



**NIHR Cancer and Nutrition Collaboration**

**Steering Committee meeting, 19/03/19 12-3pm**

**Location:** NOCRI

**Attendees:** Sam Ahmedzai (SA), Kate Allen (KA), Lucy Allen (LA), Amanda Cross (AC), Jane Murphy (JM), Clare Shaw (CS), James Thorne (JT), Lesley Turner (LT), Martin Wiseman (MJW), Steve Wootton (SAW)

**Observers:** Fiona Davey (FD), Paula Milton (PM), Ciorsdan Taylor (CT)

**Apologies:** Annie Anderson (AA), Bernard Corfe (BMC), Alan Jackson (AAJ), Fehmidah Munir (FM), Anbalakan Paramasivam (AP), Mike Stevens (MS)

<b>Agenda item</b>	<b>Notes</b>	<b>Person responsible</b>
1. Welcome and apologies	The Chair welcomed everyone to the meeting and apologies were noted. This meeting was the first for Dr James Thorne, Chair of the Experimental work stream. Paula Milton and Ciorsdan Taylor from NOCRI observed the meeting.	
2. Minutes and matters arising	<p><b>Minutes</b>  <b>Action:</b> Amend previous minutes to specify amount underwritten is for the current financial year            The minutes of the previous meeting were accepted subject to one correction.  <b>Action:</b> Upload minutes to website</p> <p><b>Matters arising</b></p> <p><b>NCRI Conference</b>            NIHR CRN is happy for us to share their stand at the NCRI conference. It has been agreed that the Collaboration will not be able to contribute funding for this.</p> <p><b>Manifesto</b>            Members previously received v2 of the manifesto, and further comments have since been received. A decision needs to be made how it is to be used. One suggestion is that the full version could be placed on the website and readily updated, with a printed leaflet for use in conferences and other meetings, which would contain the weblink. The original intended purpose of this document was for external audiences. It needs to include a call to action  <b>Action:</b> Send comments on the use and content to FD.</p> <p><b>Beyond the Horizon conference proposal</b>            The Collaboration has not received an official response from NCRI, but SA has found out that the proposal was not successful for the</p>	<p>FD</p> <p>FD</p> <p>All</p>

	<p>first 'Beyond the Horizon' meeting, as it was deemed that it could be covered by other organisations or initiatives. SA advised that the Collaboration should develop this idea for a future event.</p> <p><b>Welcome letters</b> Outstanding action- SA to write 'welcome letters' to new organisational members</p> <p><b>UKCRF conference</b> The Collaboration submitted an abstract for a workshop at the UKCRF conference in June. When confirmation of its acceptance is received, communicate with CRFs that responded to our survey to formally invite them to attend our workshop.</p> <p><b>Pelican trust</b> Discussions with the Pelican Trust are ongoing</p> <p><b>Wellcome Trust PDG award</b> The award has now been received for the Wellcome Trust Programme Development Grant. Over the next year, the working group will work on an application for a programme grant to the value of £5m over 5 years.</p>	<p>SA</p> <p>FD</p> <p>SAW</p>
	<p><b>NCRI engagement</b> The NCRI conference takes place 3-5<sup>th</sup> November . Stephen Hursting is one of the first plenary speakers on the first day, and the Collaboration's parallel session on nutrition will also take place on the Sunday. Stephen Hursting, Annie Anderson and Mark Hull will be presenting within this session. Vicky Baracos is unable to speak and an alternative needs to be found. NCRI can pay for European travel. Alessandro Laviano (Italy) and Barry Laird (Edinburgh) were suggested. The Collaboration will also be encouraging all members to submit abstracts. The Steering Committee is considering holding a meeting at the conference, as rooms will be available. Work streams may decide to use the opportunity to have their own meetings. <b>Action:</b> SA to source room.</p> <p>NCRI is merging its cross-cutting CSGs to create a 'super-group', which includes Psychosocial Oncology &amp; Survivorship, elements of Primary care and Supportive &amp; Palliative Care. An executive group will oversee all of the work streams among the new overarching CSG. SA has been given provisional approval for the executive group to have a representative on nutrition, but will need to have this confirmed in writing. The method to decide this representative is to be determined.</p> <p><b>BRC Oncology day</b> SA &amp; CS represented the Collaboration at the first ever meeting of all the BRCs with a theme in oncology. The Collaboration hosted a</p>	

	<p>workshop on cancer and nutrition, and also attended the surgical workshop. Surgeons were keen to take forward research questions on prehabilitation and this was featured within their priorities. In the Collaboration's workshop, two proposals were discussed. Prehabilitation was again identified by the workshop participants as a priority, adding weight to the surgical oncologists' proposal. The second proposal was improving the tolerance to and effectiveness of immunotherapies through the nutritional impact on the gut microbiome, which gained the support of medical oncologists and gastroenterologists, including to those working on biomarkers and metabolomics relevant to this theme.</p> <p><b>FFACT workshop</b> The FFACT project is a partnership between the Collaboration, Macmillan and the Royal College of Anaesthetists.</p> <p>Macmillan's evidence team completed a rapid evidence review. A meeting took place in February to undertake a Delphi exercise.</p> <ol style="list-style-type: none"> <li>1. How secure is the evidence? (similar to WCRF reports, empty cells to indicate no information)</li> <li>2. Implications for service (workforce development and structure of workforce)</li> </ol> <p>The scope of intervention runs from time of first suspicion of diagnosis to first major treatment.</p> <p>A Skype webinar was proposed to take people through the evidence. This would mainly be for internal members but it could also be opened up to the surgical delegates from the BRC Oncology meeting and would cover the nature of the challenges and opportunities with the evidence.</p> <p><b>Action:</b> Organise webinar and send invitations</p> <p>NHS England have requested a business case for prehabilitation. SAW has a meeting with the Wessex Cancer Alliances on 20<sup>th</sup> March <b>Action:</b> Report back on Cancer Alliance collaboration at next meeting</p> <p>Funders such as HTA are reluctant to put out specific funding calls if the community is not ready to respond to them. Our challenge is to ensure that people are ready to put in calls when they come out.</p>	
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<p>3. Phase III plans</p>	<p><b>Mission Statement</b></p> <p>The Steering Committee further discussed the proposed mission statement as it was felt that the proposed phrasing was not quite right.</p> <p>After extensive debate, <i>“Driving research and action focused on diet, nutrition and physical activity in cancer”</i> was voted in as the new mission statement. This will be accompanied by the name of the Collaboration and the logo.</p> <p>Further work will need to be done on our ‘values’ and ‘objectives’.</p> <p><b>Action:</b> Produce mock-ups of how the mission statement will appear on material</p> <p><b>Crowdfunding</b></p> <p>The Collaboration has unsuccessfully tried to gain funding for a signposting resource for nutritional guidance, which will require approximately £150,000 over 12 months to fully deliver the project. The Committee discussed alternative options, assisted by Ciorsdan Taylor, who is working as an external consultant with NOCRI.</p> <p>The chances of success for a crowdfunding campaign are around 1 in 3, with the caveat that this applies to campaigns aiming for around £5-10k. Campaigns generally need to reach 21% of its target in the first 2 days to reach its target. Campaigns are most successful when matched funding is secured.</p> <p>LA and CT are exploring working with a company called Minervation. They create accessible portals of evidence-based information for patients (such as the ‘Mental Elf’ campaign). A meeting is taking place in March to see how we could work together. It will be explored whether we could carry out pilot work with Minervation and build on this project with the original crowdfunding campaign idea.</p> <p>Consideration needs to be given to the method of grading the evidence underlying the Collaboration’s recommendations for signposting,</p> <p>A plan is required for the sustainability of the resource, as it will require updating as new evidence becomes available. Models to be considered include ‘pay per view’ or sponsorship/advertising.</p> <p>CT has spoken to a few charities that have previously engaged with the Collaboration. They would like to see what the resource will look like before they can commit to supporting the project further.</p> <p>NHS Choices can also be considered as a host.</p> <p><b>Action:</b> FD to share previous correspondence with NHS Choices with CT</p>	<p>FD</p> <p>FD</p>
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	<p><b>Stakeholder engagement</b></p> <p><b>Membership</b>  The membership framework was created to formally identify who was a part of the Collaboration. This was opened up at individual level, for existing work stream members, and for organisations.</p> <p>A plan has not yet been put in place for signing up external members, as a wider communications plan needs to accompany this to deal with any heightened interest in the Collaboration. LA stated that the NOCRI/NIHR comms team does not currently have the capacity to help with this.</p> <p>At an individual level, we would look for as many members as possible to assist in spreading the word. We would not be seeking a membership fee from individuals.</p> <p>Organisational members will have a dedicated page on the website to show their support.</p> <p>The Collaboration would not publish individual members' names for data protection considerations. We could explore having a members' only section (i.e. requiring log-in) to help connect individual members to each other, but this would require more resources to fund the website. The example was given of the BDA Oncology Specialty Group having its own forum thread on their website.</p> <p><b>Action:</b> Secretariat to produce a plan of expanding individual membership  Provide further clarity on what members get out of membership at an individual and organisational level, and what is expected of them.</p> <p><b>Publications strategy</b>  This strategy was drafted as a summary of the key issues to be considered when producing publications out of the work streams.</p> <p><b>Action:</b> Insert a standard statement to be used that the views expressed are not that of the NIHR.</p> <p><b>Action:</b> Circulate publications template to work streams for use</p> <p><b>Steering Committee representation</b>  The Secretariat is still working on proposals for securing representatives from each stakeholder group on the Steering Committee.</p>	<p>FD/MJW</p> <p>FD</p> <p>FD</p>
4. Experimental	JT has finalised the strategy document for the work stream. It now includes the same definitions of nutrition as used in the Phase I	

work stream strategy	<p>report, and also hyperlinks to this report and the OSCHR review.</p> <p>The group has reconvened and includes new and existing members. Funding has been secured for a 1 day meeting in July, supported by the Nutrition Society. Members of the Collaboration will be invited to speak (including AA, RM and RB). The work stream will also use this as an opportunity for a face to face meeting.</p> <p>The group intends to lobby RCUK and UKRI to influence funding strategies on prevention and nutritional interventions.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> <li>• Annual newsletter</li> <li>• Representation at conferences</li> <li>• Training day for text mining software at Bristol (Mendelian Randomisation)</li> </ul> <p><b>Action:</b> Identify members with NIHR linkages</p> <p><b>Action:</b> Source a representative from CRUK to speak about their obesity campaign</p>	JT LA
5. Finance	<p>SAW reminded the Committee that £54,000 was put into the Collaboration in the 2018-19 financial year, along with in-kind contributions from WCRF to support MJW as Secretariat Chair and from the Royal Marsden to support CS for 4 sessions a week.</p> <p>The miscellaneous funds from SAW (and formerly from AJ) used to support the Collaboration have diminished. It is forecast that the Collaboration requires £85,000 in the next financial year, including the Secretariat costs, FD's salary as project manager, and a budget to support the work stream activities.</p> <p>£25k has been received from Macmillan for the FFACT project. £10k was budgeted from Southampton BRC but has not been received yet. From the Wellcome Trust grant, £5k will be withdrawn to support FD's input. Costings have also been included in the MRC Catalyst award.</p> <p>Funding has to be secure in the project bank account before FD's contract can be extended any further, and the contract is currently dated to the end of May 2019.</p> <p>SAW was thanked for his major contributions, along with AAJ, for supporting the Collaboration to date. The meeting closed with the clear message that much more needs to be done to secure funding for the immediate and medium-long term, for the continued employment of our Acting Project Manager FD, and for the Collaboration to continue fulfilling its present strategy.</p>	