



AGENDA TEMPLATE FOR AN IN-PERSON CCAC ASSESSMENT VISIT

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This template is intended to help institutions prepare for an in-person Canadian Council on Animal Care (CCAC) assessment visit. A draft agenda should be sent to the CCAC associate director of assessment **three months before the visit**, as noted in the confirmation email.

The most important task for an institution in preparation for an in-person assessment visit is to complete all sections of the *Ethical Animal Care and Use Program Review Form*. The form is an essential component of CCAC assessments. [Forms for regular and interim assessment visits](#), along with instructions on how to use them, can be found on the CCAC website.

The following generic agenda is typical for a one-day assessment visit. Guidance for longer assessment visits is discussed on page 2.

PROPOSED AGENDA FOR A ONE-DAY CCAC ASSESSMENT VISIT*

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| 9:00-9:45 | Meeting of the CCAC panel with institutional representatives <ul style="list-style-type: none">• introductions and welcome• institution overview of the ethical animal care and use program• CCAC overview• general discussions with the senior administrator on topics such as changes to the program since the last assessment, and new facilities or projects |
| 9:45-12:00 | Meeting of the CCAC panel with the animal care committee <ul style="list-style-type: none">• discuss the Ethical Animal Care and Use Program Review Form |
| 12:00-13:00 | Lunch break |
| 13:00-TBD | Meeting of the CCAC panel with institutional representatives (continued) <ul style="list-style-type: none">• protocol and standard operating procedures review• other meetings (as required)• assessment of animal facilities• in camera panel meeting (1-2 hours; regular assessment only)• closing meeting (30 minutes; brief discussion of key findings) |

* Please note that both morning and afternoon sessions can include short breaks.

MULTI-DAY CCAC ASSESSMENT VISITS

For larger institutions with more than one animal care committee or with affiliates, the initial meetings will focus on the review of common elements of the ethical animal care and use program that apply to most or all units, followed by individual meetings later in the week with each animal care committee to discuss the specific structure and functioning of each committee.

The daily agenda time frame should be limited to 9am-5pm. If there is an overarching institutional committee, a minimum two-hour meeting is requested. Subsequent meetings with the individual animal care committees will require a minimum of 1-1.5 hours. Supplementary meetings with personnel (e.g., post-approval monitoring staff, veterinarians, occupational health and safety personnel, animal care personnel, etc.) may be necessary and will be scheduled accordingly.

For site visits of the animal facilities, the assessment panel may be divided into teams, depending on the size of the institution. Site visits should not be conducted on the last day of the assessment to allow time for the panel to prepare findings for the closing meeting. Scheduling for site visits should take into consideration entry requirements for each facility, travel time, and any supplementary meetings with animal care personnel to be conducted at the various sites.

Time should be allotted each day for the panel to review documentation on-site. If protocols or other documentation are only available electronically, the institution should ensure that the panel has access and support to review the documentation.

ASSESSMENT VISIT DESCRIPTION

The following persons should be in attendance for the assessment visit:

- senior institutional representatives – in particular, the person to whom the animal care committee reports (the senior administrator must also be available for the opening and closing meetings);
- members of the animal care committees, including community representatives; and
- senior veterinary and animal care personnel.

INITIAL MEETING

Welcome from the senior administration of the institution and a presentation of no more than 10 minutes on the ethical animal care and use program, including how the institution responded to any previous Serious recommendations, if applicable (**time allotted: 10-15 minutes**).

CCAC OVERVIEW

Update on the CCAC program from the CCAC representative, including latest policies and guidelines (**time allotted: 10 minutes**).

ANIMAL CARE COMMITTEE DISCUSSIONS

This includes a review by the CCAC panel of the structure and administration of the ethical animal care and use program, and discussions on the institution's *Ethical Animal Care and Use Program Review Form* (**time allotted: 2+ hours**).

- Section 1: General Information
- Section 2: Animal Care Committee Functioning
- Section 3: Animal Use Protocol Form
- Section 4: Veterinary and Animal Care Services
- Section 5: Continuing Education and Training, Occupational Health and Safety, Crisis Management
- Section 6: Animal Facilities
- Section 7: Summary of the Program
- Specific concerns of the institution

DOCUMENTATION REVIEW

This portion of the meeting focuses on questions arising from the review by the assessment panel of selected documents, including animal use protocols, standard operating procedures, and other relevant documents (**time allotted: 1 hour**).

ASSESSMENT OF ANIMAL FACILITIES

The duration of this portion of the assessment visit will depend on the number and location of animal facilities.

The following people should be present during the assessment visit of animal facilities: the animal care committee chair; facility managers; senior veterinary and animal care representatives; and other animal care committee or institutional representatives. The CCAC panel may visit the following areas:

- animal holding and care facilities, and support/service areas;
- animal procedure rooms and surgical facilities; and
- other areas where live animals are housed or used (e.g., research or teaching laboratories)

Sufficient time should be reserved for the visit of each animal facility and for any travel between units. As many researchers, instructors, and caretakers as possible should be available to meet with the assessment panel during the tour of the facilities.

IN CAMERA CCAC PANEL MEETING

A period should be allocated for an in camera meeting for the CCAC panel during a regular assessment visit (**time allotted: 1-2 hours**).

CLOSING MEETING

The closing meeting is used by the assessment panel to discuss key and preliminary assessment findings (**time allotted: 30 minutes**).

The following people should participate:

- senior institutional representatives – in particular, the person to whom the animal care committee reports;
- the animal care committee chair;
- any other available animal care committee members; and
- the attending veterinarian.

A final written assessment report, including formal commendations and recommendations, will be sent to the institution approximately 10-15 weeks following the assessment visit.