

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

**Monday 21<sup>st</sup> October, 11am-1pm**

**Present:** Sam Ahmedzai (SA), Fiona Davey (FD), Martin Wiseman (MJW)

**Apologies:** Lucy Allen (LA), Alan Jackson (AAJ), Rachel Marklew (RM) Josune Olza Meneses, Steve Wootton (SAW)

Agenda item	Notes	Person responsible	Required by
1. Welcome and apologies	<p>The Chair welcomed everyone to the meeting and noted apologies.</p> <p>The question was raised of whether there is a formal quorum for Secretariat meetings, but it was decided to progress with the meeting as planned.</p> <p>LA had her last working day at NOCRI and is currently on annual leave. <b>Action:</b> FD to check who is LA replacement at NOCRI</p>	FD	25/10/19
2. Minutes of last meeting	<p><b>Outstanding actions:</b></p> <p>Email MTL regarding the Beyond the Horizon proposal</p> <p>Leeds/YCR Prehabilitation workshop SA has contacted Michelle Collinson regarding the Collaboration having a presence at the event. They will not be able to confirm this until final numbers are received for the workshop. If the Collaboration cannot send someone to speak at the workshop, we can ask someone attending as a researcher to provide a short report of the outcomes of the workshop (i.e. LM/RB)</p> <p>MC Is a medical statistician and could be invited as a work stream member, as we have no statistical expertise presently. <b>Action:</b> Invite MC to cross work stream meeting</p> <p><b>Nutrition Society</b> A new president has been elected for the Nutrition Society, Prof Julie Lovegrove. SAW to meet to discuss ongoing work with the Nutrition Society. <b>Action:</b> FD to arrange meeting</p> <p><b>Manuscript</b> The Secretariat confirmed that there are no further constraints to JM and FM submitting manuscript on behalf of the Professionals' work stream. The ties to the other manuscript should</p>	<p>FD</p> <p>FD</p> <p>FD</p>	<p>23/10/19</p> <p>23/10/19</p> <p>25/10/19</p>

	<p>be loosened to prevent further delay. <b>Action:</b> FD to inform JM/FM.</p> <p><b>Action:</b> FD to receive clarification from BMC regarding grant application submitted on the Toolkit without having been run past the Collaboration</p> <p>SA has been in touch with James Larkin, who will be the main point of contact regarding immunotherapy at the Royal Marsden.</p> <p>SA noted that he felt it was appropriate to respond to the BMJ editorial on prehabilitation and the burden it placed on patients. Macmillan formally responded as a comment, which was published in the BMJ. A viewpoint was suggested to highlight the research gaps. <b>Action:</b> SA to take the lead on writing a viewpoint for the BMJ.</p> <p>NCRI LWBC group A mechanism is required for keeping nutrition on the broader agenda of NCRI beyond SA's term as co-chair of the LWBC group.</p> <p>Cross-work stream meeting at NCRI A meeting will be held on 4/11/19 during the NCRI conference, to facilitate co-working between the work streams. Any spare spaces could be extended to other delegates. <b>Action:</b> FD to contact Nicole Leida to arrange invitations.</p>	<p>FD</p> <p>FD</p> <p>SA</p> <p>FD</p>	<p>25/10/19</p> <p>25/10/19</p> <p>18/11/19</p> <p>21/11/19</p>
3. Matters arising	<p>Meeting with MNI - keep on agenda</p> <p>A phone call with a representative from MERCK has been scheduled for 6<sup>th</sup> November with FD and SAW.</p> <p>SC agenda SAW/FD to provide annotations on the intended outcomes of each item</p> <p>NIHR prehabilitation funding plans – pick up with LA's replacement</p>	<p>SAW/FD</p> <p>FD</p>	<p>28/10/19</p> <p>18/11/19</p>
4. Committee structure	<p>SA prepared a document outlining the changes to the committees. The principles of this will be outlined at the SC meeting in November by SA, but the full paper will not be presented until the first meeting of 2020. AAJ's role was defined as 'senior advisor' to both the SC and Secretariat.</p> <p>It was confirmed that WCRF is the only charity that has an interest which is congruent with the Collaboration's, and it was important to keep</p>		

	<p>representation on the SC in their own right. <i>Note: MJW has an interest in this matter as he is a consultant for WCRF.</i></p> <p><b>Action:</b> MJW will make edits to document and it will be brought to the next Secretariat Governance to be included into the responsibilities of SC</p>	MJW	25/10/19
5. Membership	<p>An action plan of key tasks before the membership can be launched was presented. It is anticipated that this will be launched in November, when the Southampton Hospital Charity's website has included a function to specify the target department of a donation.</p> <p>The membership will be launched in a newsletter. Also consider other publicity opportunities such as presenters at NCRI (MH, AA, BL)</p> <p><b>Action:</b> On the website, draft a brief synopsis of the membership categories and include a link to the full membership document.</p> <p><b>Code of conduct</b> SA has comments and will provide to FD. The limits on 'speaking on behalf of' – for each topic. This is relevant to both individuals and organisations.</p> <p>It was suggested that the Collaboration should seek a legal check on the membership document. Southampton Hospital Charity might be able to help with this. <b>Action:</b> FD to explore.</p>	FD  SA  FD	31/10/19  25/10/19  1/11/19
6. NCRI cross-work stream meeting	<p>The presence of the PPI group at the meeting is currently uncertain, despite the Collaboration providing support for LT to attend the conference. <b>Action:</b> FD to explore further.</p> <p>The meeting will provide an opportunity for the work streams to identify projects that can work across groups. Training opportunities will be a feature of this.</p> <p><b>Action:</b> Agenda for the meeting to be circulated and attendees to be finalised</p>	FD	25/10/19
7. Finance	Not discussed		
8. Southampton Hospital Charity	Outstanding action for next Secretariat: Draft proposal of projects to be included in fundraising with SHC	SAW	18/11/19
9. Minervation	Confirmation was received that NOCRI will		

	<p>financially support Phase I of the work with Minervation. Clarity is required on NOCRI's role going forward given LA's departure from NOCRI. The Collaboration also needs to ensure that it remains a 'Collaboration' activity. <b>Action:</b> FD to get in touch with NOCRI to set up meeting.</p>	FD	25/10/19
10. International Collaboration	<p>It is important that the relationships become clearer between the task force member groups. Clarity is required on the responsibility of writing a letter to the NIHR.</p>		
11. Work stream updates	<p><b>Profs w/s leadership</b> JM recently expressed the need to reconsider who will be best suited to lead the Professionals work stream going forwards. As the work streams were set up to be 'task and finish groups', the work streams can be reconsidered once the management structure is secure. <b>Action:</b> Ask JM to remain leading the work stream until the transition of the SC, and the whole structure of all the work streams can be reviewed.</p> <p><b>LWBC</b> The LWBC group has a teleconference scheduled for 29<sup>th</sup> October and another in December. It has a new member – Dr Iain Phillips, Edinburgh.</p> <p><b>Molecular mechanisms group</b> This group has 2 new members – Dr Kirsten Brandt, Newcastle University, and Michele Petruzelli, University of Cambridge.</p>	FD	25/10/19
12. AOB	<p>SC dates for 2020 need to be arranged. Considering the timing of the November meeting, the next meeting will be in late February 2020 3 meetings per year instead of 4 meetings per year will be proposed.</p>		