

# Human Fertilisation and Embryology Authority

## Minutes of the Executive Licensing Panel

Meeting held at HFEA, Finsbury Tower, 103-105 Bunhill Row, London, EC1Y 8HF on  
**24 July 2015**

### Minutes – item no. 4

Centre 0035 (Oxford Fertility Unit) – Research Project R0111 - Special Directions

#### Members of the Panel:

Paula Robinson  
Head of Business Planning (Chair)  
Nick Jones  
Director of Compliance & Information  
David Moysen  
Head of IT

#### Members of the Executive in attendance:

Dee Knoyle  
Committee Secretary

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 the 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 the 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 the publication of Authority and committee papers

## Background

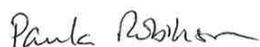
1. Oxford Fertility Unit, centre 0035 is a treatment and storage centre with a research unit. The current research project R0111 was first licensed in 1998.
2. The research licence is due to expire on 30 August 2015.
3. The research licence renewal application was considered by a peer reviewer, who requested some additional information to make a recommendation as to whether it was appropriate to carry out the proposed research. This information is expected to be provided by the centre soon. The centre has requested that the submission of the research licence renewal application to a Licence Committee is delayed to allow for an amendment to their ethics committee approval to be processed enabling them to submit the latest details for the renewal. The application will then be considered at the next Licence Committee meeting scheduled on 10 September 2015.

## Consideration

4. The panel considered the papers which included an executive summary and licensing minutes for the last three years.
5. The panel noted the centre's circumstances in relation to this research licence renewal. The panel noted the centre's request that the inspectorate delay submitting their research licence renewal application for research project R0111 to a Licence Committee, and the reasons for it. The panel noted that no areas of non-compliance were identified at the centre's last inspection in 2014 and the centre is fully compliant with research regulatory requirements.
6. The panel noted that the centre's licence is due to expire on 30 August 2015 and the renewal application is not due to be considered until the Licence Committee next meets on 10 September 2015.
7. The panel noted the inspectorate's recommendation to issue Special Directions to the Person Responsible (PR) under Section 24 (5A)(b) of the HF&E Act 1990 (as amended) to permit the continuation of research project R0111, licensed at centre 0035, from 1 September 2015 to 30 November 2015.

## Decision

8. The panel endorsed the inspectorate's recommendation to issue Special Directions to the Person Responsible under Section 24 (5A)(b) of the HF&E Act 1990 (as amended) to permit the continuation of research project R0111, licensed at centre 0035, from 1 September 2015 to 30 November 2015.



Signed:  
Paula Robinson (Chair)

Date: 4 August 2015