

NIHR Cancer and Nutrition Collaboration Management Committee meeting – draft minutes and actions
Thursday 28th May 2020 1-3pm

Attendees: Sam Ahmedzai (SA), Fiona Davey (FD), Kate Holmes, Martin Wiseman (MJW) - Chair, Steve Wootton (SAW), Josune Olza Meneses
Apologies: David Baghurst, Rachel Marklew

Agenda item	Notes	Person responsible	Required by
1. Welcome and apologies	The Chair welcomed everyone to the meeting and noted apologies from DB, RM and JOM		
2. Minutes of last meeting	<p>The minutes of the last meeting were accepted. Action: Action upload to website.</p> <p>Review of actions from last meeting</p> <p>Statement regarding the nature of the relationship and reporting structure to be sent to NOCRI</p> <p>Southampton BRC has agreed to continue to support our new PPI lead for her participation.</p> <p>There is a need to develop workshop proposals to submit to NOCRI for them to consider as potential areas of support.</p> <p>One area of possible funding is to submit an application for the Programme Development Grant scheme next deadline would be in September/October. Action: SAW to lead draft and share first version by end of June, for review in the July meeting</p> <p>KA looked into WCRF funding for FD. It was found that it was difficult to move anything forwards with the uncertainty surrounding COVID.</p> <p>MNI deadline has been pushed back to June/July</p> <p>DHSC We see ourselves formally sponsored by DHSC. We currently have a DHSC member on the committee but moving forward, it is proposed that they would not be represented on the committee, as NOCRI would report</p>	<p>FD</p> <p>FD</p> <p>SAW</p>	<p>05/06/2020</p> <p>03/06/2020</p> <p>30/06/2020</p>

	<p>back to them. NIHR and DHSC have quarterly meetings. There needs to be a formal avenue through which they can ask things of us.</p> <p>Communications plan FD will work with NOCRI's communications manager to develop a launch plan for the membership document.</p> <p>Toolkit manuscript SA spoke with BMC about the manuscript on 28/05/2020. BMC is working through revisions and can incorporate our requirements on acknowledging the Collaboration appropriately.</p> <p>The ESPEN application for 30,000 euro prize requires an A3 poster, and is not a formal application. Action: SAW to keep the management committee informed.</p> <p>New Scientist Signal Boost FD has tried to find out information about the Signal Boost opportunity, but has not received a response from the New Scientist. Keep on the agenda for further meetings.</p> <p>CTYA publication A point was raised about a recent publication from the Wellcome Trust CTYA group, which recognises the group but not explicitly the Collaboration. It was clarified that the activity came out of a specific initiative by the Wellcome Trust and was brought into the Collaboration by SAW, and is not technically a Collaboration-originating activity. We require clarity on when something is on behalf of the Collaboration or not. Action: Look into changing wording on the website and manifesto about how Wellcome Trust award is reported</p> <p>Remind everyone on responsibilities of acknowledging Collaboration.</p>	SAW	Ongoing
4. Business continuity and finance	<p>FD's contract expires at the end of the month. Funding is available from residual accounts from AAJ and SAW account and has been extended for another 3 months.</p> <p>Next 6 months – 1 year Inclusion in grant applications offer an important part of supporting the infrastructure, but don't enable us to be sustainable. They are all conditional awards and are not sufficient. We need to find alternative sources.</p>		

	<p>BRCs/CRFs/industry A current challenge is that lots of organisations are uncertain with their budgets following COVID. The BRCs do not currently know when the next BRC competition will take place. don't know how much money they've got left after covid.</p> <p>SA proposed to hold an Extraordinary Executive Meeting in June to focus on our finance issues. The output of this meeting would be a decision on whether we continue at all, continue in a different form or whether we can do something other than present ambitions. A cross-work stream leads meeting would be beneficial to explore how would COVID/post-COVID activity alter direction of work streams? A background paper is required detailing how we started, where we have reached, what is needed to be sustainable. Action: MJW to produce first draft and SAW/SA to edit</p> <p>Action: convene meeting as soon as possible. SA/FD to arrange date and prepare agenda</p>					MJW/SAW/SA	6/6/2020
						SA/FD	6/6/2020
5. Executive committee	<p>For the Extraordinary Executive Meeting, we will reconvene the previous committee, and will delay the restructure. Hold on sending letters to members regarding their position.</p> <p>Action: produce role remits for the following representative roles: PPI Professionals/industry Charities (in consultation with AK)</p> <p>The NCRI remit was signed off and SA will share with Ian Lewis when he speaks with NCRI next week.</p> <p>Work stream lead attendance Given that we will be meeting virtually for the foreseeable future, the decision was taken to allow work stream leads to remain on the Executive Committee, Action: SA to send further comments on the Executive Committee document</p>					FD	31/05/2020
						SA	6/6/2020
						SA	6/6/2020
6. Nutritional guidance resource	<p>The nutritional guidance resource project is progressing, but funding has not yet been secured. All contributions are on a voluntary basis. Action: SAW to ask Lucy and Clare if any</p>					SAW	31/05/2020

	<p>resource is available to support it with the SafeFit project. We will ask the BDA Oncology Specialty Group whether they are able to review the content.</p>		
7. work stream updates	<p>MONACO has been submitted to HTA and the amount included for the Collaboration has been increased in line with increasing costs since it was submitted the first time.</p> <p>Jane Hopkinson still plans to submit a grant to the EME programme, following on from the EAT-CIT work.</p>		
AOB	<p>Nutrition Society webinars Nut Soc have requested a proposal for their webinar series. It was suggested that it could be a webinar about prehabilitation.</p> <p>Post-meeting information on ECPC:</p> <p>The Cancer Related Complications and Comorbidities Initiative is chaired by the European Cancer Patient Coalition, ECPC and brings together over 20 key stakeholders at EU level with expertise in each of their respective expertise areas.</p> <p>With the renewed focus of the European Commission on cancer, the initiative advocates an integrated, holistic approach to cancer care and responds to Europe’s Beating Cancer Plan open consultation (see ENHA’s response).</p> <p>Malnutrition has a significant impact on cancer and cancer patients. It is estimated that the deaths of 10-20% of patients with cancer can be attributed to malnutrition (undernutrition) rather than to the malignancy itself. In spite of this, there is low awareness of cancer-related complications and comorbidities among patients, informal carers, healthcare professionals and policymakers.</p> <p>In a joint statement entitled “Making cancer-related complications and comorbidities an EU health priority” and a paper to the Horizon</p>		

	Europe Mission Board for cancer, the initiative calls upon EU policy makers to prioritise cancer-related complications and comorbidities.		
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Next meeting: 22nd June