



NIHR Cancer and Nutrition Collaboration Secretariat meeting – minutes and actions
Monday 20th May 2019

Present: Lucy Allen (LA), Fiona Davey (FD), Alan Jackson (AAJ), Martin Wiseman (MJW), Josune Olza Meneses (JOM), Steve Wootton (SAW)

Apologies: Sam Ahmedzai (SA), Rachel Marklew (RM), Ciorsdan Taylor (CT)

Agenda item	Notes	Person responsible	Required by
Welcome and apologies	The Chair welcomed everyone to the meeting. Apologies were noted from SA, CT and RM.		
Minutes of last meeting	<p>The minutes from the last meeting were approved.</p> <p>Actions Proposal for stakeholder engagement meeting currently pending due to LA's time constraints.</p> <p>SA to confirm whether NCRI can support the Collaboration with a room for the June Steering Committee meeting.</p> <p>SA to confirm final speaker for the parallel session at the NCRI conference</p> <p>AMRC has not yet been contacted about the potential of representing charities on the Steering Committee. LA to contact at an appropriate time.</p> <p>The action for AAJ to submit a paper to Lancet Oncology based on the Beyond the Horizon proposal is pending.</p> <p>Comms activity for the Wellcome Trust grant The Collaboration will work WT's comms team to share a press release. A colleague in NOCRI's team will help to link with newspapers.</p> <p>SAW will be stepping up to cover MS as needed due to a health condition. MS was successful in gaining a further £3000 of support from CCLG to support the CTYA work stream's activities.</p> <p>BSNA postponed the meeting with SAW and LA</p>	<p>SA</p> <p>SA</p> <p>LA</p> <p>AAJ</p> <p>FD</p> <p>SAW/LA</p>	<p>24/5/19</p> <p>25/6/19</p> <p>25/6/19</p> <p>25/6/19</p> <p>25/6/19</p> <p>25/6/19</p>

	<p>and a new date will be scheduled ASAP.</p> <p>FD is currently reviewing professional codes of conduct to inform our own code of conduct for members.</p> <p>Writing to the BRCs from the Oncology workshop is held for now, because discussions are ongoing to form an Oncology TRC. The Secretariat raised the question of how NIHR would manage mutually competitive demands on the BRC's budgets between different TRCs. The intention is to keep the Collaboration's prehabilitation work as a joined-up activity between the groups, and we would not sit as a work stream under the new TRC. Clarity is required regarding which of our projects will be supported by the TRC.</p> <p>FFACT Action: Further discussion to be had on how the Collaboration will encourage partners to be ready to act on the FFACT recommendations and how to make it sustainable.</p> <p>The Collaboration needs to redefine and focus its activities against the changing landscape and considering new activities within other organisations.</p> <p>ARCs The announcement of the ARCs is currently embargoed because all ministers are busy with Brexit. A NOCRI colleague that was involved with the bid for the ARCs will be able to help identify those involved with prehabilitation currently working in the ARCs.</p> <p>Website The Collaboration would be able to come under the new NIHR website. The NIHR would use the website to showcase one page from each TRC. We could use this to feature the manifesto and maintain our own website.</p> <p>Support for Secretariat and Steering Committee Chair The Collaboration acknowledges and thanks WCRF for its continuing support of MJW as Secretariat Chair. SA has started conversations about NCRI supporting his role as Steering Committee Chair.</p>	MJW/AAJ/SAW	20/5/19
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Matters arising	<p>UK CRF The Collaboration heard from LA that we have been successful in our application for a session on standardising body composition measurements at the UKCRF, but we have not received formal confirmation of this from the conference organisers.</p> <p>Action: Set up meeting to plan the session content. To involve SAW and Kesta Durkin</p>	FD	7/6/19
Finance	<p>The Collaboration has received its funding from Macmillan and Wellcome Trust.</p> <p>There is sufficient funding to support 6 months' of the project manager role and FD's contract will be extended to reflect this.</p> <p>A key priority for the Collaboration is to secure the website. However, any funds going towards this reduce the time available to extend FD's contract.</p> <p>Consideration is being given to co-branding activities within the Collaboration with partners such as charities. The Secretariat decided that it would not be appropriate to co-brand the whole Collaboration with another organisation as it might discourage further investment at different membership levels. The Collaboration will offer co-branding for specific projects.</p> <p>Action: Update membership proposal document to reflect co-branding opportunities</p> <p>The Collaboration requires around £250k pa to completely support the efforts of its activities.</p>	FD	24/05/19
Steering Committee	<p>Agenda Action: Amend the SC agenda to bring forward key issues on prehabilitation, CTYA and body of authoritative guidance.</p>	FD	29/5/19
Minervation meeting	<p>LA, CT, LT and PC met with Minervation on 26th April to discuss how we can work together on producing a signposting resource for trustworthy nutritional guidance. LA has written a proposal following the meeting. The target audience of the resource will be for both healthcare professionals and patients.</p> <p>NOCRI is financially supporting Minervation to consult on this project for the Collaboration.</p> <p>Action: LA to share proposal.</p> <p>Minervation has suggested breaking the project</p>	LA	7/6/19

	<p>down into phases</p> <ol style="list-style-type: none"> 1) Signposting information on other websites that is deemed to be suitable quality 2) Developing a tool to define quality information 3) Working with patients and carers to define the needs of the resource 4) Creating a social media platform on top of the resource to help debunk myths in cancer and nutrition <p>The whole project is anticipated to cost £160k. The first stage of creating the images, design, a maps of how the information flows through the resource will cost £16k. This can then be utilised to attract further funding, such as from charities or the BDA.</p> <p>Will have images and designs of how it will work, showing how the info flows through it, can take it out to other stakeholders to find further funding</p> <p>It is anticipated it might cost up to £60k a year to maintain website up to date once the initial project is complete.</p> <p>Action: LA to draft cost options for each phase, to include the ideal and minimum work required at each stage.</p> <p>Confirmation is required on whether the content and quality assurance will still be down to the Collaboration, not Minervation.</p>	LA	7/6/19
Stakeholder engagement	<p>Manifesto Further comments received from the Steering Committee. Action: FD to compile final version.</p> <p>Membership The Secretariat agreed minimum levels of investment for each type of member, based on their charity research spend. In addition to this type of membership, the Collaboration will be open to negotiation for larger sums of investment to support strategic partnerships for specific projects. These projects can be co-branded with the partner organisation. This could also be an opportunity for the organisation to contribute to the Steering Committee for a limited time relevant to the project. The partner organisation will have access to intellectual property from the Collaboration,</p>	FD	30/5/19

	<p>and the project would align and add value to their own activities.</p> <p>For individual members, the Secretariat agreed that a contribution could be requested but would be on a voluntary basis. Several suggested amounts will be displayed, with an 'other' box, to allow a lower or higher donation.</p> <p>It would be complex to add the function of taking payment on the website. The Collaboration can explore whether the Southampton Hospital Charity might be able to facilitate payments. Membership would be valid for one year.</p> <p>Webinar The Collaboration will hold a webinar for members to publicise the FFACT outcomes. Action: FD to explore how to set this up</p>	FD	25/6/19
Mechanism for patient reference panel	<p>Clarification is required around the rates of reimbursement given to patient and public representatives, as the Involve documentation is open to interpretation.</p> <p>The Secretariat confirmed that it would not be able include travelling time in rates.</p> <p>Any preparation required for a meeting or teleconference is to be included in the rates.</p> <p>For meetings, with current funding we can reimburse the Chair for time given the additional responsibilities involved, but can only reimburse travel expenses and phone call costs for other members.</p> <p>For reviewing grant proposals, the Involve rates will be noted but it will be the responsibility of the applicant to pay the PPI representative from their own institution. The Collaboration has agreed the principle that its role is to facilitate putting in touch lay members with researchers.</p> <p>Action: FD/LT to edit ToR then circulate to Secretariat. Southampton PPI lead (Caroline Barker) also to review.</p>	FD/LT	7/6/19
AOB	<p>The World Health Assembly meeting is taking place this week and nutrition is featured on the agenda. The International Collaboration has started to engage with them.</p> <p>Action: Clarification and consistency required for the name of the International</p>	25/6/19	

	<p>Collaboration/Global Cancer and Nutrition</p> <p>LA informed the meeting that the Department of Health has prioritised multi-morbidity as an area of interest, and LA will be leading a multi-morbidity programme for NIHR to define its strategy.</p> <p>A Sarcopenia and Frailty TRC is also in the pipeline.</p>		
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Next meeting: 25th June