

NIHR Cancer and Nutrition Collaboration Secretariat meeting – minutes and actions

Thursday 23rd January 2020, 1-3pm

Attendees: Sam Ahmedzai (SA), David Baghurst (DB), Fiona Davey (FD), Kate Holmes (KH), Alan Jackson (AAJ), Martin Wiseman (MJW) – Chair

Apologies: Rachel Marklew, Josune Olza Meneses, Steve Wootton

Agenda item	Notes	Person responsible	Required by
1. Welcome and apologies	<p>The Chair welcomed everyone to the meeting and noted apologies from SAW RM and JOM.</p> <p>KH was welcomed as the new Head of Collaborations at NOCRI.</p>		
2. Discussion with DHSC	<p>Louise Knowles, Acting Deputy Director and Head of Research Faculty, Infrastructure and Growth Identify at the Department of Health and Social Care joined the call to discuss the Collaboration’s proposed membership and crowdfunding programme.</p> <p>The membership programme was developed to identify those formally engaged, and to give those individuals or organisations the opportunity to financially support the Collaboration if they wish to do so.</p> <p>DHSC recognises the challenges we have faced in securing sustainable funding for the core costs. LK requested that we obtain confirmation from both Southampton Hospital Charity and UHS Medical Director or CEO that they are happy for us to proceed and use funds in this way.</p> <p>DHSC will respond formally in writing once this confirmation has been received.</p> <p>Industry DHSC is keen to encourage partnerships with life sciences/pharmaceutical industry. It reiterated its approval for NOCRI to steer us through any industry involvement and to ensure we are both meeting each other’s expectations. The Collaboration will continue to report to DHSC through NOCRI.</p> <p>Action: FD to obtain written approval from CEO of UHS and Director of SHC</p> <p>Action: FD to write statement to confirm reporting process of the Collaboration through NOCRI to DHSC.</p>	<p>FD</p> <p>FD</p>	<p>7/2/2020</p> <p>21/2/2020</p>

<p>3. Minutes of last meeting</p>	<p>Notes of the previous meeting were accepted as accurate. Action: upload to website</p> <p>No further comments were received on the Code of Conduct which members will agree to when signing up. This document is now finalised.</p> <p>NCRI principles of engagement - SA is waiting for his co-chair to finalise the document before it can be shared with us.</p> <p>ICONIC letter is outstanding Action: SAW to send letter to FD</p> <p>HSJ Awards Ceremony The Collaboration will be attending the HSJ Healthcare Partnerships Awards Ceremony on 27th February 2020. Action: Clarify who is expected to attend the ceremony.</p>	<p>FD</p> <p>SAW</p> <p>FD/SAW</p>	<p>28//2020</p> <p>29/1/2020</p> <p>7/2/2020</p>
<p>4. Matters arising</p>	<p>CRF training The last update received was that Southampton CRF had submitted a proposal on BIA training to UKCRF and was waiting to hear back. Action: Follow up with SAW/Jennifer Allison</p> <p>EME funding An NIHR EME funding call on 'mitigating the adverse effects of health and social care interventions' is currently open. FD has requested expressions of interest from the work streams and will arrange a teleconference for those interested.</p>	<p>FD/SAW</p> <p>FD</p>	<p>20/2/2020</p> <p>31/1/2020</p>
<p>5. Nutritional guidance resource</p>	<p>The project team for the nutrition guidance resource project reconvened by teleconference. There is a promising opportunity with the Dutch WCRF website but it requires some liaison between WCRF International and the Dutch WCRF charity. It has been agreed in principle that we would like to proceed with this option pending these agreements.</p> <p>The project group unanimously agreed that the proposal with Minervation was not suitable for our requirements and the Secretariat agreed to disengage with this option.</p> <p>The project group was not able to meet the first deadline for applying for NIHR Dissemination Centre inclusion but would</p>		

	<p>revisit this at the next opportunity.</p> <p>DB advised that some unspent money from the 2019-20 financial year might be available. Action: Apply for funding by mid-February</p> <p>Action: FD and KA will identify specific elements of the project which will require funding, specifying where this may vary depending on the process taken.</p>	<p>FD/project team</p> <p>FD/KA</p>	<p>21/2/2020</p> <p>14/2/2020</p>
6. Collaboration structure	<p>The document on restructuring the executive function still has some questions to be addressed but will be presented to the Steering Committee with them, for the committee to provide input. Action: FD to tidy up track changes</p> <p>Action: SA to draft a list of people/represented organisations that we wish to remain on the Steering Committee post-restructure and share between the Secretariat by email for review.</p>	<p>FD</p> <p>SA</p>	<p>7/2/2020</p> <p>14/2/2020</p>
7. Steering Committee meeting	<p>Action: Any comments on SC agenda to be sent to FD</p> <p>Action: Restructure agenda to drop Phase III plans, and make them into items Historically 'Phases' were in line with funding periods of BRCs but this might not be appropriate any more.</p>	<p>All</p> <p>FD</p>	<p>7/2/2020</p> <p>31/1/2020</p>
8. International collaboration	<p>ICONIC submitted an application for a session at the World Cancer Congress in Oman in October (20th-22nd) which was accepted. This session will focus on breast cancer in women of African ancestry in LMIC and will include speakers from the US, Jamaica, Ghana, France and the UK. AAJ will be chairing the session. Before Christmas, AAJ visited UICC in Geneva and met Julie Torode. The Global Alliance for Chronic Non-Communicable Diseases has a funding call out on implementation science related to treatment and prevention of cancer. A centre in Lyon will submit an application related to paediatric oncology. There is also the potential for a session on CTYA at the World Cancer Congress.</p> <p>The MRC and NIHR have a funding call out on prehabilitation, with the deadline of 30th April.</p> <p>The ICONIC group has a face to face meeting</p>		

	in London in March, which will be hosted by IUNS.		
9. Pilot project with Merck and working with industry principles document	<p>FD has been exploring local weight management provision to see if there is the potential for a pilot of the e-learning packing in the local area. Presently it seems that there is not a long-term service, as it will be reviewed for the next financial year, and the public health grant is only secure until 2021. FD will explore whether other areas might be more suitable for a pilot study.</p> <p>This potential project prompted the need for a more concrete framework for making industry decisions.</p> <p>Action: DB to find out more about NIHR guidelines on working industry</p> <p>Action: Our principles of working with industry document ought to be formally presented to NOCRI and/or DHSC to ensure there are not conflicting principle statement.</p> <p>It was suggested to produce a guidance algorithm with a series of decision-making options that people follow related to working with industry. This should provide relatively well characterised situations with the benefit of being comparable and acceptable, carrying weight on the basis of previous experience.</p> <p>If it is not possible to set up a pilot with Merck at this stage, NOCRI can put Merck in contact with other collaborations to explore alternative opportunities.</p>	<p>DB</p> <p>DB/KH/FD</p> <p>TBC</p>	<p>24/2/2020</p> <p>24/2/2020</p> <p>TBC</p>
10. FACT/NCRI	<p>The evidence reviews cannot yet be shared. The nutrition review is currently with Mike Grocott.</p> <p>BRC Oncology workshop At the BRC Oncology workshop in March 2019, we were invited to pitch ideas and proposed prehabilitation and immunotherapy. The Oncology TRC was subsequently formed and prehabilitation is now embedded in the new TRC.</p> <p>There is currently some confusion regarding the prehabilitation group as AM from Bristol thought he was leading it, but MG (Southampton) had been asked to lead it from the TRCs.</p> <p>Action: SA will speak to AM to recommend joining forces. The Collaboration is well placed to act as the hub for future activities. A</p>	SA	24/2/2020

	<p>group needs to be convened to represent all interests. Prehabilitation services are also being rolled out without the evidence ready on which elements of an exercise programme might not work, or evidence of potential harms. Responsibilities need to be clear between all partners within the Oncology TRC.</p> <p>Macmillan represents the patients' interest. NIHR should be carrying responsibility in leadership for the group to draw together the different strands. SA should present himself as Collaboration Chair in calling together these groups for round table discussion</p> <p>NCRI NCRI has proposed 2 activities with the potential for working together with the Collaboration. In Spring or Autumn this year, NCRI will host a meeting for its LWBC studies group to follow on from the November conference. It will focus on prevention, treatment, basic science and be a 'shop window' of the contributions that NCRI could make to studies in this area. AAJ SAW and MJW will provide input into the content of this conference Action: FD to arrange for next week</p> <p>In March, the NCRI LWBC studies group will also hold a 1 day workshop for working on grant proposals. Action: SA will nominate people from the Collaboration to attend workshops</p> <p>This date has been set to tie in with the follow-up meeting of CRUK and Ludwig/Crick, which focuses on physical activity and cancer prevention this time, as Stephen Hursting will be able to attend. Stephen Hursting will be back in the country</p> <p>Action: FD to make contact with CRUK to request invites for the event.</p>	<p>AAJ/SAW/MJW</p> <p>FD</p> <p>SA</p> <p>FD</p>	<p>31/1/2020</p> <p>24/1/2020</p> <p>7/2/2020</p> <p>28/1/2020</p>
11. Work stream updates	<p>From April, the COSD dataset (national cancer registry) will include measurements on the patient's physical activity status, in terms of whether they meet the recommended 150 minutes of moderate physical activity per week. This could be very useful for future evaluation. Action: Get in touch with Lesley Smith to</p>	<p>FD</p>	<p>24/1/2020</p>

	express interest in working together.		
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