



NIHR Cancer and Nutrition Collaboration Secretariat meeting – minutes and actions
Thursday 20th December 2018, 10am-12pm

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

Apologies: Lucy Allen, Alan Jackson, Karen Phekoo

Agenda item	Notes	Person responsible	Required by
1. Welcome and apologies	The Chair welcomed everyone to the meeting. Apologies were noted from LA, AAJ and KP		
2. Minutes and matters arising	<p>The minutes of the previous meeting were accepted as an accurate record.</p> <p>Action: Upload minutes to website</p> <p>The PPI payment guidance document is an ongoing action for SAW and the University of Southampton, and will remain on the agenda for future meetings.</p> <p>The TRC MOU was received from LA as a template of what to draft to send to the CRFs. The Collaboration previously modified a version of this MOU to send to the BRCs.</p> <p>The Communications plan is in progress.</p> <p>Imperial’s cross-cutting theme on PPI is a potential source of support for our PPI activity. Action: Ask Lucy who the PPI lead is</p> <p>The collaboration with a PhD student from Ireland is being pursued through the BDA Oncology specialty group.</p> <p>Industry engagement SAW and LA are meeting with BSNA in January, and are in the process of organising a date.</p> <p>Membership An email was received from Anbalakan Paramasivam (CRUK senior funding manager) on 20th December. He stated that CRUK will not be joining as an organisational member.</p>	<p>FD</p> <p>SAW</p> <p>FD</p> <p>FD</p>	<p>Complete</p> <p>Ongoing</p> <p>7/2/19</p> <p>14/1/19</p>

	<p>Matters arising</p> <p>2019 NCRI conference</p> <p>Prof Stephen Hursting has been approved as a plenary speaker at the conference. The NCRI Scientific Committee is putting forwards a parallel session on cancer and nutrition at the 2019 NCRI conference and is proposed that SH will also speak with this parallel session. This session will go forwards for approval at NCRI's Executive Committee at the end of January. . They also accepted the separate proposal on the biological basis of cancer symptoms, but asked for it to be merged. This is too broad a topic to merge into one session. SA has compromised and asked them to put the biological basis of cancer symptoms into a session for the 2020 conference, and Vicky Baracos will be invited to give her talk on cachexia in the cancer and nutrition session. Too much to put into one session. NCRI has permitted an extra international speaker in this session and international speakers will be offered more time for their presentations than UK speakers. Action: SAW to make informal and confidential contact with VB re 2019 conference</p> <p>The Collaboration wishes to have this session co-branded with NCRI as the intellectual input has come from the Collaboration. Action: SA to speak with sub-group chair regarding the session officially being 'in association with' the NIHR Cancer and Nutrition Collaboration.</p>	SAW	14/2/19
3. Steering Committee	<p>At the Steering Committee meeting, a strategy was agreed to wipe the slate clean on SC membership and to reform the group. Options will be presented to the March SC meeting.</p> <p>Charity and industry representation is the main area that needs to be clarified. It was proposed that AMRC could represent the charities as a group. Action: Approach AMRC to see whether they would be open to represent charities on the SC Action: Approach charities to ask whether they would find it acceptable to be represented by AMRC</p> <p>Industry representation Informal discussions will commence in January with existing industry contacts and further representation will evolve from there.</p> <p>The BRCs also need to be represented.</p>	FD FD	14/2/19 14/2/19

	<p>Secretariat review</p> <p>A review of the Secretariat was discussed to ensure it meets the needs of the Collaboration. The Secretariat has an operational purpose. Membership currently comprises of:</p> <ul style="list-style-type: none"> • Secretariat Chair • Steering Committee Chair • Steering Committee deputy-chair • Project Manager • NOCRI representative (also represents other NIHR infrastructure) • An observing member from the Trust <p>As our accounts are formally held within the Trust, a Trust representative needs to provide governance and oversight. KP informed the Secretariat by email that from January a new BRC project manager will be starting, who will represent the Trust on the Secretariat instead of KP.</p> <p>AAJ is a member for historical and pragmatic reasons as an observer that provides counsel, and as founding Chair of the Collaboration. He has no formal responsibility to the Secretariat.</p> <p>The Secretariat is an operational team. Were any member of the group to step down, replacement would be expected to continue for sustainability. If MJW was to step down as Chair, the replacement would not need to be someone from WCRF but would need to be someone semi-objective as it is an independent role.</p> <p>Secretariat members do not need to have a term of office with the possible exception of the Chair. This will be deferred for 12 months until the SC is secure.</p> <p>If the Collaboration was moved to be hosted by another institution, the financial and project management would also need to be moved.</p> <p>Communications support would be useful within the Secretariat.</p> <p>Crowdfunding project manager from NOCRI will be co-opted for a time-limited period.</p> <p>The Secretariat does not need PPI representation as it has a different function to the PPI input needed throughout our activities.</p>		
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	<p>Mission statement</p> <p>At the SC it was proposed that the Collaboration’s mission statement should be reviewed and it was too lengthy.</p> <p>It is possible that the page labelled ‘mission statement’ on the website is mislabelled. There is an existing ‘one-liner’ of ‘Improving cancer prevention and care. <i>For patients. For clinicians. For researchers.</i>’ featured on the reports and other parts of the website that could be used more for outward statements.</p> <p>SC members have put forward suggestions for a one-liner. The wording we want to agree is for external understanding to summarise succinctly what we are about to people that don’t know us. Separate wording can be used for existing members for coherence to agree on what we’re working towards.</p> <p>Action: Ask SC members whether they want to remain with the existing ‘<i>Improving cancer prevention and care. For patients. For clinicians. For researchers.</i>’ or to choose one of the new suggestions. Votes to be received by SC members by the end of January. ‘better advice, better care, better outcomes’ was previously used as the vision for the Collaboration.</p> <p>According to ‘www.topnonprofits.com’, a mission statement should describe the reason your programme exists, what you do and who you do it for. It should have 5-14 words, 20 words maximum. It should inform, focus and guide.</p> <p>Finance</p> <p>Any underwriting of finances to support the Collaboration’s activities needs to be formalised.</p> <p>Action: SAW to seek guidance on managing the transfer of funds from donors.</p> <p>Action: Request an explicit statement from Monica Ritco-Vonsovici of Clare Shaw’s support and responsibilities to the Collaboration from the Royal Marsden BRC.</p> <p>The nature of the relationships between those whose employers support them to contribute to the Collaboration needs to be regularised.</p> <p>Support-in-kind from organisations (i.e. meeting rooms etc) should be formally acknowledged at the end of each financial year.</p>	<p>FD</p> <p>SAW</p> <p>SAW</p>	<p>11/1/19</p> <p>14/2/19</p> <p>14/2/19</p>
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	Action: List organisations and how they have supported us. A letter to be sent from the Chair and statements listed on our website.	FD/SA	7/3/19
4. Publication strategy	MJW prepared a draft publication strategy for the Collaboration.		
	Action: SAW to draft further statement in strategy on acknowledging the Collaboration in publications, also including a protocol for authorship of papers written as a part of group. This should also state who oversees and gives authority to a publication.	SAW	25/1/19
	Action: Provide a template for work streams to report to Secretariat on publications Action: Secretariat to approve, circulate to SC	FD All	14/2/19 14/2/19
NCRI CSGs	A manifesto will be prepared to send to each CSG, and will be personalised for each cancer site and relevant opportunities, but will contain the same core information. Action: FD/SA to draft in January by collating existing material.	FD/SA	14/2/19
BRC Oncology workshop	The BRC Oncology workshop is taking place on 11 th March and the Collaboration is holding a session. SA and CS will be representing the Collaboration at this event. Action: Finalise detail of session offline The Macmillan FFACT stakeholder meeting is on the same day, and SAW will be attending this.	SA/LA/SAW	14/2/19
Comms	Action: FD/LA to update at the next meeting. FD is preparing a summary of key comms activities that we would benefit from NOCRI comms input on.	FD/LA	14/2/19
Experimental	JT was unfortunately unable to attend the SC meeting due to an injury, but his work stream proposed strategy was circulated to the SC members. SA, SAW and FD will speak with him separately in January.		
	There is currently no PPI representation on this work stream. One of the public applicants from the recent recruitment might be suitable as a member for this work stream as they had technical scientific experience, which is a unique requirement for this work stream. Action: FD to approach potential PPI member Action: SA to collate comments on strategy.	FD SA	18/1/19 31/1/19
Work stream updates	LWBC Clare Shaw has submitted a proposal on digital technology to the Royal Marsden's internal funding. Fehmidah Munir has secured funding for a PhD student to work on a study on cancer survivors and return to work.		

