

HFEA Executive Licensing Panel Meeting

12 December 2014

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

Minutes – Item 3

**Centre 0035 – (Oxford Fertility Unit) &
Centre 0311 – (University of Oxford, Department of Obstetrics and Gynaecology)
Variation of Licence - Change of Licence Holder – Research Project R0111**

Members of the Panel:	Committee Secretary:
Paula Robinson (Chair) Head of Business Planning Hannah Verdin – Head of Regulatory Policy Matthew Watts – Regulatory Policy Manager	Dee Knoyle

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

The Panel 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 considered the papers, which included a completed application form, an executive summary, CV and confirmation of acceptance from the proposed Licence Holder (LH).
2. The Panel noted that the proposed LH, Dr Ingrid Granne, was willing to assume the responsibility of the role of LH for research licence R0111 'development of a model to study implantation in the human'.
3. The Panel noted from Dr Ingrid Granne's CV that she had suitable qualifications for the role of LH.
4. The Panel noted from the information provided that the character, qualifications and experience of the proposed LH were such that she is able to carry out a LH's duties under section 17 of the HFE Act 1990 (as amended).
5. The Panel noted that all information required under General Directions 0008 had been provided.
6. The Panel noted the Inspectorate's recommendation to vary the research licence to appoint Dr Ingrid Granne as the Licence Holder.

Decision

7. The Panel agreed it was in receipt of the appropriate documentation as required by the HFE Act 1990 (as amended) in relation to Section 16(2), which sets out the requirements with regard to the role of LH.
8. The Panel endorsed the Inspectorate's recommendation and agreed to vary the research licence held by the University of Oxford, Department of Obstetrics and Gynaecology (centre 0311) and Oxford Fertility Unit (centre 0035) with immediate effect, in order to appoint Dr Ingrid Granne as Licence Holder, in accordance with Section 18A of the HFE Act 1990 (as amended).



Signed:
Paula Robinson (Chair)

Date: 15 December 2014