

NIHR Cancer and Nutrition Collaboration Secretariat meeting – minutes and actions
Monday 23rd September 2019 11am-1pm

Present: Sam Ahmedzai (SA) - *by phone*, Lucy Allen (LA), Fiona Davey (FD) – *by phone*, Josune Olza Meneses (JOM), Nancy Ranlall (NR), Martin Wiseman (MJW), Steve Wootton (SAW)

Apologies: Alan Jackson (AAJ), Rachel Marklew (RM)

Agenda item	Notes	Person responsible	Required by
1. Welcome and apologies	The Chair welcomed everyone to the meeting. Apologies were given by Alan Jackson (AAJ), and Rachel Marklew (RM).		
2. Minutes of last meeting	<p>The minutes of the last meeting have a typo which needs to be corrected before upload to the website. (Page 3 under NCRI engagement, should read ‘SA has been appointed’, not ‘appointment’.</p> <p>Action: Correct Typo and upload to website</p> <p>BSNA SAW has not met with BSNA yet but met with MNI who are affiliated to BSNA. SAW mentioned that Becky White (Baxters) wants to meet in October.</p> <p>Action: Meeting date to be set</p> <p>BRC Oncology TRC LA to send to the group the updated Terms of Reference for the Oncology TRC. The BRCs are to part-fund a manager for the TRC. SAW gave an update on meeting with some of the team at The Christie CRF (who are part of the BRC in Manchester).</p> <p>Action: LA to circulate updated Oncology TRC proposal. Action: SAW to provide SA with contact name at The Christie.</p> <p>UKCRF Conference SAW met with Jennifer Allison, from the discussion Southampton CRF seem keen on hosting training activities, and are actively reviewing their programmes</p> <p>Action: SAW to report back on progress at the next meeting.</p> <p>International Collaboration SAW discussed breast cancer in women of African ancestry</p>	<p>FD</p> <p>SAW</p> <p>LA SAW</p> <p>SAW</p>	<p>7/10/19</p> <p>11/10/19</p> <p>7/10/19 11/10/19</p> <p>21/10/19</p>

	<p>study, more information needed. SAW met with Dingle Spence who is a palliative care lead in Jamaica. Dingle is interested in developing 3 main areas for the Caribbean region:</p> <ol style="list-style-type: none"> 1) Breast cancer 2) Prostate cancer 3) Colorectal cancer <p>MINERVATION Action: LA to follow-up regarding securing funding for Phase 1 of the Cancer Elf project with Minervation.</p> <p>BEYOND THE HORIZON Action: FD to contact Marie-Therese Landers team to request further detail on her background and ideas for her Beyond the Horizon submission.</p> <p>MERCK ENQUIRY Call to be set up with MERCK representation regarding supporting primary care health professionals to discuss obesity with patients. Action: Keep item on the agenda.</p> <p>LEEDS/ YORKSHIRE CANCER RESEARCH EVENT Leeds CTU and Yorkshire Cancer Research are hosting an event to help researchers develop grant applications on prehabilitation. Clare Shaw will be attending the event on behalf of the Collaboration. FD will publicise to other Collaboration members. Action: SA to make contact with Leeds and Yorkshire Cancer Research to ask whether the Collaboration could have a 10-minute slot on the agenda.</p>	<p>LA</p> <p>FD</p> <p>FD</p> <p>SA</p>	<p>7/10/19</p> <p>11/10/19</p> <p>7/10/19</p> <p>11/10/19</p>
3. Membership	<p>WORKING WITH SOUTHAMPTON HOSPITAL CHARITY SAW and FD previously met with the Director and Finance Director of Southampton Hospital Charity. The Charity is keen to help us raise money for specific projects and can also provide a mechanism for the public to contribute on membership sign up. In November the Southampton Hospital Charity website will be updated to include a way of specifying where a donation should be directed. The public launch of the Collaboration's membership will be launched when this feature is ready.</p>		

	<p>A template has been provided to apply for fund raising for specific projects. Action: SAW to populate template.</p> <p>SIGNATORIES Between 2-6 signatories are required for the account. SAW, FD, MJW and SA will be signatories for the account.</p> <p>In order to facilitate membership sign-ups on the website, a new sign-up form will be required, as well links to donate via the charity. A quote of around £500 has been received for these website changes, which SAW approved.</p>	SAW	18/10/19
4. Finance	<p>SOUTHAMPTON HOSPITAL CHARITY PROJECT Action: SAW to send re-worded document back to Fiona.</p>	SAW	18/10/19
5. Stakeholder Engagement	<p>NUTRITION SOCIETY RELATIONSHIP SAW to meet with the new President of the Nutrition Society regarding their relationship with the Collaboration. The Nutrition Society is about to form the Academy of Nutritional Sciences together with the Association for Nutrition, the British Dietetic Association and the British Nutrition Foundation and as a collective group they could work closely with the Collaboration.</p> <p>Action: SAW to send details and follow up. Action: FD to ask Bernard Corfe for his perspective view, as the current Nutrition Society representative Action: FD to add topic to Steering Committee agenda Action: SA to follow up with James Thorne & James Larkin</p>	SAW FD FD SA	21/10/19 11/10/19 11/10/19 21/10/19
6. FFACT	<p>FOLLOW UP FFACT acronym – Fit For Cancer Treatment. MJW suggested using the acronym FACT instead of FFACT going forward.</p> <p>Action: SAW to follow up and produce feedback in October meeting.</p> <p>Action: SAW & SA to draft document on how the prehabilitation report will be taken forward within the Collaboration Action: FD to follow up with Clare Shaw about prehab in BRCs Action: FD to send out code of conduct, all Secretariat members to provide feedback</p>	SAW SAW & SA FD FD	21/10/19 21/10 /19 11/10/19 8/10 /19
7. International Collaboration	<p>Proposal for NIHR Action: RM to draft a letter to put forward to the NIHR.</p> <p>Action: SAW to prepare formal request for International group to collaborate with the NIHR.</p>	RM SAW	18/11/19 18/11/19
8. Steering Committee	<p>NOVEMBER MEETING AGENDA The November Steering Committee is being held during the NCRI conference.</p>		

	<p>Action: Everyone to offer comments on November agenda to FD.</p> <p>Action: SAW to annotate the agenda so that there are clear outcomes for each heading.</p> <p>Action: SA to organise a conference dinner, FD to email conference attendees about the conference dinner.</p> <p>FUTURE STEERING COMMITTEE Further progression is required on ensuring that the Collaboration's committees meet its needs. SA suggested that the Steering Committee could become the Executive Committee. Work stream leads would still have a place on this committee.</p> <p>The Steering Committee agenda item on the committee will now include a vote on the new functions of the committees.</p> <p>Action: SA & MJW to write a short paper outlining the changes in committee structure</p>	<p>All</p> <p>SAW</p> <p>SA & FD</p> <p>SA & MJW</p>	<p>11/10/19</p> <p>26/10/19</p> <p>19/10/19</p> <p>17/10/19</p>
9. NCRI	<p>CONFERENCE PLAN FOR CROSS WORK STREAM MEETING SA has secured 3 hours for the Collaboration to hold meetings on the Monday morning of the conference. The Population Health group will use the first 90 minutes, and the second 90 minutes will be allocated for a cross-work stream meeting. This could be opened up to non-members if there is space. Action: SA to draft outline of objectives of cross-work stream meeting Action: FD to send invites to work stream members</p> <p>PROMOTING THE COLLABORATION Action: SA to contact Nicola Keat regarding emails to be sent to delegates to promote the Collaboration and its meeting</p> <p>LWBC CSG A formal presence is needed in the new NCRI LWBC group but there will not be</p>	<p>SA</p> <p>FD</p> <p>SA</p>	<p>14/10/19</p> <p>16/10/19</p> <p>18/10/19</p>
10. Work stream updates	<p>PPI The PPI terms of reference document was circulated with edits from LT. The edits need to be reviewed and agreed. Terms specific to the Lead PPI role will be put in a separate document. The term regarding length of office will not be implemented unless the other work streams have a similar arrangement.</p> <p>CTYA The Wellcome Trust CTYA stakeholder meeting will take place on 4th October. A 6 month report has been submitted to the Wellcome Trust.</p>	<p>FD</p>	<p>14/10/19</p>

	<p>Action: SAW to feed back at next Secretariat meeting.</p> <p>MOLECULAR MECHANISMS This work stream has proposed a training plan to share expertise between centres. The idea was approved in principle, but it needs to be aligned with other training plans within the Collaboration, such as BIA training delivered by Southampton CRF. The training and delivery costs are to be recovered by charging people to attend the training event.</p> <p>POPULATION HEALTH The first paper on weight control for primary cancer prevention was rejected by the Lancet, but it will be resubmitted to Lancet Oncology and/or BMJ. The second paper on secondary prevention is making good progress.</p> <p>TOOLKIT & PROFESSIONALS SA has not received feedback from the Toolkit manuscript sub-group. The manuscripts are to be submitted back to back. SAW needs clarity on the statistics, and needs to have a clear sense of the questions to be answered. These papers should be submitted by the end of the year.</p>	SAW	21/10/19
11. AOB	<p>LA announced that she will be leaving her current post as Head of Collaborations at the NIHR, to take up a post with the Cystic Fibrosis Trust on 4 November 2019.</p> <p>Both MJW and SAW thanked LA profusely on behalf of the team for her efforts from the beginning of the Collaboration, and wished her success in her new role.</p>		

Next meeting: Monday 21st October