

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 regulatory 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. facilitate two-way communications between the ACC and the animal-based science community at Western and affiliates to educate and enhance collaboration;
- 1.4. act as an AUP Review Working Group to perform AUP reviews, as needed, in accordance with the AUP Review Working Group Terms of Reference;
- 1.5. act as front-line responders to Concerns, Reportable Animal Welfare Incidents, and Animal Welfare Assessments brought to its attention, as outlined within related policies;
- 1.6. review all Animal Care Committee (ACC) Site Visit reports prior to full ACC distribution; provide direction regarding recommendations and ensure follow-up, as applicable;
- 1.7. 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;
- 1.8. provide direction and support to other ACC working groups;
- 1.9. provide leadership in preparation for and in response to regulatory assessments and associated reports; and
- 1.10. 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 recorded and available online to Executive members and the Vice President (Research), upon request.
- 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 generally weekly, and at minimum monthly.
- 2.6. Meetings will consist of Agenda topics that arise from the Executive's accountabilities.
 - 2.6.1. Member recommendations for discussions may be communicated to the Chair and/or Executive through electronic means.
- 2.7. The following User Groups of the Executive will convene separate meetings and provide feedback to the Executive:
 - 2.7.1. Rat & Mouse Users
 - 2.7.2. Large Animal Users
 - 2.7.3. Wildlife, Aquatics, Other

2.7.4. Laboratory Animal Facility Supervisors (see details below).

3. Decision Making

- 3.1. 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. Except for 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 Attending Veterinarian, or Veterinarian Designate, and Director, Office of Research Ethics and Compliance.
- 4.2. Except for 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 active members of the ACC to include:
 - 4.3.1. ACC Chair and User Group Chairs.
 - 4.3.2. minimum two and no more than four Animal-Based Scientists (Category 1).
 - 4.3.3. minimum one Community Representative, or alternate (Category 2).
 - 4.3.4. one Non-Animal User (Category 3).
 - 4.3.5. one Technical Representative (Category 4).
 - 4.3.6. one Laboratory Animal Facility Supervisor, or alternate (Category 6).
 - 4.3.7. All 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.
 - 4.3.8. The Attending Veterinarian or designate.
 - 4.3.9. Director, Research Ethics and Compliance Office.
 - 4.3.10. Institutional Veterinarian-Compliance Assurance.
 - 4.3.11. Animal Research Safety Consultant.
 - 4.3.12. The Office of the ACC.
- 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 the Office of the ACC.
- 4.5. When acting as an AUP Review Working Group, quorum requirements will align with its Terms of Reference.

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.

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 ethical review of AUP Modifications requiring Full Review as per the Animal Use Protocols Policy-Modifications (POL-002-C) and AUP Review Processes for Principal Investigators (GUID-002).

- 1.1.1. As appropriate, AUP forms undergoing Delegated Review may be reviewed by this Working Group.
- 1.2. As requested by the Executive, perform ethical review of full AUPs requiring interim review/approval.
- 1.3. As requested by the reviewing Veterinarian, perform ethical review of other forms, e.g., Annual Renewals.

2. Meetings

- 2.1. For Full Reviews, discussions will take place face-to-face in person and/or virtually.
- 2.2. At any time AUPR members may request that an AUP be routed through the Full ACC.
- 2.3. Reviewer notes, recommendations and decisions will be recorded within the online AUP management system and/or associated meeting minutes/notes.

3. Decision Making

- 3.1. Decisions will be made by consensus, where consensus is defined as widespread rather than unanimous agreement.
- 3.2. If consensus cannot be reached, the AUP will be forwarded to the Full ACC.

4. Terms of Office & Quorum

- 4.1. Members will consist of minimum six roles to include an Animal-Based Scientist, Community Representative, Institutional Veterinarian, Technical Representative, Non-Animal User, and an Office of the ACC staff member.
- 4.2. During Full Reviews, the ACC Chair will chair the meeting.
- 4.3. The ACC Office will coordinate the pre-review and meeting processes and will forward AUP forms to the Full ACC upon the request of any AUPR member.
- 4.4. Scientific ACC participants will be selected from Executive Working Group membership on a rotating basis and based upon the expertise required for the given AUP.
- 4.5. The term of office is four years, once renewable, in alignment with full ACC membership.
- 4.6. 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.

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, where consensus is defined as widespread rather than unanimous agreement.
 - 3.2. If 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. The 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).
 - 1.1.1. Per the ACC's Terms of Reference (Quorum, Sect. 5.2), one of the two representatives will contribute to a vote when called upon by the ACC Chair.
 - 1.1.2. One member will be assigned annually by the ACC Chair to represent the Facility Supervisors' Working Group on the ACC's Executive Working Group.
 - 1.1.3. The second representative will attend Executive meetings when the primary rep is unavailable.
 - 1.1.4. The representative on the Executive will act as a liaison between the Executive and this Working Group to ensure both groups remain informed of issues arising from meetings.
- 1.2. be apprised of external regulatory requirements associated with Facility operations and husbandry practices.
- 1.3. compile and/or develop associated concerns, questions, and/or recommendations and relay them to the ACC Executive.
- 1.4. review draft institutional policies and procedures applicable to their roles.
- 1.5. share best practices with one another; support one another in problem-solving.

- 1.6. as applicable, advise the Executive of any Concerns not readily resolvable, including Reportable Animal Welfare Incidents, as per the Concerns Policy (POL-004).

2. Meetings

- 2.1. Face-to-face meetings will take place regularly, a minimum of once every quarter. When appropriate, the Chair may, at their 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 made available to Working Group members.

3. Decision Making

- 3.1. Recommendations for the Executive will be made by consensus during meetings, where consensus is defined as widespread rather than unanimous agreement.

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.
- 4.2. One Chair will be appointed by Working Group consensus 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 this Working Group.
- 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.

Policies and Procedures Working Group

1. Responsibilities and Authority

- 1.1. The Policies and Procedures Working Group (hereto referred to as the 'P&P') will be responsible, per POL-001 to:
 - 1.1.1. As needed, participate in the development of AECF policies.
 - 1.1.2. As applicable, support the review of AECF procedures, standard operating procedures (SOPs), guidance documents, and work instructions, per SOP Administration (ADM-500).

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 discussions/suggested revisions will be noted in the document under revision/review, and made available to participants; the ACC Executive will be updated on new / revisions to AECF Policies and SOPs.

3. Decision Making

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

4. Terms of Office and Quorum

- 4.1. Members will consist of persons internal and external to the ACC who represent needed expertise and/or representative stakeholders who will be impacted by the change, and Office of the ACC staff member 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 based upon the roles identified by the ACC Chair as applicable to the topic.