



NIHR Cancer and Nutrition Collaboration Secretariat meeting – minutes and actions
Tuesday 9th April 2019, 10.30am-1.30pm

Present: Sam Ahmedzai (SA), Fiona Davey (FD), Alan Jackson (AAJ), Martin Wiseman (MJW), Steve Wootton (SAW)

Apologies: Lucy Allen (LA), Rachel Marklew (RM), Josune Olza Meneses (JOM), Ciorsdan Taylor (CT)

Agenda item	Notes	Person responsible	Required by
Welcome and apologies	The Chair welcomed everyone to the meeting and noted apologies.		
Minutes	The minutes of the previous meeting were approved. Action: Upload to website	FD	
Matters arising	<p>Actions from previous meeting</p> <p>Support for PPI FD is waiting for a response from LT about the PPI support applied for in the Bristol CRUK grant renewal before approaching Imperial about potential PPI support.</p> <p>NCRI conference session Vicky Baracos is unable to attend the conference. SA has approached Barry Laird to speak. It was previously asked whether a consumer could introduce the session. This is not possible formally within the programme, but SA will brief the co-chairs to invite comment from consumers. The decision was made to go ahead with holding a Steering Committee meeting at the conference. This will be on Sunday lunchtime, to allow for those who will only be at the conference for one day. Action: SA to book room.</p> <p>The November meeting will replace those previously scheduled for September and December this year. Action: SA to secure NCRI room for hosting June 2019 SC meeting</p> <p>Funding from SOAR LT and FD were encouraged to apply to the Southampton Academy for Research to support their costs to attend the NCRI conference. LT was</p>	SA	20/5/19
		SA	19/4/19

	<p>successful in being awarded funding as a patient representative, but FD was not funded as the scheme was intended for research staff, not project managers.</p> <p>Action: FD and SAW to secure funding to meet the rest of the costs for attendance.</p> <p>FD and LT will jointly submit an abstract for a poster using data from the Phase I patient survey and the Phase II Clinicians' survey</p> <p>Action: SA to seek approval from clinicians' survey working group</p> <p>Charity representation on SC</p> <p>Action: LA to discuss representing charities on our SC with AMRC</p> <p>Sarcopenia report</p> <p>Action: Send Sarcopenia report to FD with accompanying text for website</p> <p>Stakeholder meeting</p> <p>Action: LA to draft proposal on stakeholder meeting for Spring 2020</p> <p>The meeting will be useful for Stakeholders as they need to see what role they are playing in the big piece of work.</p> <p>Activity lay summaries for website</p> <p>FD requested for the work stream leads to provide a lay summary of their activities for use on the website. A separate page will be created for each work stream.</p> <p>Beyond the Horizon manuscript</p> <p>The Collaboration has formally received feedback that the application to the Beyond the Horizon meeting series was unsuccessful. However, the proposal presented novel ideas and could be published as an article. The article would be more useful for an oncology audience than a nutrition audience.</p> <p>Action: AAJ to send draft to Lancet Oncology editors for feedback</p> <p>Wellcome Trust grant</p> <p>Action: FD to Circulate award letter and proposal</p> <p>Matters arising</p> <p>BSNA</p> <p>SAW and LA will be meeting representatives from</p>	<p>FD/SAW</p> <p>SA</p> <p>LA (FD to chase)</p> <p>SAW</p> <p>LA</p> <p>AAJ</p> <p>FD</p>	<p>20/5/19</p> <p>20/5/19</p> <p>20/5/19</p> <p>19/4/19</p> <p>13/5/19</p> <p>20/5/19</p> <p>11/4/19</p>
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	<p>BSNA after Easter.</p> <p>Publications strategy A draft publications strategy was presented to the Steering Committee. This will be redefined as 'principles for publication' instead of a strategy Action: LA to supply appropriate NIHR disclaimer to include.</p> <p>Boehringer Ingelheim (BI) video CS was involved in making a cookery video with BI which explains why nutrition is important and why taste is affected during cancer treatment. This could be a useful resource to share on our website.</p> <p>The Professionals work stream has not yet finalised its criteria for grading information. The suggestion was made for this resource to act as a test case. Clarity required on:</p> <ul style="list-style-type: none"> • Why we're linking to a resource • What is the benefit for those that use it • What the Collaboration gets out of it. • Any risks associated with content • Who is responsible for content <p>Action: define criteria for assessing resources</p> <p>Action: Apply principle retrospectively to other resources linked to on website</p> <p>Minervation LA and CT will be meeting Minervation on 26th April, also with two patient and public representatives.</p> <p>LMIC funding call from MRC AAJ and SAW have submitted a funding call to the MRC on women with breast cancer, in partnership with colleagues in Kenya, Jamaica and Ghana. Women in LMIC present younger and with more aggressive forms of cancer. We should hear by the end of May whether the application has been successful through the first stage.</p> <p>Manuscript A teleconference was held between members working on the manuscript to agree the next steps. SA presented a publication plan which was agreed by the Secretariat subject to some changes. The Secretariat commented that if one paper was</p>	<p>LA</p> <p>Professionals work stream</p> <p>FD</p>	<p>19/4/19</p> <p>20/5/19</p> <p>25/6/19</p>
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	<p>not accepted for publication, that should not compromise the chances of the other being accepted.</p> <p>The timeline of writing in the plan will be brought forward. The papers will be targeted at the International Journal of Supportive Care and Cancer, as this covers the remit of both papers.</p> <p>Action: FD and SA to tidy up and circulate to Secretariat:</p> <p>Action: Add in responsibility of lead author under section D</p> <p>Action: Add in target journal</p> <p>Action: Gain approval from oversight group, and share with all involved</p> <p>Action: Arrange teleconference for core group</p>	<p>FD/SA</p> <p>FD</p> <p>FD</p> <p>SA</p> <p>FD</p>	<p>19/4/19</p> <p>19/4/19</p> <p>19/4/19</p> <p>19/4/19</p> <p>19/4/19</p>
Stakeholder engagement	<p>Rolling out individual membership</p> <p>The Collaboration membership was initially opened to work stream members, and 45 sign-ups were received. The Collaboration now wishes to roll this out to a wider public audience, which requires a detailed plan.</p> <p>A list of benefits and expectations of individual members was previously circulated. The Collaboration needs to manage the quality of advocating among public members to ensure it meets our needs. Members of all types will be expected to behave in a responsible manner. There needs to be clarity on what can or cannot be done when acting as a member of the Collaboration, either in a professional or public capacity. It should also be specified that individual membership is for non-corporate people.</p> <p>Action: Review professional body ‘codes of conduct’ as they might apply to our membership (eg AfN, BDA etc)</p> <p>Action: PPI group to define conduct for patient/carer group</p> <p>BRC oncology follow-up</p> <p>CS and SA have started on following up with the delegates that attending our workshop at the BRC Oncology meeting, and those in the surgical workshop.(Angus McNair, Stan Kay and David Cunningham are key contacts)</p> <p>Action: Send list of those in attendance at our workshop to SA</p> <p>Action: CS and SA to draft letter to BRCs, circulate to Secretariat for approval</p>	<p>FD</p> <p>PPI group</p> <p>FD</p> <p>CS/SA</p>	<p>13/5/19</p> <p>10/5/19</p> <p>24/4/19</p> <p>30/4/19</p>

	<p>Each group needs to be informed of what the others are doing.</p> <p>Action: SAW and AAJ to articulate from FFACT perspective.</p> <p>The FFACT launch is at the beginning of July. The BRCs should be made aware of opportunities for collaborative research proposals arising from this prior to the launch.</p> <p>The NIHR Applied Research Collaborations (formally CLAHRCs) are about to start (Southampton ARC will be under Alison Richardson)</p> <p>Are there are obvious low hanging fruit to engage with ARCs at earliest opportunity?</p> <p>Action: Ask LA how to access the ARCs</p>	SAW/AAJ	20/5/19
		FD	19/04/19
Stakeholder representation	<p>The Steering Committee still needs to be made more streamlined and representative of our stakeholders.</p> <p>The Secretariat also needs to consider the functions of the Steering Committee, as it is currently acting more in an operational than strategic capacity. It could instead be classified as an 'executive committee'.</p> <p>Action: discuss further at next Secretariat meeting</p>	All	20/5/19
Mechanism for patient reference panel	<p>The patient and public involvement work stream has been redefined into a patient reference panel. The terms of engaging with the panel need to be set out, such as the implications for the Collaboration for providing its services, and for those wishing to access it.</p> <p>Action: Get input from Jacqui Gath about terms of reference for the Sheffield PPI group</p>	FD	19/4/19
Finance	<p>SAW has been consolidating accounts from SAW and AAJ's budget into a central pot.</p> <p>£25k has been received from Macmillan, £10k is expected from Southampton BRC, and £5k from the Wellcome Trust PDG for the Secretariat support required. A minimum of £50k per year is required to support the basic operation of the Collaboration, excluding work stream activities and PPI.</p> <p>FD's contract will likely be extended for 6 months after the current date of the end of May.</p> <p>The Collaboration needs to achieve security for its financial operations within the next year to ensure</p>		

	<p>continuity.</p> <p>LWBC funding David Bowrey will approach Covidien, a surgical equipment supplier, to request support for the LWBC meeting in June.</p> <p>SAW will be meeting the head of NORCI after Easter about the Collaboration's industry facing activities.</p> <p>Action: report back at next meeting</p>	SAW	20/5/19
NIHR Rebranding	<p>FD has been in contact with the CCF comms team regarding the NIHR rebranding changes. The website agency has provided a revised quote of £882 for the minimal permissible changes to the NIHR branding.</p> <p>Action: Clarify with CCF that the Collaboration will be able to keep its own standalone website.</p> <p>Action: Ask CCF whether we can be granted an extension to make the changes to our website.</p>	FD FD	30/4/19 30/4/19
Work stream updates	<p>The grant from the Wellcome Trust has now been activated. The 1st official meeting of the group will be on Friday 12th April. A revised GANNT chart has been produced. Bristol BRC has been commissioned to conduct rapid review on the group's behalf, which will be completed within about 4 months.</p> <p>Full protocol for review on Friday</p> <p>MS has approached Lancet Oncology children's section which has agreed in principle to support a review to be published. This will be an individual narrative review on the core elements.</p>		
AOB	<p>Action: MJW to clarify whether WCRF will be supporting position of Secretariat Chair beyond October.</p> <p>Action: SA to look into NCRI supporting SA's role as Steering Committee Chair</p>	MJW SA	20/3/19 20/3/19

Next meetings: 20th May, 25th June