Tasks and Responsibilities in the Animal-Experiment Chain

Introduction

The purpose of this document is to describe the various parties that form the links in the UU and the UMC Utrecht's 'chain' of bodies involved with laboratory-animal experiments, and the tasks and responsibilities of each party. It is a reference document for all those involved in experiments on animals.
Two separate annexes show:

a) the process from the drawing up of a project proposal through the conducting of an animal experiment (annex 1);
b) who the designated people are, as stipulated in part 5 (annex 2).

1. Licensees

1.1 Organisation

Experiments may only be performed on animals if both the establishment and the project each have a licence to do so. Utrecht University (UU) and the University Medical Center Utrecht (UMC Utrecht) each hold an establishment licence as referred to in art. 2 of the Netherlands' Experiments on Animals Act (*Wet op de dierproeven*, hereafter 'Wod'). Each research project requires a separate project licence; this licence application is formally submitted by the establishment licence holder. The two establishment licensees, UU and UMC Utrecht, each have a designated portfolio holder. These persons have been registered as such with the Netherlands' Food and Consumer Project Safety Authority (NVWA).

1.2 Tasks and responsibilities

I Establishment licence

The establishment licence holders are responsible for:

- Having an establishment licence that at all times corresponds to the current situation within the institution;
- ensuring that all conditions of their licence are met.

II Project licence

The licensees bear final responsibility for:

- applying to the Central Committee for Scientific Procedures on Animals (CCD) for project licences and any changes to them;[1]
- paying the related fees (and on time);
- notifying the CCD of any other changes related to the licence;
- complying with all conditions attached to a licence application or an issued project licence.

III Other legal provisions

The licensees bear final responsibility for:

- having facilities and equipment suitable for both the animal species housed there and for conducting the experiments on these animals;
- the animals' care, treatment and housing conforming with regulations;
- having enough sufficiently educated, knowledgeable, and competent staff;
- having one or more persons on staff who:
  a) are responsible for supervising the welfare and care of the animals in the facility;
  b) ensure that staff members working with the animals have access to information regarding the particular species housed in the facility;
  c) ensure that staff members are sufficiently educated, knowledgeable and competent, are continually being trained, and are supervised until they have furnished proof of the required competence ('qualified, knowledgeable and competent');
  d) assure that an end is made to unnecessary pain, suffering, distress or long-term harm caused to an animal during an experiment; and
  e) assure that a project is conducted consistently with the project proposal on the basis of which a project licence has been granted, and if this is not the case, that appropriate measures are taken to correct the situation, and that these measures are recorded.
- having an officially designated veterinarian who is an expert in the field of laboratory animal science or, if expedient, another qualified expert charged with advisory tasks regarding the welfare and treatment of animals;
- installing an Animal Welfare Body (AWB) that complies with legal regulations;
- having a rehoming procedure in place;
- keeping a record of the breeding, acquisition, delivery, release or putting up for adoption, keeping and killing of laboratory animals and of the experiments conducted;
- submitting these records to the NVWA each year on time;
- keeping the relevant documentation, including the granted project licences, for at least 3 years after the conclusion of the project;
- maintaining an individual life record for non-human primates, dogs and cats from birth;
- providing all non-human primates, dogs and cats with permanent individual identifying marks in the least painful way.

IV Other

[1] This concerns only those changes involving an increase in the number of laboratory animals or in their level of discomfort, or a change in the objective of the project itself.

The licensees bear final responsibility for:

- establishing an internal policy focused on careful and well-conducted experiments on animals as well as to optimally applying the 3 Rs (replacement, reduction, refinement), based on principles such as Open Science and Lifelong Learning.
- ensuring compliance with the Animal Experiment Transparency Code of the Association of Universities in the Netherlands (VSNU), Netherlands Federation of University Medical Centres (NFU) and Royal Netherlands Academy of Arts and Sciences (KNAW).

1.3 Communication

- In the event that someone must be held accountable regarding the policy for using laboratory animals for research and/or education, the Utrecht University Executive Board / UMC Utrecht Board of Directors communicate with media. They are given support by the Communication and Information departments of their institutions, in consultation with other Life Sciences-wide network of staff members who are spokespersons.

2. Animal Welfare Body (AWB)

2.1 Organisation

The AWB Utrecht was set up by the UU and UMC Utrecht, and performs the statutory and additional tasks assigned to it for both organisations. As a department, the AWB Utrecht is organisationally part of the University Corporate Offices (*Universitaire Bestuursdienst* or UBD).

2.2 Tasks and responsibilities

I Establishment licence

The AWB Utrecht:

- ensures that the establishment licence and the information about the licensee that is available to the NVWA is at all times accurate with regard to the current situation;
- sees to it that all conditions of the establishment licence are met.

II Projects and work protocols

The AWB Utrecht:

- works with the principal investigator to bring a project proposal or proposed amendment into compliance before it is submitted to the CCD;
- coordinates with the researchers about the non-technical summary;
- is involved through the Animal Ethics Committee (DEC) in an advisory capacity in drawing up the recommendations to the CCD

- coordinates the conducting of an animal experiment that is part of a licensed project with the principal investigator or study director, and verifies that the proposed experiment fits within the scope of the project licence;
- coordinates the project proposal with the location/facility where the project will be conducted;
- determines whether a change in a licensed project must be checked by the CCD or if notification thereof is sufficient;
- submits project proposals, proposed changes and notifications to the CCD after signature by the establishment licence holder;
- on behalf of the establishment licence holders, takes care of correspondence with the CCD and with the researchers responsible;
- archives and maintains the project files;
- follows the progress and the results of projects, keeping in mind their effects on the animals used, identifies elements that can further enhance replacement, reduction and refining, and makes recommendations about them;
- assesses the welfare evaluations from the experiments conducted and gives feedback to the researcher involved;
- keeps all relevant documentation, including the issued project licence, the recommendations from the AWB and the decisions based on them for at least three years after expiration of the licence;
- coordinates the documentation for a retrospective project evaluation with the principal investigator.

III Advising

The AWB Utrecht:

- gives advice (both solicited and unsolicited) to the licensees and those responsible at the central management level;
- advises staff who work with animals on matters of animal welfare in connection with acquisition, housing, care for and use of the animals;
- advises staff about applying the 3 Rs and keeps them up to date about technical and scientific developments in these fields;
- gives advice about rehoming laboratory animals;
- helps with education (and continuing education) and training to support employees working in the laboratory-animal chain in their continuing professional development;

IV Supervision, Quality and Internal policy

The AWB Utrecht:

- supervises the welfare of the animals in the facility in connection with selection and acquisition, housing, care, breeding, conducting the experiments, euthanasia and anaesthesia;
- supervises compliance with the Wod, internal policy and best practices;
- takes action in the event of non-compliance with the Wod;
- maintains contact with the NVWA (inspections, exemptions, changes to licences, record-keeping, etc.);

- supervises the registration and testing of the training (qualifications), knowledge development and competences of those involved in the chain across the institution;
- ensures, in addition to the internal procedures in place in the individual animal facilities, the establishment and testing of university-wide internal procedures for monitoring, reporting and follow-up regarding the welfare of the animals housed in that facility and procedures that contribute to a culture of care and the implementation of the 3Rs (Replacement, Reduction and Refinement);
- Draws up a quality plan and keeps it up to date with a frequency laid down in this plan;
- performs audits;
- ensures the accuracy (and verification of the accuracy) and timely availability of the registration data about animal experiments and laboratory animals;
- develops internal policy geared to refinement, reduction and replacement;
- implements internal policy and guidelines drawn up by outside parties, such as the best practices of the Netherlands National Committee for the Protection of Animals Used for Scientific Purposes (Nationaal Comité advies dierproevenbeleid or NCad), or its own internal guidelines;
- initiates or helps with continuing education and training in Lifelong Learning (workshops on animal models and procedures, training in experimental design, etc.)
- after careful consideration in line with its internal policy on the matter, gives permission for rehoming laboratory animals and coordinates the operations necessary for their rehoming.

2.3 Communication

The AWB Utrecht:

- ensures proper internal communication within the animal-experiment chain;
- provides general external communication about animal experiments and alternatives, along with others involved in the chain;
- where appropriate, supports the licensees and researchers in their communications in this area;
- facilitates and initiates knowledge exchange between staff members involved in the design and execution of animal experiments.

3. 3Rs Centre

3.1 Organisation

As part of the AWB Utrecht, the 3Rs Centre is part of the UU organisation. It also has close ties with the UU faculty of Veterinary Medicine's department of Population Health Sciences. This department deals with issues related to animal welfare and interactions between humans and animals in the widest sense of the word, and it informs both scientists and the public about these issues. However, it works for the benefit of both UU and UMC Utrecht.

3.2 Tasks and responsibilities

The 3RS Centre's mission is to encourage the development, recognition and implementation of methods that can Replace, Reduce and Refine animal experiments (in that order).

The centre provides researchers with advice and information. It also participates in teaching the course on Laboratory Animal Science and relevant master's programmes, intended for everyone conducting or soon to conduct experiments with laboratory animals. The Centre makes 3Rs information available free of charge through its 3Rs Database programme. Working with the AWB Utrecht and any other parties involved, the centre establishes working groups to promote the implementation of the 3Rs. Matching the demand for internships with interns, plus support for finding the necessary funding, also fosters the dissemination of 3Rs methods. In addition, the centre informs the public about animal experiments and the 3Rs. The centre participates actively in various national and international bodies for whom the 3Rs is an area of focus.

4. Scientists in the AWB's contingent workforce

4.1 Organisation

The Wod states that the AWB must have a scientist on staff. The AWB Utrecht has set up a flexible workforce of about 25 scientists. The AWB Utrecht requests members of this team to help evaluate project proposals on an hoc basis. Very occasionally a scientist from this team will be consulted for another purpose.

4.2 Tasks and responsibilities

The scientist working in this capacity:

- informs the requesting party within 24 hours whether or not they can help evaluate a project proposal;
- delivers their comments within the time frame set by the AWB dossier holder;
- when evaluating, pays particular attention to sections 3.1 through 3.4 of the project proposal and sections A, B and D of the appendix.

5. The laboratory animal facilities

5.1 Organisation

At the Uithof, laboratory animals are kept at the following locations: experimental farm De Tolakker, University Clinic for Companion Animals, University Clinic for Equine Health, Department of Farm Animal Health, the Stratenum (UMC Utrecht), the Kruytgebouw building and the Central Laboratory Animal Research Facility (GDL). The GDL houses most of the laboratory animals and facilitates research and education of both licensees, and that of a number of external licensees. These external licensees conduct their experiments on animals

under their own licences, but adhere to the protocols and basic rules of the AWB Utrecht and/or GDL.

5.2 Tasks and responsibilities

The tasks listed below are performed by various staff members at the animal facilities. Final responsibility for the tasks listed below lies with the Management Team (MT) responsible for the animal facility concerned.

I Housing and care

The laboratory animal facility:

- has facilities and equipment suitable for the animal species housed there, as well as for conducting the experiments on them;
- ensures that the animals are cared for, treated and housed in conformance with the regulations and current professional standards;
- has sufficient staff, who are authorized and competent to carry out their tasks;
- ensures its own employees are sufficiently educated and receive continuing education;
- ensures, in cooperation with the AWB Utrecht, that the employees' qualifications and competences are recorded and tested;
- ensures that the animals are monitored daily at the level of the space in which the animals are kept, and that this information is recorded;
- ensures that the individual animals are monitored at least once per 7 days or more often if necessary (in consultation with the researcher with final responsibility), and that the findings are recorded;
- ensures that any distress, whether expected or unexpected, is recorded and reported following the established procedure;
- reports any errors/inconsistencies/shortcomings found in the work file to the researcher.

II Facilitating animal-experiment research

The laboratory animal facility:

- evaluates whether the proposed experiments can be conducted in the facility and whether all the necessary information has been provided;
- provides any necessary technical assistance with the animals during the experiments;
- gives technical/practical advice before and during experiments on animals;
- creates opportunities for training and evaluating the competence of people in the chain;
- supplies input to the AWB Utrecht, through employees competent to the task and the designated veterinarian, at a minimum in evaluating work protocols and in some cases project proposals.

III Veterinary care

The laboratory animal facility:

- provides the veterinary support for and monitors the health of the animals housed in the facility and during the experiments conducted in the facility;
- establishes what microbiological safety levels to maintain;
- establishes frameworks, protocols and procedures that must guarantee that the correct microbial status is maintained;
- ensures that the housing units and facilities are such that the correct microbial status can be continually maintained.

IV Breeding and acquiring laboratory animals

The laboratory animal facility:
- manages breeding lines/breeding animals, in consultation with the researcher and the AWB Utrecht (developing, maintaining, set-up, registration, etc.);
- takes care of acquisition of laboratory animals;
- establishes rules for acquisition, intake, rederivation, etc.;
- facilitates any necessary transport of the animals;
- ensures, together with the AWB Utrecht, appropriate auditing of animal suppliers.

6. Researchers

6.1 Organisation

There are approximately 76 research groups within UU and the UMC Utrecht.
For every project for which a CCD project licence has been applied for or issued, there is a principal investigator (PI). This person is listed as such on the project licence application form. Each individual animal experiment that is part of a licensed project has a study director (SD). The SD can be the same person as the PI, or a different researcher if qualified under art. 9 (of the Wod).

5.2 Tasks and responsibilities

I General

The principal investigator:
- is qualified under art. 9 (Wod) and is registered with the AWB as an expert;
- is knowledgeable about all the aspects of the experiment, particularly the elements necessary for effective design in line with the 3Rs concept;
- is competent in the procedures they perform independently;
- bears entire final responsibility for the application for a project licence and for the animal experiments' being performed in accordance with the project licence.
- ensures that the overviews of animal experiments and laboratory animals are properly delivered to the laboratory animal coordinator (see 10) for the annual report on animal experiments and laboratory animals;

- provides a replacement for ongoing projects.

The study director:
- is knowledgeable about all aspects of the animal experiment, particularly the elements necessary for effective design in line with the 3Rs concept;
- has responsibility for setting up and conducting the animal experiment as described in the work protocol;
- is qualified under art. 9 (Wod) and competent in the procedures performed by him/herself;
- ensures that a replacement has been designated.

II Drawing up project proposal and work protocols

The principal investigator:
- draws up a project proposal, working with the AWB Utrecht;
- provides a non-technical summary (NTS), informing the public about the activities for which a project licence has been issued in correct and easily understandable language;
- draws up a work protocol (WP), working with the AWB Utrecht;
- has read and understood the content of and approves a WP drawn up by another VU.
- ensures that the project application or the WP (+ any annexes) are correct and complete, and that the WPs are consistent with the project application and project licence;
- ensures that if necessary, the project application and/or the WP are modified according to the AWB Utrecht's recommendations;
- submits interim changes to the AWB Utrecht for evaluation and approval;
- ensures updating of the NTS if any changes to a project are such that the licence must be modified.

The study director:
- draws up a work protocol (WP), working with the AWB Utrecht and the facility where the experiment is to take place;
- draws up clear procedures or Standard Operating Procedures (SOPs) for both interventions on and monitoring of the animals;
- checks beforehand that everyone involved in interventions in the animal experiment is competent to carry them out, or arranges competency training as part of the preparations;
- ensures that the project application or the WP (+ any annexes) are correct and complete, and that the WPs are consistent with project application and project licence;
- ensures that if necessary, the project application or the WP are modified according to the AWB Utrecht's recommendations;
- submits interim changes to the AWB Utrecht for evaluation and approval;

III Conducting animal experiments

The principal investigator:

- is responsible for the project being conducted in conformance with the terms of the project licence and the AWB-approved work protocols and if this is not the case, that appropriate measures are taken and that these are recorded;
- is responsible for complying with legal provisions and internal policy measures and procedures;

The study director:
- is responsible for complying with legal provisions and internal policy measures and procedures;
- is responsible for ensuring that the animals are carefully checked during the experiment, keeping the WP in mind (discomfort can be evaluated and recorded by the researcher, animal technician or laboratory animal caretaker);
- responds to any reports of expected or unexpected distress in a timely and adequate manner;
- ensures that the study dossier (including the welfare log and procedures checklist in accordance with the WP) is complete and up to date at all times, so that it is clear to all what phase of the experiment an animal is in, and the consequences for its welfare;
- is responsible for ensuring that the experiment is monitored once per 3 months, or once if the experiment takes less than 3 months, following the Checklist for Monitoring Animal Experiments;
- carries out a welfare evaluation after the experiment has ended, and ensures that it is sent to the AWB and the laboratory animal coordinator concerned within 2 weeks after the experiment has ended;
- can act as a supervisor or assessor in teaching or evaluating a procedure, specifically for their research, if they are trained to do so and registered with the AWB.

7. Animal caretakers, animal technicians, research analysts

7.1 Organisation

The animal caretakers and animal technicians are usually connected to one of the animal facilities. The research analysts belong to a research group of the UU or UMC Utrecht.

7.2 Tasks and responsibilities

The animal caretaker, animal technician, or research analyst:
- is qualified according to the rules laid down by the Wod, and is registered with the AWB as an expert;
- is knowledgeable about the procedures they perform and the species with which they are working and advises the experiment's principal investigator when designing the WP;
- is competent with regard to the procedures they perform independently, and can clarify them for the researcher and AWB;
- can act as supervisor or assessor in teaching or evaluating a procedure if they are trained in it and registered as such with the AWB;

- looks after the laboratory animals' welfare on a daily basis and ensures the animal experiments are well conducted.
- uses to this end the approved work and/or breeding protocol and any other relevant protocols, Standard Operating Procedures (SOPs) or Quality, or Occupational Health and Safety (KAM) documents as a basis for their procedures;
- detects abnormalities in animals and the course of the experiment, records them following the previously agreed and approved procedure, and informs the employees involved with the experiment, as laid down in the work or breeding protocol;
- intervenes in acute situations to prevent unnecessary discomfort, in particular severe discomfort;
- communicates points for improvement with the researchers involved, the designated veterinarian and/or the AWB Utrecht.

8. Designated persons

8.1 Tasks and responsibilities

The Wod lists a number of positions which must be filled by the establishment licence holder within its institution. The establishment licence holder must ensure that one or more persons have been designated for each of the following positions:

a) Persons responsible for supervising the welfare and care of the animals in the facility (art. 13f, 3a Wod).

b) Persons who ensure that staff members dealing with the animals have access to information particular to the species housed in the facility (art. 13f, 3b Wod).

c) Persons who ensure that staff members are adequately educated, knowledgeable and competent (art. 13f, 3c Wod).

Managers of the animal facilities and research groups ensure that the staff members are adequately educated, knowledgeable and competent, by entrusting this task to a LifeLong Learning coordinator (LLL coordinator, see 11).

The AWB Utrecht ensures that staff members are adequately trained, knowledgeable and competent. The AWB also facilitates, meaning that the AWB provides a uniform competence file format for recording qualifications, competences and education (including continuing education).

d) Persons who assure that an end is made to unnecessary pain, suffering, distress or permanent harm caused for an animal during an experiment (art. 13f, 4a Wod);

This responsibility is assigned to the persons responsible for the supervising, welfare and care of the laboratory animals (art. 13f3a officer, part of AWB Utrecht), the designated veterinarians, principal investigator and/or the study director. In addition, others may be assigned this responsibility on a per-project/work protocol or per-facility basis. The art. 13f2 officers have an important duty to observe and detect abnormalities in this regard and must take action if necessary.

e) Persons who assure that a project is conducted in accordance with the project proposal on the basis of which a project licence was issued and if this is not the case, that appropriate measures are taken to correct the situation, and that these measures are recorded (art. 13f, 4b Wod).

This refers to the principal investigator (VO, see 4.1 and 4.2). The establishment licence holder or project manager may also charge another person with this responsibility, on the condition that this person has the appropriate expertise and has a position in which this responsibility can be exercised. The names of the persons referred to here are listed on the animal-experiment project licence application form (sections 1.4 – 1.6), which is part of the application for a project licence.
These persons ensure that a project is conducted in accordance with the project proposal on the basis of which a project licence has been issued and if this is not the case, appropriate measures are taken to correct the situation, and that these measures are recorded.

The fact that each project has a designated person with the responsibilities mentioned above does not alter the fact that the AWB Utrecht may take corrective measures (or have them taken) if it deems this necessary.

f) Persons with expertise in laboratory-animal medicine and charged with advisory tasks regarding the welfare and treatment of the animals (art. 14 Wod).

The establishment licence holder has one (or more) veterinarians with expertise in laboratory-animal medicine or, if expedient, another sufficiently qualified expert. This person is:

- in specific cases involved in the alignment between AWB and researcher about a project proposal, and in all cases is involved in the evaluation of a work protocol;
- charged with advisory tasks regarding the welfare and treatment of the animals;
- charged with monitoring the animals' health and providing medical treatment.

The latter two tasks may be executed by other veterinarians/experts than the designated veterinarian, but in all cases the designated veterinarian is informed of the situation and has final responsibility.

Annex 2 contains the names of the designated persons. If a change of personnel occurs, this annex will be updated.

9. Students / interns / guest researchers

Students, interns, guest researchers or guest instructors may be involved with the work in a research department or animal facility. Their involvement may or may not be limited to a project, experiment or training.

In all cases these persons must be registered with the AWB Utrecht. Registration forms are available on the AWB Utrecht website (http://www.ivd-utrecht.nl/nl). The general principle is that these persons only perform specified procedures/tasks, and work under

supervision of a qualified and competent person, mentioned by name, who has final responsibility for them. The registration form will state the procedures involved as well as the name of the supervisor and person bearing final responsibility.

If these persons perform procedures/tasks as part of an experiment their names must appear in the work protocol.

10.Laboratory animal coordinators

10.1 Organisation

The MT of every department of the UU and the UMC Utrecht where experimental research involving animals is done appoints one or more laboratory animal coordinators, depending the size of the department or number and nature of the work protocols.

10.2 Tasks and responsibilities

The laboratory animal coordinator:

- is the first point of contact for the department and a sounding board for the licensees and the AWB Utrecht;
- is responsible, along with the LLL coordinator, for implementing legal provisions and internal policy measures and procedures within the department;
- supervises the implementation of the Checklist for Monitoring Animal Experiments, a proper reporting of the check, and if necessary implementing corrections by researchers as a result of the findings during the monitoring;
- is the primary contact person regarding compliance with the agreements made following NVWA inspections, recommendations from the AWB Utrecht or audit findings;
- sends information related to animal experiments/laboratory animals originating with the AWB Utrecht/licensee on to interested colleagues (researchers, analysts, animal technicians and animal caretakers, students, interns and other interested parties) within their department. The information to be distributed may relate to: meetings, law, audits, Checklist for Monitoring Animal Experiments, internal procedures and internal policy, availability of surplus laboratory animals, etc.;
- keeps the AWB Utrecht informed about 3Rs innovations within their department to the best of their ability;
- gathers the following information for the annual registration meeting:
  a. all welfare evaluations from experiments conducted by the research group;
  b. a complete and verified list of all animal experiments concluded in the previous calendar year, and is thereby prepared for the registration meeting.

11. LLL coordinators

11.1 Organisation

Every division of the UU and the UMC Utrecht where experimental research involving animals is done has one or more LLL coordinator(s), depending on the size of the department or number and nature of the work protocols, appointed by the MT.

11.2 Tasks and responsibilities

The LLL coordinator:

- is the first point of contact within the department and a sounding board for the license holders and the AWB Utrecht;
- is responsible, along with the laboratory animal coordinator, for implementing legal provisions, as well as internal policy measures and procedures within the department;
- is responsible for registering the persons qualified under art. 9, animal technicians and caretakers qualified under art. 13f, as well as students, interns, guest researchers and persons with an exemption or equivalency, and they ensure that the AWB is kept up to date in this regard;
- advises managers about the options for continuing education and training (knowledge development) for people working with laboratory animals;
- distributes information originating from the AWB Utrecht/license holder related to knowledge development to interested colleagues (researchers, analysts, animal technicians and caretakers, students, interns and other stakeholders) within their department. This information can be about meetings, workshops, courses, etc.;
- has an understanding of the expertise of the people working with laboratory animals;
- applies for re-registration for three years on behalf of people working with laboratory animals who wish to be re-registered and meet the requirements for knowledge development, during the annual registration meeting;
- advises people working with laboratory animals about the opportunities for competency training and keeping up a competency dossier.

12. Professional Behaviour and Animal Welfare help desk

12.1 Organisation

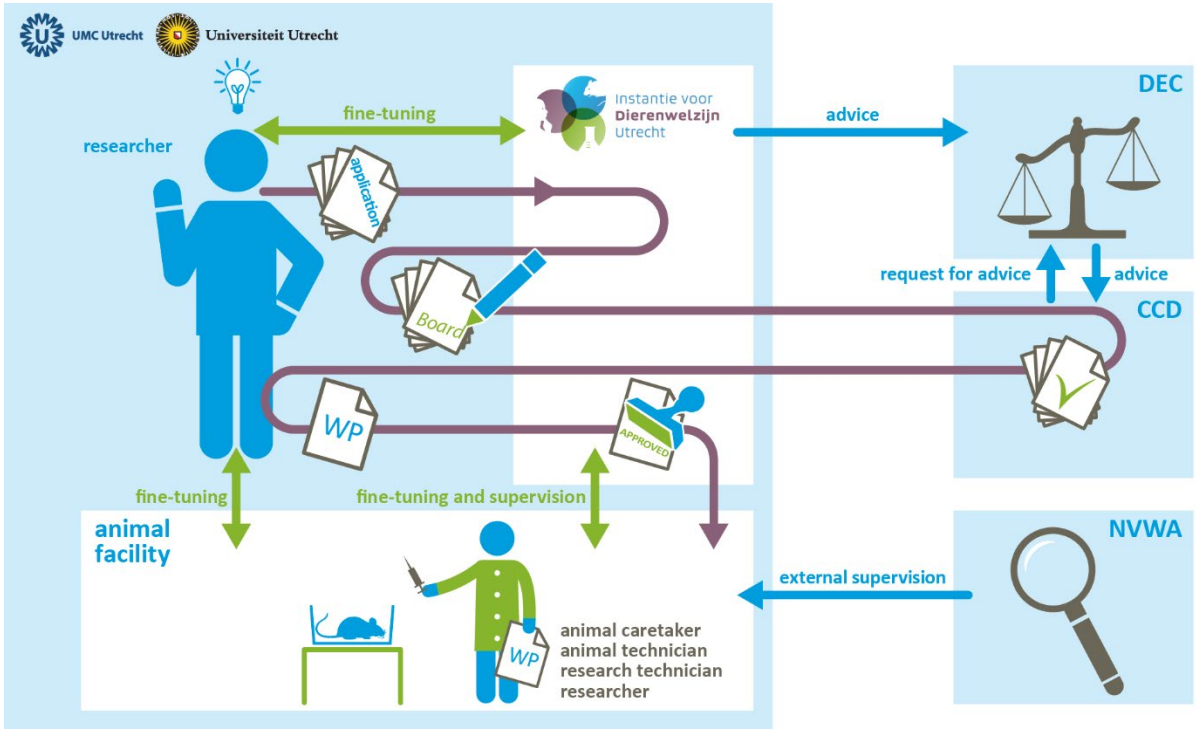
The Professional Behaviour and Animal Welfare help desk consists of a confidential advisor, an advisory team from Veterinary Medicine, an advisory team on Experiments on Animals and an Advisory Board.
The faculties involved, the UMC Utrecht and the GDL are represented in the Experiments on Animals team. The help desk is available to all employees of UU, the UMC Utrecht, students and interns who are involved with designing and conducting animal experiments who wish to report observed or suspected malpractice. All reports are handled in strict confidence. Annex 2 supplies the name and contact information for the confidential advisor.

12.2 Tasks and responsibilities

- The help desk ensures that UU and UMC Utrecht employees have a confidential and easily accessible way to report malpractice that they have observed that cannot be reported through the usual hierarchy;
- The confidential advisor is responsible for the help desk functioning in accordance with the job and task description approved by the responsible dean and the licensees;
- In the event of a serious violation, the confidential advisor will immediately contact the portfolio holder of the UU or the UMC Utrecht and the head of the AWB Utrecht.

Instantie voor Dierenwelzijn Utrecht

Annex 1



Instantie voor Dierenwelzijn Utrecht

Annex 2

Names of Portfolio holders (Wod), designated persons and confidential advisor for help desk

1. Portfolio holders for Wod

The establishment licence holders UU and UMC Utrecht have each designated a portfolio holder. They are:

- Prof. A. Pijpers (UU);
- Prof. A. W. Hoes (UMC Utrecht).

They are registered as such with the NVWA.

2. Designated persons

The establishment licence holders bear final responsibility for having one or more persons who:

a) are responsible for supervising the welfare and care of the animals in the facility (art. 13f, 3a Wod);

b) ensure that staff members who deal with the animals have access to specific information regarding the species housed in the facility (art. 13f, 3b Wod);

c) ensure that staff members are sufficiently educated, knowledgeable and competent, receive continuing education and are supervised until they have furnished proof of the required competence (art. 13f, 3c Wod)*;*

d) assure that an end is made to unnecessary pain, suffering, distress or long-term harm caused to an animal during an experiment (art. 13f, 4a Wod); and

e) assure that a project is conducted consistently with the project proposal on the basis of which a project licence has been granted, and if this is not the case, that appropriate measures are taken to correct the situation, and that these measures are recorded (art. 13f, 4b Wod).

f) are experts in laboratory animal medicine and are charged with advisory tasks regarding the animals' welfare and treatment (art. 14 Wod).

Ad *a)* Supervision of welfare and care of the laboratory animals

The following persons have been designated as responsible for supervising the welfare and care of the animals in the facilities at Utrecht University and the UMC Utrecht:

- Dr. I. Tiebosch
- Dr. F. Poelma
- Dr. P van Loo
- W. de Leeuw, M.S.

Ad b*)* Availability of species-specific information

The following persons have been designated as ensuring that staff members who deal with animals have access to specific information regarding the species housed in the facilities at Utrecht University and the UMC Utrecht:

- Dr. I. Tiebosch
- Dr. F. Poelma
- Dr. P. van Loo
- W. de Leeuw, M.A.
- S. van de Kolk, M.A.
- Dr. J. van der Valk

These persons have a network for gathering and distributing information.

Ad *c)* Adequately educated, knowledgeable and competent
The following persons have been designated as ensuring that staff members are adequately educated and competent, receive continuing training and are supervised until they have furnished proof of the required competence*;*

- Dr. I. Tiebosch
- Dr. F.G.J. Poelma
- Dr. P.L.P. van Loo
- W.A. de Leeuw, M.A.

The AWB Utrecht sees to it that staff members are adequately educated, knowledgeable and competent. The AWB ensures a uniform format for recording qualifications, competences, and education/continuing education, and is actively involved in working for mutual recognition within the Netherlands and Europe.

Ad *d)* Ending unnecessary pain, suffering, distress or permanent harm caused to an animal during an experiment
The following persons have been designated as ensuring that an end is made to unnecessary pain, suffering, distress or permanent harm caused to an animal during an experiment:

- Dr. I. Tiebosch
- Dr. F. Poelma
- Dr. P. van Loo
- W. de Leeuw, M.A.
- K. Vaessen, M.A.
- Dr. M.J. den Broeder (Department of Biology)
- Dr. R Jorritsma (Department of Population Health Sciences, Farm Animal Health)
- Ddr. Y.R.A. van Zeeland (Department of Clinical Sciences, Companion Animal Health)
- Dr. R. J. Corbee (Department of Clinical Sciences, Companion Animal Health)
- Dr. R. van den Boom (Department of Clinical Sciences, Equine Sciences)

Ad *e)* Project is conducted in accordance with the project licence.
The persons who ensure that a project is conducted in accordance with the project proposal on the basis of which a project licence has been issued and if not the case, that appropriate measures are taken to correct the situation, and that these measures are recorded (art. 13f, 4b Wod), are listed on the project licence application form that is part of the application for which a licence has been issued. The AWB sees to it that these persons are have sufficient expertise and are in the right position to carry out this task.

Ad *f)* Expert in laboratory-animal medicine.
The following persons have been designated as experts in laboratory-animal medicine and are charged with advisory tasks regarding the welfare and treatment of the animals:

- K. Vaessen, M.A. (GDL, UMC Utrecht Brain Centre, Fish facility)
- Dr. M.J. den Broeder (Department of Biology, Fish Facility)
- Dr. R Jorritsma (Department Population Health Sciences, Farm Animal Health)
- Dr. Y.R.A. van Zeeland (Department of Clinical Sciences, Companion Animal Health)
- Dr. R. J. Corbee (Department of Clinical Sciences, Companion Animal Health)
- Dr. R. van den Boom (Department Clinical Sciences, Equine Sciences)

3. Confidential advisor for Professional Behaviour and Animal Welfare help desk and Animal Welfare help desk

The confidential advisor for the Professional Behaviour and Animal Welfare help desk is:

- Dr. N. Endenburg (Faculty of Veterinary Medicine, Department of Animals in Science and Society), 030-2541565, N.Endenburg@uu.nl

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