Animal Welfare and Ethical Review Body (AWERB) process

Requirement to apply for, or amend, a PPL identified

‘Up to you’ – but typically 2-8 weeks

Draft PPL or PPL amendment submitted to Specialist Adviser for AWERB review

10 working days (target max)

AWERB meeting held (1)

5 working days (target max)

LERP report produced

‘Up to you’ – but typically 2 weeks

PPL application finalised

‘Up to you’ – but usually ‘instantaneous’

PPL application, for submission to Home Office, supplied by applicant

Dependent on HOI – but typically 2-8 weeks

Licence issued

Notify Establishment Licence Holder, via Specialist Adviser

Seek guidance/help from NVS, NACWO (strongly advised), HOI (if necessary), Specialist Adviser (if desired)

Specialist Adviser convenes AWERB panel from the standing ethical review pool

Chaired by Specialist Adviser; includes NACWO, NVS, statistician, ‘lay’ member, uninvolved PPL holder, University Secretary.

Applicant invited to address issues identified by Panel

The report a) lists issues raised and addressed at the meeting; b) lists issues where the applicant agreed to make changes prior to submission; c) confirms appropriate articulation between the PPL, the PCD and relevant PILs; d) identifies issues of general relevance to be disseminated to the University licence-holding community

Specialist Adviser liaises with applicant to confirm that all issues raised at AWERB review have been dealt with satisfactorily and informs Establishment Licence Holder of this

Requirements change, but typically two signed hard copies plus an electronic version of the application should be supplied. For PPL amendments an ‘Application for Changes’ form must also be completed.

Sent from the Home Office to the applicant via the office of the Establishment Licence Holder

*Dependent on HOI – but typically 2-8 weeks

*10 working days (target max)

*5 working days (target max)

*‘Up to you’ – but typically 2 weeks

*‘Up to you’ – but usually ‘instantaneous’

*PPL application, for submission to Home Office, supplied by applicant

*Licence issued
Footnotes

(1) For all applications for new PPLs, the AWERB review panel will meet in person for its deliberations. Applications for amendment to existing PPLs may be considered in a ‘fast-track’ manner, following email correspondence amongst the members of a AWERB panel appointed by the Specialist Adviser. Suitability of applications for expedited AWERB will be determined on a case-by-case basis, initially by agreement between the Specialist Adviser and the Establishment Licence Holder. Subsequently, if any one member of the appointed panel believes that the group should, instead, meet, the Specialist Adviser will convene such a meeting. It is not possible to give an exhaustive list of the circumstances when the ‘fast-track’ approach will be considered appropriate, but the following examples are illustrative:

- Minor changes to wording made for the purposes of clarification, amplification or disambiguation – or at the request of the HOI.
- Minor changes to project personnel
- Minor changes to the licence’s techniques – including the addition of new protocols – that remain firmly within the original aims and objectives