

# HFEA Executive Licensing Panel Meeting

10 August 2012

Finsbury Tower, 103-105 Bunhill Row, London, EC1Y 8HF

## Minutes – Item 7

### **Centre 0035 – (Oxford Fertility Unit) – Application for the issue of special directions for research licence R0111/1/b**

Members of the Panel: Juliet Tizzard, Head of Policy & Communications (Chair) Danielle Hamm, Senior Policy Manager David Moysen, Head of Information Technology	Committee Secretary: Joanne McAlpine
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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

## **Background**

1. The Panel noted the papers, which included an executive summary and an email from the Person Responsible (PR) dated 1 August 2012.
2. The Panel noted that the current licence for research project R0111/1/b at centre 0035 expires on 31 August 2012 and, due to an inspection scheduling error, a renewal inspection was not held until 26 June 2012.
3. The Panel noted that the inspection report, along with the other papers were prepared and submitted to the Executive Licensing Panel on 18 July 2012, for consideration on 25 July 2012. The Panel could not consider the papers, referring the consideration of the renewal application for research to the Research Licence Committee, which will meet on 25 September 2012.
4. The Panel noted the email from the PR of licence R0111/1/b at centre 0035 requesting special directions to allow the licensed research activity to continue for three months from 31 August 2012, when the current licence expires.
5. The Panel noted that this will allow time for the renewal application to be considered by the Research Licence Committee on 11 September 2012 and a new licence to be offered so that research can continue while the licence application is processed..
6. The Panel noted the Inspectorate's recommendation to issue special directions to continue the licensing of research project R0111/1/b at centre 0035 from 1 September 2012 to 30 November 2012.

## **Decision**

7. The Panel agreed it was in receipt of the supporting documentation and information as required for the issuing of special directions.
8. The Panel agreed to issue special directions for the continuation of research activity for licence R0111/1/b at centre 0035 from 1 September 2012 to 30 November 2012.

Signed:  
Juliet Tizzard (Chair)

Date: