

HFEA Executive Licence Panel Meeting

1 April 2011

21 Bloomsbury Street London WC1B 3HF

Minutes – Item 5

Centre 0102 (Guy's Hospital) – Variation of licence to change Person Responsible (Research)

Members of the Panel: Mark Bennett, Director of Finance & Facilities (Chair) Nick Jones, Director of Compliance Helen Richens, Policy Manager	Acting Committee Secretary for this meeting: Claudia Lally
--	--

Declarations of Interest: members of the Panel declared that they had no conflicts of interest in relation to this item.

The Panel also had before it:

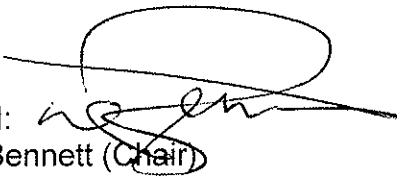
- HFEA Protocol for the Conduct of Meetings of Executive Licensing Panel
- 8th edition of the HFEA Code of Practice
- Human Fertilisation and Embryology Act 1990 (as amended)
- Decision trees for granting and renewing licences and considering requests to vary a licence (including the PGD decision tree)
- Guidance for members of Authority and Committees on the handling of conflicts of interest approved by the Authority on 21 January 2009.
- Guidance on periods for which new or renewed licences should be granted
- Standing Orders and Instrument of Delegation
- Indicative Sanctions Guidance
- HFEA Direction 0008 (where relevant), and any other relevant Directions issued by the Authority
- Guide to Licensing
- Compliance and Enforcement Policy
- Policy on Publication of Authority and Committee Papers

Consideration of Application

1. The Panel noted that due to an email apparently having gone astray, the application to vary this research licence to change the Person Responsible was being considered by the ELP the day after the previous PR's last day in post. The Panel noted that a formal incident review had been instigated by the HFEA to investigate the non-receipt of the application when initially submitted by the centre to see what, if any, lessons can be learned. This will be reported to a committee of the executive with the minutes forwarded to the Person Responsible.
2. The Panel noted that the proposed new Person Responsible (PR) for the research project was Dr Dusko Ilic.
3. The Panel noted the information provided in Dr Ilic's CV and his references, including from the previous PR. It noted that he had successfully completed the Person Responsible Entry Programme, his formal academic qualifications and years of experience.
4. On the basis of the application and information submitted, the Panel agreed it had sufficient information on which to make a decision.

Decision

5. The Panel had regard to its decision tree. It was satisfied that the appropriate application had been submitted.
6. The Panel was satisfied that the character of the proposed PR is such as is required for the supervision of the licensed activities and that the PR will discharge the duties under section 17 of the Act.
7. The Panel decided to vary the licence to add Dr Ilic as the new Person Responsible.

Signed:  Date:

Mark Bennett (Chair)

7 April 2011