



NIHR Cancer and Nutrition Collaboration Secretariat meeting – minutes and actions
Thursday 7th March 2019

Present: Sam Ahmedzai (SA) (by phone), Lucy Allen (LA), Fiona Davey (FD), Alan Jackson (AAJ), Rachel Marklew (RM) (by phone) Martin Wiseman (MJW), Josune Olza Meneses (JOM), Steve Wootton (SAW)

Apologies: Ciorsdan Taylor (CT)

Agenda item	Notes	Person responsible	Required by
1. Welcomes and apologies	The Chair welcomed everyone to the meeting.		
2. Minutes of last meeting and matters arising	<p>The minutes of previous meeting were approved. Action: Upload minutes to website</p> <p>Actions</p> <p>PPI support Action: FD and LA to follow up with Imperial PPI group. Elio Riboli might be able to put us in contact.</p> <p>SAW has not yet heard back from Vicky Baracos regarding the NCRI conference. SA thought that VB had confirmed to NCRI directly. Action: SA to find out from NCRI whether VB has confirmed attendance and willingness to present.</p> <p>Dialling in Further to the suggestion at the previous meeting of allowing people to dial in to the Steering Committee to listen without the expectation of contributing if a deputy was present, this suggestion was not welcomed by those it applied to. This issue will be brought up again at the Steering Committee on 19th March.</p> <p>The suggestion of tagging on the November Steering Committee meeting to the NCRI conference was generally popular among the group. The Collaboration's session is scheduled for the Sunday. Clarification required on whether the Steering Committee would be scheduled for before, during or after the proceedings, taking into account the cost of needing to stay extra nights in Glasgow. Action: SA to look at the conference programme for a suitable time for the meeting Action: If this meeting is confirmed to be moved to</p>	<p>FD/LA</p> <p>SA</p> <p>SA</p> <p>FD</p>	<p>22/3/19</p> <p>22/3/19</p> <p>9/4/19</p> <p>9/4/19</p>

	<p>November, the scheduling of the June and September meetings will need to be reviewed.</p> <p>MRC LMIC funding call AAJ has been working on a proposal to be submitted under the NIHR Collaboration and International Collaboration as it requires a UK base that interacts with LMICs. The call focuses on mechanistic considerations in chronic non-communicable diseases, which includes application to cancer. The intention is for this application to be managed out of Southampton with UK collaborators, with a focus on introducing the emerging guidelines on prehabilitation and collecting comparative data for use in mechanistic studies. AAJ has spoken to 3 locations internationally to collaborate with.</p> <p>The initial locations approached must have international credibility and potential for wider engagement, so that the ground is set to develop a more extensive network. So far, the University of West Indies in Jamaica and Kenyatta University in Kenya have been approached to participate.</p> <p>Action: 2-3 page summary to be written. Deadline for applications is 4th April. Will write 2-3 pages summary by the end of this week. Deadline on 4th April for the outline proposal. The full proposal would be due in December.</p> <p>Matters arising Funding for NCRI conference LT approached the Collaboration for funds to attend the NCRI conference. A funding opportunity to available through the Southampton Academy of Research, on the basis that an abstract has to be presented. This poster would be around the patient survey from Phase I and would use some data from the Phase II clinicians' survey.</p> <p>Action: FD and LT to submit individual applications to SOAR for the value of £500 each to support registration and travel.</p> <p>Action: Seek approval from the clinicians' survey working group for presenting data from this work Those responsible for giving nut advice are uncertain, pts have unmet nutritional considerations.</p> <p>BSNA SAW and LA have not yet met with representatives from BSNA. This is in the processed of being scheduled (possibly 25th March) Action: SAW and LA to report back from meeting at next Secretariat meeting.</p>	<p>AAJ/MJW/SA W</p> <p>FD/LT</p> <p>FD</p> <p>SAW/LA</p>	<p>4/4/19</p> <p>13/3/19</p> <p>18/3/19</p> <p>9/4/19</p>
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	<p>AMRC Communication was made with both the charities that have attended the workshops and AMRC itself about AMRC representing the charities on our Steering Committee. Replies have been received from 3 charities so far. Not all of the charities are members of AMRC, so they do not have a mechanism for having an input into discussions if they are not members. Action: FD/LA to chase AMRC</p>	FD/LA	22/3/19
3. Phase III Plans	<p>Manifesto At the December Steering Committee, the Secretariat was tasked with creating a document to demonstrate to external stakeholders what we offer and how to get involved. FD prepared a first draft which SA has edited. MJW and SAW have now made some further edits, but it was the earlier version circulated to the Steering Committee. Further comments can be sought from the SC. LA suggested that the document should be put on the website, which does not limit the page length to the same extent, and a leaflet/brochure with key details and a link to the full document can be handed out to people in person.</p>		
4. Steering Committee	<p>Before the Steering Committee, a work stream leads' meeting will take place. CT will also join this meeting. Action: SA to draft agenda</p>	SA	18/3/19
5. Crowdfunding and finance	<p>The Crowdfunding proposal discussed in the previous Secretariat meeting is currently on hold because of discussions with a company called Minervation. Minervation's expertise is in producing evidence-based healthcare information and this could be a route to provide the platform. NOCRI already has some investment in this company and LA/CT will explore whether this could be used to support the 'body of authoritative guidance' as a pilot project. Action: Draft proposal on working with Minervation. Provide clarity on what we would Minervation to do. General Finance SAW has a meeting with the Trust finance representatives on March 12th to address all of our finances to date and to create a projection of finances going forward Funding has been received from Macmillan, Wellcome Trust and Southampton BRC. Trust policy dictates that you are not allowed to carry over funding to the next financial year without having specified how it will be</p>	CT/LA/FM/JM	9/4/19

	<p>spent.</p> <p>Action: SAW to share financial reports after meeting</p> <p>At the Steering Committee, the group needs to be made aware that our activities will be constrained by the funds currently available. The group will be asked to provide any suggestions of practicable things to do to support the Collaboration's income and reminded that they have a responsibility to source potential support.</p> <p>The Secretariat reiterated that the core funding to support funding for FD's post needs to come first above non-pay costs as no activities can take place without a Secretariat to organise it.</p>	SAW	22/3/19
6. UKCRF engagement	<p>SAW has spoken to Jen Allison, Senior Research Nurse Manager at Southampton CRF, to ask for guidance and direction about the abstract for the UKCRF conference. The view was offered that the CRFs should be offered something they can't be offered elsewhere. The abstract focuses on clinically relevant body composition and introducing the concept of quality assurance and standardised methodologies in nutrition research. The workshop would be attended by a range of delegates including research nurses and senior nursing teams.</p> <p>Action: FD to find out how many people are likely to attend the conference, as this will affect the content of the workshop</p> <p>Action: Submit abstract by Friday 15th March at 13:00</p>	FD FD/SAW	9/4/19 15/3/19
7. BRC Oncology meeting	<p>Sam Ahmedzai and Clare Shaw are hosting a cancer and nutrition workshop at the BRC Oncology meeting, organised by NOCRI. An introduction has been sent out to the delegates. Senior representatives from the BRCs will be attending our workshop. The purpose will be to identify key areas that the BRCs with an oncology theme would like to collaborate on.</p> <p>Action: Report back at the Steering Committee meeting</p> <p>It was noted that the documents produced by the Collaboration should take care to be precise with terminology (i.e. for sarcopenic obesity, weight loss and cachexia). A workshop was previously undertaken around these terms.</p> <p>Action: FD to upload the Sarcopenia workshop report to the website, circulate to SA</p> <p>FFACT meeting The Delphi meeting took place in February and looked</p>	SA/CS/LA FD	19/3/19 30/3/19

	at the research priorities. Confirmation was received from the Chair that the research questions can't yet be released as they have not gone through the FFACT processes, but general details of the meetings can be shared verbally at the BRC Oncology workshop as an output of the work.		
8. Annual stakeholder meeting	<p>It was previously proposed that the Collaboration should host a stakeholder meeting. This raises the general issue of how we keep in touch with all of our stakeholders and maintain a dialogue..</p> <p>It will take approximately 1 year to organise a larger stakeholder meeting. It would not be appropriate to dovetail the meeting with the proposed NutSoc follow up meeting in July (led by JT and BMC) as this has a purpose of communicating the science. Our own meeting would be around bringing the stakeholders together, showcasing our achievements and planning next steps.</p> <p>Whilst a meeting would incur more costs than focusing on our website and newsletter, it has the possibility of recouping the costs through registration costs</p> <p>Action: LA to draft proposal on Collaboration stakeholder meeting.</p>	LA	9/4/19
9. Publications	<p>MJW provided an edited version of the publications strategy. This is to be agreed at the Steering Committee.</p> <p>The Collaboration does not yet have a database of projects and publications on its website. It was also previously suggested that each work stream could have its own page on the website to showcase its activities.</p> <p>Action: Leaders of each activity/publication to provide a 2-3 line summary statement of publication/project using lay language for inclusion on website.</p> <p>Action: FD to review website structure.</p> <p>Beyond the Horizon manuscript Writing the BTH abstract into a manuscript is an outstanding action for AAJ. Action: Review at next Secretariat.</p> <p>The Collaboration has not yet heard anything back from NCRI about its submission to the Beyond the Horizon meeting series. Action: SA to chase</p>	<p>All</p> <p>FD</p> <p>AAJ</p> <p>SA</p>	<p>30/4/19</p> <p>30/4/19</p> <p>9/4/19</p> <p>19/4/19</p>
10. Comms	<p>NIHR rebranding FD received communication from our website agency</p>		

	<p>that NIHR is rebranding and expects all associated collaborations and groups to adhere to the new branding. NIHR is moving away from using the NHS logo as this is not internationally recognisable.</p> <p>The Collaboration needs to update its website but does not have the funds to do so.</p> <p>The NIHR is also moving towards having a website with embedded pages for each of the Collaborations. This would not meet the needs of the Collaboration's website as we would have limited control on the content.</p> <p>If we were unable to rebrand correctly our website would be cut off as it is hosted by NIHR.</p> <p>Action: MJW and SA to raise issue with NIHR/CCF comms that we wish to be able to rebrand as instructed but we have no funds to support this and cannot divert funds from the personnel budget. Also find out if they are intending to close down the nihr.ac.uk web hosting account.</p> <p>Blog post Amanda Cross (population health group) has written a blog on some of the issues surrounding research into obesity and primary/secondary cancer prevention. This is in preparation for the ECO satellite meeting in April. This blog has been posted on the NIHR website.</p> <p>Action: FD to encourage members to share blog and promote ECO meeting</p>	MJW/SA	19/3/19
		FD	15/3/19
11. International collaboration	A meeting of the international collaboration took place earlier in the week. A brief report will be written in the next few months to provide an organised and structured framework of the international cancer and nutrition workforce. RM is creating a database of those interested in working with us.		
12. Patient led research hub	At the last Secretariat meeting, it was shared that the PPI group were interested in submitting a suggestion to the Cambridge CTU 'Patient-led Research Hub'. LA will assist in leading more strategic conversations with the group regarding this. No study proposals have yet been put forward by the group.		
13. Work stream updates	Experimental The Experimental research work stream had its first teleconference under James Thorne's leadership on 1 st March. The group welcomes some new members and previous members remain in the group. One of the key opportunities they will explore is to host a workshop to teach others mendelian randomisation methods. This		

	<p>would be tagged on to the mendelian randomisation conference in Bristol in July.</p> <p>LWBC The LWBC group would like to hold its annual meeting in June. It has pencilled in dates for a two-day meeting but this would incur considerable costs (accommodation and room expense). Action: work stream to provide a proposal on format and outputs of meeting to justify a two-day meeting.</p> <p>The WCRF grant will be activated from 1st April. We will liaise with WCRF and the University of Southampton to produce a press release about this study.</p> <p>CTYA The award letter has been received from the Wellcome Trust. The award was formally activated from 1st March 2019. Action: Circulate proposal and award letter Action: Write a blog and press release to promote the activity</p>	<p>DB</p> <p>SAW MS/SAW</p>	<p>1/4/19</p> <p>22/3/19 9/4/19</p>
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Next meeting: Tuesday 9th April