

Management Committee

12th September 2023, 2-3.30pm

Chair: Steve Wootton

Attendees: Anjali Batish, Fiona Davey, Mike Grocott, Heather Parsons, Jaime Brown

Apologies: Martin Wiseman, Kate Holmes, Alan Jackson

Item	Notes/actions	Lead	Deadline
Welcome and apologies	SAW opened the meeting and noted apologies. HP and JB joined the meeting for the first item on the PPIE workshop.		
PPIE	<p>A plan of the objectives for the PPIE workshop was presented, which the BRC PPIE team will turn into an agenda with discussion points.</p> <p>The workshop will start with an icebreaker and outline a working agreement on confidentiality, timekeeping and etiquette.</p> <p>Some participants will be new to the Collaboration completely so we will set the scene to explain why we've brought people together and give an overview on previous PPIE activities.</p> <p>The ambition of the workshop will be to help and empower the panel to work together and plan their own activities to deliver in their own communities, particularly in relation to wider public engagement. We will get their feedback on what an ideal public partnership would look like, and what messages we should be giving out to the general public. The first discussion will focus on the needs of patients and their families in relation to nutrition, and what do they not get from HCPs?</p> <p>We will seek to develop an action plan for the next 12 months from the discussion at the workshop and define what resources would be required (i.e. training, fundraising)</p> <p>Heather Parsons informed the committee of the UOS' Public Engagement Research Unit which might have suitable funding available, and offered support in applying to it.</p> <p>The workshop is scheduled for 24th October.</p>	FD	15/9/23

	<p>Action: Confirm workshop objectives by 15/9/23 for inclusion in the PPIE newsletter on 19/9/23.</p> <p><i>MG joined the meeting</i></p>		
Minutes of the last meeting	<p>The minutes of the previous meeting were accepted.</p> <p>Action review</p> <p>UK Oncology Forum – SAW has contacted Trevor Smith about BAPEN’s involvement. TS has taken the matter to BAPEN’s Executive Committee for support on engaging with us. SAW to report back next time.</p> <p>AAJ has spoken with Brendan Moran regarding engaging with surgical colleagues and will provide information next time.</p> <p>NCRI – follow up with Chair and Angus McNair</p> <p>NIHR/DHSC – AB to follow up with KH about support for membership programmes.</p> <p>PPIE – SAW to send contacts from training academy meeting.</p> <p>SAW is in communication with LM about edits to the Toolkit manuscript.</p> <p>SAW will speak to Dame Prof Sally Davies at the end of September about convening the external advisory committee.</p> <p>UK Oncology Forum A session was chaired by VC at the UK Oncology Forum. It was a small session but will be available online to help reach a wider audience.</p> <p>Terminology paper The draft structure and concepts of the nutrition and exercise terminology paper was circulated previously for comments. SAW and AAJ had discussed and AAJ will provide written commentary on the next steps.</p> <p>Pancreatic Cancer UK SAW has not heard any further about the next steps following the workshop. We will invite PCUK to the charity workshop.</p>	<p>FD</p> <p>AB</p> <p>SAW</p> <p>SAW</p> <p>AAJ</p>	<p>30/9/23</p> <p>17/10/23</p> <p>30/9/23</p> <p>30/9/23</p> <p>18/10/23</p>
Executive Committee	<p>The next Executive Committee meeting is in October. We will make the agenda shorter to focus on key areas:</p> <ul style="list-style-type: none"> • Update on prehabilitation strategy • Nutrition Society SIG 		

	<ul style="list-style-type: none"> Developing a workplan for the year <p>Prehabilitation steering group The core group is meeting on the 14th and the wider group will meet in November. MG suggested inviting June Davis to the wider steering group.</p>		
Nutrition Society SIG	<p>The core group met for the first time in July. SAW is drafting an advert to use for wider recruitment. Problems were reported with the link when the advert was first circulated in the NS newsletter. About 7 sign ups have been shared by NS so far.</p> <p>Action: FD and SAW to meet to progress the advert.</p>	FD/SAW	17/10/23
Phase Three report	<p>FD has been drafting and compiling the submitted sections from each work stream. This is behind schedule as not all sections have been received yet. We will aim to submit a more complete draft to the Executive Committee by the October meeting.</p> <p>Action: All members to complete allocated report sections</p> <p>FD has attempted to contact R&D comms for support with formatting and presentation of the report but has not received a response yet. Action: Follow up</p> <p>Action AB will check with KH about timing of reporting for other TRCs with annual reports.</p>	All FD AB	30/9/23 30/9/23 17/10/23
Charity workshop	<p>A workshop is planned in collaboration with WCRF as a follow up to the earlier charity engagement workshops and to promote working together. A draft agenda was shared, which was drafted by the WCRF comms team.</p> <p>Agreement was reached that the agenda would need to be re-balanced to give charities plenty of opportunities to share their own experiences, as the purpose of the workshop is not designed to be promotional. By the end of the day we would hope that all the participants could see how they could potentially partner with us.</p> <p>Action: SAW to make edits to agenda, to be presented to WCRF steering group in October.</p> <p>The charities that participated before were all invited, but we would be open to inviting groups that haven't been involved previously.</p>	SAW	30/9/23
WCRF partnership	<p>WCRF is planning a session for AMRC Festival of Partnerships and thought that our partnership would be a good example to present. FD has provided content that could be used in its promotion. Clarity is required on whether it would be a webinar or a blog.</p>		

	<p>The partnership steering group is taking place in October. The priority from the NIHR for discussion will be to build a clear workplan for next 12 months.</p> <p>FD will also prepare a brief report on the objectives and project ideas identified in the MOU to help identify any low hanging fruits that could be addressed in the next year.</p>		
ICONIC	<p>ICONIC is waiting to be approved a task force within the next cycle of funding.</p> <p>ICONIC continues to work in Africa and colleagues from Ghana visited recently to work on a quality assurance framework on measuring nutritional status. This is gaining momentum in other countries as well.</p> <p>SAW will be travelling for a site visit to Ghana in October and speaking and at the annual nutrition and dietetic congress in Kumasi.</p> <p>ICONIC is working with WHO on a knowledge action portal to create a community of practice for CTYA with a global focus.</p>		
Work stream updates	<p>Professionals The group reconvened in summer. WCRF are now represented on this work stream. WCRF commented that they were expecting a larger group of people as there was significant overlap with people involved through the WCRF task groups. We will try to recruit more members to gain a wider pool of expertise, including pharmacists and physiotherapists. We also hope to have representation from Macmillan on this work stream.</p> <p>LWBC The group met yesterday and is developing a more focused strategy with a new approach to monitor how they work to achieve their strategic ambitions. If this is successful this could be used in other work streams.</p> <p>Population Health The FORALL application is almost ready for submission and the Collaboration has provided a letter of support for the application. The work stream will be meeting after the submission with the wider work stream to define their workplan.</p>		