

<b>Meeting:</b>	<b>Animal Welfare and Ethical Review Body (AWERB)</b>		
<b>Date:</b>	26 January 2022	<b>Time:</b>	13:30 – 16.30
<b>Location:</b>	Microsoft Teams		
<b>Members present:</b>	AWERB Chair Deputy Chair Establishment Licence Holder 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		
<b>In attendance:</b>	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.</p> <p>Apologies received from: NACWO, Researcher member, Lay Member, and a PPL who may be late in joining and have to leave early.</p> <p>PELh announced that Chair is stepping down and thanked them for their sterling effort over their short tenure. New Chair was introduced, and will officially begin Monday 7<sup>th</sup> February 2022. New Chair was welcomed by all.</p>	<p>Apologies for absence to be sent to Chair in advance of meetings. <b>(ALL)</b></p>
2.	<p><b>Approval of minutes and Update on actions from previous meeting (9<sup>th</sup> December 2021)</b></p> <p>Minutes of the previous AWERB meeting (held on 09/12/2021) 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><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> <p><b>4.</b> The new Self-Assessment for Governance and Ethics in Animal Research (SAGE-AR) platform, and subsequent NASPA and NEER processes are being reviewed and tested and RIGO will present later in meeting.</p> <p><b>4i.</b> As a result of Members Survey, Induction pack is being created: only two members have submitted links and materials to Chair so far. Request that further materials from members be sent to AWERB mailbox within next 2 weeks. All materials provided by recent external training to be included.</p> <p>Linked to <b>4i</b>, training from an external provider has been undertaken. Mandatory for all Named individuals, and took place Monday 7<sup>th</sup> January 2022. Session was recorded and made available to those who are unable to attend. The Provider will send a login to access all the training materials and links to further information too.</p> <p><b>4.2iii.</b> Integration of information provided by the Home Office to project licence applicants (incl. how to include HOLC in conversation) Discussed at BRF User Forum. Chair, Named Persons,</p>	<p>NACWO to upload minutes from <b>09/12/21</b></p> <p>Links and materials to be sent to Chair via AWERB mailbox within 2 weeks. <b>(ALL.)</b></p> <p>Those unable to attend to watch recording. <b>(ALL)</b></p> <p><b>Complete</b></p>

	<p>including PPLs and HOLC, all agreed to integrate HOLC in all discussions.</p> <p><b>5.</b> PPL “Sleep and brain plasticity across the lifespan”- Applicant, NIO and Lay member, worked together to improve the non technical summary and the project license was submitted to the Home Office.</p> <p><b>6iv.</b> 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><b>6v</b> Raising awareness to Faculty on Ethical review at the level of the Intention to Bid form. Tabled for later in the meeting.</p> <p><b>9.</b> Concordat Action Plan. Tabled for later in meeting.</p> <p><b>10.</b> AWERB minutes to be made available to the public. Suggestion that final version is emailed to all members as a Word document for final check and confirmation before being uploaded to website.</p> <p><b>11.</b> More detailed reports from Named Persons was requested at last meeting and this has now been actioned. More time has been scheduled for reporting during meetings to allow greater discussion.</p> <p><b>12.</b> Communicating about Animal Research. UAR have been invited by NIO to attend; Chair/NIO to liaise on topic.</p> <p><b>13.</b> Outcome of institutional NC3Rs self-assessment. Online assessment could not be completed due to ‘bug’ at NC3Rs end, but overview will be presented later in meeting. Chair has had lengthy discussions about resolving this issue. In the meantime, all were tasked with reading the NC3Rs developing an institutional 3Rs strategy document (action 14)</p> <p><b>15.</b> ASRU audit: all licence holders to review action log. BRF User Forum Chair tabled this for discussion at last meeting. Follow up discussions have taken place and there is a plan in place to organise mock interviews for licence holders.</p>	<p><b>Complete</b></p> <p><b>(on hold)</b></p> <p><b>Complete</b></p> <p><b>Complete</b></p> <p><b>Carried forward</b></p> <p><b>On-going</b></p> <p><b>On going</b></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. All members to review reports prior to meeting.</p> <p><b>NACWOs’ Report</b> Low level of animal work currently in Facility. Decision was made to kill older mice with dermatitis early, as prognosis</p>	<p>Read Named Persons reports before next AWERB meeting <b>(ALL)</b></p>

<p>was not favourable, and nothing would be gained from delaying that decision. A question was raised about whether killing animals early may in the long term mean that more animals are used. This would not be the case here, and poor prognosis of this condition in this strain meant that the appropriate decision was made.</p> <p>Chair of BRF User Forum also mentioned that two other strains of mice were being cross bred, and this should have been included in the report.</p> <p>Five pre-experimental meetings were held. Question about which PPLs these were under.</p> <p><b>NVS's Report</b> NVS unsure how much detail report requires as there are very few animals and not much activity in BRF. Chair suggested giving details of numbers and species currently in unit. Discussion about ulcerative dermatitis, with further information about the condition provided to AWERB members.</p> <p><b>NIO Report</b> No major concerns; a few different items were presented e.g. NC3Rs 3 minute podcasts. Chair mentioned that AWERB secretary had now registered AWERB mailbox with NC3Rs newsletter to enable better dissemination. Question about whether this gets through to Scientists rather than just the committees, and if they do get it, do they read it? How would AWERB be able to assess this? Evidence should be woven through PPL applications. Discussion around whether AWERB should ask for 3Rs checklists from applicants so they can demonstrate where they have looked for/acquire information. Chair to add to action log.</p> <p>Discussion about the barriers to the 3Rs, especially replacement. NIO's will hold discussions with PPLs. Discussion about centralised resource of 3Rs information and where it should be held, e.g. AWERB Sharepoint site.</p> <p><b>NASPA Chair's Report</b> Attended OneEthics webinar run by LAVA and UFAW. Ethics and issues of 'grey area' between procedures under VSA and those under ASPA were discussed and will be brought to NASPA. Vet School is applying for European Association of Establishments for Veterinary Education (EAEVE) accreditation so that graduates can practice throughout the EU post Brexit, and this include oversight of the ethics of the use of animals in teaching including where models can be used in replacement. Allied to this, the first SOP for animals used in teaching is being developed for dogs. May be used as a model for the use of other species.</p> <p>Chair suggested that one of the NVSs should give both NASPA and AWERB a presentation on the 'grey area' between procedures under VSA and those under ASPA.</p> <p>.</p> <p><b>NEER Chair's Report:</b> No outstanding reviews and no new applications. Concern was raised by NEER Officer about new SAGE-AR/NASPA processes and how proposed animal activities to be conducted by a third party may be reviewed in the future. This will be discussed further in meeting during tabled presentation of revised SAGE-AR and NASPA processes.</p> <p><b>ELH Report (verbal only)</b> Selection process for new NVS has been successful. A 0.8FTE has been appointed. They are a Teaching Fellow</p>	<p>UAR to be invited to future AWERB meeting <b>(NIO/Chair)</b></p> <p>Presentation on VSA/ASPA 'grey area' to be delivered at next AWERB and NASPA meeting <b>(NVS or Researcher)</b></p>
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	<p>who will be 0.4 teaching and 0.4 NVS, to start in April based in School of Biosciences. Thanks were given to interim NVS.</p> <p><b>NTCO Report:</b> Question raised about assuring competency in procedures following a break (e.g. lockdown). NTCO reported if researcher had not performed procedure in 3 months, then would be reassessed. All are reassessed every 6 months.</p>	
<p>4.</p>	<p><b>Culture of Care &amp; Application of the 3Rs</b></p> <ul style="list-style-type: none"> <li> <p><b>Development and implementation of our institutional 3Rs strategy</b></p> <p>Chair presented NC3Rs self-assessment tool - two interactive tools launched in July 2021 enable self-assessment at an Institutional level and at the level of the Research Group.</p> <p>The Deputy Chair, NVS, PPLh and PILh have been completing them to collate, track and benchmark our 3Rs activities based on 6 categories: Leadership, People, Research and Infrastructure, Experimental Design and Reporting, Training, Publications and wider dissemination, and plots performance on a 6-way chart to give an idea of where we're doing well and what needs improvement. There is a bug in the system and hopefully this will be resolved soon by NC3Rs. Will share outcome with new Chair and ELH, then circulate it to all members for further discussion to drive an action plan. This requires buy in from everyone, from Executive Board, Senior Management to AWERB and licence holders. Everyone has a collective responsibility to drive this strategy and input into what this research organisation's long term and overall vision with respect to 3Rs will be.</p> <p>Discussion followed about who to include in forming this strategy e.g. across Faculties, and Doctoral College, Research innovation, Heads of School, a timeframe and the need to go through RIGC and Senate. Suggestion that it be a standing item on the agenda to make it happen.</p> <p>A query was raised about using the NC3RS tool at Research Group Level to also feed into the development of the 3Rs strategy. BRF User Forum Chair to encourage PPLs to use the tool.</p> </li> <li> <p><b>Discussion on the difficulty of carrying out a harm-benefit assessment (HBA) of research when benefits may be far in the future and the importance of local values</b></p> <p>During most recent PPL application review, the difficulty of doing HBA on fundamental research was raised. It was noted that much of the research at Surrey is fundamental in nature and any human clinical or societal benefit may be far in the future. It was emphasised that this needs to be taken into account when considering how much animals are going to suffer as a result of the proposed PPL.</p> </li> </ul>	<p>Outcome to be presented at next AWERB meeting. <b>(Chair)</b></p> <p>Self-assessment questions to be circulated before next AWERB meeting. <b>(Chair)</b></p> <p>Read NC3R's <a href="#">Developing and implementing an institutional 3Rs strategy</a> <b>(ALL)</b></p>

	<p>Question followed about how the AWERB maintains its 'calibration' when assessing proposed work. One way is to clearly define the local values or principles. AWERB is formed of people from different backgrounds with different opinions. The University does not currently have an ethical statement of what it supports or invests in, and what it doesn't, and where lines (if any) would be drawn.</p> <p>Suggestions were made to collate case studies and review them separately and then compare notes; to collate experience from members who have sat/sit on other AWERBs and share best practice; compare ethical statements from other establishments.</p> <p>University has a new Reputation and Partnerships Committee, a subcommittee of the Executive Board, which may take control of these discussions.</p> <p>Point was made that speciesism statements may not be helpful, e.g. a vet school may need to do research for companion animal species, or if Surrey states that it will not support work with nonhuman primates but has academics collaborating with those who do. Rather than drawing red lines on what species would or would not be used maybe set levels of harm or suffering for a particular type of benefit.</p> <p>Suggestion was to steer away from claims such as "highest standards of animal welfare" or "highest ethical standards" if these can not be defined, and to establish a set of principles to use a framework for making ethical decisions.</p>	<p>Ongoing. <b>Requires task allocation. Standing item?</b></p>
5	<p><b>Comfort Break</b></p>	
6	<p><b>Ethical review of projects falling outside ASPA at the University</b></p> <ul style="list-style-type: none"> <li>RIGO Officer gave 10-min Presentation on the revised Self-Assessment for Governance and Ethics in Animal Research (SAGE-AR) to be completed by researchers who want to do animal-related research.</li> </ul> <p>Current process does not capture all proposed research activity involving animals (e.g. that involving invertebrates; post-mortem tissue etc). AWERB member's survey suggested majority keen for AWERB/local review of all animal-related activities, so SAGE-AR revised to capture this. Template documents also in draft to enable full ethical review by either NASPA or AWERB.</p> <p>Request for volunteers to form small working group to test new process and review new document templates. Deputy Chair, NEER Officer, NASPA Chair and two Researcher all volunteered to review and test new processes.</p> <p>Concerns were raised about burden of process on those who wish to use samples from fallen stock or tissue obtained from a butcher, and what the university would classify as an 'animal' e.g. nematodes – would they warrant the same level of review as a vertebrate?</p>	<p>New process and documents to be shared with working group for testing, review and feedback  <b>(RIGO Officer and NASPA Chair)</b></p>

	<p>Question about ethical review of projects using animals/tissues data elsewhere, and whether these would be reviewed by AWERB if procedures would fall under ASPA/VSA if performed in UK, and whether NASPA would review proposals of activities falling OUTSIDE of ASPA/VSA if performed in UK. Exact mechanism of which committee reviews what still to be determined following testing and revision of new processes.</p> <p>Ethical Review of Projects using animals/tissues data elsewhere is currently captured at Intention to Bid stage.</p> <p>It was noted that grant funders may require ethical review of applications prior to submission, prior to release of funding or prior to work commencing. Discussion followed about how best to alert researchers and at what point during the grant application process.</p>	<p>For discussion during SAGE-AR/NASPA review <b>(working group as above)</b></p>
7	<p><b>Management &amp; Operational processes relating to welfare</b></p> <ul style="list-style-type: none"> <li> <b>ASRU audit</b>            ASRU have produced extensive table of types of documentary evidence they are expecting us to provide, with multiple levels of responsibilities.         </li> </ul> <p>Chair, NACWO and RIGO Officer have produced an Action Plan, identifying persons responsible for each task, and a timeline. Chair has converted this into 3 documents, for ELH, PPLs and PILs. AWERB secretary has been tasked to develop them into a live Excel document(s) that can be updated by those allocated actions. Documents are held on AWERB Sharepoint site and should be accessible to all relevant staff and lay members.</p> <p>PELh has already contacted PPLhs and PILhs to request review of document detailing their responsibilities, and several meetings have taken place at all levels to discuss responsibilities and allocate tasks.</p> <p>BRF User Forum Chair requested that the PPLs and PILs could access the main document of evidence that ASRU requires so that they have context of the auditing process and their own responsibilities Chair will forward them to BRF User Forum..</p> <p>Mock interviews will be held for PPLs and PILs</p> <ul style="list-style-type: none"> <li> <b>Purchase of a database for the BRF</b>            Database procurement in progress. Three key candidate software providers, but 5 are providing demos and quotes. Looking for an off-the-shelf cloud-based solution that can be implemented quickly. Also considering transition process and training for all users.         </li> </ul>	<p>Review action log (by next meeting) <b>(All Licence Holders)</b></p> <p>Action Plan(s) to be shared with all via Sharepoint <b>(Chair &amp; AWERB Secretary)</b></p> <p>All Action Plans to be shared with all licence holders <b>(BRF User Forum Chair)</b></p> <p>Update with progress at next meeting <b>(NACWO)</b></p>
8	<p><b>Concordat on Openness in Animal research in the UK</b></p> <ul style="list-style-type: none"> <li>           Discussion and Action Plan. Based on document shared by Chair. In the past the report has been completed by Chair and BRF Manager. Chair to circulate by email.         </li> </ul>	<p>Concordat AP document to be circulated by email <b>(Chair)</b></p>

	<ul style="list-style-type: none"> <li>• Encourage AWERB to come up with suggestions to help fulfil all commitments to the Concordat. Chair suggested that small working party should form.               <ul style="list-style-type: none"> <li>○ Include publication of AWERB minutes</li> <li>○ Footage of facility and animals</li> <li>○ Engage with Comms &amp; Marketing team</li> </ul> </li> <li>• Discussion followed about how tasks should be allocated/volunteered among AWERB members. Historically these tasks have only been fulfilled by a small subset and this is not sustainable, and it is important that everybody contributes.</li> </ul>	For further discussion
9	<b>PPL Review</b> <ul style="list-style-type: none"> <li>• N/A</li> </ul>	
10	<b>Any other business</b> <ol style="list-style-type: none"> <li>i. Deputy Chair thanked Chair and other members for important ethical discussion.</li> <li>ii. Incoming Chair thanked Outgoing Chair for all their hard work, and both reassured that there will be smooth transition and handover.</li> <li>iii. Chair thanked for getting many important streams of work up and running.</li> </ol>	

**Next AWERB Committee Meeting**

23 <sup>rd</sup> March 2022 time tbc	Hybrid meeting, in person and via Microsoft Teams - TBD
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