

Management committee

Tuesday 16th April 2024 10am-12pm

Attendees: Anjali Batish, Fiona Davey, Mike Grocott, Alan Jackson, Steve Wootton

Apologies: Vicky Coyle

Item	Notes/actions	Lead	Deadline
Minutes of the last meeting	The minutes of the last meeting were accepted. Action: Upload to website	FD	19/4/24
Matters arising	<p>Membership The briefing on membership requirements is outstanding. SAW/AAJ to draft document outlining the need to raise support for the Collaboration and how this relates to charities and a potential membership programme.</p> <p>Phase three report SAW is about ¾ way through editing the report and will continue this before the next meeting. Action: Forward SA's section to AAJ</p> <p>Nutrition Society SIG SAW has found the brief and edited it, will share with FD to share with the core group. The focus is on how the members' work could strengthen the molecular mechanisms group's work. Action: SAW and FD to meet on Wednesday at 9am re: SIG</p> <p>Charity working group The charity working group has met and agreed to compile their existing resources. The group will not take responsibility for accrediting the resources but will provide relevant information on the Ask for psychological/behavioural resources as well We have asked them for the source of evidence for information.</p> <p>MG informed the group of an NIHR call for Programme Development Grants relating to public partnerships. This closed in October but is expected to be a recurrent funding call. June Davis and MG have discussed the potential for the Macmillan review outputs feeding into this with charitable and</p>	<p>SAW/AAJ</p> <p>SAW</p> <p>FD</p>	<p>30/4/24</p> <p>10/5/24</p> <p>16/4/24</p>

	<p>patient partners, i.e. communicating the guidance, priority setting for research and work on screening and measurement. A longer term ambition is to form a charity network.</p> <p>This opportunity will be raised at the next charity working group meeting in May.</p> <p>https://www.nihr.ac.uk/documents/programme-development-grants-developing-innovative-inclusive-and-diverse-public-partnerships-call-brief/29676</p> <p>ICBS</p> <p>SAW has spoken to Dr Derek Sandeman regarding the Integrated Care Boards. He has recommended to explore with the cancer alliances how we can work at this level as they are their key link for patient support.</p>		
Work stream leads meeting	The work stream leads' meeting is taking place this afternoon. The meeting seeks to encourage work streams to commit to specific deliverables over the next 12 month period and to agree their KPIs.		
PPIE	<p>It was noted that the PPIE and charity groups have similar ambitions. As the groups establish themselves further we will explore how they can work more closely together.</p> <p>Further consideration needs to be given to the financial support available for the panel. A limited amount of funding is available for their contributions in the meetings themselves, but funding is not available for any tasks required in between meetings.</p>		
WCRF partnership	<p>A meeting was recently held to review the progress of the partnership and explore the needs of the partnership in the next phase. Funding has been extended for a further two years.</p> <p>Committee structures have been changed to focus on strategic matters in the Steering Groups, with the formation of a quarterly Management Group to oversee operational matters. Point people have been allocated for each area of activity, who will report to project managers. Project managers will have a monthly meeting to oversee progress and drive activity forward.</p> <p>Activities will be more closely linked with the Collaboration work streams so we are working in more alignment.</p>		
Prehab	The prehabilitation steering group meeting is scheduled for 23 rd April. The meeting will focus on how the Collaboration will respond to the consultation, MG will feed back on the submissions		

	from the NIHR funding call and AAJ will give an update on the mechanistic framework.		
Finance	<p>An updated statement has been received from Trust Finance. FD and SAW are working to ensure WCRF receive an invoice to cover the second half of the past year to bring the accounts up to date, and to provide estimates for the costs for the year ahead. Accurate costs cannot yet be given as the Agenda for Change scale has not been updated for the new financial year.</p> <p>Previously Karen Phekoo had oversight of the Collaboration's finances. MG recommended that Kay Mitchell take on this responsibility for the Collaboration, and to keep us informed and engaged with relevant matters within R&D.</p>		
ICONIC	<p>WHO knowledge action portal – a meeting was held for global participants to publicise the progress and invite to join the community. Links are now also being strengthened within the UK CTYA community.</p> <p>ICONIC will present on the Knowledge Action Portal at the World Cancer Congress in September.</p>		
Communications	<p>Sam Ahmedzai has offered an opportunity for the Collaboration to present at the UK Association for Supportive Care in Cancer conference in Autumn. It is unclear whether they would like us to submit a proposal for a session or if they would like us to focus on something specifically.</p> <p>The date is to be confirmed. If the timing aligns, it may be a suitable opportunity to promote the prehabilitation review findings.</p>		