



NIHR Cancer and Nutrition Collaboration Secretariat meeting – minutes and actions
Thursday 14th February 2019, 10am-12pm

Present: Sam Ahmedzai (SA) – by phone, Lucy Allen (LA), Fiona Davey (FD), Alan Jackson (AAJ), Josune Olza Meneses (JOM), Ciorsdan Taylor (CT) – by phone, Martin Wiseman (MJW)

Apologies: Steve Wootton (SAW)

Agenda item	Notes	Person responsible	Required by
1. Welcomes and apologies	The Chair welcomed everyone to the meeting. Apologies were noted from SAW.		
2. Minutes and matters arising	<p>The minutes of the previous meeting were approved subject to an edit on the attendance list.</p> <p>Action: Upload to website</p> <p>Outstanding actions</p> <p>Action: FD and LA to approach Imperial regarding PPI support</p> <p>Action: FD to follow up on SAW’s previous actions on his return</p> <ul style="list-style-type: none"> • SAW to make informal contact with VB regarding NCRI conference • SAW to share Wellcome Trust award letter <p>Action: FD to ask charities if acceptable to be represented by AMRC on the Steering Committee. LA to assist in engaging with AMRC</p> <p>Action: SA to edit manifesto</p>	<p>FD</p> <p>FD/LA</p> <p>FD</p> <p>SAW</p> <p>FD</p> <p>SA</p>	<p>Complete</p> <p>7/3/19</p> <p>TBC</p> <p>3/7/19</p> <p>1/3/19</p> <p>20/2/19</p>
3. Manuscript	<p>The manuscripts from the Clinicians’ Survey, initiated in summer 2016, have not yet been completed due to issues surrounding authorship.</p> <p>A suggestion had been made by a member of the group suggested to park the academic paper and put the data on our website, but this is not a desirable outcome as it would not have as much impact as a publication in a journal.</p> <p>Separate discussions have taken place to try to resolve</p>		

	<p>this.</p> <p>Action: SA to invite all relevant personnel to a teleconference to resolve issue, and to act as an impartial mediator.</p> <p>The group will also discuss working towards a publication policy document (which MJW started and presented to December Secretariat) and the principles of this policy document could apply retrospectively.</p> <p>Action: Publication strategy to be made more detailed and explicit, and to be submitted to Steering Committee for approval</p> <p>Action: Recirculate strategy as a reminder</p>	<p>SA</p> <p>MJW</p> <p>FD</p>	<p>1/3/19</p> <p>22/2/19</p> <p>5/3/19</p>
<p>4. Phase III Plans</p>	<p>Note: CT joined the meeting by teleconference</p> <p>Mission statement</p> <p>At the December Steering Committee, the matter was raised that the text under the heading ‘mission statement’ on our website was not actually a mission statement. Some alternatives were proposed to reflect our mission, but it was also noted that the phrase ‘Improving cancer prevention and care. For patients. For clinicians. For researchers.’ was also in use on the website and previous reports, which serves as a strapline. Some alternative suggestions were put to vote among the Steering Committee.</p> <p>The SC voted 7 for and 6 against stopping using the existing phrase, which was considered not to be a clear margin.</p> <p>The phrase with the most votes to introduce as a new statement was ‘to drive research and action focused on diet and nutrition, physical activity and lifestyle’.</p> <p>The decision was taken that the phrase needs to start ‘driving’ instead of ‘to drive’, needs to remove ‘lifestyle’, as this is not our remit, and needs to specify ‘in cancer’ at the end. It will read: Driving research and action focused on diet, nutrition and physical activity in cancer’.</p> <p>It is proposed that this will be used as a mission statement which can be used with or without further information about the Collaboration, but will not replace the current strapline. The change will be implemented after the Steering Committee, providing there are no objections.</p> <p>The existing strapline could continue to be used but only on documents branded with the Collaboration</p>		

	<p>title.</p> <p>Action: FD to prepare document for SC</p> <p>Manifesto SA is editing FD's first draft of the manifesto and will circulate it to the Secretariat the week beginning 18/02. Further comments will be addressed by the Secretariat by email.</p>	FD	1/3/19
5. Steering Committee	<p>Agenda As James Thorne could not attend the December meeting, the Experimental work stream will be placed higher up the agenda to allow more time for discussion.</p> <p>Dialling in Annie Anderson (AA), who is based in Dundee, asked for the matter of dialling in to the SC to be raised again, as she felt that taking the time out to travel from Scotland as well as paying travel was an obstacle to attending in person.</p> <p>The Secretariat and SC Chair consider that it is not practical to permit some members to be allowed to dial in but others not, and with many people dialling in it is difficult to manage the discussion. A proposal was put forward to offer people unable to attend in person but sending a deputy to listen to the meeting, but without the expectation of contributing to the conversation. Action: FD to propose solution to AA.</p> <p>A deputy for AA has been nominated to attend the SC.</p> <p>The 2019 NCRI conference will be held in Glasgow. We will look into the feasibility of moving forward the December SC meeting to be held at the conference. Action: FD to raise by email and add item to March SC agenda</p> <p>The work stream leads' meeting will go ahead before the SC meeting, from 10.30am-12pm. The SC meeting will now be 12-3pm. The work stream leads' meeting can accept dialling in if necessary.</p> <p>Agenda Move funding to 'for information' Crowdfunding as core item Action: Edit agenda as discussed</p> <p>Action: SA to produce a short paper on stakeholder</p>	<p>FD</p> <p>FD</p> <p>FD</p> <p>SA</p>	<p>Complete</p> <p>Complete</p> <p>22/2/19</p> <p>1/3/19</p>

	engagement		
6. UKCRF Conference	<p>From 2020, the annual UKCRF conference will be a summer school on the second day. It has been suggested that they schedule taster sessions this year as a flavour of what could be held this year.</p> <p>Helen Pidd has also contacted the Collaboration to ask if we will be submitting an abstract for a session. The deadline for submissions is March 15th, but the slots are already filling up, so we should aim to submit as soon as possible. A 2hr slot is available. We will propose a session around standardising methodologies and giving a taster of training.</p> <p>Action: SAW to work with Jen Allison (Southampton CRF) on drafting an abstract to submit</p>	SAW/JA	22/2/19
7. Crowdfunding	<p>CT is a consultant project manager for NOCRI, contracted to work on our crowdfunding campaign until the end of March. CT has met with some crowdfunding experts from Oxford to gain an insight into crowdfunding techniques, and also has met with Jane Murphy and Clare Shaw to get an understanding of the project.</p> <p>The project will now be fundraising to support an online resource for patients, carers and healthcare professionals. Approximate costings have provided a target of £150,000 to raise.</p> <p>A comms campaign needs to be planned around the crowdfunding, which includes film making, such as emotive videos of patients, their carers and healthcare professionals. Ambassadors for the campaign need to be identified, so that when it goes live, there is an established network of people to share it with their followers. The project also needs to secure matched funding from charities, which will encourage donations. The campaign itself should last between 4-8 weeks.</p> <p>We need to obtain money for the filmmaking itself. It is anticipated this might amount to £2000-3000.</p> <p>Action: Obtain quotes for producing film</p> <p>Action: FD to contact SUSUTV (University of Southampton filmmaking society) to gauge interest</p> <p>There are three layers of a 'crowd' to engage with:</p> <p>Inner circle – all individuals with any involvement in the project</p> <p>Organisations, NIHR, charities, universities etc. will be ready and primed to share information when ready</p> <p>Ambassadors – individuals with a large amount of</p>	CT FD	7/3/19 Complete

	<p>followers</p> <p>We want all these groups to post first hand not just retweeted as it will mean more to their readers Action: A template of tweets/Facebook messages to will be created to share nearer the time</p> <p>Our PPI group need to own the activity and lead its promotion to help share among it among their own networks and their families. The group need to be involved from the beginning. Also involve the NCRI Consumer Forum</p> <p>Action: Produce a project plan to submit to SC, including timelines and summary of who needs to be engaged with the project.</p> <p>Action: LA to get in touch with Southampton Hubbub to see if they now have resource to help us</p> <p>Action: Identify sources of funding for filming costs</p>	<p>CT</p> <p>CT</p> <p>LA</p> <p>CT</p>	<p>31/3/19</p> <p>5/3/19</p> <p>1/3/19</p> <p>7/3/19</p>
8. BRC Oncology Workshop	<p>SA and CS have produced a draft of the proposal for the BRC oncology workshop Action: Summarise a few lines about the Collaboration and check information on which BRCs are involved</p> <p>The MRC will be attending our workshop. The MRC has also issued a funding call on 'Nutrition and Non-Communicable diseases in low-middle income countries'. The deadline for applications is 4th April Action: Circulate to work streams and Secretariat Action: AAJ to explore opportunities</p>	<p>FD</p> <p>FD AAJ</p>	<p>22/2/19</p> <p>Complete 7/3/19</p>
9. Communications	<p>LA has put FD in touch with NOCRI comms, and we are receiving assistance from Helen Jacques. The Collaboration needs to ensure it is putting out press releases about its successes and promoting to the right audiences. Amanda Cross will be writing a blog for NIHR about the Population Health ECO satellite meeting in Dundee.</p> <p>NCRI and NHS England are holding a LWBC event on 29th and 30th April. SA is presenting. NCRI have agreed to provide a free place for Colin Bamford, one of our new PPI representatives. Action: SA to explore whether we can have a stand at the conference Action: Secure another Secretariat representative to attend and promote Collaboration (SAW or CS perhaps –MJW and FD unavailable)</p>	<p>SA</p> <p>FD</p>	<p>1/3/19</p> <p>1/3/19</p>
10. Work stream updates	<p>PPI The PPI group had a teleconference in January. They are</p>		

	<p>supportive of redefining their group as a reference panel.</p> <p>Richard Martin has included the group in his renewal application for his CRUK Integrative Epidemiology Programme. LT has been asked to be a Co-I</p> <p>Action: Clarify extent of support requested in application and share info of full support required for all PPI members</p> <p>One PPI member also brought to our attention the Cambridge patient led research hub, which funded by the Cambridge BRC and operated out of its CTU. This is a group where patient groups can submit research ideas, and the hub then works with them to create a grant application.</p> <p>The Secretariat fully supports the PPI group submitting ideas to this research hub. As funding is not provided for the actual study, these could potentially be tagged onto the crowdfunding campaign.</p> <p>LWBC</p> <p>Barry Laird was successful in obtaining funding from the MRC for: 'MICA. A phase II trial examining Bermekimab (anti-IL1 alpha) effects on muscle, physical function and appetite, in lung, pancreatic or ovarian cancer.'</p> <p>The University of Edinburgh will be drafting a press release and we cannot announce the news publicly until given approval. SA and SAW have been costed in to this grant for project support and there is also a budget for infrastructure support.</p> <p>Action: Ask University of Edinburgh comms to mention the Collaboration/NIHR in press release so that NIHR can share the news.</p>	<p>FD</p> <p>FD</p>	<p>1/3/19</p> <p>22/2/19</p>
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Next meetings: March 7th