

<b>Meeting:</b>	<b>Animal Welfare and Ethical Review Body (AWERB)</b>		
<b>Date:</b>	30 September 2021	<b>Time:</b>	14:00-16:00
<b>Location:</b>	Microsoft Teams		
<b>Members present:</b>	AWERB Chair AWERB Deputy Chair Two Named Animal Care and Welfare Officers (NACWO) Named Veterinary Surgeon (NVS) Named Information Officer (NIO) Chair of Biomedical Research Facility (BRF) User Forum Non-ASPA (NASPA) subcommittee Deputy Chair Non-Establishment Ethics Review (NEER) Officer Personal licence (PIL) holder representative Four members with relevant research experience Two independent, external lay members Statistician		
<b>In attendance:</b>	Establishment Licence Holder, Research Integrity and Governance (RIGO) officers, AWERB Secretary		
<b>Minutes:</b>	RIGO Officer		
<b>Acronyms</b>	AWERB – Animal Welfare and Ethical Review Body BRF – Biomedical Research Facility ECR – Early Career Researcher FEO – Favourable Ethical Opinion HOLC – Home Office Liaison Contact NASPA - Non-Animal in Scientific Procedures Act NACWO – Named Animal Care and Welfare Officer NEER – Non-Establishment Ethics Review NIO – Named Information Officer NVS – Named Veterinary Surgeon PILh – Personal Licence (holder) PPLh – Project Licence (holder) PELh – Establishment Licence (holder) RIGC – Research Integrity and Governance Committee RIGO – Research Integrity and Governance Office SAGE-AR – Self-Assessment for Governance and Ethics – Animal Research URIC – University Research and Innovation Committee		

## Agenda Items:

Item #		Action
1.	<p><b>Welcome and Apologies</b></p> <p>The Chair of AWERB welcomed all committee members and introductions were made. One apology received from: Head of Research Integrity and Governance Office.</p>	<p>Apologies for absence to be sent to Chair in advance of meetings.</p>
2.	<p><b>Approval of minutes and Update on actions from previous meeting (7<sup>th</sup> July 2021)</b></p> <p>Minutes of the previous AWERB meeting (held on 7th 2021) were approved, with no revisions. From this meeting on, AWERB aims to make meeting minutes publicly available. Location of hosting still to be decided and discussed off-line; Mechanism of sign off by AWERB members: minutes draft will be circulated to members for review and formal approval to be obtained at the next meeting before posting the minutes online.</p> <p><b>Action log</b></p> <p>An update was provided on ongoing and completed actions (items references from previous minutes as per action log).</p> <ul style="list-style-type: none"> <li>• New Chair of NASPA appointed and announced</li> <li>• (4) AWERB Chair to review AWERB NASPA and NEER processes with Head of RIGO and relevant Chairs. Ongoing.</li> <li>• (4iii) Secondary availability licence approved under Chair's Action in April 2021 –</li> <li>• (4v) PPL Tracker added to Action Log as additional spreadsheet</li> <li>• (6iv) further guidance for NEER process being developed (to feed into review of processes) with feedback from previous applicants</li> <li>• (8iii) presentation of new equipment available in BRF to be made to AWERB at next meeting</li> <li>• (9ii) AWERB TORs approved by RIGC</li> <li>• (10i) Annual Review of Concordat to be presented at next meeting along with Concordat Action Plan (item 9 from 20-01-2021)</li> <li>• (11i) AWERB Members Survey shared and preliminary results to be presented by RIGO Officer</li> </ul>	<p>Complete</p> <p>Ongoing</p> <p>Researcher to present <b>at next AWERB meeting</b></p> <p>Complete</p> <p>Ongoing (NEER Officer and NASPA Chair)</p> <p>Chair of BRF User Forum to present</p> <p>Complete</p> <p>Chair to present at next AWERB meeting</p>

	<ul style="list-style-type: none"> <li>(12) Review of mechanism to feedback any revisions from HO on PPL applications back to AWERB</li> </ul> <p>Discussion about length of service of members on AWERB (discussed under Item 4iv below).</p>	<p>Full report to be shared by RIGO Officer <b>(by next meeting)</b></p> <p>Chair to work with HOLC</p>
3.	<p><b>Discussion: papers from Named Persons, NASPA Chair, NEER Officer</b></p> <p>Reports submitted ahead of meeting and shared with AWERB members via Sharepoint site.</p> <p>There were no queries raised, but NC3Rs 3Rs self-assessment tool discussed for future use by AWERB.</p>	
4.	<p><b>AWERB member survey: preliminary analysis</b></p> <p>Presentation given by RIGO Officer. Discussion about key themes arising:</p> <ol style="list-style-type: none"> <li><i>Training requirements for all members.</i> Chair putting together Induction and Training Package. Would welcome input from already existing sources to be sent to AWERB mailbox by members</li> <li><i>Communication.</i> To be discussed.</li> <li><i>Engagement.</i> Concerns raised about responses indicating limited time and energy to AWERB participation. Review of membership by Chair.</li> <li><i>Membership &amp; meetings.</i> Chair to review and approach members individually.</li> <li><i>Ethics.</i> Discussion whether this should be a part of training for all. Ideas floated about Inviting external speakers. Discussion to be continued.</li> <li><i>Non-protected animal use:</i> Consensus that non-protected animal use should be reviewed locally. Constructive discussions about how this may be carried out effectively and efficient to be continued.</li> </ol>	<p><b>ALL</b> to submit links and materials of existing training to Chair via AWERB inbox <b>(by end of October)</b></p> <p>Ongoing <b>(by next AWERB meeting)</b></p>
5	<p><b>Review of a new PPL application</b></p> <p>Presentation from Applicant "Sleep and brain plasticity across the lifespan".</p> <p>Applicant was asked to describe in more detail the surgical procedures involved – the nature of the cranial implants, and the telemetry devices to be surgically implanted.</p> <p>Main concerns were raised about:</p> <ol style="list-style-type: none"> <li>Technical nature of language used in the non-technical summary that needs to be accessible to lay person.</li> <li>Whether adjustments to enrichment have been considered for animals with implants</li> <li>whether the implantation of two devices in two anatomical locations under one surgery should be considered a single</li> </ol>	<p>Comments and queries to be collated and emailed to applicant by AWERB Secretary/Chair for them to respond. Response to be shared via Sharepoint.</p> <p><b>Decision to be made by next AWERB meeting (ALL)</b></p>

	<p>intervention or two interventions. Deputy NVS provided input.</p> <ul style="list-style-type: none"> <li>iv. cumulative severity of the individual surgical procedures and the behavioural interventions.</li> <li>v. use of opioid based analgesia, and associated welfare implications. Deputy NVS also provided additional input: NSAID that the animals could self-medicate via food would instead be used post-operatively.</li> <li>vi. translatability - how the applicant could see the output being use from this study to benefit human patients were discussed.</li> <li>vii. Clarify animal welfare scoring sheet regarding frequency of weight record</li> </ul> <p>Applicant to revise documentation to address concerns.</p>	
6	<p><b>Discussion on Culture of Care and 3Rs</b></p> <ul style="list-style-type: none"> <li>i. Postponed to next meeting</li> </ul>	<b>NACWO to present at next meeting</b>
7	<p><b>Update on Security Screening</b></p> <ul style="list-style-type: none"> <li>i. Two levels of security screening have now been established (outsourced to Agenda) – one level for AWERB members, and a more stringent screen for applicants wishing to use BRF.</li> </ul>	
4.3	<p><b>Any other business</b></p> <ul style="list-style-type: none"> <li>i. AWERB minutes to be made available to the public – discussed under item 2.</li> </ul>	Mechanism of sign-off by members to be determined. <b>(By next AWERB meeting)</b>

### Next AWERB Committee Meeting

9 December 2021	Hybrid meeting, in person and via Microsoft Teams
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