



Date Friday, 21/02/2020

Time 1.30pm

To Committee Members

At Meeting Room, 1st Floor, Greenwich House

Subject AWERB Operations Committee

Attendees:

[Redacted]

Apologies:

[Redacted]

Mentioned within text:

[Redacted]

1. Minutes

The minutes were approved after minor amendments.

2. Matters arising

Invites will be sent in the coming week for a Health and Safety workshop with [Redacted]. This will take place at 2pm on 14th April.

It was requested that all feedback on the Overseas Policy and forms are received by the end of February so the forms can be in place by the start of March. AWERB attendees are welcome to give their feedback at the meeting.

3. Establishment Licence Holder Report

Two Freedom of Information requests have been received since the last meeting, both of which were not applicable to the University of Cambridge.

The AWERB committee will be reviewing the letter sent to the Vice Chancellor from PETA regarding the use of the Forced Swim Test. It was noted that the comments from the committee about the letter will be sent to PETA and should not be redacted or distilled in any way.

It was reported that [Redacted] has recently visited the [Redacted] after receiving a report on animals reluctant to use the auto watering system. [Redacted] was satisfied with her observations and was impressed with the technicians ability to recognise thirst in the animals. The suppliers are being worked with to try and resolve the problem.

4. NACWO Reports

None

5. Directors Reports

32 new project licences signifies new work coming to the University. Due to the increase, additional AWERB meetings may have to be held. [Redacted] and [Redacted] have been working closely with the Marvel team trying to get the PPL application form improved. [Redacted] and [Redacted] will be attending the HOLTIF meeting in February.

A new module has been created on ASPeL for the Personal Licence billing. This is connected to the licence holder's email address so duplicates should be identified where possible.

All Return of Procedures were returned to the Home Office complete and on time. Queries from the Home Office are expected to be received over the coming month.

The Transport of Animals document is being reviewed and updated. Any current paperwork in place for the movement of animals should be sent to [REDACTED].

The new cage prices have been presented and approved by the FOMS committee. These will be uploaded to X5 and distributed by email.

The termly briefings are currently taking place, all staff should attend one of the three briefings being held. It was noted that the Health and Safety element was not relevant to technicians not working with rodents and administrative staff.

Notices have been sent to users at [REDACTED] and [REDACTED] to inform them that the facilities will be closing by the end of March 2020.

It was requested that [REDACTED] is given guidance on updating the Establishment Licence and appendices with the new NACWO allocation for the [REDACTED].

It was confirmed all new NACWOs are welcome to attend the AWERB Operations Committee (AOC) meeting. The next meeting will be held in the Training Room at [REDACTED].

6. NVS Reports

[REDACTED] will be returning to the vet call out rota. Updated call out sheets will be circulated and these should be displayed in all units.

7. Training Centre Manager's Report

The certificates have been received for those who attended the NACWO course. Accreditation for this course will be awarded in May but the auditors have already given positive feedback.

There are currently spaces on the Train the Trainer Course on 20th May and on the Nominated Assessors Course on 9th – 11th June. The first Necropsy course will be held on Friday 6th March, spaces are still available. This will be a rodent based course held at the Mira Building. Technicians are to discuss with their NACWOs if they are working weekends.

The next Assessors meeting will be held on Monday 24th February at 3pm.

An email will be distributed to the NACWOs with the new course posters attached.

The Project Licence Drafting Course is held once a month, all NACWOs are welcome to observe but should let the Training Centre know in advance. It was suggested that those who will soon be named as NACWOs also attend.

8. 3Rs/Outreach/Openness/Report

It is IAT Tech month in March.

A new posters section will be created under the publications tab on the UBS website. Links will be added for upcoming events.

The Science Festival will take place on 14th March. Technicians are welcome to volunteer on the stand. This year the theme is Vision.

A UBS newsletter will be replacing the CamTechCare. A copy was distributed and feedback was asked for. The document is likely to be electronic and is primarily for technicians. It was suggested that a section is included to congratulate those who complete courses.

[REDACTED] has agreed to create a surgery film. [REDACTED] will be meeting him alongside [REDACTED] in April. Filming will take place at the [REDACTED].

9. Any other business

The workshop bookings will be going live for AST 2020 on 3rd March. The app will be available after the closing date for the conference.

The staff survey data for Grades 1-3 is currently being analysed and improvements will be considered. Any proposals will be brought to AOC.

[REDACTED] and the Directors will be making visits to all facilities. They will be using a pre-circulated compliance checklist, but the visits will be informal.

■■■ and ■■■ both underwent an audit with Deloitte but have not yet had any feedback. It was assured that not hearing anything should be taken as a positive. It was noted that the audits were intensive and demanding.

10. Discussion Topic/Presentation

None

Date of next meeting: Friday 20th March 2020