

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

**Attendees:** Sam Ahmedzai, Fiona Davey, Alan Jackson, Rachel Marklew, Sion Parry, Steve Wootton

**Apologies:** Josune Olza Meneses, Karen Phekoo, Martin Wiseman

Item	Notes	Person responsible	Deadline
Matters arising	<p>Nutrition Society</p> <p>We had a constructive meeting with Nutrition Society's CEO last week. We have proposed to form a special interest group within the Nutrition Society, which will enable them to send support from the group to our meetings and activities. It will create a place for people with an interest in the area to come together and creates focus and opportunity for the activity.</p> <p>In the first instance we have proposed a 6 month period in which to organise what we want to achieve, and then following that we will submit a longer term proposal for up to 5 years.</p> <p>In setting up future partnerships, we will nominate a lead negotiator and working group for each potential partnership. SAW will lead on working with BAPEN.</p> <p><b>Action:</b> Next management committee meeting to review potential partnerships and agree approach, who is responsible and reporting back process.</p>	All	
Collaboration study adoption	<p>Templates created by the Mental Health TRC on adopting studies were circulated prior to the meeting. These processes ensure studies are adopted in a formal and transparent way, and that the TRC is clear what is contained in its portfolio. They don't provide endorsement but do adopt relevant studies.</p> <p>It would be beneficial to have a structured and clear approach to relating to studies.</p> <p>Considerations</p> <p>Responsibilities of Collaboration if adopting studies</p> <p>What role would we play in terms of having a defined task within a study?</p> <p><b>Action:</b> Draft new guidance to capture what we're offering.</p> <p>We will collect current experiences to form the guidance and reflect on this as needs arise.</p>	FD/MJW/SAW	Before next Exec meeting date TBC

	A statement on the decisions that need to be made and the decision making tree that is adopted from SAW's experience in order to come to judgements.		
Sally Wheelwright RfPB application	<p>The committee confirmed its support for the application led by Dr Sally Wheelwright</p> <p>The application will need to outline the role the Collaboration as played, such as providing input and comments, identifying collaborators and participating in dissemination.</p>		
Oncology trc	<p>The group has decided on a new name for the work stream: 'Needs-based supportive complex interventions'.</p> <p>We established that the group is not just about prehabilitation, it has a broader agenda.</p> <p>Sandy Jack is a co-lead on the work stream and we proposed that Clare Shaw would be the other co-lead.</p> <p>Alexandra Zervos is reaching out to other BRCs to seek collaborators to join the TRC. An invitation has been circulated.</p> <p>SA to respond to AZ's email re co-lead nomination</p>		
Southampton UHS governance	<p>SAW is waiting for Mike Grocott to come back with further expression of support. Whilst there is no extra funding available, University Hospital Southampton and the R&amp;D department will continue to be the hosts for the Collaboration. They will continue to support the PPIE lead role within this award period, they cannot make any decisions about the next round until the awards are given.</p> <p>They could not apply for money to support us because the application process would only consider TRCs, not Collaborations, but opportunities within the general fund might exist.</p> <p><b>Action:</b> We need to have a plan for the award/no award of the BRC as a contingency plan for either outcome.</p>		
Succession planning	<p>SA would like to step down from the Chair position by end of summer/beginning of autumn.</p> <p><b>Actions:</b> A formal announcement must be made but the person specification needs to be finalized first.</p> <p>3-4 members of the management committee will form a succession planning committee and get</p>		

	<p>views from other committee members and stakeholders (WCRF, NCRI) for thought/suggestions on the process so that is conducted in a fair and open manner.</p> <p>It was suggested that MJW should lead this committee. This process can be started in March.</p> <p>SAW to contact MJW</p>	SAW	
PPIE	<p>WCRF has offered £3000 to support the PPIE activities within the partnership.</p> <p>We need a PPIE lead irrespective of the WCRF partnership and funding. We need to recruit a lead so that we have someone to develop and lead the new PPIE structure.</p> <p>Are any current members able to engage on a short term interim basis to help guide how to use the funding well?</p> <p>It is important for our PPIE member to have a community feeling within the Collaboration and not to work in isolation.</p> <p><b>Action:</b> Draw up a list of past and present PPIE members and where they are involved, then we can see where we have gaps</p> <p><b>Action:</b> Call together meeting of current members hosted by SA, and also invite member from NCRI to kickstart process.</p>	<p>FD</p> <p>FD/SA</p>	
WCRF task group	<p>The nutritional guidance resource task group met last week. Their health information team are leading on reviewing the content from WKOF, and have added in questions from patient support sessions and other sources. This will be reviewed by the end of February, will then go out for PPIE review and then will receive BDA OSG endorsement. The WCRF team will also start building test website pages so this can be reviewed by the task group.</p> <p>This is a key engagement activity. Involve Eva from NOCRI communications.</p> <p>The Informed task group is progressing and WCRF is currently interviewing people about the newsletter for more in-depth feedback. We will be reviewing the feedback at the next meeting in March.</p>		

Iconic	<p>ICONIC has developed an online grant writing course to support capacity building in Africa.</p> <p>They have a longer term ambition has been identified, of building a prospective cohort for Africa which will be conceptually modelled on the EPIC study.</p> <p>Nutrition in childhood cancers – they have a group chaired by Mike Stevens who have met regularly, and plan to host a virtual dialogue on nutrition and childhood cancers with a focus on obesity. They will also produce a consensus statement for clinical practice in the area.</p> <p>Prehabilitation – a virtual dialogue took place in December Unfortunately, the proposals submitted for the sessions at this year’s World Cancer Congress were not successful.</p> <p>The task force comes to the end of its term at the end of this year. This year ICONIC will need to make a plan on how they will work beyond this year.</p> <p>Discuss at next management committee meeting how we may support ICONIC in their next term.</p>		
AOB	<p><b>Action:</b> Arrange meeting for SAW and FD with Hannah Bennett CRF</p> <p>SP received an enquiry from a researcher at UCL who has been awarded funds by UCL to develop a tool to improve personalized nutrition for breast cancer <b>Action:</b> SP – put researcher in contact with FD to explore mutual interests. We will need to find out about the nature of the evidence base for the tool and whether it works</p> <p>NCRI SA has been having discussions with Ian Lewis. It has been proposed that an academic representative from NCRI might be useful to have. IL is talking with the LWBC group about identifying someone.</p> <p>NCRI are looking to a hybrid model for this year’s conference. We should put forward at least one proposal from the collaboration for a panel discussion with dietitian and physio answering</p>	<p>FD</p> <p>SP</p>	

	<p>questions from a panel of patients. It could feature the nutritional guidance resource.</p> <p>There is currently no commitment to a standalone conference this year.</p> <p>We have to reflect upon the size and scale of the conference in comparison with other conferences taking place this year, in the background of the ongoing pandemic. The Nutrition Society opportunity will be a smaller scale activity which will appeal to a set audience and might act as a toe in the water experience.</p> <p>We might not have the resource to put on any substantial activities this year, it would be better to plan for next year to ensure it has sufficient impact.</p>		
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