



National Animal Ethics Advisory Committee

General Meeting

Thursday, 15 February 2018
9.15am – 4.30pm

Ministry for Primary Industries
3 The Terrace (level 2, meeting room 6)
Wellington

MINUTES

Present: Grant Shackell (Chairperson), Malcolm Tingle, Craig Johnson, Arnja Dale, Bronwen Connor, Craig Gillies, Leasa Carlyon, Rob Hazelwood.

In Attendance: s 9(2)(a) (Secretary); s 9(2)(a) (Policy Analyst, Regulatory Reform and Animal Welfare Policy); s 9(2)(a) (Graduate, Regulatory Reform and Animal Welfare Policy); s 9(2)(a) (Principal Adviser, Animal Welfare) for the whole meeting.

Hon Meka Whaitiri (Associate Minister of Agriculture), s 9(2)(a) (Private Secretary, Animal Welfare), s 9(2)(a) (Manager, Animal Welfare) and Paul Dansted (Director, Animal and Animal Products) for agenda item O21 at 9.15 am.

Apologies: s 9(2)(a), Terry Fenn, Arnja Dale (for lateness due to travel) and Craig Gillies (for lateness due to travel).

Grant Shackell opened the meeting at 9.15 am and welcomed attendees. Hon Meka Whaitiri, the Minister responsible for animal welfare, would be attending part of the meeting to meet with the entire committee for the first time. The original meeting start time had been scheduled for 9.30 am so there was a possibility that some members would not arrive in time for a 9.15 am start due to travel arrangements being made two months earlier.

Any Other Business Part One

No other items of business were identified under Part One of the agenda.

Any Other Business Part Two

No other items of business were identified under Part Two of the agenda.

PART ONE (OPEN TO THE PUBLIC)

O 21. Meeting with the Associate Minister of Agriculture, Hon Meka Whaitiri

G Shackell welcomed the Minister, Hon Meka Whaitiri to the meeting who was introduced to members of the National Animal Ethics Advisory Committee (NAEAC) and Ministry for Primary (MPI) officials.

The Minister reported that animal welfare was important to the new government and that she was available to both her committees (NAEAC and the National Animal Welfare Advisory Committee (NAWAC)).

The Minister asked NAEAC about their current priorities. G Shackell touched on the following topics: the age at which zebrafish should be considered animals under the Animal Welfare Act 1999; Predator Free 2050 and the implications of gene drive for future research; animal use statistics and new reporting requirements which would, in the near future, increase the number of animals reported to MPI as being used for the purposes of research, testing and teaching (RTT).

It was noted that in relation to animal use statistics, some animal advocacy groups, would be particularly interested in commenting on the rise of animal use for RTT. The changes brought about by the amendments to the Animal Welfare Act in 2015 however, were seen positively by NAEAC and MPI and would increase transparency around animal use in this area. It was noted that the handling of information relating to any increase in numbers would be the responsibility of MPI at the appropriate time.

The Minister provided a brief summary of her work experience (including in the public service), time in Parliament and passion for agriculture. Apart from Agriculture, her other portfolios included Crown/Māori Relations, Local Government and Customs. NAEAC members too, provided further detail about their current skills and areas of expertise.

The Minister reported on a meeting that the Prime Minister had held recently with New Zealand's agricultural leaders which had been very positive and constructive. s 9(2) asked how the Minister saw animal welfare fitting in with agriculture. The Minister was interested in leaders from organisations which had animal welfare interests promoting change rather than just representing a certain point of view. L Carlyon was of the opinion that animal ethics could be a valuable addition to the 'New Zealand Inc.' brand and would further enhance the Three Rs (replacement, reduction and refinement).

The Minister asked NAEAC if they had a view on Wai 262 - a Waitangi Tribunal claim about the recognition of rights around, and control of, traditional Māori knowledge, customs and relationships with the natural environment.

M Tingle reported that most organisations conducting research on native fauna had some provision for consulting with Iwi before a proposal reached an animal ethics committee (AEC). C Johnson and A Dale also commented on how their respective organisations (Massey University and SPCA) undertook this interaction/consultation.

At 9.45 am the Minister indicated that she had leave the meeting. Before doing so she thanked committee members for the work they did and for taking the time to meet with her.

Thereafter, the Minister, s 9(2)(a) departed the meeting.

O 1. Election of Deputy Chair

The Animal Welfare Act 1999 (section 67 and Schedule 1, clause 3(1)) requires the committee to elect one of its members as its deputy chairperson, at its first meeting each year. The committee nominated C Johnson who agreed to accept the role of deputy chair.

Moved (M Tingle/L Carlyon):

That Craig Johnson be elected deputy chairperson of the committee for 2018, pursuant to the Animal Welfare Act 1999 (section 67 and Schedule 1, clause 3(1)).

The motion was put: carried.

G Shackell reported he would be out of the country for approximately six weeks beginning the end of September.

O 2. Annual review of committee performance

The committee reviewed feedback from the annual review of committee performance which was circulated prior to the meeting. As had been the feedback the previous year, there was still some uncertainty as to what level of support NAEAC could receive from MPI Legal. It was suggested that the wording 'legal advice', in the internal performance questionnaire, be changed to 'legal opinion'. It was considered that legal advice could be critical to NAEAC fulfilling its functions especially in relation to providing information and advice to AECs. The help from Animal Welfare Policy, in particular s 9(2)(a), was noted in relation to the changes made to Part 6 of the Animal Welfare Act. If clarity around legislation was required in the future, it should be directed to Animal Welfare Policy in the first instance.

The committee asked if they could ever be challenged on the advice they provided. s 9(2)(a) was of the opinion that this would not happen and if any challenges were made, these would be led by MPI. The committee also discussed whether it was appropriate to have someone with a legal background sitting on the committee. G Shackell provided feedback on his experiences being on the NAWAC regulations subcommittee and noted that the views from MPI could be quite different to those of NAWAC. s 9(2)(a) was of the opinion that maybe the best way forward would be to discuss these issues with MPI. G Shackell agreed to speak to s 9(2)(a) about this in the first instance.

A Dale asked if there was any tracking of advice which NAEAC provided. As some queries were easily answered without reference to the full committee, tracking of all queries had not been done previously. The committee agreed it would be a sensible way to record all information from now on. This would help inform the committee about the issues being raised by AECs. A log of queries received could then be tabled at the next meeting for committee members' information. G Shackell agreed to set up the recording sheet.

In relation to AEC queries, G Shackell reported on an email he had received prior to the meeting regarding student placements. G Shackell's response had been that where students gain experience in a situation where animals are being treated for another purpose under the supervision of trained

practitioners and animals were not being manipulated specifically to teach students, AEC approval was not required for the work placement.

Actions:

G Shackell to speak to s 9(2)(a) about legal advice to NAEAC.

G Shackell to set up query log sheet.

O 3. NAEAC Secretariat

G Shackell invited s 9(2)(a) to speak to this agenda item. s 9(2)(a) reported that a paper on the NAEAC secretariat, drafted in 2015, sought to provide comparisons between different international and national committee secretariats; identify the differences between NAEAC and NAWAC; and provide NAEAC with an opportunity to consider how else MPI could support them.

s 9(2)(a) highlighted the resources available in the animal welfare team including that of himself and members s 9(2)(a). MPI was offering to share NAEAC's workload as well as challenge the committee. G Shackell considered that if NAEAC provided independent advice to the Minister it may be seen as not being independent if it asked MPI for help. For C Johnson this was an issue of transparency.

A Dale made the observation that NAWAC appeared to have all of MPI's technical secretariat support and that their work output was greater than that of NAEAC's. G Shackell reported that the work of the two committees was quite different and that NAWAC would be seen to have a higher output primarily because of their work on developing codes of welfare.

G Shackell reported that at a recent meeting with s 9(2)(a), he was asked to provide a NAEAC 'wish' list. One of the items on the list was the face-to-face meeting with the accredited reviewers which NAEAC wanted to hold. The committee discussed other items which could be added to the list including: the work on zebrafish and when they should be considered animals and the MPI secretariat scanning NAEAC policies to ascertain if they needed updating. s 9(2)(a) mentioned that Animal Welfare Policy would be in a position to provide more support from July.

s 9(2)(a) reported that the animal welfare science team had recently reviewed its work programme and had identified individuals within the team that would take responsibility for particular areas. s 9(2)(a) reported she would circulate this list to NAEAC which could be used to identify opportunities to use MPI expertise.

G Shackell asked committee members to email him with their wish list topics by the end of the following week. The list would be discussed with s 9(2)(a) before being taken to s 9(2)(a).

M Tingle suggested that a subcommittee be set up so that work could be progressed between meetings. The subcommittee would identify two lists – risks and opportunities (which would include MPI support). A Dale, L Carlyon, B Connor, G Shackell and M Tingle agreed to be on the subcommittee.

Actions:

s 9(2)(a) to email MPI subject matter expert list to NAEAC.

NAEAC to send G Shackell topics to be included on wish list.

Subcommittee to identify risks and opportunities.

O 4. Discussion and approval of draft Strategic Plan for 2018

G Shackell referred committee members to the updated draft plan which had been circulated prior to the meeting. G Shackell invited committee members to comment on the draft plan.

A Dale reported that NAEAC must be able to measure itself against its statutory functions listed on page one of the plan. In relation to bullet point number 8 for example (to recommend, for approval by the Director-General, such persons as are, in the opinion of the committee, suitable for appointment as accredited reviewers) A Dale was not aware that NAEAC had ever done this.

It was agreed that the review process including accreditation of reviewers, should be mapped out or documented in some way. s 9(2)(a) reported she would talk to s 9(2)(a) about this. It was suggested that this information could also be included in the amended *Good Practice Guide*.

R Hazelwood asked if observations from the audits of the accredited reviewers were recorded anywhere. s 9(2)(a) reported she would also ask s 9(2)(a) about this.

Based on the discussion to date, it was agreed that the committee should not continue reviewing the draft strategic and operational plans before them. Instead, it was agreed that a more in depth strategic planning session was required, in order to come up with milestones that could be measured against all of NAEAC's statutory functions.

Moved (G Shackell/C Johnson):

That the strategic and operational plans are deferred for approval until the August general meeting following a strategic planning session.

The motion was put: carried.

In order for any plans to be approved in August, a draft document would need to be available for committee members to review. It was considered appropriate that a working group be convened to initiate a draft plan or report that could be discussed at a facilitated meeting mid-year. M Tingle, A Dale, R Hazelwood (chair) and L Carlyon agreed to be on the working group to draft the document before seeking views from the rest of the committee. It was noted that the additional meeting and use of a facilitator would need to be approved by MPI. Suggestions for an appropriate facilitator would also need to be sought.

Moved (G Shackell/A Dale):

That the committee hold a facilitated strategic planning meeting on 14 June 2018 to consider the draft plan/report of the working group.

The motion was put: carried.

Actions:

s 9(2)(a) to talk to s 9(2)(a) about mapping the accredited review process, including accreditation of reviewers.

s 9(2)(a) to ask s 9(2)(a) whether observations from audits of accredited reviewers were recorded.

G Shackell to seek approval from MPI about additional meeting and use of facilitator. NAEAC and MPI to organise facilitator.

O 5. Discussion and approval of draft Operational Plan for 2018

Given the feedback which had just taken place under agenda item O4, the draft operational plan circulated prior to the meeting was not discussed.

O 6. NAEAC content on MPI website

No update was provided under this agenda item.

O 7. Analgesic best practice

C Johnson reported that the work he was doing to update analgesic best practice was still in progress.

O 8. New RTT issues for forecasting

It was noted that identifying potential risks and opportunities in relation to animal use in RTT would inform the decisions about what actions NAEAC needed to take.

O 9. Review of NAEAC *Good Practice Guide* and policies

The revised *Good Practice Guide* was circulated to committee members prior to the meeting. On behalf of the committee, G Shackell thanked M Tingle for the work he had done to date in amending the publication and incorporating the numerous NAEAC policies into the draft.

G Shackell excused himself from the meeting at 12.05 pm in order to speak to s 9(2) about NAEAC's strategic planning day.

M Tingle reported that as an advisory committee, NAEAC should be providing advice and not drafting policies. Currently, it appeared that NAEAC was providing advice in three ways: via publications such as the *Good Practice Guide*; via policy statements and guidelines posted on the MPI website and via email enquiries that went directly to the chair or the NAEAC mail box. While it was noted that NAEAC did not know how many people were using the *Good Practice Guide*, it was M Tingle's opinion that NAEAC should have a single source of information for code holders and AECs which could be reviewed annually.

G Shackell returned to the meeting at 12.10 pm and reported he had not been able to speak to s 9(2).

G Shackell reported that in relation to the 'wish' list, he would like to see a phone application (app) developed for AEC use (he cited the Fitness for Transport app developed for transporters of livestock as an example) which would allow AEC members to download information relating to RTT.

The committee discussed whether the new *Good Practice Guide* should be launched on 1 January 2019 or at the November workshop. If it were to be launched at the workshop NAEAC would need to involve

AEC members before that time. It was therefore agreed to have a version of the guide available in September to share with AEC members attending the workshop in November. Advice would be circulated to AEC workshop attendees that it would be discussed further at the upcoming workshop.

It was agreed that committee members provide M Tingle with any further feedback on the Guide by the end of March. The feedback would be incorporated into the current draft and another version circulated before the next general meeting.

In the meantime, it was agreed that the current policies and guidance material on the MPI website be removed because some of the information contained in them was inaccurate.

Moved (M Tingle/B Connor):

That the current individual NAEAC policies and guidance documents be removed from the MPI website.

The motion was put: carried.

Actions:

NAEAC to provide feedback to M Tingle on 'Good Practice Guide'.

s 9(2)(a) to arrange for NAEAC policies and guidance documents to be removed from the MPI website.

O 10. Topic/author for next issue of *Welfare Pulse*

It was noted that in regards to the sentence workshop held the previous year, MPI was still waiting to receive an appropriately drafted report from the facilitators. It was unclear whether an article on the workshop would feature in *Welfare Pulse*.

O 11. NAEAC occasional paper series

G Shackell reported that work on NAEAC's next occasional paper was currently on hold. It was noted that in future, the NAEAC secretariat may be able to assist.

O 12. NAEAC Three Rs Award for 2018

The committee discussed arrangements for presenting the new Three Rs award later in the year. While it was noted that the committee was still waiting to hear back from Massey University, a number of positive responses had been received since the November meeting last year. Out of the \$55,000 wanted by NAEAC, the committee had been able to secure \$22,000 in funding. It was agreed to send reminder letters to the code holders who had not yet replied to the initial invitation to provide sponsorship.

The committee agreed that the current terms of reference (TOR) were out of date and needed to be redrafted. Some of the issues which needed to be considered included: the name of the award (should it remain as the NAEAC Three Rs award or be changed to the New Zealand Three Rs award); who should be on the judging panel and should these individuals be independent from the sponsors or represent the sponsors; and whether a specific Māori aspect be included.

G Shackell, C Johnson and C Gillies agreed to be on the subcommittee to redraft the TOR.

Actions:

**G Shackell, s 9(2)(a) to send reminder letters to code holders.
Subcommittee to draft new terms of reference for the award.**

O 13. Identification of mini-tutorial topics and speakers for 2018

The mini-tutorial topic of emergency management was suggested for the May general meeting. The committee was under the impression that after the Christchurch earthquake the University of Canterbury was recognised for its work on attending to the welfare of its facility animals. It was generally agreed that NAEAC should be promoting readiness.

Action – s 9(2)(a) to organise mini-tutorial for May NAEAC meeting.

O 14. Update for Associate Minister of Agriculture

In addition to the topics already brought up during the meeting, the committee considered that the Minister should also be made aware about the increase in animal use statistics, arising out of amendments to the Animal Welfare Act, which would be reported to MPI in 2019.

Regarding advice, A Dale asked whether the committee was able to see the briefings MPI drafted for the Minister, given some, such as the briefings for the incoming Minister, were already publically available. s 9(2)(a) explained that advice provided to the Minister, even for meetings with stakeholders, was provided in confidence. s 9(2)(a) however, volunteered to investigate the topic of sharing information with NAEAC further with MPI colleagues.

NAEAC also discussed communicating with the Minister's office independently from MPI. G Shackell reported that the Minister was interested in meeting with both the NAEAC and NAWAC chair on a quarterly basis. It was suggested that in addition to the face-to-face meeting, NAEAC could also send a letter to the Minister on particular issues it wanted to keep her informed about.

Action, s 9(2)(a) to investigate topic of sharing MPI information with NAEAC.

O 15. Update on alternatives to animal-based regulatory testing

R Hazelwood advised there was nothing to report under this agenda item.

O 16. Update on New Zealand Three Rs Initiatives

s 9(2)(a) had no new information to provide under this agenda item.

O 17. Update on emerging/new technologies

No update on emerging or new technologies was provided.

O 18. MPI summary of code of ethical conduct (CEC) approvals, notifications and revocations

The MPI summary of code approvals, notifications and revocations circulated prior to the meeting was noted. A Dale asked whether in future, parented organisations could be listed under the code holder they had an arrangement to use. This would allow NAEAC to identify the different organisations involved in RTT and show how many were parented to a particular code holder.

Action – s 9(2)(a) to ask s 9(2)(a) to amend CEC summary report.

O 19. Discussion of information circulated by MPI

A Dale asked if there was any further information about the MPI restructure which had been mentioned in the MPI update circulated prior to the meeting. s 9(2)(a) reported that at this stage, no further information had been made available to staff about the establishment of the four new portfolio-based branches – Fisheries New Zealand, Forestry New Zealand, Biosecurity New Zealand and New Zealand Food Safety.

s 9(2) reported that since the MPI update had been issued, Julie Collins, Director Biosecurity and Animal Welfare policy had been appointed to the new interim position, Head of Forestry. s 9(2)(a) (Manager Climate Land Water Policy) would be seconded into the Biosecurity and Animal Welfare Director role.

O 20. Committee members' reports on recent presentations and attendance at conferences

Grant Shackell invited committee members to comment on any meetings or conferences they had attended since the last general meeting.

C Johnson reported he had attended a zebra fish conference in Sydney, the focus being environmental enrichment for zebra fish, and what it should look like.

A Dale reported that she had attended the International Compassionate Conservation Conference in Sydney.

s 9(2)(a) reported he had attended a workshop in Te Anau, part of a three year, European Union lamb survival programme visiting Australia and New Zealand. s 9(2)(a) agreed to circulate his notes to the committee.

G Shackell reported that he and Gwyn Verkerk (NAWAC chair) had meet with the Minister after the NAWAC meeting on 14 February. It was also noted that the Minister had been asked to open the AEC workshop in November and had tentatively agreed. It was agreed that the Minister be sent an official letter from NAEAC inviting her to open the workshop.

Actions:

s 9(2)(a) to circulate his notes on the Te Anau workshop to NAEAC members.

s 9(2)(a) to draft official letter inviting Minister to open AEC workshop.

PART TWO (PUBLIC EXCLUDED AGENDA)

DRAFT RESOLUTION TO EXCLUDE THE PUBLIC

Section 48, Local Government Official Information and Meetings Act 1987

There being no further introductory items of business to discuss, it was moved (G Shackell/M Tingle):

A: That the public be excluded from the following parts of the proceedings of this meeting, namely:

- C 1. Confirmation of previous minutes*
- C 2. Action list review*
- C 3. Update on Animal Welfare Regulations*
- C 4. Accredited reviewers teleconference*
- C 5. 2017 NAEAC annual report*
- C 6. Discussion of arrangements for 2018 site visit*
- C 7. Discussion of arrangements for 2018 AEC workshop*
- C 8. Update on non-human hominid research approved in 2017*
- C 9. MPI update*

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

<i>General subject of each matter to be considered</i>		<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under section 48(1) for the passing of this resolution</i>
<i>C 1.</i>	<i>Confirmation of previous minutes.</i>	<i>To protect the privacy of natural persons.</i>	<i>That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9(2)(a) of the Official Information Act 1982 (OIA).</i>
<i>C 2.</i>	<i>Action list review.</i>	<i>As above.</i>	<i>As above.</i>
<i>C 3.</i>	<i>Update on Animal Welfare Regulations.</i>	<i>To protect the privacy of natural persons; and/or: To maintain the constitutional conventions for the time being which protect the confidentiality of advice tendered by Ministers of the Crown and officials.</i>	<i>That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under sections 9(2)(a) and/or 9(2)(f)(iv) of the OIA.</i>
<i>C 4.</i>	<i>Accredited reviewers teleconference.</i>	<i>To protect the privacy of natural persons; and/or: To maintain the constitutional conventions for the time being which protect the confidentiality of advice tendered by Ministers of the Crown and officials.</i>	<i>That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under sections 9(2)(a) and/or 9(2)(f)(iv) of the OIA.</i>

General subject of each matter to be considered		Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
C 5.	2017 NAEAC annual report.	To maintain the constitutional conventions for the time being which protect the confidentiality of advice tendered by Ministers of the Crown and officials; and/or: To maintain the effective conduct of public affairs through the protection of Ministers, members of organisations, officers and employees from improper pressure or harassment.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under sections 9(2)(f)(iv) and/or 9(2)(g)(ii) of the OIA.
C 6.	Discussion of arrangements for 2018 site visit.	To protect the privacy of natural persons; and/or: To maintain the effective conduct of public affairs through the protection of Ministers, members of organisations, officers and employees from improper pressure or harassment.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under sections 9(2)(a) and/or 9(2)(g)(ii) of the OIA.
C 7.	Discussion of arrangements for 2018 AEC workshop.	As above for C6.	As above for C6.
C 8.	Update on non-human hominid research approved in 2017	As above for C6.	As above for C6.
C 9.	MPI update.	To protect the privacy of natural persons; and/or: To maintain the constitutional conventions for the time being which protect the confidentiality of advice tendered by Ministers of the Crown and officials.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under sections 9(2)(a) and/or 9(2)(f)(iv) of the OIA.

B: That s 9(2)(a) (Secretary), s 9(2)(a) (Policy Analyst, Regulatory Reform and Animal Welfare Policy), s 9(2)(a) (Graduate, Regulatory Reform and Animal Welfare Policy) and s 9(2)(a) (Principal Adviser, Animal Welfare) be permitted to remain at this meeting after the public has been excluded, because of their knowledge of meeting procedure and the subject matter under consideration. This knowledge is relevant background information to assist the committee in its deliberations.

The motion was put: carried.

C 1. Confirmation of previous minutes

The draft minutes of the general meeting held on 16 November 2017 were reviewed. There were no amendments.

Moved (G Shackell/L Carlyon):

That the draft minutes of the meeting held on 16 November 2017 be adopted as a true and accurate record of that meeting.

The motion was put: carried.

The draft minutes of the teleconference meeting held on 27 November 2017 to discuss The University of Auckland code of ethical conduct were reviewed. There were no amendments.

Moved (G Shackell/R Hazelwood):

That the draft minutes of the teleconference meeting held on 27 November 2017 to discuss s 9(2)(b)(ii) be adopted as a true and accurate record of that meeting.

The motion was put: carried.

C 2. Action list review

The committee reviewed progress with the actions agreed to at previous meetings. The following updates were provided:

Write to NZQA and relevant AEC (action 7): G Shackell reported that T Fenn had drafted this letter which was with him for review.

Arrange for article on J Miller's award to go into 'Welfare Pulse' (action 8): L Carlyon reported she did not recall seeing this article published in *Welfare Pulse* at the end of 2017. s 9(2)(a) agreed to investigate.

Investigate whether zebra fish should be defined as animals earlier than 30 days post-fertilisation (action 12): C Johnson referred committee members to the draft letter he had written on this subject which was circulated for review prior to the meeting. The intent of the letter was to gauge opinion from fish experts about whether zebra fish should be considered animals earlier than 30 days post-fertilisation. While C Johnson had identified four key people who should receive the letter the committee agreed that it should be sent to a wider group, including s 9(2)(a). C Johnson agreed to work with s 9(2)(a) to finalise and send out the letters.

Talk to s 9(2)(a) about a face-to-face meeting with accredited reviewers (action 15): G Shackell reported that s 9(2)(a) had agreed that NAEAC could hold a meeting with accredited reviewers though a date had not yet been set. Suggested options included the day of the November NAEAC general meeting (Thursday 15 November 2018) or the evening of 14 November (5 pm – 7 pm) following the AEC workshop. A meeting in the evening would suit NAEAC if all the accredited reviewers were able to attend the workshop beforehand.

Forward code template and guide amendments to s 9(2)(a) (action 16): s 9(2)(a) read aloud an email she had received from an AEC about using NAEAC's code template as the user had found one particular section (No 5. Responsibilities of AEC Approved Projects) confusing. NAEAC agreed to amend this section and include it in the revised *Good Practice Guide*. Regarding the action for committee members to send s 9(2)(a) the amendments they wished to see in the code template, s 9

s 9(2) reported that she had not received any feedback. L Carlyon was under the impression that s 9(2) had noted the changes to the code template that NAEAC wished to make during a previous meeting. s 9(2)(a) agreed to discuss this further with s 9(2)(a). M Tingle asked s 9(2)(a) to send him NAEAC's comments from the previous year's reviews of codes of ethical conduct.

Send C Johnson zebra fish reports (action 20): A Dale reported that this action had been completed.

Contact s 9(2)(a) (action 21): L Carlyon reported that s 9(2)(a) was not free on the day of the workshop and even if he was, his fee for presenting would be \$2,000. It was agreed to see if someone from MPI could provide the key note address on governance instead.

Write AEC newsletter two or three times a year (action 23): It was agreed to send the newsletter to a wider group of people including accredited reviewers and parented organisations for example.

In relation to providing information and advice to AECs and code holders it was noted that two years ago NAEAC had conducted a survey of AEC members. s 9(2)(a) agreed to circulate the survey results again for those members who were new to the committee. The committee discussed whether it would be useful for the committee to send out another survey but no decision on whether to progress this was made.

Actions:

s 9(2)(a) *to check whether the article on John Miller was published last year.*

C Johnson and s 9(2)(a) *to finalise letters and circulate to fish cognitive experts.*

NAEAC *to write to accredited reviewers inviting them to a face-to-face meeting.*

NAEAC *to advise MPI of changes required to code template.*

MPI *to amend code template on website.*

Add code template to 'Good Practice Guide'.

s 9(2)(a) *to discuss code template with s 9(2)(a).*

s 9(2)(a) *to send M Tingle NAEAC's comments from the previous year's reviews of codes of ethical conduct.*

MPI *to investigate speakers on governance for AEC workshop.*

s 9(2)(a) *to circulate previous AEC survey and results to committee members.*

C 3. Update on Animal Welfare Regulations

s 9(2)(a) reported that the final 46 care and conduct regulations would go to Cabinet for approval in March. The next step in the process related to implementation – the aim being to engage and communicate the new requirements to stakeholders. While a number of industry and companion animal working groups had been set up, oversight of the regulation relating to RTT would remain with MPI and the NAEAC regulations subcommittee. It was noted that the first regulations would come into force on 1 October 2018.

It was noted that MPI was providing separate advice to the Minister on the subject of rodeos.

C 4. Accredited reviewers teleconference

G Shackell reported that the primary reason for the teleconference taking place was for accredited reviewers to provide feedback to MPI and each other on their experiences during the review process.

NAEAC members had been invited to participate in the past as a courtesy because NAEAC viewed review reports when they were submitted to MPI alongside applications for new codes of ethical conduct.

It was noted that L Carlyon, T Fenn and G Shackell had participated in the previous year's teleconference. L Carlyon reported that she had found it a very useful experience. However, NAEAC considered that the focus of their interaction with accredited reviewers should be at a face-to-face meeting. As such only G Shackell agreed to participate at the next teleconference.

Action – s 9(2)(a) to arrange teleconference with accredited reviewers.

C 5. 2017 NAEAC annual report

G Shackell agreed to draft the 2017 annual report and circulate it to the rest of the committee for comment.

Action – G Shackell to draft NAEAC annual report for 2017.

C 6. Discussion of arrangements for 2018 site visit

Action – s 9(2)(a) to arrange AEC site visit.

C 7. Discussion of arrangements for 2018 AEC workshop

s 9(2)(a) provided a summary of the workshop ideas which were discussed at the November general meeting. The committee agreed that the workshop should run from 9.00 am until 4.30 am and that if available, the venue should be Royal Society of New Zealand. It was anticipated that the new Three Rs award would also be presented at the workshop.

L Carlyon departed the meeting at 4.05 pm.

A draft programme was proposed as follows:

- 09.00 am to 09.15 am - Minister to open;
- 09.15 am to 09.45 am - NAEAC to address attendees on things they want to change including review of the *Good Practice Guide* publication;
- 09.45 am to 10.00 am - Update on animal welfare regulations;
- 10.00 am to 10.30 am - Morning tea;
- 10.30 am to 11.15 am - Workshop on consensus in specific groups, i.e. AEC chairs, animal welfare officers, external statutory members and institutional members;
- 11.45 am to 12.30 pm - Keynote address on governance;
- 12.30 pm to 01.30 pm - Lunch;

01.30 pm to 02.15 pm - Non-compliance workshop scenario;
02.15 pm to 02.45 pm - Report back on workshops;
02.45 pm to 03.00 pm - Three 5 minute talks by s 9(2)(a), M Tingle and A Dale on non-compliance;
03.00 pm to 03.30 pm - Afternoon tea;
03.30 pm to 03.50 pm - PREPARE and ARRIVE guidelines s 9(2)(a) from the Science Media Centre);
03.50 pm to 04.25 pm - Panel discussion;
04.25 pm to 04.30 pm - Close.

The programme would be further refined prior to the next meeting.

In relation to the keynote address, s 9(2)(a) recommended a potential speaker who had been involved with Wairarapa SPCA. Although no further individuals were identified it was suggested that perhaps expertise in the area of governance already existed within MPI or at one of New Zealand's universities.

Actions:

s 9(2)(a) *to contact Royal Society of New Zealand.
NAEAC/MPI to identify keynote speaker for workshop.*

C 8. Update on non-human hominid research approved in 2017

The three monitoring sheets received by MPI on the non-human hominid project which was approved last year were noted.

C 9. MPI update

The MPI update circulated prior to the meeting was noted.

There being no further items of business, the Chair thanked committee members for their attendance and declared the meeting closed at 4.40 pm.