

NIHR Cancer and Nutrition Collaboration Secretariat meeting – minutes and actions

Monday 24th February 2020, 10am-12pm

Attendees: Sam Ahmedzai (SA), Fiona Davey (FD), Rachel Marklew (RM), Alan Jackson (AAJ), Martin Wiseman (MJW) - Chair, Steve Wootton (SAW)

Apologies: David Baghurst, Kate Holmes, Josune Olza Meneses

Agenda item	Notes	Person responsible	Required by
1. Welcome and apologies	The Chair welcomed everyone to the meeting and noted apologies from DB, KH and JOM		
2. Minutes of last meeting	<p>The minutes of the meeting accepted Action: Upload to website</p> <p>Membership and fundraising approval The Department of Health and Social Care requested confirmation of approval for the membership and fundraising plans from Southampton Hospital Charity and UHS. A letter of approval has been received from SHC, and FD is waiting to hear back from the Chief/Deputy Chief Executive of the Trust.</p> <p>NOCRI statement A clear statement regarding the expectations and nature of FD reporting to NOCRI is required. Define what KPIs would be more useful for the Collaboration to report to NOCRI/DHSC and seek clarification between the role of FD as project manager and the other TRC's operations managers This will act as a standalone statement for MJW/SAW will review and MJW will be signatory on the letter.</p> <p>ICONIC letter Action: SAW to send letter to RM</p> <p>HSJ awards SAW is attending the HSJ awards on 27th February. The prehabilitation project was nominated under the not-for-profit partnership category. The three principals from each organisation, three patient representatives and three chairs of the working groups will be attending.</p>	<p>FD</p> <p>FD/SAW/MJW</p> <p>SAW</p>	<p>28/02/2020</p> <p>28/02/2020</p> <p>2/03/2020</p>

	<p>CRF training The Collaboration has been invited to deliver a 2 hour session at this year's UKCRF conference on 10th July in Leicester. The full programme is yet to be provided. The expectation is that it will provide the opportunity to talk about upskilling the CRF workforce to deliver cancer and nutrition studies and act as an advert for us to train them.</p> <p>EME call The teleconference for those interested in applying to the NIHR EME funding scheme is taking place on 27/02. It was recommended to ensure the group is clear about the remit of the funding call. SA will encourage the group to link up with NCRI. Can't do putative mechanisms Has to be interventions with known effects Yes/no answers to the effect together with the mechanism that explains the outcome</p> <p>Steering Committee membership SA requested clarification of who each member represents on the Steering Committee. . The group will seek agreement in principle for the process of restructuring and defining the membership will take place after the Steering Committee meeting.</p> <p>Industry – Action: all to read updated UKPRP guidelines It was agreed that our approach needs to be consonant with these guidelines.</p>		
3. Matters arising	<p>Manuscript/toolkit BMC, SAW, SA and FD had a teleconference to resolve outstanding issues hindering the progression of the Toolkit manuscript and conceptual framework document. It was agreed that the manuscript would need to be circulated for sign off in April, to be submitted to a journal in May. Any further statistical analysis will be undertaken by medical statisticians at Southampton. It was noted that there are no references in the conceptual framework. Action: ask the Toolkit work stream members to provide references for the content. The document also needs to be edited for spell check and grammar. It is not</p>		

	<p>ready to be uploaded to the Collaboration's website yet.</p> <p>The responsibility for moving this document forward remains with the Toolkit work stream.</p>		
4. ICONIC	<p>ICONIC's World Cancer Congress submission was successful for the conference in Oman. This session will focus on nutrition in breast cancer for women of African ancestry.</p> <p>Action: SAW to inform the organisers who will be receiving the free registration.</p> <p>ICONIC will also propose a 'meet in the café' session for the conference</p> <p>NIHR global alliance for chronic diseases Action: Explore opportunities for applying for a number of applications</p> <p>ICONIC has been in discussion with Ellen Kampman from the Netherlands about capacity building. She has been developing a distance learning course about grant writing</p> <p>ICONIC launched its first newsletter and intends to produce a copy 3 times per year.</p>	SAW	6/03/2019
Finance	<p>SAW met with finance to be given a position of the Collaboration's finances. Following consolidation of the accounts, the Collaboration is about £8k in deficit. FD's contract currently expires on 28/02/2020 but will be renewed for one further month.</p> <p>About £65-85k needs to be generated to keep the Collaboration functioning for the next year. FD will not be able to be employed if this money is not found.</p> <p>NOCRI themselves are not able to fund a Collaboration as this is not their purpose. The current mechanism is intended to be around BRCs collaborating to fund the group, but this has not worked in practice.</p> <p>Action: SAW/SA to get in touch with DB regarding funding requirements Action: SA will write to the work stream members regarding accessing other departmental or university funding. Action: SA to look into National Lottery funding opportunities</p>	<p>SAW/SA</p> <p>SA</p> <p>SA</p>	<p>28/02/2020</p> <p>28/02/2020</p> <p>4/03/2020</p>

	A strategy needs to be developed about how we will raise revenue by our own endeavours and think more commercially about the expertise on offer.		
7. Nutrition Society meeting	The Collaboration should be clear about its agenda and expectations of the meeting before 4/03/2020. The meeting will give the Nutrition Society the opportunity to clarify how they wish to be working with us. The Collaboration's offer to NS is that it enables the connection of nutrition scientists to its projects. Action: SAW to produce annotated agenda for meeting	SAW	3/3/2020
8. Prehabilitation	The Prehabilitation Report from last year has been important in structuring our thoughts. AAJ wrote to the people who convened the activity and asked them what they planned going forwards. Action: The Collaboration will identify its own sub-group to take responsibility for carrying forward the research activity and will liaise with other parties. The group will draft a clear statement of what needs to be done. The group will comprise AAJ, SAW and SA. Action: arrange time for AAJ/SA/SAW to meet by teleconference	FD	3/3/2020
9. Work stream updates	NCRI is keen to support a two-day conference later this year about physical activity, nutrition and behaviour change across the whole spectrum. It was suggested to hold a cross-work stream meeting during this conference as a parallel session. This is likely to be in early autumn. A confirmed date and location is required before work stream members should be approached. CTYA The Wellcome Trust PDG group has four weeks to commit to the content and delivery of the application. The application will be submitted to the collaborative work stream funding programme The Secretariat commended MS on his efforts for bringing the PDG group and the wider CTYA group together. IAEA has supported a number of grants		

Commented [DF1]: This point was raised but an action was not decided upon

	under its collaborative research agenda. They are working with colleagues in North America to develop biobanking capability.		
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