

Meeting:	Animal Welfare and Ethical Review Body (AWERB)		
Date:	09 December 2021	Time:	09:00-12:00
Location:	Microsoft Teams		
Members present:	AWERB Chair Named Animal Care and Welfare Officers (NACWO) Two Named Veterinary Surgeon (NVS) Named Information Officer (NIO) Chair of Biomedical Research Facility (BRF) User Forum Non-Establishment Ethics Review (NEER) Officer Personal licence (PIL) holder representative Four members with relevant research experience Two independent, external lay members Statistician		
In attendance:	Research Integrity and Governance (RIGO) officers, AWERB Secretary		
Minutes:	RIGO Officer		
Acronyms	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>Welcome and Apologies</p> <p>The Chair of AWERB welcomed all committee members and introductions were made.</p> <p>Apologies received from: Head of Research Integrity and Governance Office, Non-ASPA (NASPA) subcommittee Deputy Chair, AWERB Deputy Chair, Establishment Licence Holder and NACWO.</p>	<p>Apologies for absence to be sent to Chair in advance of meetings. (ALL)</p>
2.	<p>Approval of minutes and Update on actions from previous meeting (30th September 2021)</p> <p>Minutes of the previous AWERB meeting (held on 30/09/21) were circulated following the meeting, and revised off-line following comments from 3 members. Revised version was approved. Formal approval now means the minutes will be uploaded to BRF website and made publicly available.</p> <p>Two members are stepping down after significant lengths of time contributing to AWERB (since 2009 and 2014 respectively). Chair thanked them for their service and contribution of their animal welfare expertise.</p> <p>Congratulations to NACWO for being awarded the Andrew Blake Tribute Award from Institute for Animal Technology for their work exploring environmental enrichment as a tool for assessing cognitive degeneration in aging mice.</p> <p>Action log</p> <p>An update was provided on ongoing and completed actions (items references from previous minutes as per action log).</p> <p>1. Apologies for absence to be sent to Chair in advance of meetings. Chair thanked members for their compliance.</p> <p>4. AWERB NASPA and NEER processes reviewed with RIGO and relevant Chairs. The new Self-Assessment for Governance and Ethics in Animal Research (SAGE-AR) platform is being tested and will update at next meeting.</p> <p>4i. As a result of Members Survey, Induction pack is being created: only one member has submitted links and materials to Chair so far. Request that further materials from members be sent to AWERB mailbox.</p> <p>Linked to 4i, training from an external provider is being arranged. Secretary has sent out a doodle poll to arrange suitable date. All members are asked to respond – aiming for early February 2022.</p>	<p>NACWO to upload minutes from 30/09/21</p> <p>Update at next AWERB meeting (Chair/RIGO Officer)</p> <p>Send training materials to Chair via AWERB mailbox. (ALL)</p> <p>Complete doodle poll. (ALL)</p>

	<p>There was consensus that this should be mandatory for all Named individuals.</p> <p>4.2iii. Integration of information provided by the Home Office to project licence applicants (incl. how to include HOLC in conversation)</p> <p>4iv. Discussion about length of service of members on AWERB is ongoing with some individuals who have approached Chair about their workload.</p> <p>5. Comments and queries on PPL application “Sleep and brain plasticity across the lifespan” were collated and emailed to applicant. Applicant addressed the comments and they were shared via Sharepoint. Discussion tabled later in meeting.</p> <p>6iv. Further guidance for NEER process being developed (to feed into review of processes) with feedback from previous applicants - on hold as linked to revised SAGE-AR</p>	<p>Tabled for next BRF User Forum Meeting</p> <p>Ongoing.</p>
<p>3.</p>	<p>Discussion: papers from Named Persons, NASPA Chair, NEER Officer</p> <p>Reports submitted ahead of meeting and shared with AWERB members via Sharepoint site. All members to review reports prior to meeting.</p> <p>The brevity of reports was raised, and whether greater written detail ahead of meeting would be helpful. Members were keen to have more information and more clarity on what their responsibilities were with respect to these reports.</p> <p>Discussion followed to explore whether detailed written reports should be submitted ahead of time, or detailed verbal reports should be delivered live at meetings. A compromise was suggested whereby issues were set out in a written report and then members could select those that we needed further discussion at the meeting.</p> <p>NASPA Chair’s Report No questions</p> <p>NEER Chair’s Report: questions around ethical review of projects at Intention to Bid stage, and how researchers may address ethical and welfare issues of proposed animal work when funding has yet to be won. Discussion about how to streamline process (whether ASPA or not) when grant is not guaranteed. Some funding bodies require ethical approval before grant is approved or released, and researchers not always aware of this until last minute. Work is ongoing with Intention to Bid form and discussions with Research Directors and Deans. Collate feedback and recommend to Faculty on how to raise awareness.</p>	<p>More detailed reports to be supported ahead of AWERB meeting. (All Named Persons)</p> <p>Recommendations for raising awareness to Faculty on ITB/BDS tabled for next AWERB meeting. (ALL)</p>

	<p>NIO Report Two main points:</p> <ul style="list-style-type: none"> • Effective messaging when communicating about animal research (from UAR presentation) – discussion followed about what was truly open if reluctant to address animal suffering and limitations of research. Suggestion to invite UAR back to Surrey AWERB for discussion. • RSPCA's Lay Member's Forum 16th December: all welcome to register (by Dec 12th) 	<p>UAR to be invited to future AWERB meeting (NIO/Chair)</p>
<p>4.</p>	<p>Culture of Care & Application of the 3Rs</p> <ul style="list-style-type: none"> • NACWO presented “Single use of needle” and requested AWERB’s position as it represents a significant welfare and health issue. Consensus was that there should rarely be any justification for using a needle twice, and if the issue does arise, then it should be brought to AWERB. Already on agenda for pre-start meetings. Discussion followed about a single-use policy can be implemented and monitored. • Development and implementation of our institutional 3Rs strategy Chair, Deputy Chair, NVS, NIO, NACWO, PPLh and PILh have been undergoing NC3R’s Self-Assessment. Outcome to inform development and implementation of our institutional 3Rs strategy. Chair requested that all read NC3Rs paper on 3Rs strategy. Question raised concerning questions of self-assessment tool. <p>As part of this and in line with Concordat on Openness, also producing statement on Animal Use and University’s position. Statement on Local Values is also being developed by Chair to help define the AWERB and to be displayed on external website. Institutional approach to Replacement raised, and will be part of discussion of 3Rs strategy</p>	<p>Position adopted. To be addressed at pre-start meetings (NACWO)</p> <p>Outcome to be presented at next AWERB meeting. (Chair)</p> <p>Self-assessment questions to be circulated before next AWERB meeting. (Chair)</p> <p>Read NC3R’s Developing and implementing an institutional 3Rs strategy (ALL)</p>
<p>5</p>	<p>Management & Operational processes relating to welfare</p> <ul style="list-style-type: none"> • ASRU audit ASRU have produced an extensive table of the types of documentary evidence they are expecting us to provide, with multiple levels of responsibilities. <p>Opportunity to look at gaps and identify what needs to be improved. Chair, NACWO and RIGO Officer have produced an Action Plan, identifying persons responsible for each task, and a timeline.</p> <p>PELh has already contacted PPLhs and PILhs to request review of document detailing their responsibilities.</p> <p>BRF User Forum Chair to call meeting of all users and Named Persons to discuss their responsibilities and allocate tasks.</p>	<p>Review action log (by next meeting) (All Licence Holders)</p> <p>BRF User Forum and named persons to discuss responsibilities</p>

	<p>Question was raised concerning interviews requested by ASRU and whether any training was required. It was reiterated that ASRU's change in approach is reinforcing the need for all license holders and named persons to realise and demonstrate their responsibilities.</p> <ul style="list-style-type: none"> Purchase of a database for the BRF Liaising with PELh to procure database for BRF, to capture and store animal use, e.g. numbers, species, provenance, but also training, licenses, and procedures, in a centralised manner. This will facilitate ASRU audit, and allow greater oversight and data management, including giving statistician access. Retrospective data entry will not be encouraged. 	<p>and allocate tasks (by next meeting) (BRF User Forum Chair)</p> <p>Update with progress at next meeting (NACWO)</p>
6	<p>Review of responses for new PPL application presented at the September meeting</p> <ul style="list-style-type: none"> Discussion and decision: <ul style="list-style-type: none"> Non Technical Summary (NTS): Inappropriate technical detail about sample number and how it was calculated needs to be removed. Application does not need to come back to AWERB, just to one reviewer. Lay Member to assist applicant in amending NTS. Discussion around difficulty of carrying out a harm-benefit assessment of research when benefits may be far in the future. Lay Member could not personally support recommending application to PELh due to this issue – no reflection on applicant. Otherwise, consensus of support from AWERB for application. 	<p>Applicant to send revised NTS to reviewers and liaise with lay Member.</p> <p>Further discussion on this and Local Values at next meeting.</p>
7	<p>Presentation of PPL with secondary availability</p> <ul style="list-style-type: none"> Presentation from applicant: Vaccine development against bacterial diseases. Concerns were raised about translatability, biosafety and the impact on the animals. <ul style="list-style-type: none"> Questions were asked about the level of severity and humane endpoints for those who receive challenge with infection. Issues around working with collaborators who use nonhuman primates for other infectious diseases were discussed, but this research does not include any primate work. Questions were also raised about the possibility of replacing animals, and the issues of recapitulating entire immune systems was discussed, and the use of insects for infection studies with other bacterial pathogens. 	
8	<p>Retrospective reviews:</p> <ol style="list-style-type: none"> Cancer <ul style="list-style-type: none"> Concern about mouse found dead, after which whole experiment was terminated. Tumours were found where they weren't expected and disease far more aggressive than previously observed. Post mortem report suggested may be immune component to it. 	

	<ul style="list-style-type: none"> ○ Questions were raised about refinements and alternatives, but this protocol closely recapitulates the human cancer. ○ Clarification was sought on the size of tumours allowed to grow before humane endpoint reached, with discussion about welfare assessment and score sheets used. Researchers to send score sheets to Lay Member. ○ 'Model' will not be used under next licence, which begins in the new year. <p>2. Sleep</p> <ul style="list-style-type: none"> ○ Questions around improved handling and cupping of animals and whether rat tickling is being used. Not currently but it is something that want to explore with NACWO when new license is in place. <p>3. Antimicrobial resistance</p> <ul style="list-style-type: none"> ● Prospective severity limit was exceeded for 3 mice that were orally infected with bacteria, which resulted in the submission of a Condition 18 report, and questions around what may have happened were raised. <ul style="list-style-type: none"> ○ Oral gavage technique requires refinement: training, use of sucrose or glucose on gavage needles, training the animals to relax during restraint ● Output of study also raised – no papers or presentations mentioned for review period – individual working in project finished in middle of lockdown. Seeking funding to continue optimising in vitro system. ● NACWO shared refinements from RISE including refining gavage that could be used in any future studies. 	
9	<p>Any other business</p> <ul style="list-style-type: none"> i. Outgoing member asked whether future animal research communications and meetings would be opened up to those outside AWERB. Chair agreed to raise expanding communications with PELh. ii. Chair thanked all for contribution and wished well for time off over Christmas. 	

Next AWERB Committee Meeting

26 th January 2022 time tbc	Hybrid meeting, in person [if permitted] and via Microsoft Teams - TBD
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