



TERMS OF REFERENCE

Animal Use Protocol Review Subcommittee

DATE OF PUBLICATION: October 2024

PURPOSE

The purpose of the *CCAC terms of reference: Animal Use Protocol Review Subcommittee* is to establish ground rules for the subcommittee tasked with updating the *CCAC guidelines on: animal use protocol review* (1997). The terms of reference describe the scope of the task; the composition of the subcommittee, including the relevant expertise required to undertake the work; and the responsibilities of subcommittee members and others involved in updating the *CCAC guidelines on: animal use protocol review* (1997).

MANDATE

The mandate of the subcommittee is to update the *CCAC guidelines on: animal use protocol review* (1997), based on expert peer advice and current CCAC ethics principles, policies, and guidelines documents. The updated version of this guidelines document will support the development and review of all animal use protocols.

FORMATION OF THE SUBCOMMITTEE

This subcommittee is formed at the discretion of the CCAC Standards Committee, on the advice of the CCAC Governance and Nominations Committee, and as approved by the CCAC Board of Directors, to respond to the need for expertise in updating the *CCAC guidelines on: animal use protocol review*.

The selection of subcommittee members follows the procedures outlined in the [CCAC process: Formation of a guidelines subcommittee](#). Each member of the subcommittee will be knowledgeable in one or more aspects of the guidelines document to be developed, and one non-voting member of the subcommittee will be drawn from the Standards Committee.

TERM

In general, subcommittees are disbanded upon publication of the guidelines document. However, some subcommittees may remain active where the CCAC is likely to encounter requests for the development of supporting documents or input into key external documents. In addition, all subcommittee 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 subcommittee will meet once a month by videoconference. Additional funds can be requested when the budget allows, should the need for an in-person meeting arise.

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

RESPONSIBILITIES OF THE SUBCOMMITTEE CHAIR

The chair must be knowledgeable about animal use protocol review, and is responsible for the following:

- chairing all subcommittee meetings
- establishing consensus among subcommittee members
- ensuring the scientific quality of the material submitted by subcommittee members
- approving the list of experts for the peer review to ensure all topic areas are covered
- working with the CCAC Secretariat at each stage in the preparation of the guidelines document
- adhering to the responsibilities of subcommittee members noted below

RESPONSIBILITIES OF SUBCOMMITTEE MEMBERS

Subcommittee members are responsible for:

- ensuring the steady progress of the document as outlined below under “Process”. A subcommittee member unable to meet this commitment should communicate this to the CCAC Secretariat; an alternate with similar expertise will be selected in accordance with the [CCAC process: Formation of a guidelines subcommittee](#)
- responding to requests from the chair or CCAC Secretariat in a timely manner and alerting them to any likely delay in response
- attending subcommittee meetings so that consensus can be reached efficiently and contacting the Secretariat and Chair of the subcommittee if they are unable to attend a meeting
- maintaining confidentiality of subcommittee discussions, which occur through videoconferences, email, and in-person meetings
- contributing to the drafting and revision of the guidelines document, and ensuring all statements are based on comprehensive scientific evidence
- suggesting suitable experts for the peer review of the draft guidelines document
- evaluating collated comments following each review of the draft guidelines document and providing feedback on areas where the draft needs to be modified
- treating the guidelines document as “restricted access” while it is under development unless it has been approved for external review. Subcommittee members may discuss the content of the document with trusted colleagues to obtain their opinion but should not circulate drafts until officially released for review

RESPONSIBILITIES OF THE CCAC SECRETARIAT

The CCAC Secretariat is responsible for:

- working with the subcommittee to ensure steady progress on the guidelines document; this includes arranging videoconferences and meetings, recording minutes, drafting and editing the document in line with the decisions of the subcommittee, conducting external reviews, compiling feedback from the reviews for consideration by the subcommittee, and forwarding the draft guidelines document at appropriate stages for review and approval by the Standards Committee and board
- ensuring the process approved by the Standards Committee is followed
- providing feedback on the draft guidelines document to the subcommittee to ensure:
 - the document is in line with the mandate of the CCAC to advance the ethical care and use of animals in science
 - the document addresses relevant issues that have arisen in the work of the CCAC with the scientific and animal welfare communities, both nationally and internationally

RESPONSIBILITIES OF THE CCAC STANDARDS COMMITTEE

The Standards Committee is responsible for:

- following the progress of the subcommittee's work and providing comments and approval of draft guidelines documents prior to peer review, public review, and publication in a timely manner
- appointing one of its members to sit on the subcommittee as a non-voting member

MEMBERSHIP

A balance of subcommittee members will be sought with regard to expertise, size of institution, type of institution (i.e., academic, government, and private), geographical location, and inclusivity.

Membership of the Subcommittee

All members of the subcommittee should have experience in serving on an animal care committee and reviewing animal use protocols. Their collective expertise should cover protocols using laboratory animals, aquatic animals, wildlife, and farm animals, and protocols for research, teaching and testing.

ROLE	EXPERTISE	POSITION
Chair	General expertise in animal use protocol review	Animal care committee member
2 Members	Ethics	Ethicist
3 Members	Animal health, husbandry, and procedures	Veterinarian
2 Members	Animal welfare	Animal welfare scientist

ROLE	EXPERTISE	POSITION
4 Members	Protocol authors experienced in protocol review	Two researchers, one author of teaching protocols, and one scientist involved in testing
4 Members	Experience reviewing animal use protocols	One facility manager, one animal care personnel, one student, and one public representative
2 Members	Animal care committee coordinators experienced in reviewing animal use protocols	Two animal care committee coordinators
Member	Standards Committee Member	

Once the subcommittee initiates its work, the members may identify additional areas of expertise required and recommend candidates to the Secretariat. Any additional members must be approved by the Governance and Nominations Committee and the board, as per the process for formation of the original subcommittee.

Acknowledgment of Subcommittee Member Contribution

Contributions made by subcommittee members will be acknowledged in the guidelines document and in announcements regarding publication of the document unless a member specifically informs the CCAC Secretariat lead on the project that they do not want to be recognized in this manner. All members who cannot finish their term but had substantial involvement while on the subcommittee will be included, as will members who join partway through the process.

Close to the time of publication, some members of the subcommittee may be invited to facilitate sessions highlighting the guidelines document at a CCAC national workshop.

PROCESS

The subcommittee will adhere to the following process.

