

# Executive Licensing Panel Minutes

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## Centre 0382 (Aria Fertility)

### Variation to Change Person Responsible (PR)

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Date: 24 August 2021

Venue: HFEA Teleconference Meeting

Attendees:	Clare Ettinghausen (Chair)	Director of Strategy and Corporate Affairs
	Joanne Anton	Head of Policy (Job-share)
	Kathleen Sarsfield- Watson	Communications Manager

Executive:	Bernice Ash	Secretary
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Observers:	Catherine Burwood	Licensing Manager
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### Declarations of interest

- Members of the panel declared that they had no conflicts of interest in relation to this item.

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### The panel had before it:

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

- 1.1. The panel considered the papers, which included a completed application form, an executive summary, previous licensing minutes, a CV and confirmation of acceptance from the proposed Person Responsible (PR).
- 1.2. The panel noted that an application to change the PR for Aria Fertility has been received by the HFEA on 10 August 2021 and it is requested to be considered by the Executive Licensing Panel (ELP).
- 1.3. The panel noted that the proposed PR, Dr Anna Carby, has academic qualifications in the field of Embryology, with more than two years of practical experience which are directly relevant to the activities to be authorised by the licence. The proposed PR has successfully completed the HFEA PR Entry Programme (T/1220/82).
- 1.4. The panel noted that, from the information provided, the character, qualifications and experience of the proposed PR, Dr Anna Carby, are suitable to carry out a PR's duties under section 17 of the HFE Act 1990 (as amended).
- 1.5. The panel noted the inspectorate's recommendation to vary the centre's licence to reflect Dr Anna Carby as the PR.
- 1.6. The panel noted that the centre has been issued with an Importing Tissue Establishment (ITE) import certificate, pursuant to the Human Fertilisation and Embryology (Amendment) Regulations 2018. If this application is approved, the centre's ITE certificate should be amended to reflect the new PR's details.

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## 2. Decision

- 2.1. The panel agreed that 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 endorsed the inspectorate's recommendation and agreed to vary the licence of Aria Fertility (centre 0382) with immediate effect to reflect the change of Person Responsible to Dr Anna Carby in accordance with Section 18A of the HFE Act 1990 (as amended).
- 2.3. The panel agreed that the centre's ITE import certificate should be amended to reflect the new PR's details.

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## 3. Chair's signature

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

### Signature



### Name

Clare Ettinghausen

### Date

31 August 2021