

Appendix 18 – Animal Welfare Ethical Review Body (AWERB)

Terms of reference

1. To provide ethical advice to the Establishment Licence Holder on all matters related to animal welfare, care and use at the University of Surrey to ensure compliance with the Animals (Scientific Procedures) Act 1986 as amended in 2012 (ASPA) and to provide a forum for discussion.
2. To promote a Culture of Care and the use of ethical review to increase awareness of animal welfare issues and encourage developments/implementation that will improve animal welfare within the University.
3. To support and advise the named persons and other staff dealing with animals on animal welfare, including acquisition, accommodation, care and use, ethical issues, training, and competency.
4. To advise on and promote the application of the 3Rs*: Replacement, Reduction and Refinement.
5. To establish and review management and operational processes for monitoring the reporting and follow-up in relation to the welfare, housing or use of animals at the University of Surrey.
6. To consider applications for and amendments to Home Office project licences, as well as proposals for collaborative research projects using protected animals not performed at the establishment (i.e., non-establishment ethics review (NEER)) and research projects falling outside the remit of the Animal (Scientific Procedures) Act 1986 (non-ASPA (NASPA)).
7. To follow the development and outcome of projects carried out at the University of Surrey, by undertaking retrospective reviews.
8. To advise as required on rehoming schemes including the appropriate socialisation of the animals to be rehomed.
9. To review advice from the Home Office (HO) and HO-sponsored public bodies (e.g., Animal Scientific Research Unit (ASRU), Animals Science Committee).
10. To develop a strategy to fulfil the commitments of the Concordat on Openness on Animal Research in the UK and monitor the University's compliance.
11. To report periodically to the University Research Integrity and Governance Committee.

**3Rs are replacement, reduction and refinement as follows:*

*Replace the use of animals with alternative techniques or avoid the use of animals altogether.
Reduce the number of animals used to a minimum, to obtain information from fewer animals or more information from the same number of animals.*

*Refine the way experiments are carried out to make sure animals suffer as little as possible.
This includes better housing and improvements to procedures which minimise pain and suffering and/or improve animal welfare*

Membership

Chair

Animal Welfare Ethical Review Body (AWERB)

Ex-officio members

- Head of Research Integrity and Governance Office (RIGO)
- AWERB Deputy Chair
- Named Animal Care and Welfare Officers (NACWOs)
- Named Information Officer (NIO)
- Chair of Biomedical Research Facility User Forum
- Non-Establishment Ethics Review (NEER) Officer
- Non-ASPA (NASPA) Committee Chair

Nominated members

- Personal licence (PIL) holder representative
- A minimum of two research/academic staff with relevant research experience
- A minimum of two independent, external lay members
- Statistician
- University of Surrey Press Office Representative
- Deputy Named Veterinary Surgeon (NVS)

In Attendance

- Procedures Establishment Licence Holder (PELH)
- Secretary to Animal Welfare Ethical Review Body
- RIGO Officers

The Committee can co-opt internal members as required for specific purposes

Terms of appointment

Ex-officio members remain a Member of the Animal Welfare Ethical Review Body for the term of their appointments.

Named ex-officio members are individuals who are appointed to the role due to relevant expertise.

Nominated members will be nominated by the Chair of Animal Welfare Ethical Review Body and approved by the University Research Integrity and Governance Committee.

Nominated members shall serve an initial term of up to three years and shall be eligible for re-election for two further years. A maximum of five consecutive years may be served, followed by a two-year break, before being eligible to serve again.

Co-opted members will only remain as members for as long as their participation is required

Operation

Quoracy

The quorum for the Animal Welfare Ethical Review Body (AWERB) Committee shall be half of current members. In the case of an equal vote, the Chair shall have a casting vote.

Frequency of Meetings

Five to six meetings per academic year. Exceptional meetings may be held at the discretion of the Chair.

Decision making outside of meetings

Decisions may be taken by Chair's action. At the discretion of the Chair, decisions may also be passed by email circular, or similar electronic means, provided all members are copied into the electronic exchange. In such instances, for such a decision to be valid, not less than 75% must reply to the Secretary to confirm their agreement. The Secretary shall forward a compilation of responses to the Chair and shall confirm to all members that the decision has been passed. A copy of the decision signed by the Chair shall be treated as properly passed by a meeting duly convened and held. The date of the decision shall be the date upon which the Secretary confirms to all members that it has been passed. The Secretary shall be responsible for ensuring that decisions made by email are reported to the next meeting and for retaining an appropriate record.

Reporting

Research Integrity and Governance Committee (currently four per year).

The Chair provides one annual report on the Concordat on Openness Annual Review, to be submitted to Understanding Animal Research in compliance with the Concordat on Openness by the Procedures Establishment Licence Holder (PELH).