

Management Committee meeting

Tuesday 17th May 2022, 10am-12pm

Attendees: Sam Ahmedzai, Fiona Davey, Alan Jackson, Sion Parry, Martin Wiseman

Apologies: Rachel Marklew, Josune Olza Meneses, Karen Phekoo, Steve Wootton

Item	Notes	Person responsible	Deadline
	The Chair opened the meeting and noted apologies.		
Minutes of the last meeting	<p>The minutes of the last meeting were approved. Action: upload to website</p> <p>Actions</p> <p>Nutrition Society EOI SAW previously reported that he had made some edits to the EOI document and had sent to AAJ, but these have not been received. Action: Follow up when SAW has returned to work</p> <p>Individual fellowships We still need to consult SAW about how to support members to apply to personal fellowships.</p>		
Executive Committee meeting	<p>The Executive Committee meeting is on 25th May. Work stream reports have been requested.</p> <p>Preeti from Southampton BRC PPI is also expected to attend to represent the PPI views. The new CTYA co-chairs will be observing the meeting, and Nicola Keat will now be representing NCRI.</p>		
Succession planning	<p>The advert for the Chair role is now live the deadline for applications has been set at June 5th. Collaboration members have been informed and we have encouraged them to share it with their network. It has also been advertised on the NIHR website.</p> <p>Public representatives would also be welcome to apply to the role, although the Committee realised this might not be clear within the advert. The decision was made not to change the wording of the advert because it had already been publicised on external websites.</p> <p>Two dates in June are held for the interviews.</p>		

	<p>Shortlisting will take place in a meeting in the week following the application closure. Elspeth Banks (PIE representative) will also take part in shortlisting.</p> <p>Action: Divide the interview questions between panel members</p>		
Cross-work stream meeting	<p>A document with the objectives and agenda for the meeting was circulated.</p> <p>The work stream reports were moved to the end of the agenda to make them more brief with more time for discussion.</p> <p>Mendelian Randomisation is a potential area for collaboration across the work streams. The members of the Molecular Mechanisms group command a lead position on it in the world. We need to explore how the application of the approach might inform the activities of the other groups.</p> <p>Action: SA and AAJ to discuss direction and guidance needed for work streams and cross-work stream activities</p>		
Finance	<p>The MOU has not yet been finalised so WCRF has not been invoiced and the Collaboration account is in deficit. SAW had been due to speak to R&D/Finance in person a few weeks ago but we have not heard he was able to reach the right people.</p> <p>Action: Keep on agenda as a high priority.</p>		
Early Career Researchers	<p>A few months ago we did a soft-launch of the early career researchers mentoring scheme which would pair up mid-level/senior researchers with early career researchers.</p> <p>There has not been a great response so far. We would like to promote the scheme more at work stream meetings so we have a good pool of people to match up.</p> <p>We also had some external enquiries about the scheme as some members had forwarded the information within their institutions, as we had not been clear it would be for members only at first.</p>		
Study support	<p>The existing document outlining what support we can provide for studies was deemed adequate.</p> <p>A full list of studies that are in development and have been submitted was requested for the Executive Committee.</p> <p>Action: FD to update study portfolio</p>		
ICONIC	<p>There is now a dedicated assistant for the African activity which is helping the group to organise its activities. They have developed a certificate of attendance for the course, which has been highly valued.</p>		

	<p>The group has been working with WCRF to see if they can identify sources of support. The 'Love, Hope and Strength Foundation' is a possible source of funding.</p> <p>The group will be looking to develop a standardised approaches to quality assurance, and the establishment of a quality assurance framework for all nutritionally relevant measurements that they will be looking to make. This has prompted thinking of whether in the UK the Toolkit embraces a quality assured framework. There may be a discussion needed between ICONIC and the Collaboration about how this activity is best developed.</p>		
WCRF Partnership	<p>Our Partnership Steering Group is on 23rd May and we have a short meeting this afternoon to run through the agenda.</p> <p>We have added to the agenda the matter of PPI representation as the current representative has not been able to attend meetings so far, and may not be able to commit to any further meetings.</p> <p>Medical Education discussions</p> <p>WCRF has engaged Kirsty Beck as a contractor to do a mapping exercise on where WCRF resources map to the undergraduate curriculum. A report is due back on this in June which will inform next steps.</p> <p>This will then form a formal task group, which we hope will be linked to the Professionals work stream.</p> <p>Jane Murphy will be stepping down from the Professionals work stream and task groups by early summer. JM had suggested she might be able to put a replacement chair in place but a name has not been suggested yet.</p> <p>Action: Follow up re Chair successor.</p>		
Goldacre review	<p>This report has been brought to the Collaboration's attention for considerations. Many datasets, particularly within NIHR, do not contain any nutrition related data, or any data that might be relevant to nutrition is not identified in that way. It has been difficult to get even the simplest of nutritional markers established in any national datasets.</p> <p>This report is important to us because we need to take the opportunity to get relevant nutrition data in the dataset which could be used in the future.</p> <p>Some committee members know people involved in the report and can make contact to facilitate the conversation.</p> <p>Sion Parry would be able to contact Jessica Moore.</p>		
Work stream updates	<p>FORALL study – PDG study application is progressing well. Two ECRs have been recruited to lead the study. The scope has been narrowed down to breast and prostate cancer. They are aiming for the September deadline.</p>		

	<p>The Population Health group also had a discussion about the NIHR Public Health Messaging funding call but it has emerged that the remit of the call is about infectious disease. The topic of public health messaging for obesity and cancer prevention is still an area of interest for the group.</p>		
AOB	<p>Cancer Prehabilitation Outcomes meeting SAW is due to be attending this meeting. We want to raise the question of how the Collaboration will be involved in this going forwards as we were not involved in the organisation, but many Collaboration representatives will be attending.</p> <p>Oncology TRC A meeting was held on May 9th. CS and SA represented the Collaboration. It was the first meeting since the TRC put out the call to BRCs for new investigators to join the TRC. There were about 8-10 people on the call including some members of our Collaboration. The meeting was to get people to extend their thinking outside of prehabilitation to treatment at different stages. Prof Sandy Jack is currently co-leading the group, although a joint co-lead has not yet been nominated. The group needs further representation from oncologists.</p>		