

Executive Licensing Panel - minutes

Centre 0035 (Oxford Fertility)

Variation Change of Research Person Responsible (PR)

Tuesday, 20 August 2019

HFEA, 10 Spring Gardens, London SW1A 2BU

Panel members	Clare Ettinghausen (Chair) Helen Crutcher Dina Halai	Director of Strategy and Corporate Affairs Strategy and Development Manger Scientific Policy Manager
Members of the Executive	Bernice Ash	Secretary
External adviser		
Observers	Catherine Burwood Victoria Brown	Licensing Manager Inspector (Scientific) - Induction

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:

- 9th edition of the HFEA Code of Practice
- Standard licensing and approvals pack for committee members.

1. Consideration of application

- 1.1. The panel considered the papers, which included an application form, an executive summary, previous licensing minutes and confirmation of acceptance from the proposed Research Person Responsible (PR).
- 1.2. The panel noted that the proposed PR, Mrs Jo Craig, is willing to assume the responsibility of the role of Research PR for project R0198. The panel noted that the proposed Research PR has successfully completed the HFEA Research PR Entry Programme.
- 1.3. The panel noted that the executive had identified the proposed Research PR's relatively limited research experience but has no concern; this is because research expertise is present in the project team and the proposed Research PR is well placed to ensure embryo use in research is carried out in a compliant manner.
- 1.4. The panel considered that Mrs Jo Craig has suitable qualifications for the role of Research PR.
- 1.5. The panel considered that from the information provided, by the executive, that the character, qualifications and experience of the proposed Research PR, Mrs Jo Craig, are suitable to carry out a PR's duties under section 17 of the HFE Act 1990 (as amended).
- 1.6. The panel noted that all information required under General Directions 0008 has been provided.
- 1.7. The panel noted the inspectorate's recommendation to vary the centre's research licence for project R0198 to Mrs Jo Craig as the Research PR.
- 1.8. The panel noted that assurances had been provided that the recommendations for improvement, made at the time of the last inspection, have been fully implemented.

2. Decision

- 2.1. 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 Licence Holder and Person Responsible.
- 2.2. The panel noted the centre's vast improvement in practice, since the renewal inspection conducted in 2017, encouraging the new Research PR to continue engagement with the inspectorate.
- 2.3. The panel endorsed the inspectorate's recommendation and agreed to vary the research licence (R0198) of Oxford Fertility (centre 0035) with immediate effect to reflect the change of Research Person Responsible to Mrs Jo Craig in accordance with Section 18A of the HFE Act 1990 (as amended).

3. Chair's signature

- 3.1. I confirm this is a true and accurate record of the meeting.

Signature



Name

Clare Ettinghausen

Date

23 August 2019