

Agenda Items:

Meeting:	Animal Welfare and Ethical Review Body (AWERB)		
Date:	25 May 2022	Time:	14:00 – 16.30
Location:	Microsoft Teams		
Members present:	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 Personal licence (PIL) holder representative Four members with relevant research experience Independent, external lay members Statistician Head of External Relations		
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		

Item #		Action
1.	<p>Welcome and Apologies The Chair of AWERB welcomed all committee members.</p> <p>Apologies received from: a member with relevant research experience, Manager of BRF/NACWO, Head of RIGO</p> <p>A lay member announced they were stepping down due to other commitments. They were thanked for their 3 years of service.</p> <p>The new NVS, and a new member from another Faculty, were welcomed to the meeting. Introductions to the committee were performed and both shared a bit about their background.</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 Minutes of the previous AWERB meeting (held on 23/03/22) were circulated before the meeting. Members to be given more time to give comments, before they will be recirculated for final approval and upload to BRF website.</p> <p>Action log An update was provided on ongoing and completed actions (items references from previous minutes as per action log).</p> <p>4. New Self-Assessment for Governance and Ethics in Animal Research (SAGE-AR) platform/ NASPA and NEER processes – still undergoing review/testing - update later in meeting. Items 6iv and 6v are linked to this and will be included in this discussion</p> <p>4i. Development of Induction pack for AWERB members. Action taken forward by Chair and is tabled for later in the meeting.</p> <p>6iv. Further guidance for NEER process. Linked with 4 but on hold for the moment.</p> <p>7iii Progress on BRF database purchase: now finalising details with legal team and contract with company. Should be in place in next couple of months. Will update at next meeting.</p> <p>8 Concordat Action Plan: updates tabled for later in meeting.</p> <p>10. AWERB minutes to be made available to the public (standing item). NACWO confirmed that January 2022 meeting minutes now uploaded and publicly available.</p> <p>3.i. UAR invited to run face-to-face training session on September 20th – followed by an afternoon face-to-face AWERB meeting. Morning training session to be open to members of NASPA and the BRF User Group.</p> <p>13. Institutional NC3Rs self-assessment tool. Tied in with Institutional 3Rs strategy document (action 14), and 8 Concordat Action Plan. Carried forward.</p>	<p>Minutes from 23/03/22) to be re-circulated (RIGO Officer)</p> <p>Minutes from 23/03/22) to be uploaded to BRF website (NACWO)</p> <p>Ongoing (NACWO to provide updates at each meeting)</p> <p>On-going</p> <p>Completed.</p> <p>Invitation sent out. Attendance tbc. (ALL) Completed.</p>

	<p>15. ASRU audit action: AWERB Chair, BRF Use Forum Chair and BRF Manager meet monthly to review action log to ensure progress at establishment, project and personal licence audit trail. Named persons descriptions and induction pack are linked to this and will be discussed later in meeting. 15i. Update on ASRU Change Programme: general unrest amongst animal research community, and high turnover of ASRU staff. Consensus at Surrey to focus on preparations for our own audit through development of the action list.</p> <p>NEER folder moved from Share Drive to AWERB Sharepoint site. NEER Officer to be given access.</p> <p>Animal simulator models used at Vet School – waiting for BRF Manager’s assessment that they are suitable for tail vein blood collection training within BRF.</p> <p>Feedback to be given to NC3Rs about issues with smaller groups completing the assessment tool</p> <p>PPL project amendment queries/approval progressed by email, and HOLC confirms amendment now on ASPEL</p> <p>Boundary between ASPA and the Veterinary Surgeons Act- action to explore if guidelines are possible to aid future project review. NASPA Chair to table for next NASPA meeting and will report back.</p>	<p>On-going - future updates to be shared when released & ASRU audit items to be brought to AWERB as necessary (Chair)</p> <p>Complete</p> <p>Update at next AWERB meeting (BRF Manager)</p> <p>NC3Rs to be contacted and AWERB updated at next meeting (User Forum Chair)</p> <p>Update at next NASPA and AWERB meeting (NASPA Chair)</p>
3.	<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>a. PELh’s Report (verbal report only) A quiet month. Met with BRF Manager and Deputy about Zebrafish facility and potential CL3 facility, or room, within BRF. Would welcome an update about how new spectral imaging equipment is being used. Welcomed new NVS and will schedule a meeting with them. Mentioned issues with procurement of new BRF database and how future delays with respect to risk management should be handled.</p> <p>b. NACWO team Funding granted by FHMS to transform one BRF room to a LTH (long term holding) room for Zebrafish under ASPA. Final scope of the project being finalised. Mice are only species in unit at the moment. 4 breeding cages: 3 (GM) breeding line = 4 breeding pairs of non-harmful genotype 27 stock cages (non-harmful GM) for sleep projects</p>	<p>Read Named Persons reports before next AWERB meeting (ALL)</p> <p>Action: update on spectral imaging equipment use (User forum Chair/BRF manager)</p> <p>Ongoing. Update at next AWERB meeting (NACWO)</p>

<p>9 non-procedure stock cages (WT)- animals to be sampled post-mortem 14 procedural cages (WT)-oncology (4) Infectious disease (10)</p> <p>c. NVS</p> <p>Following up on Standard Condition 18 in oncology study (25.02.22): NVS and NACWO visited the research lab to be shown the process to prepare the treatment and no areas of concerns were detected. Final report from Pathology did not reveal any significant pathological change that could explain the adverse effects observed. Suspect an acute allergic reaction to the compound, but this is currently under investigation - researchers are sending back the compound to the company for analysis Discussed wound prevention after intratumour injection with relevant researchers, in particular use of surgical glue immediately after intratumor injection, to prevent leakage upon second injection</p> <p>d. NIO</p> <p>Following discussions about funding acquired for new zebrafish facility, attention is drawn to zebrafish resources including housing and husbandry, enrichment and the Zebrafish Information Network (links provided in written report).</p> <p>FELASA2022 meeting in Marseille, and UFAW Conference in Edinburgh in June; NC3Rs updates including Tech3Rs newsletter; and Panadeiro’s review of 28 free animal-tracking software apps, in Lab Animal.</p> <p>Also highlighted 2021 edition of ‘Animals’ special issue on ‘The welfare of laboratory animals’; and Improving Culture of Care (Robinson et al., 2021)</p> <p>e. NTCO</p> <p>Assessment for Schedule 1 rising concentration of CO2 of a rat, followed by cervical dislocation for confirmation still ongoing.</p> <p>One NACWO attended IAT Congress at the end of March and presented enrichment work – to be presented to AWERB at next meeting. Chair welcomes feedback from Congress and FELASA meeting from NACWO.</p> <p>f. HOLC</p> <p>PPL application approved; One PIL transfer & one new PIL application both approved; One PPL amendment awaiting approval by HO; New NVS requested to be added to the EL.</p> <p>Questions arose about visibility of applications and amendments on the ASPEL system. HOLC confirmed they can access letters and final approvals. Discussion around how to capture the final copy of the licence for AWERB oversight. Individual applicants can download their own licences, possibility exists to add AWERB members to ASPEL. Consensus that HOLC should download licences and amendments; AWERB secretariat to organise on sharepoint.</p> <p>Licence holders should forward summary of feedback they received to the AWERB mailbox. This would allow Chair to look for any common</p>	<p>Update at next AWERB meeting (NVS)</p> <p>Enrichment work to be presented at next AWERB meeting alongside updates from meetings (NACWO)</p> <p>HOLC/AWERB secretariat to co-ordinate. (HOLC/Secretariat)</p> <p>Feedback of applicant experience with ASPEL</p>
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	<p>themes that may emerge to inform improvement of the project review process.</p> <p>Most recent licensee will give feedback of their experience with ASPEL and ASRU at next AWERB meeting.</p> <p>g. NASPA Chair</p> <p>Just one application and one project amendment since the last AWERB meeting. TORs now updated, approved, and ratified at RIGC on 11th May.</p> <p>Changing meeting frequency from every three months to two months to bring in line with AWERB.</p> <p>New TORs have incorporated 3 and 5 year membership terms, which would impact on a significant number within the committee, so a phased replacement of members that have completed their tenures will be introduced.</p> <p>Also looking to appoint a Deputy Chair.</p> <p>Chair is carrying out a review of previous applications to determine any common themes or areas that will help inform how researchers may be supported and guided in future</p> <p>h. NEER Officer</p> <p>No NEER activity. Nothing to report.</p> <p>i. User forum Chair</p> <p>Last meeting of User Forum was held on 19th May, and the main point of discussion was the ASRU audit process, and the fact that no physical audit will be taking place this year. Discussion around how best to proceed with ‘paper’ based audit, and conversations around the necessary documentation.</p> <p>Also discussed the PPL application process in light of User Forum Chair’s recent experience – this will be explored in detail in next AWERB meeting (as in 3f above)</p> <p>There were questions at the meeting about providing standardised wording within the application for example for breeding, or surgery, which may speed up the process and make it more uniform across applicants.</p> <p>Introduced the new NVS to the forum.</p> <p>NanoString gave a presentation about equipment that enables spatial capture of targets within whole organisms. Case will be put together to acquire funds from University to purchase it. AWERB members discussed whether this bid to build capacity in imaging technology should be supported by a letter from the AWERB; decision taken once further demand for such equipment is known.</p>	<p>and ASRU at next AWERB meeting (most recent PPLh)</p> <p>Feedback from ASRU on licence applications to be sent to AWERB mailbox (ALL PPLh)</p> <p>Meeting schedule - Update at next AWERB meeting (NASPA Chair)</p> <p>Membership update at next AWERB meeting (NASPA Chair)</p>
4.	<p>PPL retrospective review: ‘Study of antimicrobial resistant bacteria in mice’ (P70C181B2)</p> <p>Report circulated prior to meeting.</p> <p>5 year project which only ran for 3 years from an animal experimentation perspective. 104 mice, representing 5% of animals</p>	

	<p>specified in original licence, were used; lack of funding and pandemic lockdown impacted studies.</p> <p>All protocols had prospective severity of mild. A total of 104 mice have been used, all within protocol 1 (single host infection studies) :2017: 0; 2018: 40 mild; 2019: 20 mild; 2020: 41 mild, 3 moderate; 2021: 0; 2022: 0.</p> <p>As this study was limited, questions were asked about follow-on licence; researcher indicated this will depend on data analysis and output, but is likely at some point.</p> <p>Discussion followed about what 3Rs output could be made and where this information repository could be held for other's learnings. 3 animals experienced moderate suffering due to potential gavage injury provides an opportunity for refined procedures in future. Researcher is considering whether oral administration (in food/water) could be used instead, with animals being trained to accept this route themselves. If a follow- on licence is sought, then these refinements will be part of it.</p> <p>Further questions about whether the retrospective review form could capture information in a simple tabulated format e.g. proposed numbers and levels of suffering, vs. actual numbers and levels of suffering for each protocol.</p>	<p>Form used by other AWERBs to be sent to Chair by RIGO Officer</p>
5	<p>Comfort Break</p>	
6	<p>Culture of Care & Application of the 3Rs</p> <p>i. Development of our institutional Animal policy (and 3Rs strategy)</p> <p>Chair had asked members to review UoS's current animal research webpages, read the NC3Rs Developing and implementing institutional 3Rs strategy, and review examples of Animal policy at two other Establishments: University of Cambridge - highlighted by NC3Rs as a good example, and University of Manchester, before discussing the i) format, ii) scope, and iii) steps needed to bring this to fruition at Surrey.</p> <p>Concerns were raised that neither establishment sites reflected the aims of the NC3Rs documents, and that a 3Rs strategy and an animal policy/statement are distinct entities.</p> <p>Suggestions of inclusion of animals used in teaching (e.g. Vet School), and those animal studies that don't fall under ASPA need to be included in policy/statement.</p> <p>Point was made that University is currently trying to reduce its number of Policies so questionable whether a policy per se would be suitable, and suggestion that there could be an internal facing policy-type document and external facing webpage that describes in lay language what animals are used for and why.</p> <p>Question was asked whether University should have clear position written on use of animals for clinically oriented research and 'blue sky' research.</p> <p>There are FAQ sections on the BRF website that already have a little information, and this could be easily edited along these lines, and this is what appears if you Google 'University of Surrey Animal Research'. Review what is already there and edit as necessary.</p>	

	<p>There is also an Ethics page on the BRF website that talks about legislation and the 3Rs framework, but gives nothing about Ethics. Recommendation to be clear about what we mean by an ‘animal’ i.e. not just mammals, not just vertebrates, include work done by NASPA and those using animals for teaching and research that falls outside of ASPA, discuss the principles around ‘NEER’ processes and the standards UoS requires of collaborators elsewhere, and work that progresses the 3Rs</p> <p>Call for volunteers work with Chair to progress this, looking at other websites and feed ideas of best practice they’ve seen, Working group to get some content written down and circulate for the rest of the committee to review. Chair emphasised need for input from whole AWERB committee, NASPA and Animal Resource Group (Vet School).</p> <p>Aim to get something up on the website for Summer. Chair, Dep NVS, RIGO Officer and Head of External Relations all agreed to help.</p>	<p>Ongoing (Chair)</p> <p>Ongoing. Feedback to AWERB mailbox (ALL)</p> <p>Ongoing. Review of BRF website content, particularly FAQs (Chair, Dep NVS, Head of External Relations, RIGO Officer)</p>
7	<p>Ethical review of projects falling outside ASPA at the University</p> <p>i. Update on revised Self-Assessment for Governance and Ethics in Animal Research (SAGE-AR) and NASPA forms</p> <p>SAGE-AR been reviewed to ensure it captures all animal information needed to direct researchers to appropriate ethical review process, if it is required. NASPA ethical review forms have also been revised and updated. Small working group has fed into revisions.</p> <p>NASPA and RIGO working together to work out how best to roll out. Concurrently, University is procuring Ethics Management platform, primarily for use by the University Ethics Committee, which will in time, facilitate automated submission, review and query process for NASPA activities too. Plan for the new SAGE-AR will go live within the next few weeks, and all relevant documents will be made available on the RIGO webpage.</p>	<p>Update at next meeting (RIGO Officer and NASPA Chair)</p>
8	<p>Management & Operational processes relating to ASRU audit</p> <p>To address some of the gaps in our documentation to provide for ASRU audit, Chair is putting together Induction package & Named persons job descriptions.</p> <ol style="list-style-type: none"> Chair demonstrated Sharepoint site where job descriptions & Induction pack are held. Talked through one page job description for named persons, listing resources used to generate these at the bottom of the page <p>HOLC will assist Chair in writing JD for HOLC role.</p> <p>Chair requested that committee (in particular those holding named roles) review these and feedback and changes or edits by end of June, so AWERB can sign off at next meeting in July.</p> <ol style="list-style-type: none"> Chair has produced draft Induction Package was also presented: introduces roles, named people, processes and structures within the University. Includes the kind of animal 	<p>Update at next AWERB meeting (Chair and HOLC)</p> <p>Review JDs and provide feedback by end of June (Named persons)</p>

	<p>work that goes on, NASPA, and the key people involved in AWERB. It is not intended as an exhaustive and comprehensive document, but rather as an introduction to provide links to important information, resources and people. Chair requested feedback from members on this document, especially from visiting member who may be joining AWERB soon.</p> <p>Discussion followed about how or whether this kind of information should also be included in Staff Induction material provided by HR.</p> <p>Chair also considered whether this should be included as part of Doctoral College (DC) training materials. Chair will speak with DC Head about it.</p> <p>Suggestion that this should be a 'living' document and assigned to NIO role.</p>	<p>Review Induction Package and provide feedback by end of June (ALL)</p> <p>Update at next AWERB meeting. (Chair to meet with Head of DC.)</p>
9	<p>Concordat on Openness on Animal Research</p> <ul style="list-style-type: none"> • Chair currently seeking openness and 3Rs examples to be included in this year's annual report from the Concordat. Has reached out to Faculty and FHMS ADRI. • Reminded the committee that it doesn't have to be ASPA work, it should also include non-ASPA work • Two student projects were mentioned that had been looking at impact of Concordat on Public Opinion • Communication's Social Media team gave a report of the UAR 'mice in research' initiative. Delighted to note that researchers were able to present their specific studies– via Instagram, Twitter and LinkedIn – and receive a positive outcome without any negative backlash. All agreed this was a important step towards Openness and expressed willingness for involvement at future events. 	<p>Review recent activities and provide feedback to Chair by end of June (Head of External Affairs)</p>
	<p>Any other business None. Chair thank everybody for their contributions and closed the meeting.</p>	

Next AWERB Committee Meeting

27th July 2022 [13:30-16:30]	Microsoft Teams - TBD
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