



Date Friday, 25/02/2022

Time 1.30pm

To Committee Members

At Held virtually using MS Teams

Subject AWERB Operations Committee

Attendees: [REDACTED]

Apologies: [REDACTED]

Minutes: [REDACTED]

Mentioned within text: [REDACTED]

1. Minutes

The minutes from the meeting held on the 21st January 2022 were approved after typographical errors were corrected.

2. Matters arising

None.

3. Establishment Licence Holder Report

The Establishment Licence Holders forum meeting is continuing to raise concerns about the new regime, particularly over the lack of information and time to prepare for audits and inspections. The contact route to the Home Office is also a continuing concern. Other Establishments who are still able to communicate with their Home Office Inspector are reporting less problems. The Home Office has asked for a report after every new and amended PPL has gone through an AWERB meeting. They will provide a template but would like the process implemented immediately. It is unclear how the reports are to be submitted. All Establishments with non-human primates will be audited by the end of 2022, the Home Office do not know if this will be a whole Establishment audit. The Home Office have also requested an outline of all systems and processes for every Establishment and from every PPL holder by the end of the year. Information is required regarding the corrective and preventive actions currently in place. The University has the Root Cause Analysis process as well as the Compliance Assurance Meetings. The committee were asked to continue reporting near misses too. The Home Office can no longer guarantee a 40 day response for new PPL applications. Immediate Standard Condition 18 reports are requested with the ability to add further information later. There will be a Home Office updates session at Congress at the end of March and they have asked for pre-submitted questions. [REDACTED] can take questions from the NACWOs to the meeting.

4. Licensing update; SC18; legislation; welfare issues; Home Office inspections

25 Standard Condition 18 reports have been received since the last meeting. All reports have been acknowledged by the Home Office and no further action has been taken.

█ gave a presentation on Root Cause Analysis (RCA). The slides and a resource pack will be disseminated with the minutes. It was queried whether the CAM process would be replaced by the RCA process. Currently the RCA process is only being used for EL Standard Conditions and the CAM process will continue to be used for PPL and PIL Standard Conditions.

5. Non-regulated procedures

█
The information should be transferred to the current version of the form. It was noted that there is a good monitoring of 3Rs however, other UBS facilities could also be approached. Further info on amount of funding.

█
It was queried whether an alternative breeding method could be used. The 3Rs mailing list should be used to share tissue.

█
No comments.

█
No comments.

█
It was suggested resourcing surplus animals from other UBS facilities by liaising with NACWOs and NVSs. The funding information should also be included.

6. Discussion of animal production, care and use; animal accommodation; animal health issues; animal models; animal transport; health screening

It was queried what the University's conditions are under which they accept animals to be imported. Every effort should be made to import embryo or sperm. It was suggested at an AWERB meeting that the journey time should be kept to a minimum as much as possible and enough food and water should be provided to cover 2 extra days. The couriers should be asked due diligence questions and a journey plan needs to be in place before the animals are moved. It was confirmed an NVS is authorised to make the decision but if support is needed, the case can be taken to AWERB. Currently the flight path should also be checked due to not being able to use Russian air space.

7. Good practice; training and competencies

█ attended a fish symposium by the RSPCA and will be sharing links.

It was suggested that a practical handling DOPS be completed before a Personal Licence application is submitted due to the amount of licence holders not being competent in regulated procedures before their licence is granted. It was noted that █ and █ will discuss this and report back.

An email has been circulated by █ regarding funding forms to be used for IAT and CPD courses. Funding should be applied for and confirmed before an individual applies for a course. The applications forms have also been changed to include the line manager's signature.

All DOPS should be sent to █ so formatting remains consistent.

It was requested that if someone is unable to take a course, please inform the Training Centre in advance otherwise a charge will still be incurred.

The upcoming courses are; NACWO Course in April, Nominated Assessors Course and Train the Trainer Course in May, Rodent Dissection and Sampling Course in June and Service Tech and Support Staff Course in July. The PPL Course and Refresher Course are both online and can be enrolled on at any time. The Module 6.3 Course is ready for people to enrol on. Currently there are 47 people in the Establishment who are performing Schedule 1 but have not received the mandatory training. These people should be invited to complete the training. A cost will be applied for future applicants but the amount is yet to be finalised. New technicians who are not completing the PIL Course or IAT Level 2 will be required to take Module 6.3. It was suggested adding the course to the Schedule 1 DOPS.

8. Staffing; management and operation processes

In light of the Government's most recent guidance, the University is defaulting to the standard HR Sickness Policy. Caution is advised if symptoms are shown but the decision about whether to attend the workplace is down to the individual. Lateral flow testing will be chargeable once the stocks in the UK have run out. Face coverings are no longer mandatory but are advised when moving around buildings. Mandatory signage should be removed but masks can still be worn if an individual chooses to. It was confirmed that students cannot be forced to wear face coverings when they attend PIL Course exams at [REDACTED] and the use of individual risk assessment forms are no longer required. Students should be made aware of the environment they are attending in advance. There are no longer restrictions in place regarding the numbers per room but due to the lack of ventilation, numbers should be increased gradually. It was queried whether the number of people in bookable procedure rooms should return to pre-pandemic numbers. If operationally the new numbers work better, they can remain. Signs can remain to keep the numbers down for those passing through changing rooms as long as they are not Covid specific.

9. 3Rs; rehoming; outreach and openness

The AWERB 3Rs committee have recently discussed a document produced by the NC3Rs called Developing and Implementing an Institutional 3rs Strategy. It has been decided that the document should be used to produce a strategy within UBS. A further update will be provided when any progress has been made.

A poster and some guidance is being produced on saphenous bleed and IV training. These will be disseminated by the end of March.

The Cambridge Festival working group are meeting regularly and are preparing for the 2nd – 3rd April. The Guildhall has pulled out due to building work and the new location is yet to be confirmed.

The UBS website landing page has a new look. The intention is to try and reduce the amount of clicks it takes to get to the desired destination. It was noted that the NC3RS tile takes you to the 3Rs section of the UBS website and not to the NC3Rs website. Bugs on the 3Rs Search Tool have also been fixed. New additions to the website will also include a public outreach section and possible collaborations with local colleges. [REDACTED] reported that two work experience students who worked with [REDACTED] and [REDACTED] both did really well and were very engaged. One of them has already applied for job with UBS. The NACWOs were asked if anyone could facilitate more students in the Easter break. In the future it could be a source of Grade 2 technicians.

The researchers have asked for emails being sent to large groups of people to include in the subject who they have been sent to, e.g. all facility users, so they know whether they need to forward the email on. BCC should also be used.

The committee were asked to tell all trainers and assessors to check if a person has a personal licence before any regulated procedure training commences.

10. Any other business

None

Date of next meeting: Friday 25th March 2022