

ACC SOP 204

TITLE	ACC SOP 204: Community Representatives on Animal Care Committees
SCOPE	The activities of the Animal Care Committee (ACC) operating under the direct authority of the University of the Fraser Valley
RESPONSIBILITIES	The Associate Vice President, Research & Graduate Studies, all ACC and members, and all ACC Office Personnel
APPROVAL AUTHORITY	Associate Vice President, Research and Graduate Studies
EFFECTIVE DATE	February 2025
Supersedes documents dated	N/A

PURPOSE

The purpose of this SOP is to define procedures for recruitment of and the duties and responsibilities of volunteer community representatives on the UFV ACC.

SCOPE:

Community representatives on the ACC have the essential role to represent general community interests, opinions, and concerns regarding animal-based research, teaching, or testing, and to provide balance and credibility to a process that would otherwise be strictly institutional.

Animal-based research is a privilege that relies on the support of the general community to maintain its activities. It must be ethically justified and supported by guidelines on research, housing, and animal welfare that might lie outside the strict context of scientific peer-review.

DEFINITION OF A COMMUNITY REPRESENTATIVE

For the purpose of this policy, the community representative is an uncompensated individual who performs services for the benefit of UFV's ACC according to the procedures in this policy. The community representative is not a UFV employee. Therefore, they are not eligible for compensation regarding time allocated in their duties or any UFV benefits.

MINIMAL QUALIFICATIONS

To qualify as a community representative on the UFV ACC, an individual must:

1. Be nineteen (19) years old or older;
2. Be a member of the Fraser Valley community, with no current affiliation with UFV. Former students may apply if their studies or work experience was or is neither directly or indirectly related to animals in research, teaching, or testing. A history of community involvement is valued.
3. Have no financial or other conflicts of interest which could compromise their duties;
4. Be willing to abide by UFV policies and CCAC guidelines;

SPECIFIC QUALIFICATIONS

When recruiting community representatives, the UFV ACC must ensure that candidates meet minimal qualifications and criteria to perform their duties in the best interest of the general public, UFV, and its scientific and academic community.

Ideally, the community representative should:

1. Have a general interest in scientific research and its potential benefits for the well-being of humans and animals;
2. Have a general interest in the benefits of using live animals in teaching.
3. Have a general interest in the ethical dilemmas posed by research involving animals;
4. Understand and balance the need to protect and support the animal's well-being and the need to use animal models in scientific research;
5. Be willing to participate actively in the animal care and use program especially through respectful and constructive exchange of ideas.

RECRUITMENT PROCEDURES

UFV ACC has the responsibility to recruit and appoint their community representatives using the following procedures.

1. A call for community members will go out to the public via social media or other externally facing channels. Word of mouth will also be used. The call will include the terms, roles and responsibilities, and the request for a resume and statement of interest.
2. The call will be out for at least two weeks, but will remain open until filled.

3. After the deadline to apply, The ACC Chair, AVP Research & Graduate Studies, and the Animal Care Committee Coordinator will review all applications, make a recommendation to the ACC, and contact the successful applicant.

The Chair of the ACC must meet personally with the candidate and inform them of their duties and responsibilities and complete the Confidentiality and Conflict of Interest Agreement Form.

All forms will be retained by the Research and Graduate Studies (RGS) office for internal use during the entire period of the community representative's mandate and for at least seven (7) years after the date of resolution of the mandate.

Upon receipt of these forms, the Associate Vice-President, RGS will confirm the appointment of the community representative, and the Provost and Vice-President Academic will formally appoint the community representative. The RGS office will provide the community representative with adequate support to sustain their duties.

RESPONSIBILITIES OF THE COMMUNITY REPRESENTATIVE

While performing their assigned duties, the community representative is part of the UFV community and is therefore expected to:

1. Abide by UFV policies and regulations including but not limited to those of ethical behavior and confidentiality (for information a list of relevant policies and regulations, which can be updated from time to time, is appended);
2. Abide by CCAC guidelines.

As a full voting member of the ACC, the community representative has the responsibility to:

1. Complete the CCAC training modules;
2. Read, understand and follow the:
 - a. [CCAC: CCAC guidelines on: animal use protocol review \(1997\);](#)
 - b. [CCAC: Terms of reference for animal care committees \(2006\);](#)
 - c. [CCAC: CCAC-CFHS Manual for Community Representatives;](#)
 - d. [The Terms of Reference of the UFV ACC.](#)
 - e. [UFV Policy on Animal Care and Use](#)
 - f. Institutional policies on [conflict of interest](#), [safe disclosure](#) and [harassment](#);
3. Collegially, respectfully and constructively participate in the activities of the ACCs as detailed in the ACC terms of reference;

4. Attend regularly scheduled meetings and actively participate in the protocol approval process;
5. Attend regularly scheduled animal facility visits and actively participate in their evaluations;
6. Attend specific meetings during the CCAC assessment of UFV.

RIGHTS/OBLIGATIONS OF THE COMMUNITY REPRESENTATIVES

Community representatives on ACCs have a right to:

1. Perform their duties in a respectful and harassment-free environment that respects freedom of speech;
2. Protection from liability for claims made against them in the performance of their authorized duties*;
3. Claim reasonable expenses directly related to their duties on the ACC.

*Community representatives are provided liability coverage through the University, College, and Institutions Protection Program for claims made against them in the performance of their authorized duties.