

Terms of Reference

ACC Executive Working Group

1. Responsibilities and Authority

The ACC Executive (hereto referred to as the 'Executive') will be responsible to:

- 1.1. be apprised of external regulator requirements, and develop plans to ensure their translation and transmission to institutional policies, procedures and stakeholders;
- 1.2. lead in the development and/or review of institutional policies and procedures, including Standard Operating Procedures;
- 1.3. act as front-line responders to Concerns brought to its attention, as outlined within the *Concerns Policy* (POL-004);
- 1.4. review draft Animal Care Committee (ACC) Site Visit reports brought to its attention; provide direction regarding recommendations;
- 1.5. review reports associated with and impacting the Animal Ethics and Care Program, e.g. post approval monitoring animal user training programs and other strategic initiatives; develop recommendations and action plans, as applicable;
- 1.6. provide direction and support to other ACC working groups;
- 1.7. provide leadership in preparation for and in response to regulatory assessments and associated reports; and
- 1.8. notify and engage the full ACC of its decisions and actions, as appropriate.

2. Meetings

- 2.1. A face-to-face meeting is the principal forum used for Executive discussion and decision-making. At the ACC Chair discretion, they may conduct an Executive meeting with all members attending via simultaneous videoconference or teleconference, provided everyone has received the review materials and quorum is met.
- 2.2. Meeting minutes will be taken and forwarded to the Chair.
- 2.3. Only those Executive members present (i.e., in person or via videoconference or teleconference) at the convened meeting may participate in the deliberation and final decision regarding approval.
- 2.4. Guests may be invited or permitted to attend Executive meetings, subject to the agreement of the ACC Chair and execution of a *Confidentiality and Conflict of Interest Agreement*.
- 2.5. Meeting Frequency
 - 2.5.1. The Executive will meet regularly, and at minimum monthly.
- 2.6. Meetings will consist of Agenda topics that arise from the Executive's accountabilities.
 - 2.6.1. Member recommendations to discussions may be communicated to the Chair and/or Executive through electronic means.

3. Decision Making

- 3.1. Typically decisions will be made by consensus, where consensus is defined as widespread rather than unanimous agreement. Opportunity will be given for individual members to register their opposition.
- 3.2. From time-to-time where consensus cannot be reached, the ACC Chair will forward the issue to the full ACC.

4. Terms of Office & Quorum

- 4.1. With the exception of ex officio members, an Executive of the ACC will be appointed by the ACC Chair at the beginning of each academic year (July 1st) in consultation with the University Veterinarian and Director, Office of Research Ethics and Compliance.
- 4.2. With the exception of ex officio members, term of office is four years, once renewable in alignment with full ACC membership.
- 4.3. The ACC Executive will consist of the:
 - 4.3.1. ACC Chair and Vice Chairs;
 - 4.3.2. minimum two and no more than four Animal-Based Scientists (Category 1);
 - 4.3.3. minimum one Community Representative (Category 2);
 - 4.3.4. minimum two representatives representing categories of Non-Animal User (Category 3), Technical Representative (Category 4), or Laboratory Animal Facility Supervisor (Category 6);
 - 4.3.5. All of the role Categories identified above will align with the ACC's Terms of Reference, Sect. 5.4 and will be active members of the full ACC.
 - 4.3.6. The University Veterinarian;
 - 4.3.7. Director, Research Ethics and Compliance Office;
 - 4.3.8. ACVS Assistant Director-Compliance Assurance;
 - 4.3.9. ACC Coordinator; and
 - 4.3.10. ACC Manager.
- 4.4. Quorum requirements will be 50% + 1 of membership; quorum must include at minimum one of each of the following roles: ACC Chair or Vice Chair, Community Representative, Institutional Veterinarian, and ACC Coordinator or Manager.

5. Conflict of Interest

- 5.1. All Executive members shall disclose any conflicts of interest (actual, apparent, perceived or potential) prior to the review and/or discussion of items on the meeting agenda;
 - 5.2. All Executive members shall follow recusal requirements.
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Animal Use Protocol (AUP) Review Working Group**1. Responsibilities and Authority**

The AUP Review Working Group (hereto referred to as the 'AUPR') will be responsible to:

- 1.1. Perform 'Designated Review' of AUPs as per *Procedures for Animal Use Protocols* (PROC-002).

2. Meetings

- 2.1. On an as-needs basis as per Policy 002, *Animal Use Protocols*, the AUPR will undertake its responsibilities via the online AUP management system.
- 2.2. At any time AUPR members may request that an AUP be routed through the 'Full Review' process, as per *Procedures for Animal Use Protocols* (PROC-002), at which point the AUP will be reviewed at a face-to-face meeting of the Full ACC.
- 2.3. Reviewer notes will be recorded within the online AUP management system.

3. Decision Making

- 3.1. Decisions will be made by consensus via the online AUP management system.
- 3.2. In the event that consensus cannot be reached, the AUP will be forwarded to the Full ACC.

4. Terms of Office & Quorum

- 4.1. Members will consist of six roles to include an Animal-Based Scientist, Community Representative, Institutional Veterinarian, Technical Representative, Non-Animal User, and the ACC Coordinator.
- 4.2. The ACC Coordinator will act as Chair responsible to coordinate the process and forward AUP forms to the Full ACC upon the request of any AUPR member.
- 4.3. Members will be selected from Full ACC membership on a rotating basis, and based upon the expertise required for the given AUP.
- 4.4. Term of office is four years, once renewable, in alignment with full ACC membership.
- 4.5. Quorum requirements will be 100% of roles listed in 4.1.

5. Conflict of Interest

- 5.1. All AUPR members shall disclose any conflicts of interest (actual, apparent, perceived or potential) prior to the review of AUPs.
 - 5.2. All AUPR members shall follow recusal requirements.
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Training Exemption Working Group**1. Responsibilities and Authority**

The Training Exemption Working Group (hereto referred to as the 'TE') will be responsible to:

- 1.1. Review 'Exemption Request Forms' as per *Procedures for the Institutional Animal User Training Program* (PROC-017); recommend training requirements.

2. Meetings

- 2.1. The TE will undertake its responsibilities electronically. When necessary and appropriate, the working group may meet in person, videoconference or via teleconference.
- 2.2. Meeting minutes will be forwarded to working group members, and final decision(s) disclosed to the ACC Executive.

3. Decision Making

- 3.1. Decisions will be made by consensus via electronic means.
- 3.2. In the event that consensus cannot be reached, the form will be forwarded to the ACC Executive.

4. Terms of Office and Quorum

- 4.1. A TE will be appointed by the ACC Chair at the beginning of each academic year (July 1st).
 - 4.2. Members will consist of three roles to include an Animal-Based Scientist, Institutional Veterinarian, and Institutional Animal User Trainer.
 - 4.3. The Institutional Veterinarian will act as Chair responsible to oversee the process and forward forms to the ACC Executive upon the request of any TE member.
 - 4.4. Term of office is four years, once renewable.
 - 4.5. Quorum requirements will be 100% of roles listed in 4.2.
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Laboratory Animal Facility Supervisors' Working Group**1. Responsibilities and Authority**

The Laboratory Animal Facility Supervisors' Working Group will be responsible to:

- 1.1. annually allocate two of its members to assume the role of Laboratory Animal Facility Supervisor Representatives (Category 6);
- 1.2. be apprised of external regulator requirements associated with Facility operations and husbandry practices;
 - 1.2.1. compile and/or develop associated concerns, questions, and/or recommendations and relay them to the ACC Executive;
- 1.3. review draft institutional policies and procedures applicable to their roles;
- 1.4. share best practices with one another; support one another in problem-solving;
- 1.5. distribute minutes arising from meetings to the Executive;
- 1.6. as applicable, individually and/or corporately advise the Executive of any Concerns not readily resolvable, including Major Animal Welfare Incidents, as per Policy 004; and
- 1.7. individually submit monthly Post Approval Monitoring reports to the ACC Executive via its designate in a timely manner.

2. Meetings

- 2.1. Face-to-face meetings will take place regularly, minimum once every quarter. When appropriate, the Chair may, at his/her discretion, conduct a meeting with all members attending via simultaneous videoconference or teleconference, provided everyone has received the review materials and quorum is met;
- 2.2. Meeting minutes will be taken and forwarded to working group members and the ACC Executive.

3. Decision Making

- 3.1. Recommendations for the Executive will be made by consensus during meetings.

4. Terms of Office and Quorum

- 4.1. Members will consist of institutional supervisors responsible for animal housing and husbandry operations within laboratory animal facilities and extra-vivarium spaces.
 - 4.2. One Chair will be appointed by the ACC Chair at the beginning of each academic year (July 1st). The responsibility of meeting facilitation will be rotated between members. The Chair's terms of office will be one year, renewable upon the decision of the ACC Chair.
 - 4.3. Term of office of working group membership, which consists of ex officio members, will align with term of employment as a Laboratory Animal Facility Supervisor.
 - 4.4. Quorum requirements will be 50% + 1 of total members.
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Policies and Procedures Working Group**1. Responsibilities and Authority**

The Policies and Procedures Working Group (hereto referred to as the 'P&P') will be responsible to:

- 1.2. As needed, participate in the development and/or review of animal ethics and care program policies and associated procedures.

2. Meetings

- 2.1. The P&P will undertake its responsibilities via face-to-face and electronic communications. When appropriate, the Chair may, at his/her discretion, conduct a meeting with all members attending via simultaneous videoconference or teleconference, provided everyone has received the review materials and quorum is met.
- 2.2. Meeting minutes will be taken and forwarded to working group members and the ACC Executive.

3. Decision Making

- 3.1. Decisions will be made by consensus.
- 3.2. In the event that consensus cannot be reached, documents will be forwarded to the ACC Executive.

4. Terms of Office and Quorum

- 4.1. Members will consist of four roles to include an Animal-Based Scientist, Institutional Veterinarian, Community Representative, and ACC Manager who will act as Chair, and whose term of office will align with the term of employment in this role.
- 4.2. Quorum requirements will be 100% of roles listed in 4.1.