

**Management Committee meeting Monday 20<sup>th</sup> September 10am-12pm**

**Present:** Fiona Davey, Martin Wiseman, Steve Wootton, Alan Jackson, Kate Holmes

**Apologies:** Sam Ahmedzai, Josune Olza Meneses, Karen Pheko

Item	Notes	Person responsible	Deadline
1. Minutes of the last meeting and matters arising	The minutes of the last meeting were approved. <b>Action:</b> Upload to website	FD	27/9/21
	<b>Actions:</b> Follow up with Nutrition Society about meeting.	FD	1/10/21
	<b>Matters arising</b>  <b>Oncology-TRC</b> A meeting was called by Prof Stan Kaye to bring together individuals interested in prehabilitation across the Oncology-TRC to determine the extent to which prehabilitation/rehabilitation would be included in O-TRC activities going forward. It became clear it was a broader conversation about collaboration and invited the NIHR Cancer and Nutrition Collaboration to the meeting to discuss our continuing relationship. The previous group set up of prehab within the surgical theme was too narrow to cover all interests and is now defining itself as optimising patients for treatment across all therapies. It will continue to develop its programme across the O-TRC and we will take a leading role to help secure and develop the activity. A working document is being produced by Angus McNair, Sandy Jack and Steve Wootton which will be shared with the management committee and then the executive committee. This document needs to ensure there is formality in the structure of the relationship with us.  The question was raised of whether there was a paper-trail for the £5000 contribution as previously discussed. The document should specify the contribution and the support received in return.  <b>Action:</b> Convene internal group to contribute formally to the O-TRC working document.	SAW/FD	1/10/21
Succession planning	Following an earlier conversation about succession planning, FD and MJW shared a draft of a person		

	<p>specification/qualities for the Chair role. A similar document will be produced for the Deputy Chair and Management Committee Chair roles.</p> <p>The document needs to specify that they are honorary appointments without remuneration, and the duration of the appointment with possible extension.</p> <p>These documents will be presented to the October Executive Committee.</p>		
PPIE	<p>The Collaboration had a meeting with WCRF on September 13<sup>th</sup> about opportunities to support PPIE activities within the Collaboration's partnership with WCRF. Both parties value and recognise the importance of patient and public contributors to our individual and shared ambitions. WCRF indicated they are willing to find additional funds to support the activity but the purchase order number needs to be dated for September 2021.</p> <p>It is proposed that a PPIE strategy group is formed for 6 months, comprised of 5 individuals and a chair. The group will develop a strategy and work plan. We will also seek the support of 3 external consultants.</p> <p>PPIE representatives are also included in the WCRF partnership task groups and will be accounted for.</p> <p><b>Chair recruitment</b> We advertised for applicants for the PPIE Chair role in July and interviewed in August. 4 candidates were interviewed. One candidate was outstanding and was offered the position, but he declined as he felt it was inadequately funded for the needs of the PPIE group.</p> <p><b>Action:</b> MJW and FD to decide which PPIE representative to invite for October meeting on an ad-hoc basis.</p>	MJW/FD	29/9/21
ICONIC	<p>ICONIC has collaborated with the African Nutrition Society and Wageningen University on a pilot project to develop capacity and capability in grantsmanship and developing a major agenda for grants. The pilot will run in Africa in October/November 2021, with two further pilots for Southern and East/Central Africa. This is on a charitable basis to date, and approximately 5000 euros per person is required to achieve some financial stability.</p>		
Organisational structure and membership	<p>A document was presented as a statement of where we currently are with the membership framework. A consortium model was previously proposed, which</p>		

	<p>would allow organisations such as WCRF and various BRCs to support us and be associated with us in a formal way. As a consortium people might pay to become a partners, or they may be associated with us in another way and represented as collaborators. The new version also ensures that individuals are represented outside their institution’s membership, for example our work stream members.</p> <p>The specific work packages that we are interested in need to be appropriately captured and defined, not necessarily as work streams but as a plan of how we could capture these ambitions of the collaboration in a more concrete way. This should demonstrate where the projects we are already working on sit.</p> <p><b>Action:</b> SAW, MJW and FD to meet to catalogue what we’ve got in terms of work packages, where they sit and how to represent them.</p> <p>The work streams also need to demonstrate how they are enabling something towards the objectives.</p> <p><b>Action:</b> Comments on membership document by end of next week.</p>	<p>SAW/MJW/FD</p> <p>All</p>	<p>8/10/21</p> <p>01/10/21</p>
<p>Work stream updates</p>	<p><b>Toolkit</b></p> <p>The group met again on 15<sup>th</sup> September. They have identified a way forward with the manuscript. SB ad LM will take lead on reworking the final manuscript into one more in line with our objectives and are producing an analysis plan. SAW has sourced the statistics support from Southampton.</p> <p>A briefing paper will consider the inequalities in screening and assessment, as well as technical aspects, implementation and policy. It should also detail the research need and highlight areas with insufficient knowledge. A section should highlight the need for awareness and vigilance about nutrition, to ensure that patients will be screened.</p> <p>ESPEN have released a press release and a recommendation document of ‘optimal nutritional cancer care’ which is highly relevant to our work. This promotes an MDT approach with dietitians embedded within cancer care from diagnosis. The Collaboration needs to be clear about its agreement with the recommendations as it strengthens our arguments, and it should be supported and promoted. It is</p>		

	<p>currently missing a research agenda alongside it, and health economic analysis is important to include.</p> <p>It prompts the need for HTA-level studies such as ‘does early dietetic intervention make a difference to outcomes?’</p> <p><b>Action:</b> For the Executive Committee, we need to draft a paper summarising the developments with ESPEN, how it represents an opportunity, and concrete steps that we want to take forward.</p> <p><b>Action:</b> Need to identify a grouping to respond to the ESPEN recommendations.</p> <p><b>Molecular Mechanisms</b> The next meeting will take place on 24<sup>th</sup> September. The group needs to expand its membership.</p> <p><b>LWBC</b> The LWBC group will be meeting towards the end of October, and the sub-group that were focusing on the Prehabilitation submission to HS&amp;DR are continuing to work together.</p>	SAW	1/10/21
		SAW/FD	11/10/21
Executive Committee meeting agenda	<p>Items to add to the agenda: Oncology TRC ESPEN/ESO activity Early Career Researchers</p> <p><b>Action:</b> Ensure SA has had the opportunity to review revised agenda before it is circulation.</p> <p>Executive Committee papers to go out end of w/c 27<sup>th</sup> September.</p>	FD	249/21
Wcrf	<p><b>Informed</b> The task group met for the second time on 14<sup>th</sup> September and has progressed its action plan. WCRF are conducting a survey with its health professional members which will enable us to identify opportunities for improvement of the resource. The group needs to ensure that it takes equality, diversity and inclusion of the resource into account.</p> <p><b>Launch</b> The partnership plans to announce its launch in mid-October. WCRF and NIHR comms teams have been put in contact with each other and are drafting a press release.</p>		

	<p>We would like to identify more proactive promotion opportunities aside from a press release, such as a blog or features on our websites and social media.</p> <p><b>Action:</b> SA to provide a quote for press release</p>	SA	28/9/21
ECRs	<p>The Collaboration was recently asked about sourcing an advisor for an early career researcher. This is something we are able to do informally, but it would also be beneficial to develop a formal offer for early career researchers. This could include mentors, advisors and setting up a network.</p> <p><b>Action:</b> Add onto Executive Committee agenda and produce a briefing.</p>	FD	29/9/21