Date: Wednesday, 20/12/2017

Minutes

To:

At:

Subject: AWERB Standing Committee

In Attendance:

Scientists in attendance for 1a) and by written comment and 1b)

Apologies:

1. Project Licences
(a) New licence:

The committee discussed the following:

- Commended on refinements introduced and suggested further refinement for consideration.
- Further clarification required around the new work being undertaken within this licence.
- Clarification required in the Non-Technical Summary around the outcome of animals at the end of experiments and the suggestion that percentages are included to help demonstrate this.
- The deletion of references to specific scientists and retain and expand the explanation how others findings have informed the work undertaken in the application.
- The recommendation that guidance is sort from a biostatistician in regards to the wording of experimental design and statistics.
- The recommendation that incidents of seizures are reassessed and updated if appropriate.
- Further clarification and discussion with the Home Office inspector recommended in regards to the movement of animals across protocols.
- Further reference to control animals required in regards to procedures undertaken and the administration of substances in the protocols.

The committee agreed changes needed to be made.

(b) New licence:

The committee discussed the following:

- Further clarification required in Part D: Project Plan.
- Further justification required in Protocol's 7 & 8 around the routes of administration required.
- Further explanation around “side population analysis” recommended in Part D: Project
Plan.
- The use of formulas to accurately estimate tumour weights.
- Further clarification required in Protocol 7 in regards to tumour sizes and the recommendation that this information is also added to Part D: Project Plan.
- The inclusion of clearer end points particularly on pages 35 and 40.
- Further information required in the adverse effects sections of protocols around age related clinical signs and end points that will be applied.
- The use of two different weight loss limits in Protocol’s 6, 7 & 8 and whether this is correct.
- Further explanation and justification required around specific procedures undertaken.
- Amendment required to specific sentences in the Non-Technical Summary that reference CBS.
- Recommendation that jargon words and phrases are removed and replaced with text written in lay terms in the Non-Technical Summary.
- The recommendation that the applicant reads the annotated project licence form on the Home Office website for further guidance before reviewing and updating the NTS.
- The recommendation that the applicant fully engages with the ARRIVE guidelines in regards to blinding and randomizing experiments.

The committee agreed changed needed to be made.

2. Retrospective Reviews
   (a) None

3. Minutes of the last meeting 29/11/2017
   Minutes were approved.

4. Minutes of the AWERB Sub-Standing Committee 08/12/17
   Minutes were approved.

5. Minutes of the AWERB 3Rs Committee 06/12/2017
   Minutes were not available.

6. Minutes of the AWERB Named Persons Committee (Cancelled)
   N/A

7. Matters arising from the minutes and AOB
   One of the Home Office inspectors is planning to attend the January AWERB Committee meeting.

   A new rota system has been created for the AWERB committee scientists; in theory they will now attend 6 meetings a year and the hope is that this will make the AWERB workloads easier to manage. The question was asked as to whether the lay members wanted a similar system. It was agreed amongst the lay members that were in attendance that they did not.

   Report distributed by [redacted] regarding [redacted] visit to the Animal Health Trusts’ AWERB meeting. (Part of the Mid-England East Hub Initiative.)

8. List of items to note
None

**Date of next meeting:** AWERB Sub Committee Meeting – 12/01/2018
AWERB Standing Committee Meeting – 31/01/2018