

Meeting:	Animal Welfare and Ethical Review Body (AWERB)		
Date:	11 May 2023	Time:	13:30 – 16.30
Location:	Oak Suite 1&2		
Members present:	AWERB Chair / Named Information Officer (NIO) Deputy Chair NACWO 2 Deputy NVS Chair of BRF User Forum NASPA Chair NEER Officer Academic staff member with relevant research experience x2 Independent, external lay member Research Integrity and Governance (RIGO) officer Member of Comms Team Statistician PELh		
In attendance:	AWERB Secretary, Academic staff members x2		
Minutes:	AWERB Secretary		
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
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Agenda Items:

Item		Action #
1.	<p>Welcome and Apologies</p> <p>Apologies received from: Named Animal Care and Welfare Officer x2 (NACWO 1 and NACWO 3), Named Veterinary Surgeon (NVS)</p> <p>Chair welcomed all members.</p> <p>It was discussed it would be useful to create AWERB/NASPA Teams channels to enable discussions and reviewing documents outside of the meeting, as well as enabling the external lay member to access those</p>	<p>Apologies for absence to be sent to Chair in advance of meetings. (ALL)</p> <p>AWERB Chair/AWERB Secretary</p>
2.	<p>Approval of minutes and Update on actions from previous meeting</p> <p>Minutes of the previous AWERB meeting (held on 07/03/23) were circulated for final approval and approved during this meeting. It was agreed that the action log will be removed from the official Minutes published on BRF website.</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>4/22 Revised SAGE-AR to be made live after checks</p> <p>10/22 Chair shared draft Animal Policy document with sub-group</p> <p>12/22 Equipment use in BRF: present at User Forum & involve Comms team to help raise profile of facilities. To be discussed at upcoming meeting on the 18th of May.</p> <p>16/22 Co-ordination and updates from local school outreach activities, update to be provided at this meeting.</p> <p>18/22 ASRU Audit activities. Processes to be followed when a new species is to be brought into the facility, procedures are in place, NACWO 1 to share document/checklist capturing the process with AWERB</p> <p>1/23 Check animal use is captured in 'Intention to Bid' process in <i>all</i> Faculties, other Faculties to be checked, Deputy Chair contacted head of FRIO</p> <p>3/23 Communication team/marketing involvement in generating information regarding information on animal research activities that is available to public and staff (leaflet, webpages etc). Communications plan and establishment of working group. This item will be partially discussed at this meeting.</p>	<p>On-going</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Ongoing</p> <p>Complete</p> <p>Ongoing</p>

	<p>4/23 Updates on Project Licence 4-year review P66872B4D received.</p> <p>5/23 3Rs champions continue with their conversations. Draft 3Rs strategy document to be shared with AWERB members by July meeting. Link to ethics training/educational material available on SurreyLearn website: https://surreylearn.surrey.ac.uk/d2l/home/193802. At present, this does not focus on animal research - could it be updated to do so?</p> <p>6/23 PIL status requirement for PP0204823 received.</p> <p>7/23 ASRU Audit sub-group to update at next meeting (what is still to be resolved?)</p> <p>8/23 Discussion, review & approval of rehoming policy document to be discussed in meeting.</p> <p>9/23 NACWO provided confirmation of processes for SC18 reporting (in relation to pathology & AWERB inclusion)</p> <p>10/23 NACWO looked into Research Animal Training (RAT) subscription; it seems to be useful additional educational resource</p> <p>11/23 An update on the construction plans for the BRF facility is to be provided in meeting</p> <p>12/23 NEER review process to be discussed in meeting</p> <p>13/23 HO was contacted about an opinion on oral swabbing. As the study progressed rectal sampling will also now be required. Guidance from HO was received.</p> <p>14/23 Spare ASPA tissue approvals to be discussed at this meeting</p>	<p>Complete</p> <p>Pending</p> <p>Complete</p> <p>Carried forward</p> <p>Pending</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>
3.	<p>Discussion of papers submitted by:</p> <ul style="list-style-type: none"> • NVS • NACWO team • NIO • NTCO • HOLC • NASPA Chair • NEER Officer • User forum Chair <p>Detailed reports were provided prior to the meeting. Major ethical/welfare notifications are summarised below:</p> <p>NVS: Deputy NVS presented the report. Low temperature incident highlighted need for refresher training of security staff. This has already taken place. Animals were not affected.</p>	

	<p>A near miss incident was reported. User about to perform unauthorised procedure. NACWO intervened. Supervisor/PPLh was alerted and individual must now work under BRF staff supervision. Discussion focused on what led to 'near miss' and ways to reduce risk of re-occurrence.</p> <p>NACWO: There appears to be a high percentage of mice with hydrocephalus in a mice line. Discussion as to if this should be listed as an amendment to the licence. Situation to be monitored.</p> <p>NIO: NIO provided detailed report, listing number of trainings and information resources. No major ethical notifications.</p> <p>NTCO: NTCO provided detailed report. No further major ethical notifications.</p> <p>HOLC: No major ethical notifications.</p> <p>NASPA Chair: Chair reported potential gift of an Entomological collection to the University. Discussion focused on whether accepting collection was ethically appropriate. List of species and origin will be shared.</p> <p>NEER Officer: New NEER application entitled "Use of a microbiome signature to determine health, productivity and welfare status in dairy cattle" (reference OUT086) was submitted. Application has been reviewed by two reviewers and was circulated to AWERB members ahead of this meeting. AWERB members approved this application.</p> <p>User Forum Chair: Since the last report from the BRF User's group, an extraordinary User Forum Meeting was held (5/4/23) to discuss the zebrafish facility build. Concerns have been largely addressed due to change in proposed location.</p>	<p>15/23 NCTO/NVS to develop in-house training for all future schedule 1 users to take</p> <p>16/23 NACWO to provide update</p>
4.	<p>NEER reflections on benchmarks & case example updates</p> <p>Previously NEER officer gave presentation on NEER review process and explained the reasons for formal process. Follow-up discussion on how to allow all interested members to review applications, as well as how best to capture non-establishment activities.</p> <p>ACTION: Application documentation to be shared to all AWERB members via Teams site</p> <p>Case example discussion – ethical discussion regarding use of excess sample from primate housed elsewhere in UK. Committee reflected that best practice to use excess sample but concerns over supporting use of primate if an alternative was available. Stronger justifications for why this type of sample was necessary were requested.</p>	<p>17/23 NEER officer/AWERB Secretariat to set up</p>
5.	<p>Review of Animal Re-homing policy</p> <p>The document was shared with the committee, members to send their comment to AWERB inbox prior to the next meeting</p>	<p>8/23 discussion moved to next meeting due to lack of time</p>

6.	<p>Amendment to PP0204823</p> <p>The licence holder gave a presentation describing the proposed amendment as a new step in Protocol 2. Harms and benefits were discussed; committee agreed to offer a Favourable Ethical opinion since the amendment will result in a reduction in number of animals without any increase in suffering</p>	18/23 Approval letter to be sent (Chair)
7.	<p>Update on Zebrafish plans & progress</p> <p>SOPs on housing, maintenance and use of Zebrafish larvae are needed to ensure best practice is followed and risk of non-compliance is limited; draft SOP currently under NACWO review. Once reviewed, it will be brought to AWERB and NASPA committees.</p>	19/23 Update on SOP at next meeting (NASPA Chair)
8.	<p>Review of evaluation framework for making decisions regarding sex in experimental design</p> <p>A draft evaluation framework to help AWERBs assess justifications for not using both sexes in research was shared with the committee. Presenting member requested feedback. Some members felt the document was very useful and will send more detailed feedback after the meeting</p> <p>ACTION: Feedback to be sent directly to the external lay member.</p>	20/23 ALL to send feedback
9.	<p>Updates on external-facing animal communication items</p> <ul style="list-style-type: none"> School visits <p>Two UoS staff members shared their experience of a recent school visit where they spoke about the use of animals in Research. Both felt the experience was positive and discussion they had with the school students productive. Questions were asked. The students expressed strong interest in reducing animal suffering and the replacement of animals in research.</p> <ul style="list-style-type: none"> Communication survey <p>The link to the survey was shared ahead of this meeting. ACTION: All members to complete the survey by the end of this week.</p>	21/23 All members to complete Survey
10.	<p>Any other business</p> <ul style="list-style-type: none"> FOI requests: FOI-23-064 (animal numbers, use, severity) 	
	Chair thanked everybody for their contributions and closed the meeting.	

Next AWERB Committee Meeting

4th July 2023 [13:30-16:30] virtual meeting	Teams
7 th Sept 2023 10-3:30pm in-person event (training + AWERB/NASPA meeting) Provisional date, to be confirmed	In-person

