

**NIHR Cancer and Nutrition Collaboration Secretariat meeting – minutes and actions**

**Monday 22<sup>nd</sup> July 2019 10am-12pm**

**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, Steve Wootton (SAW)

Agenda item	Notes	Person responsible	Required by
1. Welcome and apologies	The Chair welcomed everyone to the meeting. No apologies were given.		
2. Minutes of last meeting	<p>The minutes of the last meeting were approved. <b>Action:</b> Upload to website</p> <p><b>Review of actions</b> <b>Wellcome Trust Comms</b> This is in progress, SAW to give details of WT comms contact to FD</p> <p><b>BSNA</b> SAW and LA aim to meet BSNA before 14<sup>th</sup> August. BSNA now have sufficient instruction within their organisation to proceed with meeting us.</p> <p><b>BRC Oncology TRC</b> <b>Action:</b> LA to circulate updated TRC proposal</p> <p><b>Teleconference for manuscript core group</b> <b>Action:</b> SA to provide availability, FD to circulate doodle poll</p> <p><b>UKCRF conference</b> SAW held a session on behalf of the Collaboration on 27<sup>th</sup> June. There was good attendance to the session and the group were keen to work with us to receive support in cancer and nutrition research and to build capacity. The session was specifically about using BIA and quality assurance/standardising measurements. The Collaboration has a list of those that attended the session, along with those that responded positively to the survey. Jennifer Allison has been designated to work with SAW about how the CRF centres would like to engage. Southampton CRF is interested in taking a lead among CRFs to provide a base for training. Nottingham CRF is interested in setting up a midlands hub Enthusiastic individuals could become champions within their own centre.</p>	<p>FD</p> <p>SAW/FD</p> <p>SAW/LA</p> <p>LA</p> <p>SA/FD</p>	<p>26/7/19</p> <p>2/8/2019</p> <p>14/8/2019</p> <p>2/8/2019</p> <p>2/8/19</p>

	<p><b>Action:</b> LA to filter which CRFs have ongoing studies in cancer and nutrition through the annual reports</p>	LA	9/8/19
	<p><b>Nutridart</b> FD circulated information on Nutridart to Collaboration members to invite interest. Zoe has now developed a prototype and will be demonstrating it to EDGE (James Batchelor)</p>		
	<p><b>Minervation</b> There were no updates at this time. The current priority is to secure the £14k out of the NOCRI budget to support Phase I of the project.</p>		
	<p><b>Action:</b> Review at September Secretariat meeting.</p>	LA	25/9/19
	<p><b>International Collaboration</b> Feedback from the unsuccessful MRC application will be provided in around 2 weeks. <b>Action:</b> Circulate when received</p>	SAW	9/8/2019
	<p><b>Membership</b> <b>Action:</b> All Secretariat members to provide edits Consider whether ‘Supporters’ ought to be separate from members.</p>	All	2/8/19
	<p><b>Nutrition Society</b> The Nutrition Society held its first nutrition and cancer networking meeting, organised by Bernard Corfe and James Thorne. 41 people were in attendance. SAW presented about the Collaboration and made a call to the nutritional scientists to actively engage in the Collaboration’s research work streams. JT is writing a blog about the event and will put out a call for members to join us formally. After summer, arrange to speak with Mark Hollingsworth about how we are working with the Nutrition Society. Alessandro Laviano gave a presentation at this meeting, he is an oncologist in Italy that has an interest in nutrition. He is keen to engage with the International Collaboration.</p>		
	<p><b>Action:</b> Make an agenda item for Secretariat meeting in September</p>	FD	13/9/2019
	<p><b>Action:</b> SAW to send details of Alessandro Laviano to RM. Keen to engage.</p>	SAW	2/8/3019
	<p><b>BRC oncology follow up</b> SA proposed holding a meeting in autumn as follow-up to the BRC Oncology meeting, perhaps held at the</p>		

	<p>NCRI conference. SA is trying to put James Thorne and James Larkin in touch with each other.</p> <p><b>Action:</b> set up meeting in autumn</p>	SA/FD	25/9/2019
	<p><b>Action:</b> Monetising applications – put on September agenda under Finance</p>	FD	13/9/2019
3. Matters arising	<p><b>Manuscript</b>  MJW has gone through survey to identify which survey questions are from each work stream. The allocation is clear, apart from Q 10, which might have been identified by both work streams.  It was allocated to the Toolkit work stream.</p> <p><b>Action:</b> Send question division to core groups  <b>Action:</b> Secure BMC/TW agreement to split by email before engaging others in a teleconference.  <b>Action:</b> Set up conversation between SA and TW as follow up and SA/JM</p> <p><b>NCRI engagement</b>  SA has been appointed as 1 of 2 co-chairs in the new NCRI Studies Group. The other co-chair is Professor Galina Velikova.  The group is now appointing work stream leads and members of work streams. It will be the largest group within NCRI. It is anticipated that the group will be formally launched at the NCRI conference, and they hope to have its first trials meeting in December.  Director Nicola Keat is happy for Collaboration to be represented in the group; most likely by having a place on the executive group. The Collaboration will need to identify someone to be a member of the executive group. Agreement for this will also need to come from GV.</p> <p><b>NCRI 2 hour meeting</b>  <b>Action:</b> Remind the work stream leads about the potential of a meeting at the NCRI conference – would Monday be more suitable for them?</p> <p><b>FFACT</b>  FFACT was successfully launched at the World Prehabilitation Congress.  The Collaboration is awaiting a box of reports from Macmillan for distribution to our contacts.  Manuscripts from the rapid review are now in preparation. The intention is to have the review published as a series.  There is an action plan included in the report but there is not yet a plan to put this into place.  Macmillan will take forward workforce the aspects.</p>	<p>SA  SA  FD</p> <p>FD</p>	<p>2/8/19  2/8/19  2/8/19</p> <p>2/8/19</p>

	<p>The group needs to get agreement on who can lead on different aspects of the clinical service. It might be taken forward within NHS Pathways to incorporate into the NHS.</p> <p>MG to lead research base report with SAW, AAJ and SA supporting. SA will be the connection to get research questions embedded within NCRI structure.</p> <p>Claire Kidgell leads the commissioned calls within NIHR. LA is speaking to her about how we can help influence topics for future funding calls. LA to ensure SA is copied into these emails.</p> <p>It is important to be clear on where there is likely to be a difference in opinion on the advice going to policymakers. If mixed messages are received, no change will happen until they have been clarified.</p> <p>The Collaboration's responsibility is to offer a commentary or training opportunity on the prehabilitation agenda in the context of research, including both biological and implementation aspects. This will include resources or support which offers information about providing prehabilitation services.  <b>Action:</b> Set out all ongoing activities with FFACT and the Collaboration's interests, what they should achieve and who is leading. Review in September  <b>Action:</b> Resolve what the acronym FFACT actually stands for, as several alternatives are used</p> <p><b>Action:</b> Get update from Clare Shaw about plans for taking forward prehabilitation with the BRCs.</p> <p><b>PPI Reference Panel Terms of Reference</b>  This action is unresolved as LT's edits have not been received.</p>	<p>LA</p> <p>SAW</p> <p>All</p> <p>FD</p>	<p>25/9/19</p> <p>9/8/19</p> <p>23/9/18</p> <p>2/8/19</p>
4. Manifesto	<p>The manifesto is now signed off to be published subject to removing the funding sums.  <b>Action:</b> Upload to website  <b>Action:</b> Look into keeping URLs the same when updating the document  This item no longer needs to be a standing item on the Secretariat agenda.</p>		
5. Stakeholder engagement	<p><b>Code of conduct</b>  <b>Action:</b> Secretariat to provide any edits by 5<sup>th</sup> August</p> <p><b>Getting money out of charities</b>  NOCRI will help coordinate approaches for charity investment. Macmillan needs to be approached first for this.</p>	<p>All</p> <p>LA</p>	<p>5/8/19</p> <p>23/9/19</p>

	<p>SAW to approach Pelican Trust, Bowel Cancer UK, Wellcome Trust and Prostate Cancer UK Breast Cancer Now to be approached via Ellen Copson</p> <p>The charities will be approached in order to raise the profile of the research priorities to discuss supporting the Collaboration as an entity in its own right.</p>	<p>SAW</p> <p>EC</p> <p>LA/SAW</p>	<p>23/9/19</p> <p>23/9/19</p>
6. International Collaboration	<p>RM has continued making contact with stakeholders and is collecting information on their activities and interests. IUNS conducted a survey within the nutrition community and reported a positive response.</p> <p>RM and FD are working together to create a page for the International Collaboration on the website.</p> <p><b>Action:</b> Logo to be created for the Collaboration, perhaps using the theme of the new NIHR logo (without reference to NIHR) <b>Action:</b> The name of the International Collaboration needs to be formalised</p> <p>SAW will be speaking at a meeting in Jamaica in September. AAJ met colleagues in Nigeria last week. The group is looking to plan an international meeting to take place next year The group will be raising the profile of breast cancer in women of African ancestry. This is an important area and is acting as one example to move forward the group working together.</p> <p>Consideration to be given to the nature of NIHR's formal status with the International Collaboration. <b>Action:</b> LA to take back to NIHR but needs a formal proposal <b>Action:</b> RM to draft proposal outlining how it fits into funding programmes, research mapping, and the nutrition agenda and how it will further NIHR's global interests.</p>	<p>IC group</p> <p>IC group</p> <p>LA</p> <p>RM</p>	<p>4/9/19</p> <p>4/9/19</p> <p>31/8/19</p> <p>31/8/19</p>
7. Comms	<p>Given the lack of resource for a full time communications manager, the newsletter is currently the main comms activity the Collaboration can produce with current resource. This will be more flexible at 2-3 times a year, depending on what news there is to announce, instead of quarterly.</p> <p>A new communications manager is starting at NOCRI soon. LA will ensure they have responsibility for the Collaboration's comms from the beginning so that it is incorporated into their work plan.</p>		

	<p><b>Action:</b> Secretariat to comment on summer newsletter content</p> <p>SAW presented at the Nutrition Society networking meeting. This presentation was well received and will be turned into a webinar.</p> <p><b>Action:</b> FD/SAW to arrange webinar/Panopto recording</p> <p><b>Hashtags on twitter</b> #nihrrresearch #nihrindustry #cancerandnutrition to be used when tweeting about the Collaboration.</p> <p><b>Population Health statement</b> The population health work stream wanted to provide a statement about using non-stigmatising messages in health promotion campaigns. Whilst the Secretariat did not disagree with the statement, it is not within the Collaboration's remit to advocate. The Collaboration would need to develop a mechanism to come to agreement on judgement calls.</p> <p><b>Action:</b> Liaise further with Population Health work stream about what statements can be put out on behalf of the group.</p>	All	2/9/19
		FD/SAW	23/9/19
		FD/MJW	2/8/19
8. Work stream updates	<p><b>CTYA meeting</b> The most recent meeting was held on 17<sup>th</sup> July. The group is progressing well to define its programme of work. Identified likely programme of work:</p> <ol style="list-style-type: none"> <li>1. Nutritional wellbeing before and after treatment</li> <li>2. Extent to which poor nutrition impacts upon response to treatment</li> <li>3. Mechanisms</li> </ol> <p>A stakeholder meeting is being held on October 4<sup>th</sup>. The suggestion was made that member Dan Stark should formally represent the CTYA work stream and CSG and the meeting.</p> <p><b>Lay summaries for website</b> FD requested lay summaries of each work stream for use on the website. A summary was received from the CTYA and Molecular Mechanisms groups. MJW has edited summary from JT. Other Secretariat to provide further comment to ensure it is suitable for lay readers</p> <p><b>Action:</b> FD to circulate tracked changes for further comment</p>		
		FD	2/8/19

Next meeting: 23<sup>rd</sup> September