



TERMS OF REFERENCE

Consultative Working Group on Implementation of the Revised Collection and Submission of Animal Use Data

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PURPOSE

The purpose of the terms of reference for the Consultative Working Group on Implementation of the Revised Collection and Submission of Animal Use Data is to establish the ground rules for a new working group tasked with understanding and providing advice on overcoming the challenges to implementation of the revised collection and submission of animal use data. The terms of reference describe the composition of the working group, including the relevant expertise required to undertake the work, the scope of the task, the timeframe for completion of the task, and responsibilities of the working group members and others involved in providing a report on the matter to the Canadian Council on Animal Care (CCAC) Board of Directors.

MANDATE

1. To develop an understanding of the potential barriers to implementation of the proposed revision of the collection and submission of animal use data.
2. To provide advice on, and solutions for addressing any actual substantive barriers to implementation of the proposed revision of the collection and submission of animal use data.
3. To share best practices on implementation of the proposed revision of the collection and submission of animal use data.

FORMATION OF THE WORKING GROUP

This working group is formed at the discretion of the board, to respond to the need for understanding the challenges likely to be experienced by some institutions in implementing the proposed changes to the collection and submission of animal use data.

The selection of working group members will be made by the board, aiming for a balance of representatives from the various types of institutions that will be impacted by the proposed changes to the manner in which animal use data is to be collected and submitted to the CCAC.

TERM

Members shall be appointed to serve up to two years. In general, working groups are disbanded upon submission of a report to the board. However, some working groups may remain active where the CCAC is likely to encounter requests for additional guidance. In addition, all working group members are asked if they are willing to continue to provide advice and assistance to the CCAC on an ad hoc basis.

MEETINGS

Typically, the working group will meet once a month by videoconference or teleconference. Additional funds can be requested when budget allows, should the need for an in-person meeting or additional teleconferences arise.

Normally, the expenses incurred by working group members in attending meetings or workshops will be met by the CCAC in accordance with the *CCAC Travel Expenses Reimbursement Guidelines*.

RESPONSIBILITIES OF THE WORKING GROUP CHAIR

The chair must be knowledgeable about the manner in which animal use data is currently collected, submitted and reported in Canada and internationally, and is responsible for the following:

- chairing all working group meetings, videoconferences and teleconferences;
- establishing consensus among working group members;
- ensuring the validity of the material submitted by working group members;
- working with the CCAC Secretariat at each stage in the preparation of advice to the board; and
- adhering to the responsibilities of working group members noted below.

RESPONSIBILITIES OF WORKING GROUP MEMBERS

Working group members should be committed to ensuring a full examination and discussion of challenges facing institutions in the implementation of proposed changes to the collection and submission of animal use data. If unable to meet the proposed commitments, the working group member should communicate this to the CCAC Secretariat; an alternate with similar expertise will be selected.

Most working group work is conducted by email, videoconference, or teleconference. Working group members are responsible for responding to requests from the chair or CCAC Secretariat in a timely manner, and for alerting them to any likely delay in response.

Working group members should make every effort to attend scheduled videoconferences, teleconferences and meetings, so that quorum is attained and consensus can be reached efficiently. Working group discussions through videoconferences, teleconferences, email, or in-person meetings are considered confidential.

Working group members may be asked to contribute to the drafting and revision of advice to the board, and should ensure all statements are factually-based.

While the working group discussions are ongoing, they should be treated as confidential, as should any materials generated by the working group, unless approved for external review. Working group members may discuss aspects of the work with trusted colleagues to gain a deeper understanding of challenges and potential resolutions, but should not circulate any materials until officially released for review.

The contributions made by working group members will be recognized in any document emanating from the discussions of the group and in the CCAC annual report.

RESPONSIBILITIES OF THE CCAC SECRETARIAT

The CCAC Secretariat is responsible for working with the working group to ensure the group has the necessary resources to be able to carry out its work. This includes arranging videoconferences, teleconferences and meetings, recording minutes, drafting, and editing any reports or other documents in line with the decisions of the working group, conducting external reviews or surveys, compiling feedback for consideration by the working group, and forwarding written advice at appropriate stages for consideration by the board.

The CCAC Secretariat is also responsible for providing input to the working group to:

- provide history and context for the proposed changes to animal use data collection, submission and reporting;
- accurately convey all information received from institutions concerning the challenges as well as the opportunities foreseen in implementation of the revised animal use data collection and submission;
- identify relevant issues that have arisen in the work of the CCAC with the scientific and animal welfare communities, both nationally and internationally; and
- ensure the working group has access to appropriate reference materials.

MEMBERSHIP

A balance of working group members will be sought with regard to expertise, large and small institutions, geographical location and gender. This should include members who are involved in the actual process of collection and submission of animal use data (e.g., animal care committee coordinators) as well as other groups of individuals likely to be impacted (researchers, veterinarians, facility managers, and animal care technicians).

Membership of the Consultative Working Group on Implementation of the Revised Collection and Submission of Animal Use Data

	ROLE	EXPERTISE	REPRESENTATION
1.	Chair	General expertise in animal use data collection and submission	Representative from a CCAC-certified institution
2.	Member	Expertise in animal use data collection and submission in a U15 Group of Canadian Research Universities (U15) institution where challenges have been identified	U15
3.	Member	Expertise in animal use data collection and submission in a U15 institution where there are no challenges and the institution is willing and able to implement the proposed changes	Large institution
4.	Member	Expertise in animal use data collection and submission in a small/medium sized institution where challenges have been identified	Alliance of Canadian Comprehensive Research Universities representative

	ROLE	EXPERTISE	REPRESENTATION
5.	Member	Expertise in animal use data collection and submission in a small/medium sized institution where there are no challenges and the institution is willing and able to implement the proposed changes	Small/medium institution
6.	Member	Expertise in animal use data collection and submission at a teaching college	Teaching college
7.	Member	Expertise in animal use data collection and submission at a private institution	Private institution
8.	Member	Expertise in animal use data collection and submission at a government department	Government department
9.	Member	Representative from the previous animal data working group	Animal Data Working Group
10.	Member	Board of Directors liaison	CCAC Board of Directors