

NIHR Cancer and Nutrition Collaboration Secretariat meeting – minutes and actions

Monday 18th November 2019, 10-12pm

Invitees: Sam Ahmedzai (SA), David Baghurst (DB), Fiona Davey (FD), Alan Jackson (AAJ), Rachel Marklew (RM), Josune Olza Meneses (JOM), Martin Wiseman (MJW) - Chair, Steve Wootton (SAW)

Agenda item	Notes	Person responsible	Required by
1. Welcome and apologies	The Chair welcomed everyone to the meeting.		
2. Minutes of last meeting	<p>The minutes of the last meeting were signed off. Action: Upload to website</p> <p>Manuscript SA suggested a meeting with BMC to resolve any further issues regarding the manuscript, to involve SA, SAW or MJW, FD and BMC.</p> <p>Nutrition Society Another, separate, formal meeting also needs to be set up with the Nutrition Society (President and CEO). It was noted that the Collaboration has a multi-faceted relationship with the Nutrition Society, for instance as they are involved with the international work in Africa.</p> <p>Submission to YCR The Secretariat discussed the process for developing proposals based on discussions generated by the Collaboration, following the submission of a proposal about the Toolkit to YCR that had not been seen by the Collaboration. Details were still awaited about the submission but it was agreed that activities from any work stream which generate IP should not then be used without acknowledgement and prior approval from the Collaboration Action: Ensure these principles are clear in the code of conduct</p> <p>NCRI engagement Not all work streams have previously received guidance about how to engage with NCRI. Action: SA to provide wording/guidance about how to engage with NCRI for input into grant applications</p> <p>Prehabilitation editorial</p>	<p>FD</p> <p>FD/MJW</p> <p>SA</p>	<p>20/11/19</p> <p>6/12/19</p> <p>16/12/19</p>

	<p>Writing a reply in the form of an opinion/position piece to the prehabilitation editorial in the BMJ is an outstanding action for SA.</p> <p>It needs to make clear that we wish to take forward the research agenda and implementation research agenda</p> <p>The research agenda needs to be agreed between the Collaboration, RCoA and RCS in order to take it forwards. Dileep Lobo (Nottingham) is the RCS representative on FACT.</p> <p>Any BMJ piece would come out as a secondary outcome on the research agenda for prehabilitation</p> <p>NIHR is responsible for ensuring that the resources for the improvement in delivery of services is used in the best way</p> <p>It was reported that NETSCC are conducting an internal review with the view to putting out a commissioned call on the topic.</p> <p>Professionals work stream JM has agreed to continue lead the Profs w/s until the transition to the new committee structure.</p>		
3. Matters arising	<p>Legal review of membership document As the Collaboration is encouraging donations to support our costs via the Southampton Hospital Charity, it was recommended to gain legal consultation on our membership offer. JOM suggested asking a contracts officer for advice of whom in the UHSFT to speak to about this. Karen Underwood might also be able to provide guidance.</p> <p>Merck Merck, in association with Glasgow CCG, Glasgow Caledonian University and Janssen, developed a platform to help healthcare professionals introduce conversations on weight management with T2D patients. They approached us via Annie Anderson to explore opportunities for use in the Oncology setting. Using the resource to encourage discuss of weight management in the follow-up clinics in secondary prevention of breast cancer could be an appropriate pilot study for application in oncology settings. Formal guidelines are included in the T2D version, and the WCRF guidelines could be</p>		

	<p>included in an oncology-specific resource. VC is currently exploring what resources are available to develop the platform further.</p> <p>Leeds/YCR prehabilitation event This event is taking place on 28th November. FD is exploring whether an existing member can give a presentation on behalf of the Collaboration. Action: Ensure handouts are sent up</p> <p>Training The plan for training is in progress. Work stream leads have been asked to submit training needs for the groups. JT queried who should be leading it. He should work with the Professionals work stream but is not constrained in continuing present activities.</p> <p>PPI ToR Further work needs to be done to agree the final ToR.</p>		
4. NOCRI	<p><i>DB joined the call.</i></p> <p>Kate Holmes will be replacing LA in January. She is currently Assistant Director of Research at the Stroke Association. DB is Director of Research Programmes at CCF and is General Manager of NOCRI. A part of his role is planning the new Dissemination Centre, which will be taken over from April 2020..</p> <p>When LA left, the Collaboration was unclear about the nature of NOCRI's commitments or expectations from the Collaboration</p> <p>NOCRI was in previous discussion with Minervation about putting a pilot resource together, but currently no commitment has been made. A possible funding stream is available. It can be considered whether the new Dissemination centre could also provide a platform for disseminating information to patients. Presently the audience is currently for researchers, clinicians and policy makers, but sub-gateways can be created. DB confirmed that it was intended the Dissemination Centre should have a global dimension.</p> <p>Action: SAW to put together outline agenda for call with DB on 27th November</p> <p>Also engage with DB regarding the research</p>	SAW	25/11/19

	portfolio of NIHR.		
5. Collaboration structure	<p>SA and MJW produced a draft of how the committees could be reconfigured and it now formally comes to this group for comment. AAJ fed back that the document does not adequately capture the history of the development of the collaboration or the central importance of meeting patients' needs, nor assign responsibility for securing funding for the Collaboration:</p> <p>Action: MJW to amend document</p> <p>Action: Any further comments by next Secretariat and then to be signed off at the December Secretariat.</p> <p>Action: Ensure UHSFT is worded correctly</p>	<p>MJW</p> <p>All</p> <p>FD</p>	<p>29/11/19</p> <p>9/12/19</p> <p>9/12/19</p>
6. Southampton Hospital Charity	<p>MJW will write a first draft of the form for project funding through SHC this week.</p> <p>Action: Share template across w/s leads and encourage them to apply for funding</p>	<p>FD</p>	<p>29/11/19</p>
7. NCRI	<p>NCRI is keen to co-host a conference on nutrition in 2020.</p> <p>Action: Before Christmas – submit to Mariano Kalfors an outline of what the conference ought to include.</p> <p>Action: FD to organise call for SA and SAW</p>	<p>SA/SAW</p> <p>FD</p>	<p>11/12/2019</p> <p>29/11/2019</p>
8. Finance	<p>It would be useful to obtain 'quotable quotes' from members who have received support about how they have used the Collaboration and how they benefitted. These can be used on the website.</p> <p>FD's contract was scheduled to expire at the end of the month It was difficult to get clarity on the funds as the statement issued from Finance was unclear. It has temporarily been extended for 3 months pending securing further funding.</p> <p>The Secretariat formally thanked FD on behalf of the Collaboration for her continued diligence and forbearance under difficult circumstances.</p>		
9. Agreement for supporting research	<p>The 'principles for supporting research' document will ensure that members do not use the Collaboration's name inappropriately. It is to be signed off at the next Secretariat. It requires a new name.</p> <p>Suggested title of document – Guidance for obtaining support and formal acknowledgement for your research/engaging with the Collaboration</p> <p>Action: Review title</p>	<p>All</p>	<p>16/12/19</p>

10. FACT	No updates were given.		
11. International Collaboration	<p>The International Task Force now has the acronym ICONIC</p> <p>This year has focused on raising awareness and is now moving towards getting activities going.</p> <p>The group has been establishing relationships with stakeholders, and also working on how they work with the CTYA group.</p> <p>It was previously reported that a submission on CTYA work would be made for the World Cancer Congress, but this was unable to be completed in time.</p> <p>The group is currently focusing on an application on nutrition and breast cancer with women of African ancestry in LMIC.</p> <p>ICONIC now has an active twitter account and a dedicated page on the Collaboration website.</p> <p>A letter was previously requested to outline how the taskforce might formalise its relationship with the NIHR Cancer and Nutrition Collaboration. SAW is writing a letter on behalf of SA to be sent to ICONIC.</p> <p>A call for funding from the global collaboration chronic diseases in relation to cancer is open. The deadline is 30th April. Depending on who is leading it, the group will submit something focusing on CTYA (if led by Canada) or breast cancer with women of African ancestry (if led by USA), or prehabilitation if led by the UK.</p> <p>Funding for RM's time will finish towards the end of this year, and it is anticipated that it should be able to continue for another year.</p> <p>AAJ formally thanked RM on behalf of ICONIC for her continued hard work despite difficult circumstances.</p>	SAW/SA	25/11/19
AOB	<p>Kate Allen previously proposed work with WCRF's Dutch website. This is both content and a platform and could have mutual benefit for the work with NOCRI.</p> <p>Action: Invite KA to meeting on 27/11</p>	FD	22/11/19