chairs at Chair's Forum • One-year work plan with communications activities included 	

AOB	<p>Website The website needs updating but the cost to make significant changes is currently too high. FD conducts the majority of content updates but cannot make structural changes to the website. This will be revisited when sustainable funding is secured. Action: LT to provide suggestions of what would make the website more user-friendly.</p> <p>Work Stream Chairs Action: Arrange 2-3 calls or face-to-face meetings per year or work stream chairs to ensure better communication and coordination.</p> <p>Industry Action: Re-circulate industry strategy Clarity is required on what the offer to industry is. No-strings-attached funding can be sought for work stream meetings as long as it meets the requirements of the Collaboration's industry strategy.</p> <p>Nutrients Journal BMC has been invited to edit a special edition on cancer and nutrition and this could be a good platform to submit manuscripts on behalf of the Collaboration Action: BC and SAW to review options</p> <p>Nutrition Society Cancer and Nutrition meetings BMC and James Thorne are in discussion about running a small annual Nutrition and Cancer Research meeting. This might possibly be supported by NutSoc, but would act to draw in researchers nationally in the area, and may synergise with work stream activities.</p>	<p>LT</p> <p>FD</p> <p>FD</p> <p>BC/SAW</p>
Next meeting: Tuesday 11 th December 2018, WCRF		