

Management Committee meeting Wednesday 19th May 2021, 9-11am

Present: Sam Ahmedzai, Gerard Cousins, Fiona Davey, Rachel Hutson-Gormley, Martin Wiseman, Steve Wootton

Apologies: Kate Holmes, Alan Jackson, Rachel Marklew, Josune Olza Meneses, Karen Phekoo

Item	Notes	Person responsible	Deadline
1. WCRF	<p>Partnership Steering Group The Inaugural meeting will include the work stream leads and nominated other colleagues (KA, AAJ) but not all will be required on a long term basis.</p> <p>The purpose of the committee will be to lead on the strategy for the partnership, and it will oversee the task and finish groups. The group will meet on a quarterly basis. It will be chaired by a senior member of WCRF, who is to be decided. Action: RHG to confirm who will chair the committee.</p>	RHG	5/7/21
	<p>A day-to-day designated liaison is also required, who doesn't have to be a senior member. Rachel Clark was suggested, who works in the WCRF health information team. Action: RHG to confirm liaison.</p>	RHG	5/7/21
	<p>Steering Group composition: Chair representing WCRF SA FD WCRF Liaison tbc WCRF Champion PPIE representative Leads of task groups</p> <p>Action: FD to confirm meeting date</p>	FD	1/7/21
	<p>We need to consider how the steering group will report back to the Executive Committee.</p> <p>Task group on promoting Informed newsletter JM (lead) WCRF liaison FD PPIE representative</p> <p>Action: Form task group for cooking event</p>	SA	9/7/21

2. Minutes of the last meeting and matters arising	The minutes of the last meeting were approved. Action: Upload to website	FD	6/7/21
	Nutrition Society In the previous meeting it was proposed that we nominate AAJ to take up a Trustee position for the Nutrition Society. Nutrition Society responded to us and advised that the position was only for early career researchers. We still would like to meet with the Nutrition Society regarding the Experimental work stream. SAW, AAJ in particular will be required for this meeting, and SA , MJW if available. Action: follow up with Nutrition Society to arrange meeting in July.	FD	12/7/21
	UKCRF The UKCRF Network will not be holding its conference in the same format this year, and will not include workshops. We will defer planning a workshop for the UKCRF audience to next year.		
	Succession planning KH circulated information on best practice for committee succession planning within NIHR. There is no formal guidance for Collaborations but members of funding committees typically have a term of 2-4 years. Action: Arrange separate meeting to discuss further	FD	12/7/21
	Rare diseases The NIHR Rare Diseases group focuses on genetic disorders, such as identifying the genetic causes of rare diseases. They do not currently see the CTYA activity aligning with their interests. To keep under review.		
Membership model	The model diagram was revised from previous feedback. Action: Further suggested amendments <ul style="list-style-type: none"> - Include a dotted line between the management committee and NOCRI - Change to NIHR/DHSC in right part of NOCRI box - Move Southampton BRC to ‘partners’ to reflect support given 	FD	14/7/21
4. PPIE	At the previous meeting, it was suggested that the model produced by AK could be submitted as a model of best practice to NIHR, and also developed into an		

	<p>abstract for the NCRI virtual festival or published elsewhere. On further discussion with AK this idea will not go ahead at this stage, because it is not sufficiently developed.</p> <p>Action: Discuss PPIE support at WCRF steering group</p> <p>The Collaboration still required a new PPIE Lead. Previous feedback from Southampton BRC's PPIE team said that the role description was too extensive for the funding currently secured. It was agreed not to have a rotating chair.</p> <p>Action: Refine advert</p> <p>The role should be constrained to contributing at the management committee and executive committee level and to bring coherence to the PPIE contributions across the work streams. We will mention capacity building and that we are working towards securing funding for a fuller working model. We will not reference the WCRF activity as this member does not need to be the PPIE lead.</p> <p>For the recruitment process, we will ask applications to complete a form and arrange a short interview with shortlisted applicants. Southampton BRC PPIE officer, SA, and FD will be on the interview panel and MJW if possible.</p> <p>Action: Create a separate form on 'protected characteristics'.</p>	All	14/7/21
		FD/SAW	7/7/21
		FD/SAW	7/7/21
ICONIC	<p>The CTYA element of ICONIC is continuing as a part of the UICC agenda. The group is arranging a follow-up to the recent virtual dialogue for Spring 2022. A virtual dialogue will take place on prehabilitation in October/November 2021.</p> <p>The group is also working on e-learning to increase research capabilities for cancer and nutrition in Africa. They have approached IUNS for additional support.</p> <p>ICONIC is working with WHO on a commissioned basis to conduct a scoping review and systematic review relating to fluid management in children.</p>		
Toolkit	<p>The group reconvened on 30th June, chaired on an interim basis by SAW. The members were enthusiastic to contribute. LM offered to take on the manuscript. The group agreed that the issue of screening and assessment in people living with obesity and cancer was a priority to take forward.</p>		

	Action: FD to send out previous documents and secure date for the next meeting (end of July)	FD	6/7/21
LWBC	The HS&DR prehabilitation application was not successful at stage 1 but Maria Pufulete has secured funds from Bristol BRC to start with the scoping work. Clare Shaw and David Bowrey are exploring whether their respective BRCs have any funds that could contribute to the project. The group will meet in July to discuss next steps.		
Population Health	AA is keen to organise the workshop for the programme grant. She requested some relevant publications and data from SAW, who is liaising with a local oncologist about what data can be shared.		
Experimental	FD has circulated a new doodle poll for the meeting to showcase ongoing activities as there were not sufficient numbers available on the previous attempt. We hope to hold this in July.		
AOB	<p>Oncology-TRC A question was recently raised by KH about the extent to which the recent prehabilitation funding applications were prepared with the Oncology TRC. Individual members had not participated formally as O-TRC members but had been involved with previous O-TRC discussions and will participate in the work to develop a programme grant application which will take place after the BRC renewal. When the O-TRC was formed it was proposed that they would provide a financial contribution to us in order to access our services in bringing the nutrition community together within NIHR/BRCs</p> <p>Action: Write to O-TRC/Stan Kay and Kate Holmes to ask how else they would like to be involved with the Collaboration and how to structure this relationship. The Toolkit activity might be a suitable activity to work together on. We can put TRC matters as an item on future management and executive committee agendas. Action: SAW to find previous communication about the proposed funding</p> <p>NCRI Microbiome session SA requested another meeting to discuss ideas for the proposed microbiome session at the virtual festival, to be held in the week commencing 5/7/21 Action: FD to organise meeting</p>	<p>SAW</p> <p>SAW</p> <p>FD</p>	<p>16/7/21</p> <p>9/7/21</p> <p>6/7/21</p>