



Date Friday, 22/01/2021

Time 1.30pm

To Committee Members

At Held virtually using MS Teams

Subject AWERB Operations Committee

Attendees:

[Redacted Attendees]

Apologies:

[Redacted Apologies]

Mentioned within text:

[Redacted Mentioned within text]

1. Minutes

The minutes from the meeting held on 18th December 2020 were approved.

2. Matters arising

None

3. Establishment Licence Holder Report

[Redacted] welcomed [Redacted] to the meeting. [Redacted] has been appointed NACWO of the newly refurbished [Redacted]. [Redacted] was also congratulated on his contribution to getting the [Redacted] project up and running after it went through a successful virtual inspection with the Home Office. [Redacted] noted that she will be adding the [Redacted] on to the Establishment Licence on Monday.

[Redacted] reported on the Standard Condition 18 reports received since the last meeting.

[Redacted] informed the committee of a non-compliance which has occurred at the [Redacted]. The training records for those involved were not up to date. The NACWOs were reminded to check their own records are up to date on Camtral as well as those for the technicians. This will help when the licencing team are processing PIL reviews.

[Redacted] asked for all external rooms attached to facilities to be checked regularly, maintained and be kept fit for purpose. NACWOs should also be aware of what work is taking place in these rooms and who is using them.

4. NACWO Reports

[Redacted] asked about the import process. [Redacted] confirmed the process is the same as the one [Redacted] has just been through.

[Redacted] reported that that the number of study plans to review is overwhelming. [Redacted] agreed that it was the same at the [Redacted]. [Redacted] suggested an email can be circulated to manage expectations of the researchers. The University of Cambridge is the only establishment who haven't stopped new research but this can only continue if the amount of visitors to the facilities and the workload and is managed. The directors confirmed they support any local provisions which need to be implemented. [Redacted] asked if a 10 day

return time for study plans can be communicated to the researchers. [REDACTED] confirmed that a discussion will take place at the FOM committee meeting and communication will follow shortly after.

5. Director and Deputy Director Reports

Registrations are open for the IAT virtual congress and is free to members. [REDACTED] asked for NACWOs to consider how technicians can access the content from the facilities. [REDACTED] confirmed IAT membership has to be applied for, it does not come automatically once the Level 3 qualification has been completed. There are forms to submit and an in-house practical assessment to complete before being voted in as a member. [REDACTED] reported that all new PIL applications, transfers, amendments and revocations should be sent to the licencing team. The forms have been updated and will be uploaded to the website soon. In the meantime, please email if there is any uncertainty about what version of the forms to use.

The AWERB committee are having to hold more frequent and longer meetings to work through the amount of Project Licences being received. A couple of NACWOs will be contacted and asked to assist with the extra meetings.

[REDACTED] asked if [REDACTED] had received any new interview questions since his request at a previous meeting. [REDACTED] confirmed he has not received any. [REDACTED] is also keen to perform a review of the interview questions.

[REDACTED] reminded the committee of the offer to have a refurbished PC. [REDACTED] suggested using the spare machines for the IAT virtual congress. [REDACTED] requested 2 PCs.

[REDACTED] raised multiple concerns with [REDACTED] regarding unfulfilled maintenance requests. The NACWOs were asked to continue reporting problems. [REDACTED] has written to [REDACTED] who said he would provide an update by the end of the week. Progress is being made on the maintenance needed at [REDACTED] and the [REDACTED]. [REDACTED] confirmed that UBS should commission any work needed to be done if an emergency situation is reached and [REDACTED] have not been forthcoming in resolving the issue. [REDACTED] suggested a meeting with [REDACTED] regarding the ongoing situation. [REDACTED] suggested taking the management away from [REDACTED] and instead sending them the invoices for any work carried out.

[REDACTED] thanked everyone for their support with the lateral flow testing rollout. Week 2 out of 5 is complete and no positive results have been submitted. UBS are now being used as a trial for the University.

[REDACTED] will be announcing the new pricing shortly. UBSGS have agreed to increase the prices according to the rate of inflation, this is approximately 1.6% (except for the [REDACTED] and [REDACTED] facility who have a different increase rate).

6. NVS Reports

[REDACTED] noted [REDACTED] will be returning on Monday 25th January in a phased manner. The team are looking forward to welcoming her back.

[REDACTED] reported that [REDACTED] has been trying to gain the IPAFFS system number in relation to import licences. [REDACTED] noted that the courier company should find the information out. [REDACTED] offered to circulate the information he has.

[REDACTED] queried how much control the University has if the courier doesn't provide satisfactory answers when arranging imports. [REDACTED] advised that if any courier acts difficultly, the question should be raised over them being a suitable company to use for importing animals safely. The University has to be satisfied with the arrangements that the courier has put in place to receive the animals. [REDACTED] has requested information from [REDACTED] and will share their response once it has been received. [REDACTED] confirmed that [REDACTED] should confirm the courier company for every export along with the journey plan. [REDACTED] asked for imports and exports to be referred to when animals are crossing the national border but movement of animals should be referred to when moving between establishments.

[REDACTED] has enquired about using hot bead sterilisers. [REDACTED] confirmed the [REDACTED] staff would advise against using these as they have alternative methods in place. [REDACTED] will discuss this with the members of [REDACTED].

[REDACTED] asked about using Pentobarbitone to kill animals by IV as a way of practising IV technique. [REDACTED] will forward guidance received from the Home Office. The question has arisen after users from [REDACTED] and the [REDACTED] were previously advised they could use this method by [REDACTED]. Despite also having [REDACTED] as a Home Office Inspector, the University have since advised this method cannot be used.

[REDACTED] from [REDACTED] is promoting a rat and guinea pig handling survey which [REDACTED] shared with the committee.

7. Training Centre Manager Report

■ announced the dates for the next CPD courses. The next NACWO course will commence on 22nd February. The next Nominated Assessors course will commence on 8th March and the next Train the Trainer course will commence on 22nd March.

Ways to remotely invigilate exams are currently being looked in to.

The NACWOs were reminded that all Camtral queries should be sent to ■ and the crib sheets are available on the UBS website.

8. NICSO Report – 3Rs/Outreach/Openness

■ reported on the Home Office Inspector visits which have taken place since the last meeting.

The Science Festival team have pulled out of the 2021 virtual festival but plan to take part in 2022.

The RSPCA have circulated a new e-newsletter. They have an upcoming Focus on Fish event which ■ will disseminate the details of.

FELASA/LASA are holding a photo competition for their new website, there is a prize for any photo used.

9. Any other business

■ noted that ■ would be returning from maternity leave on 15th February and thanked ■ for working so hard and slotting in to the team seamlessly.

Date of next meeting: Friday 26th February