

Management committee meeting Tuesday 15<sup>th</sup> March 2022, 10am-12pm

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

Agenda item	Notes	Person responsible	Deadline
Minutes of the last meeting	The minutes of the last meeting were approved. Action: Upload to website	FD	25/3/22
Action review	<p><b>Action:</b> MJW, SAW, FD and SA to meet to progress below matters</p> <p>Governance Further conversation is needed about Southampton BRC's contract renewal and our plans if they can or cannot continue to support and host the Collaboration.</p> <p>Succession planning The recruitment process needs to be confirmed. <b>Action:</b> Recirculate person specification</p> <p>PPIE The Collaboration needs to plan how it will enable PPIE activities moving forwards. Also in relation to the WCRF activity and funding, how we will support the task group and how this funding will align with other Collaboration PPIE activities.</p> <p>CRF We met with Joanna Topping from UKCRF regarding re-establishing support for the Collaboration. The CRFs are going through contract renewal and there capacity and capability building is an element of their new contracts. SAW has emailed Jennifer Allison at Southampton CRF regarding working together./</p> <p>NCRI Ian Lewis has left NCRI. A new NCRI representative will be found for the Executive Committee.</p>	FD	
Nutrition Society SIG	<p>The draft expression of interest in forming a Special Interest Group was submitted to the Nutrition Society. It was reviewed by their reviewing committee, who were supportive, but requested more detail for mater such as who we would like to lead its management group. Action: discuss further</p> <p>The Nutrition Society is hosting meeting with the British Association for Cancer Research on breast cancer.</p>		

Succession planning	As a first stage we need to agree the timeline and process for recruitment. SA will join these meetings but will not be involved in later stages such as interviewing.		
CF study	<p>A Collaboration member approached us to ask about a letter of support for a study which had just been funded but had not been through the work stream. They sought support for matters such as finding study sites.</p> <p>The committee decided the Collaboration cannot provide support for studies which have not involved the Collaboration in their development and have allocated funding to support the Collaboration.</p> <p><b>Action:</b> SAW to write brief summary on what the adoption of a study would mean and how it would work in practice.</p>	SAW	30/4/22
Stakeholder review	<p>We have started conversations with different stakeholders such as wcrf, NS, NCRI.</p> <p>In the process of looking at how we develop partnerships and engage with 3<sup>rd</sup> parties.</p> <p>Maybe we need different models for different stakeholders</p> <p><b>Action:</b> SAW/MJW to continue discussion on stakeholder review requirements</p>	SAW/MJW	12/4/22
Work stream meetings	The cross work stream meeting is scheduled for March 31 <sup>st</sup> . This will focus on what programmes of work can we deliver working between work streams.		
PPIE	<p>The Collaboration needs to consider how we will secure PPIE representative involvement and how they will be deployed across projects. A decision is also required on how to manage leadership of the group, to help them establish themselves as a community.</p> <p>We will advertise a general call for new representatives.</p> <p><b>Action:</b> Enquire whether ECPC will share our advert</p> <p><b>Action:</b> circulate wording of PPIE adverts</p> <p>It was suggested that if they have capacity, the PPI Officer at Southampton BRC might be able to act as convenor until a Chair is found.</p> <p>If representatives have come from existing PPI forums and have experience, we can assume they have been through existing screening processes and we do not need to interview everyone.</p>	<p>FD</p> <p>FD</p>	<p>15/4/22</p> <p>31/3/22</p>
September conference	<p>Nutrition Society fed back that there wouldn't be an opportunity this year except linking with their summer meeting due to capacity constraints.</p> <p>We will look to hold a conference in Spring next year.</p>		

ICONIC	<p>ICONIC are currently developing their business case to continue beyond December. Its working programmes will focus on prehabilitation, capacity building for academics, and childrens, teens and young adults with cancer, which will operate in parallel with activities of the Collaboration.</p> <p>They will ask the IUNS to support the task force for a further term but may seek to move the activity to independent status in the future.</p> <p>A more formal statement of our relationship may be required.</p> <p><b>Action:</b> Arrange meeting regarding statement of intent for AAJ/MJW/FD/RM</p>		
BDA guidelines	<p>The BDA Obesity Group released guidelines for its own communications in terms of how overweight and obesity-related language is used.</p> <p><b>Action:</b> Draw attention of guidelines to members for due consideration as an example of good practice</p>	FD	12/4/22