

**NIHR Cancer and Nutrition Collaboration Management Committee meeting –
minutes and actions
Thursday 30th April**

Attendees: Sam Ahmedzai (SA), Fiona Davey (FD), Kate Holmes (KH), Martin Wiseman (MJW) - Chair, Steve Wootton (SAW), Josune Olza Meneses (JOM)

Apologies: David Baghurst (DB), Rachel Marklew (RM)

Agenda item	Notes	Person responsible	Required by
1. Welcome and apologies	The Chair welcomed everyone to the meeting and noted apologies from DB and RM.		
2. Minutes of last meeting	<p>The minutes of the last meeting were accepted. Action: Upload to website</p> <p>SA reviewed the statement for NOCRI to confirm the nature of the relationship between the Collaboration and NOCRI, and has signed it off. Action: Send to NOCRI</p> <p>Letter from Collaboration to ICONIC Pending action for SAW</p> <p>Action: JOM will speak to KP about continuing PPI funding</p>	<p>FD</p> <p>SAW</p> <p>JOM</p>	<p>7/5/2020</p> <p>7/5/2020</p> <p>7/5/2020</p>
3. Matters arising	<p>NOCRI workshop proposals SAW was invited by DB to identify ways in which DB could continue to support FD's position. Face-to-face workshops are not possible under current the circumstances, but online workshops are a possibility. Proposals for funding have been submitted for the Collaboration to run online workshops. NIHR is now considering its non-urgent COVID research and will issue calls for funding. There is a need for mapping of prehabilitation research activity across the UK and elsewhere.</p> <p>With the significant number of patients coming out of ICU, many will have profound muscle wasting, poor immune function and underfeeding. There are concerns about refeeding syndrome as patients have typically not been fed beyond glucose, as they are metabolically unstable in ICU. The Collaboration can support rehabilitation after discharge in a wider group than cancer patients, as well as prehabilitation activity.</p> <p>Action: DB to explore which proposals might be funded.</p>	<p>DB</p>	<p>15/5/2020</p>

	<p>Activities on universal prehabilitation/rehabilitation could also be supported under a Programme Development Grant from NIHR. There is currently a funding call out with a deadline of mid-May, with a decision by August.</p> <p>Action: SAW will explore ways to pull together a prehab/rehab COVID team</p> <p>In order to access any research governance processes, it needs to be allocated priority status for COVID.</p> <p>SAW will know by 4/5/2020 if it can get through R&D. SAW will send in EoI to R&D. If it is possible, we will convene the group next week. NCRI should be kept in the loop on this activity.</p>	SAW	7/5/2020
4. Review of business continuity	<p>NOCRI's support of the virtual workshop proposals provide potential lifeline for the Collaboration to remain operational.</p> <p>FD is funded until the end of May.</p> <p>Medical Nutrition Industries (MNI) have been in contact with SAW and informed us about a funding pot to support ambitious nutrition initiatives that contribute to changing policies at a national level. 30,000 euros is available and the deadline is 15th May.</p> <p>The application needs to demonstrate European-wide support for the initiative and must be endorsed by a national PEN society. SAW has spoken to Trevor Smith, who is willing to endorse it. The President and Secretary of ESPEN are also being spoken to for support.</p> <p>Action: SAW will put application together.</p> <p>WCRF is still considering the possibility of employing UHS/FD as a consultancy to support the activities.</p> <p>Action: Check with Kate whether funding FD is a possibility.</p>	MJW	7/5/2020
5. Executive committee	<p>The committee reviewed the proposed changes to the Executive Committee.</p> <p>The NCRI position will be kept open and will not be fulfilled at this time.</p> <p>The proposal was made that instead of having a separate charity representative, WCRF could have the responsibility of drawing on other charities for input. This was agreed.</p> <p>PPI role and responsibility This role is not just advocating for patients but also advocating for the wider group of members</p>		

	<p>of the public beyond the consumer panel. This needs to be agreed with the proposed new consumer lead in the remit for the role. Action: Draft new role description for PPI lead.</p> <p>Other professional organisations such as BDA/AfN/BRCs/Industry as a wide group of external stakeholders could be represented by an identified member of the Executive Committee. Clare Shaw was proposed as a potential member to fulfil this role in the first instance. This role could also lead a proposed forum for all organisational members to convene. Action: Role remit to be drafted</p> <p>Action: Confirm length of time for appointments for all posts</p> <p>Action: Write to DHSC to confirm NOCRI will have formal role of reporting up to DHSC</p> <p>Action: Clarify difference between committee members and observers in the document.</p> <p>Action: Clarify frequency of work stream chair attendance Action: Review policies on future modes of working in the light of experience during the current circumstances.</p> <p>The next Executive Committee meeting will be held in July as a remote meeting. Action: Find a suitable date for the meeting</p>	<p>FD</p> <p>FD/MJW</p> <p>FD/MJW</p> <p>FD/SA</p> <p>FD</p> <p>FD/MJW</p> <p>All</p> <p>FD</p>	<p>7/5/2020</p> <p>12/5/2020</p> <p>28/5/2020</p> <p>7/5/2020</p> <p>15/5/2020</p> <p>6/5/2020</p> <p>July</p> <p>28/5/2020</p>
6. Membership	<p>FD spoke with Georgia Clarke, who is a Communications Manager for NOCRI. She will help us with launching the membership programme at the appropriate time. GC advised that it needed to be clearer about the difference between supporters and members. The Collaboration needs to have a clear idea of how it would like to use its supporters to support the cause and what actions they can take. Given that supporters and members will be able to donate money to support our activities, we need to make it very clear what any funds raised will be used for. Action: FD and GC will develop a comms plan for each type of member. FD will create a process map to explain to members the difference between supporters and core members, and how their views will be heard.</p>	<p>FD/GC</p> <p>FD</p>	<p>22/5/2020</p> <p>13/5/2020</p>
7. Prehabilitation	<p>The circulated notes were an attempt at capturing the conversation of SAW/MJW/SA</p>		

research agenda	<p>about the prehabilitation research agenda. It needs to be clearer about the the principle of our objectives and intended outcomes.</p> <p>Action: SAW will edit notes for discussion at next meeting.</p> <p>An action plan for taking the research agenda forward is required as the next step.</p>	SAW All	21/5/2020
8. Nutritional guidance resource	<p>Southampton Hospital Charity does not have capacity to lead a fundraising campaign at the moment, so the group needs to explore other options to deliver the project.</p> <p>Action: See if our public representative is available for the teleconference for the nutritional guidance resource project. It is important to have PPI represented at all stages.</p> <p>SAW noted that there is no tool for use in research or practice to measure the degree of patients' adherence to WCRF cancer prevention guidance. SAW suggested a project that could build upon WCRF's existing tool for looking at an individual's health behaviours as relevant to their risk of cancer, perhaps in combination with a food frequency questionnaire. Such a project could run across the Toolkit and LWBC work streams.</p> <p>Action: SAW to raise suggestion with KA</p>		
9.	<p>The Collaboration appears not to have been appropriately referenced and acknowledged in a pending publication that used the patient survey.</p> <p>Action: SA to contact the author</p>	SA	4/5/2020
10. ICONIC	<p>The UICC World Congress in Doha in October has been cancelled due to COVID. This is where the symposia and workshops were due to take place.</p> <p>ICONIC's application for the Global Alliance for Chronic Disease funding call is continuing. The closing date has been deferred to July.</p> <p>The CTYA element of ICONIC is continuing to operate.</p>		
AOB	<p>NCRI's November conference has been cancelled but the committees are discussing about having a call for abstracts and having a virtual session, or perhaps for key speakers to do webinars.</p> <p>Next meeting: The group will use Zoom for the next meeting. NOCRI offered the use of its premium account to the Collaboration.</p>		

Next meeting: Thursday 28th May