Date: Friday 4th December 2015.
Time: 1.30pm
Room: [Redacted]
Subject: Named Persons Committee

Present: [Redacted]

Apologies: [Redacted]

Others referred to in text: [Redacted]

MINUTES

1. Minutes
The Minutes of the meeting held on 6th November were approved with minor changes.

2. Matters Arising
None.

3. Establishment Licence Holder Report
   a) noted that UBS will be moving to Greenwich House in the new year.

4. 3Rs items
   a) The possibility of appointing a dedicated statistician has been discussed with [Redacted] writing a letter to [Redacted] detailing the proposal.
   b) The review of the macaque housing is ongoing. An NC3Rs representative is due to review the facility and feedback to AWERB. [Redacted] and [Redacted] to discuss details of the review.
   c) The HO has distributed a document titled ‘Efficient Breeding of Genetically Altered Animals; an Assessment Tool’. The Home Office has requested feedback by the end of December. Comments to be collated by [Redacted] then passed to [Redacted].
   d) The 3Rs committee is compiling a register of all licences with severe protocols. Information regarding the 2015 statistics will be gathered to analyse how many severe protocols are being used and if the numbers could be reduced.

5. Directors Report
   a) [Redacted] reported the Bellatrix project is experiencing small delays but they are conducting a
feasibility study which is due in before Christmas
b) [●] has now visited all the facilities
c) [●] reported the Myra project will be complete in late May with handover in August. The Electra project will be completed in May.
d) [●] noted if there are substantial delays in the building projects, equipment will be replaced. There has been a strategic plan for replacement of key equipment put in place.
e) [●] noted the amended AWERB policy document is ready to be circulated to the Governance and Strategy committee.
f) The AWERB Committee has begun inviting scientists to the meetings which has gone well.
g) [●] will be contacting PPL Holders to ask what problems they have encountered whilst writing project licences, and whether PPL writing groups would be of benefit.
h) [●] to meet with [●] and [●] to discuss their expectations for PPL’s. A document containing their responses will be circulated.
i) [●] is writing a document to assist PPL holders to put licences on AspeL. This will be circulated to NVS, Deputy Directors and [●]
j) Advert for new NVS to go live the week of 7/12/15.

6. NIO Issues
   a) [●] noted the Return of Procedures document has been circulated.
   b) The UBS website will be circulated to the committee before Christmas.
   c) Personal Licences are being processed very quickly through AspeL
   d) [●] made reference to a refinement technique paper on Intraperitoneal injection in Lab Animal Europe.

7. NACWO Issues
   a) [●] noted [●] has recommended GLAD ‘Press and Seal’ product drape and requested advice and reviews from the committee
   b) [●] noted the surgical tech groups are trialing the latest mouse monitoring equipment. Progress will be reported to the committee along with a recording. [●] noted the Media and Communications department could assist with this.

8. NVS Issues
   None.

9. Training Issues
   a) [●] noted [●] is reviewing the user guide for A-Tunes. The user guide will be circulated to the committee for feedback.
   b) [●] and others are meeting with an A-Tunes representative next week.
   c) [●] is attending an apprenticeships meeting in London next week.

10. Any other business
    a) [●] thanked everyone for their presentations for the UTC Challenge project.
    b) [●] noted that any posters for Congress next year should be registered before Christmas.
    c) [●] noted that everyone should be aware there is an animal rights demo on Saturday 12th December.
Date of next meeting:
Friday 15\textsuperscript{th} January 2016