

Management committee

Tuesday 14th November 2023, 2-3.30pm

Attendees: Anjali Batish, Vicky Coyle, Fiona Davey, Mike Grocott, Alan Jackson, Steve Wootton (Chair)

Apologies: Rachel Marklew, Martin Wiseman

Item	Action	Lead	Deadline
Welcome and apologies	SAW opened the meeting and noted apologies from MJW.		
Minutes	The minutes of the last meeting were approved. Action: Upload to website	FD	17/11/23
	Actions NCRI are no longer providing services and are unable to speak to us directly about how we could support their activities. They have advised us to speak to John Wilkinson who is coordinating DHSC & NIHR responses. Action: Contact JW to request a meeting.	FD	30/11/23
	Advisory committee SAW has reached out to Prof Sally Davies and has heard back from her PA to acknowledge the request, but we haven't received a full response as she is busy.		
	Phase three report SAW and VC need to speak – end of November/first week of December. FD has heard from SA regarding the phase 3 chair's summary. It has not been received yet. SA also provided some comments on further features to include and on the structure. Action: FD to follow up	FD	20/11/23
	AB reported that NOCRI is currently defining its TRC reporting timeframe. This will be roughly aligned with the BRC annual reporting.		
	Terminology paper This paper set out to address issues around the inconsistent use of terms among different groups working in nutrition, where terms may be used in different contexts. Comments have not been received yet. Action: recirculate document	FD	17/11/23
PPIE	Sense about Science SAS is a charity that works to promote good communication about science.		

	<p>In the PPIE workshop, the perspective was shared that many doctors have not had formal training on nutrition but still provide advice. Patients also want to know more themselves.</p> <p>SAW and FD met with SAS who also participated in the workshop and have suggested a 'making sense of nutrition and cancer research' communications piece could be beneficial to both audiences. This would address what is known and not known in research and outline future priorities.</p> <p>Their process brings together different stakeholders to work out what are the most important things to communicate, and then co-create a vehicle to deliver these messages to the appropriate audiences. Our PPIE community could work with us to deliver this. SAS require funds for their collaborative projects and we could apply for a grant together.</p> <ul style="list-style-type: none"> - Action: - Preliminary costings for small grouping to progress project, and include costs required for other PPIE contributions in work streams - Convene follow up meeting <p>The workshop summary was approved.</p> <p>Action: Circulate to participants for opportunity to add in further matters.</p>	FD	30/11/23
		FD	30/11/23
		FD	17/11/23
Prehabilitation steering group	<p>The wider prehabilitation steering group met this morning for the first time. They have started to develop a clarity on how it will fit with other groups and societies working in the space.</p> <p>With the refresh of the NIHR-Macmillan-RCOA guidance the group felt the need to formalise the participation and engagement with the project, perhaps through a MOU. This was not used in the original work.</p>		
Nutrition Society SIG	<p>The core group came together over summer and SAW has completed one-pager to be used to advertise the SIG to Nutrition Society members.</p> <p>Action: Share document with FD</p> <p>The SIG has been invited to deliver a webinar as a part of their Academy activities which has been accepted.</p> <p>Action: Specific item for next management meeting</p>	SAW	20/11/23
Membership	<p>AB fed back that KA's understanding was that there would be a revised version of the membership model to seek approval of from DHSC.</p> <p>The view remains that DHSC would not be comfortable</p>	All	

	<p>To be a Collaboration we need to be able to identify our members at the corporate/charity/institutional level, and in terms of people. This matter of participation should now be treated separately to matters of raising funding.</p> <p>Action: Recirculate revised draft incorporating separate elements of membership and funding, to be discussed at next meeting.</p>	FD	7/12/23
WCRF partnership	<p>The joint charity workshop is taking place on Tuesday 22nd November, to follow up on the previous charity discussions. SAW has worked with WCRF to realign the agenda to give charities more opportunity to share their experiences. The workshop will use the partnership with WCRF as an example of how we can work together and we will invite them to share how we could help them. The participating charities will be a mix of ones previously involved and new to our work.</p> <p>Action: Share final workshop agenda.</p> <p>In developing any further charity partnerships we will need to ensure that it includes the support to develop our capacity to work with them.</p> <p>The suggestion was made that we could approach Macmillan to formalise the relationship and explore opportunities for further funding to support the prehabilitation agenda with a dedicated person to work on this.</p> <p>Action: A formal conversation with Macmillan at a senior level is needed.</p>	FD	17/11/23
NIHR	<p>DART is having a meeting in December to discuss how they want to continue collaborating as DHSC funding is ending for the TRC. The BRCs still have their ring-fenced funding to support the activity, so they may continue in a form similar to our Collaboration.</p> <p>Action: AB to report back after the meeting about opportunities for synergy.</p>	VC/SAW	01/24
NIHR	<p>DART is having a meeting in December to discuss how they want to continue collaborating as DHSC funding is ending for the TRC. The BRCs still have their ring-fenced funding to support the activity, so they may continue in a form similar to our Collaboration.</p> <p>Action: AB to report back after the meeting about opportunities for synergy.</p>	AB	01/24
ICONIC	<p>ICONIC has completed this year's capacity building activity. It has been successful in inciting wider interest in research, with 2 or 3 grant applications being submitted to WCRF.</p> <p>The CTYA group is working with WHO on a Knowledge Action Platform as a basis for community of practice within their chronic disease setup. It is still a learning exercise but if it works out it has relevance to the activities of the Collaboration and could support the community of practice on a national basis.</p>		

	<p>Within the quality assurance framework, the first year has completed with support from WCRF. SAW completed a site visit to Ghana and there is interest at a senior level within universities and other institutions. There are plans to extend more widely next year to Francophone countries.</p> <p>Advice was given that expanding a quality assurance framework within the BRC and CRF would be advantage for the quality of research. To be able to refer back to the national capabilities would also be of value to establishing nutrition research on an international basis.</p> <p>The CTYA group has been approached to see if it could take a leadership role for the knowledge action portal within the UK.</p> <p>Action: AB to connect AAJ with NIHR Global Health Programme</p> <p>ICONIC has submitted a proposal for a session at the 2024 World Cancer Congress. There was no explicit session on nutrition and cancer at the last conference.</p>	AB	14/12/23
Work stream updates	<p>Professionals</p> <p>The work stream will meet in December but this is contingent on the WCRF medical education group being able to meet in advance. LE and EM fed back that they would like more guidance on their priorities from the Executive Committee.</p> <p>LWBC</p> <p>i-Prehab</p> <p>A request has been received for a more specific breakdown of costs for the Collaboration to support the activity. PPI costs have also been included in this. SAW reported that the proposal for the funding had been sent to Karen Underwood and was awaiting approval. At the LWBC meeting last week a proposal was put forward to have a sub-group with a focus on EDI to support i-Prehab.</p>		
AOB	<p>Management committee chair</p> <p>SAW agreed to fill role for 6 months and would support a successor in his succession.</p> <p>Action: Start to consider recruitment for July 2024. No applications were received when the advert went out earlier this year.</p> <p>Feedback was given that the group needs to be clearer about the purpose of the management committee in relation to the executive committee.</p>	All	December

	Action: item for next management committee	All	December
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