ANIMAL WELFARE AND ETHICAL REVIEW BODY (AWERB)

Minutes of a meeting of Animal Welfare and Ethical Review Body held on Tuesday 02nd October 2018 from 10.00am to 12.00pm in [redacted]

PART 1 – PROCEDURAL MATTERS

1. Present

[redacted] (Representative of the Personal Licence Holders) and [redacted] (Representative of the Project Licence Holders), [redacted] (Representative of the Ancillary Unit User Group), [redacted] (Lay Member), [redacted] (BSMS) and [redacted] (Lay Member)

In attendance: [redacted] (Research Governance Officer), [redacted] (Secretary).

Apologies for absence were received from: [redacted] (Chair Holder of the Certificate of Designation), [redacted] (School of Psychology) and [redacted] (Local Home Office Inspector).

2. Minutes

The Committee APPROVED the Minutes of the meeting held on 17th May 2018. (AWERB/53/IM)

3. Matters arising from the minutes

None.

4. Annual Committee Review

The Committee REVIEWED the Terms of Reference for the AWERB and the AWERB Applications Review Group (ARG) (AWERB/54/01) and APPROVED the minor changes to the Terms of Reference for the ARG. [ACTION: Secretary to update Organisation of the University]

The Committee discussed setting some key metrics for annual assessment of the efficiency and effectiveness of the AWERB and ARG. This would be included in the annual report in line with the University’s commitment to the Concordat on Openness in Animal Research (COAR). [ACTION: Secretary to progress with [redacted] and [redacted]]
5. **Report from the Chair**

- The Chair welcomed [person A] to his first AWERB meeting and thanked him for joining the Committee.

- The Committee was informed that [person B] would be taking over from [person C] as the Chair of the AWERB and as the Establishment Licence Holder.

**PART II – MATTERS FOR DISCUSSION AND/OR DECISION**

6. **Report from the Named Animal Care & Welfare Officer (NACWO)**

The AWERB RECEIVED an update report from the NACWO. (AWERB/54/02) key points:

- [person D] has indicated support for rebranding of the facility to Biomedical Research Facility or something similar. [person E] will be liaising with the users to determine the most appropriate name for the unit.

- In line with the AWERB Terms of Reference a re-homing policy will be written and introduced.

- Home Office letter of reprimand received on 30th August 2018.

- Gap analysis completed for Establishment, Project and Personal Licence standard conditions has highlighted that record keeping is the area is need of attention.

- [person F] and [person G] Fish Facilities are both completed and have been requested to be added to the Establishment Licence.

- Mite treatment completed.

- Health monitoring in IVC area has provided a clean health status – the rest of the unit will be checked week commencing 8th October 2018.

- New starters in the unit have followed a four week initial training programme with two Senior Technicians acting as “buddies”.

- Education, training and development policy to be written and introduced.

- NC3R’s project continues for training protocols to be introduced around best practice for specific protocols such as water restriction.

7. **Report from the Named Veterinary Surgeon (NVS)**

The AWERB NOTED the update from the Named Veterinary Surgeon (NVS). Of note:

- Pinworm check has come back clear, with a representation from all rooms having been checked.

- Wider health screen to be conducted.

- Samples from mice in IVC where some abscesses have been noticed have been taken and sent off for histology.

- NVS attended The Laboratory Animals Veterinary Association (LAVA) meeting last week where they considered the interesting topic of animal stress and suffering and is a stressed animal suffering?

- There has been a good advance of communication within the department with the NVS being cc’d automatically for any emails around health concerns.

- NVS highlighted that attending a course does not always provide tangible benefits and to remember that intangible benefits can be just as important.
8. **Recommendations from the Applications Review Group (ARG)**

The Committee **NOTED** the summary of recommendations made by the Applications Review Group (ARG) since the last AWERB meeting. *(AWERB/54/03)*

The Committee discussed the potential that there could be ongoing non-ASPA projects that have not been though the ethical approval process. Clarification to be placed on the University webpages outlining the ethical approval process for all projects involving any animal regardless of its status under Animal (Scientific Procedures) Act 1986 (ASPA).

The Committee agreed that it should have knowledge of any project currently ongoing that have not going through the ethical approval process. **[ACTION: Secretary to request from School Research Committees any ongoing projects involving any insects]**

9. **Non-ASPA application form**

The Committee **APPROVED** the new non-ASPA application form *(AWERB/54/04)* which has been updated to produce a more structured form that follows the format of the project licence application.

It was agreed that an example of a completed form would be helpful to applicants. **[ACTION: Secretary to progress with]**

10. **Overseas Collaboration**

The Committee **RECEIVED** the new checklist to support the assessment of welfare standards in overseas research produced by the NC3Rs. *(AWERB/54/05)*

The Committee agreed that the AWERB should be made aware of any collaborations involving animal research. Guidance to be placed in the Research Governance Code of Practice or other appropriate guidance. **[ACTION: Secretary to progress]**

11. **University Webpages**

The Committee **RECEIVED** the proposed update to the University webpages. *(AWERB/54/06)* The Committee was informed that case studies and examples of good 3Rs practice will be included on the webpages.

**PART III – MATTERS FOR INFORMATION**

12. **Concordat on Openness in Animal Research**

The Committee **RECEIVED** the latest Annual Statement for the Animal Research at the University including the updated figures reported to the Home Office. *(AWERB/54/07)*

13. **Non-Technical Summary (NTS)**

The Committee **RECEIVED** a guide produced by Understanding Animal Research (UAR) in relation to writing non-technical summaries. *(AWERB/54/08)*
14. Dates of future meetings

- 10 January 2019
- 10 April 2019
- 10 July 2019

15. Any other business

- The Committee was informed about a group called [redacted] who have been taking part in non-violent demonstrations at Universities.

- The Committee was provided with a guidance note produced by UAR providing information and advice for institutions who are considering publishing their “additional” animal statistics.

[Signature]
Secretary
October 2018