

Management Committee agenda

Monday 15th November 2021, 2-4pm

Attendees: Sam Ahmedzai, Fiona Davey, Alan Jackson, Martin Wiseman, Steve Wootton

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

Items	Notes	Person responsible	Deadline
Minutes of the last meeting	The minutes of the last meeting were approved. Action: Upload to website Outstanding actions MJW and FD to review PPIE chair advert.	MJW/FD	17/11/21
Matters arising	NCRI virtual festival The cooking session run with WCRF at the NCRI virtual festival was successful. SA is waiting for feedback from NCRI about how many people joined the session. Action: SA to explore whether the session including panel discussion can be more widely shared. Gut Microbiome session AAJ chaired this session, which was also successful. It would be beneficial to review the lessons from the session and the research gaps that need to be filled, to create a tangible output and structured follow up. This will be published on our website. Action: Organise follow up from session	SA AAJ/FD	3/12/21 30/11/21
	BEGIN study data SAW has sent data to EC to approve but she is on leave. SAW has also spoken to RIC about developing a programme of research linked with the BEGIN study. We wish to explore the trajectories of weight change following treatment and the pattern and determinants of weight change. Action: Arrange conversation with AA, EC and RIC about how they can use platform and protocols.	FD/SAW	TBC
Organisational structure	A revised version of the organisational structure document was presented, demonstrating how the partners and collaborators have interests in research or capacity building, along with a work stream summary identifying deliverables for each group. These are deliverables identified from previous conversations, not necessarily ones we've set for the work streams.		

	<p>Action: Put Research/Capacity Building in boxes to make clearer Change to capability and capacity building Ask KA to review, and PPIE members once finalised Any other comments to be provided by the end of the week</p>	FD	30/11/21
NIHR JLA funding	<p>A meeting was held on 4th November chaired by Prof Annie Anderson to bring together those interested in submitting a grant application to NIHR addressing JLA research priorities. After further discussion it was decided two applications to RfPB would be more suitable at this stage. It is proposed one will focus on secondary breast cancer and one on prostate cancer, both to have interventions after treatment and targeting minoritised groups. Four sub-groups have been formed to address the key considerations and priorities in both applications.</p> <p>Action: A campaign approach needs to be developed to plan out how the studies will link, what other work it will lead on to, and where the funding applications should be submitted to.</p>	AA/leads of sub-groups	31/1/22
O-TRC	<p>Angus McNair and Sandy Jack drafted a project outline on 'Immuno-FIT', which would focus on optimising patient's response to immunotherapy</p> <p>Action: Management committee members to review outline</p> <p>It would be useful to prepare a document for the Oncology-TRC members outlining the relationship of nutrition and cancer, the role nutrients play in the tumour microenvironment and support cells, and the types of processes that are most likely to be of relevance in cancer therapies. These principles will help the O-TRC understand how our Collaboration can help them. If we want nutrition to be seen as an important and clear part of this, we have to articulate this to others.</p> <p>The next step will be to explore potential industry partners to work with the Collaboration and the O-TRC.</p> <p>Action: Prepare document for O-TRC members Action: Propose that CS co-lead O-TRC work stream Arrange meeting about how the nutrition and physical activity aspects should be incorporated into the work</p>	All SAW/CS/SA SA SA	
WCRF	PPIE support		

	The Collaboration has not yet received a detailed reply about the PPIE proposal. We hope to meet with WCRF towards the end of November.		
Cross work stream meeting	SA has sent dates for the cross-work stream leads/deputies meeting. Action: Arrange date Draft agenda	FD SA	19/11/21 24/11/21
ICONIC	ICONIC is working with UICC to deliver a virtual dialogue on prehabilitation, to be held on 7 th December. FD will send information to members.		
Work streams	<p>Molecular mechanisms</p> <p>The group met on 11/11/21. Dr Emma Vincent presented to the group and the following discussion explored opportunities to utilise the approach. The model of welcoming presenters offered a good basis for the group to talk together on a common purpose.</p> <p>Action: Put Barry Laird in touch with Molecular Mechanisms work stream. He is building up a repository of biomarkers which may be of interest to the group.</p> <p>The committee considered how open or accessible groups are to others that might wish to engage. We do not restrict who can join the groups but should ensure we keep a handle on who joins and when, to manage the meetings effectively. WCRF and NCRI can help to publicise vacancies in the groups. We should explicitly invite expressions of interest to join the groups, including PPIE representatives. Work stream leads should look at gaps in expertise in their groups so we can identify suitable people to join.</p> <p>Toolkit</p> <p>LM and SB have been working on the manuscript.</p> <p>The group will meet again in December.</p>	FD	