

NIHR Cancer and Nutrition Collaboration Secretariat meeting – minutes and actions

Tuesday 25/06/2019, 11am-1pm

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

Apologies: Josune Olza Meneses (JOM)

| Agenda item | Notes | Person responsible | Required by |
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| 1. Welcome and apologies | Apologies were received from JOM. | | |
| 2. Minutes of last meeting | The minutes of the previous meeting were accepted. | | |
| 3. Matters arising | <p>A solution still needs to be found for charity representation on the Steering Committee. LA to contact AMRC.</p> <p>AAJ aims to have the Beyond the Horizon proposal drafted into an article for the Lancet by the end of September.</p> <p>Action: FD to send submitted version to AAJ</p> <p>Comms activity required</p> <ul style="list-style-type: none"> - Work with the Wellcome Trust for a press release on the PDG. - Follow up with Barry Laird/University of Edinburgh for a press release for MICA - Revisit the Collaboration’s comms strategy <p>BSNA A meeting has not yet been scheduled. It will take place after the FFACT launch.</p> <p>Oncology TRC Action: LA to circulate draft proposal for TRC. The Collaboration will fit under two of the proposed TRC’s work streams and will lead the prehabilitation and nutrition in immunotherapy elements. It is not yet confirmed whether this TRC will receive any financial support from the Department of Health. The Collaboration will explore whether DH can match any funding received from charity partners, in the same manner that the DART TRC might be supported.</p> | <p>FD</p> <p>FD/SAW</p> <p>FD</p> <p>FD/MJW</p> <p>SAW/LA</p> <p>LA</p> | <p>5/7/19</p> <p>22/7/19</p> <p>5/7/19</p> <p>22/7/19</p> <p>22/7/19</p> <p>5/7/19</p> |

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| | <p>The Collaboration had deferred writing to the BRCs for funding pending the outcome of the Oncology TRC. It was decided that it is not the right time to request funds from the BRCs. It is anticipated that £5k would be allocated to the Collaboration from the Oncology TRC.</p> <p>Approaches for charity funding need to be made in an organised effort. Action: Address this in the July Secretariat meeting</p> <p>Action: Code of conduct to be on July meeting agenda</p> <p>Manifesto Action: Update the grants section and branding, upload to website</p> <p>FFACT Consideration needs to be given to how we encourage partners to be ready to act on the FFACT guidance launched on 2nd July. The Collaboration will take responsibility for press queries regarding research. Action: Suggest to Macmillan and RCoA that they take responsibility for patient/carer related enquiries and healthcare professional enquiries respectively. Action: insert boilerplate about NIHR and the NIHR Cancer and Nutrition Collaboration into press release Whilst the initial activity is concluding, a Steering Committee should be maintained with RCoA and Macmillan to take responsibility for delivering the evidence and continuing evidence generation, and about how the questions identified in the review might be addressed within the research community. Planning is also required regarding policy and the training of healthcare professionals. Action: AAJ to write letter to FFACT to outline these issues. NCRI and its LWBC agenda should become involved with driving the research projects out of FFACT. Ian Lewis, Director of Strategy for NCRI is the key contact for this. This is an opportunity to formalise the relationship with NCRI. Action: SA to take forward to NCRI</p> <p>After the launch of FFACT, the Collaboration will need to be proactive to carry the research agenda forward and will take ownership of this along with</p> | <p>All</p> <p>FD</p> <p>FD</p> <p>FD</p> <p>FD</p> <p>FD</p> <p>AAJ</p> <p>SA</p> | <p>22/7/19</p> <p>22/7/19</p> <p>12/7/19</p> <p>28/6/19</p> <p>28/6/19</p> <p>28/6/19</p> <p>22/7/19</p> |
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| | <p>NCRI There is a formal post-launch meeting 2 weeks after the launch. SA confirmed that the Collaboration will have a seat in the executive group for the NCRI cross-cutting group.</p> <p>The launch is happening on Tuesday 2nd July, 5pm at the British Museum. SAW to explore whether NCRI and NOCRI representation can be formally invited.</p> <p>The guidance is intended for UK audience as it refers to and relates to NHS settings. However, the Taskforce should pick up the project internationally.</p> <p>Manuscript The plan was sent out with a timescale, but the majority of the core group did not reply to approve this plan. The group needs to ensure clear boundaries between manuscripts. Deadlines must be strict. It will be communicated that if the deadlines are not met, this obstructs the overall work of the Collaboration, and will result in the Secretariat taking back the responsibility for the papers. Drafts for both manuscripts are required by September and will need to be completed by November. Action: FD to arrange teleconference with core group. SA to chair. Action: Go back to the original survey and identify who owns each question, review previous split plan.</p> <p>NIHR rebranding Action: Go ahead with website changes, £882 approved.</p> <p>UKCRF conference SAW is running a session at the UKCRF conference on BIA in nutrition and cancer research. SAW will keep a register of who has expressed interest at the meeting. Attendees will be asked to feed back to their individual CRF Directors.</p> <p>FD has made a leaflet of new NIHR branding which includes the core elements of the new manifesto. SAW has made and ordered a new roller banner with the new NIHR branding.</p> <p>Our strategic view is to get the CRFs recognise their need for us to deliver research of quality that is internationally competitive. The key element in this</p> | <p>FD</p> <p>MJW</p> <p>FD</p> <p>SAW</p> | <p>5/7/19</p> <p>12/7/19</p> <p>28/6/19</p> <p>27/6/19</p> |
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| | <p>quality is the quality assurance framework being applied to the highest standard. Future training of the centres needs to be sustainable.</p> <p>Nutridart SAW spoke to Dr Zoe Tolkien. She is developing a web tool/portal to support collecting data in nutrition studies. We have shared her interest with work stream members.</p> | | |
| 4. Minervation proposal | <p>Action: A working group to be formed to continue phase I work with Minervation.</p> <p>LA is trying to raise £14k from NOCRI's budget to support Phase I.</p> <p>A key consideration is how reliability and trustworthiness of the resource will be managed.</p> <p>Action: Suggest a meaning for an acronym of ELF to Minervation.</p> <p>Once Phase I is completed, we could potentially revisit crowdfunding.</p> <p>The costs in the proposal represent the cost of Minervation and do not represent any cost towards the Collaboration.</p> <p>Action: Also add costs to Collaboration in the budget Action: Develop Business Case/Agreement in case profits are raised from the tool</p> | <p>LA</p> <p>LA LA</p> | <p>22/7/19</p> <p>22/7/19 22/7/19</p> |
| 5. International collaboration | <p>The last task force meeting was a few weeks ago. Presently the group is trying to formalise membership and secure funding.</p> <p>Outcome from MRC LMIC application was unfortunately unsuccessful, but will be revisited in a future application as it is an important issue. RM to revisit work plan in light of this news.</p> <p>Action: SAW to forward outcome to RM, to pass to taskforce group</p> <p>RM will be working with FD to get content from the International Collaboration onto the website.</p> <p>The group is considering having a presence at the World Leaders Summit and World Cancer Congress, and also FENS in October (Dublin). An invitation was also received to the French nutrition society meeting in November.</p> | <p>SAW/RM</p> | <p>5/7/19</p> |
| 6. Stakeholder engagement | <p>Membership The membership document requires an</p> | | |

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| | <p>introduction of what it is and why it's needed. It needs to articulate to individuals what they get out of it.</p> <p>Consider separating out patients/carers from the public. Consider how we can use members of the public as ambassadors. Action: Review at July Secretariat meeting</p> <p>Minimum investment – take out reference to spend on research and double the figures</p> <p>Nutrition Society The Collaboration was offered 30 minute slot at the Nutrition Society's 1st Inaugural Nutrition and Cancer Networking Meeting. SAW will attend on the understanding that there will be sufficient interest for the meeting to go ahead.</p> <p>BRC Oncology Follow up SA is leading on immunotherapy work CS is leading on prehabilitation stream A small working group will be formed to make sure ideas from workshop align with what Royal Marsden want to do. Action: Invite Mark Hull to group</p> <p>NCRI meeting A 2hr meeting room is available on Tuesday 5th November at the NCRI conference for the Collaboration. This will involve work stream leads and key work stream members.</p> | All | 22/7/19 |
| | <p>BRC Oncology Follow up SA is leading on immunotherapy work CS is leading on prehabilitation stream A small working group will be formed to make sure ideas from workshop align with what Royal Marsden want to do. Action: Invite Mark Hull to group</p> <p>NCRI meeting A 2hr meeting room is available on Tuesday 5th November at the NCRI conference for the Collaboration. This will involve work stream leads and key work stream members.</p> | SA | 12/7/19 |
| 7. Comms | <p>If we are to promote the Collaboration, we need a sense of how we wish to promote the Collaboration and what mechanisms might be open to us. As NOCRI/NIHR does not have the capacity to support us with comms, we need to explore what support might be available through the University of Southampton or the Trust. Action: Revisit at the July Secretariat</p> | All | 22/7/19 |
| 8. Patient reference panel | <p>Comments have not yet been received on the updated Terms of Reference. Approve final version at July Secretariat. When we invite a member to contribute, we will make it clear in advance what payments will be available</p> | | |
| 9. Steering Committee | <p>The issue of defining the Steering Committee needs to be kept on the agenda. Clarity is required on the functions of a Steering Committee/Stakeholder</p> | | |

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| | Committee/Executive Committee and which structure would serve our purpose. | | |
| 10. Work stream updates | <p>The Pan London Research Fellowship application on decision making to start or stop artificial nutrition at the end of life was successful. Consider comms and how the Collaboration's role will be made clear. Action: Confirm whether the Alliance or Royal Marsden will lead on a press release</p> <p>For letters of support for new grant applications, further consideration needs to be made on what we say about a study if there is no financial gain for the Collaboration resulting from a successful application. All applications which have benefitted from the Collaboration in the development stage need to enable the Collaboration.</p> | <p>FD</p> <p>All</p> | <p>5/7/19</p> <p>22/7/19</p> |

Next meeting: 22nd July 2019