

Management Committee meeting Wednesday 17th March 2021, 10am-12pm

Present: Sam Ahmedzai, Kate Allen, Fiona Davey, Kate Holmes, Alan Jackson, Rachel Marklew, Karen Pheko, Martin Wiseman, Steve Wootton

Apologies: Josune Olza Meneses

Item	Notes	Person responsible	Deadline
1. Welcome and apologies	The Chair opened the meeting and noted apologies from JOM.		
2. Minutes of the last meeting and matters arising	Minutes of the last meeting approved. Action: Upload to website	FD	2/4/21
	Actions SAW spoke to Laura Miller (LM) about possibly taking up the role of the Toolkit work stream co-chair. LM would like further conversations about what the Toolkit activity would look like Action: Confirm membership of activity	FD	16/4/21
	The Experimental (laboratory to first in human) research group meeting will take place at the end of March. AAJ will Chair this meeting. KPIs NOCRI have standard KPIs that we have to report for purposes of reporting to DHSC but they are not meaningful for us. Action: SA and FD to think about what other outcomes and ways of recording what we are achieving would be relevant and useful. How can we best sell our achievements and demonstrate the impact of the Collaboration?	SA/FD	30/4/21
3. WCRF update	KA spoke with the CEO of WCRF UK to see if they could financially support the Collaboration. WCRF UK has recently developed a strategic plan and there were a number of things that the UK were not due to get to until 2022-23, including health professional education and public policy. An internal WCRF meeting was held last week to discuss our proposal. From the UK's perspective, the Collaboration could help WCRF UK achieve things that would be hard to achieve by itself in a timely manner. A possible two-stage approach was discussed. WCRF UK could provide some emergency funding to cover from May-September to enable FD to continue in the short term, which could give time to bring together a longer term proposed business plan.		

	<p>The CEO confirmed that WCRF can provide emergency funding to end of September, but we need to confirm UHS HR and finance whether another short term contract is permitted for FD. To satisfy HR within the Trust, they need assurances of how long the contract would be.</p> <p>WCRF UK would then continue to have discussions internally by April about how we could work together. Further investment cannot be guaranteed but is likely.</p> <p>Action: SAW to have discussions with UHS about nature of short term contract.</p> <p><i>SA joined the meeting.</i></p> <p>Clarity was requested on the nature of the short term support and whether it is linked to long term ambitions or is a discreet package of work.</p> <p>Areas of synergy: WCRF UK is interested in educating health care professionals in cancer and nutrition, and building capacity in the workforce. They have also been considering an idea of having a dietitian available for every cancer patient, and a dietetic helpline. The project to produce nutritional guidance with WKOF is still ongoing but is currently on hold whilst we seek support for further editing of the translated content.</p> <p>The Management Committee should meet again before the middle of April to further the development of these ideas.</p> <p>Action: Arrange meeting for SAW/SA/AAJ/MJW/FD with AAJ to chair</p> <p>KP asked whether FD might be employed by WCRF if a short term contract with UHS is not possible. This needs to be considered in further detail.</p> <p>Action: FD to liaise with KA about a date for meeting with WCRF CEO</p>	<p>SAW</p> <p>FD</p> <p>FD</p>	<p>2/4/21</p> <p>19/3/21</p> <p>26/3/21</p>
4. Continuity of collaboration	<p>The formerly proposed membership programme is in suspense because we will need to review where the new structure and WCRF support will fit in with a membership model.</p> <p>Action: Review current draft of membership model and look through lens of consortium to see whether it can still work.</p>	MJW/FD	16/4/21

5. PPI	Action: Amend advert with clarity of reporting and responsibilities and circulate for review by committee	FD	16/4/21
6. ICONIC	<p>ICONIC will be hosting a virtual dialogue in collaboration with UICC on April 12th, which is the first in a series of 3 virtual dialogues this year. The intention is to bring together the different international groups to share their experiences and identify research priorities</p> <p>Action: RM to send details to FD, circulate information to CTYA group and mailing list.</p>	RM/FD	31/3/21
7. Work stream updates	<p>LWBC</p> <p>The LWBC group has been having weekly meetings to progress the applications for the NIHR Prehabilitation funding call. One major application is going forwards to be submitted to the HS&DR programme, and is led by Maria Pufulete (Bristol) and David Bowrey (Leicester). It involves a real world evaluation of prehabilitation interventions, and putting them into an evaluation framework.</p> <p>One further application will be going to HTA and potentially one to EME.</p> <p>Other applications might be submitted to funding programmes not included in the commissioned call after the initial call has passed.</p> <p>Barry Laird also submitted an application to WCRF (Exercise and Nutrition based Rehabilitation (termed ENeRgise) with input from the LWBC group and PPI review.</p> <p>Experimental group</p> <p>James Thorne is leading an application to WCRF 'Developing a mechanistic understanding of how nutrient-metabolic gene networks predict and modify responses to cancer chemotherapy' which passed through stage one of the application process. The full application received considerable input from members across the Collaboration which was incorporated, including PPI review.</p>		
8. AOB	<p>This year the NCRI is running a virtual 'Cancer Research Festival' from 8-12 November 2021, and is inviting abstracts, with a deadline of 13th June 2021 for submission.</p> <p>Action: FD to encourage members to submit abstracts on behalf of the Collaboration</p> <p>It could also be an opportunity for the WKOF/Collaboration nutritional guidance resource to be launched if it is ready by this date.</p>	FD	16/4/21

	<p>Cancer Prevention Awareness Week is taking place from Saturday 20th – Friday 26th March. This is a part of our remit and we could publish a blog on the topic, linking to our publications.</p> <p>Action: FD to ask Population Health group if anyone would like to write a blog</p>	FD	18/3/21
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