

**Seventh Meeting of the OCREB Governance Committee
November 29, 2010 – 12:00 to 2:00 p.m.
Via Teleconference
Minutes**

Participants:

Chair: Ray Saginur

Members: Derek Cathcart
Michael McDonald
Kathleen Pritchard
Geneviève Dubois-Flynn

Ex Officio: Jack Holland
Janet Manzo

Regrets: None

Quorum present? Yes

1. CALL TO ORDER

The Chair called the meeting to order at 12:00 p.m. EST.

2. APPROVAL OF PREVIOUS MEETING MINUTES

MOTION (Cathcart/McDonald)

To approve the September 15, 2010 meeting minutes.

Motion carried (unanimous).

3. UPDATE FROM EXECUTIVE DIRECTOR AND OCREB CHAIR

Further to a notice sent to the Governance Committee Chair on October 6, 2010 and forwarded to the Committee, the Executive Director provided an update on the OCREB office processing issues. Corrective action has been effective; however, the backlog has not been cleared yet; the recent technical problems with OCREB's current online portal "Collaboration" have set us back and the effects of increased staffing and recent process improvements have not yet been fully realized. We are pushing to get the OCREB Online system rolled out by mid-January. Investigators and study staff are provided with periodic status updates.

The Chair has been interacting with the OCREB members and working closing with the Research Ethics Coordinators to improve the timeliness of reviews for PI letters, amendments and renewals.

4. BUSINESS ARISING FROM PREVIOUS MEETING

4.1. Committee Vacancy

There has been a vacancy on the OCREB Governance Committee in the area of *corporate governance and performance management* since June 2009. Derek Cathcart summarized the qualifications of a candidate interested in sitting on the Committee and suggested that other Committee members meet with him. The Chair of the Governance Committee will not be in Toronto within the next couple of months. The

recommendation was to have the OCREB Chair and ED meet with the candidate since they are all in Toronto. The Governance Committee Chair would then follow-up with a phone conversation.

ACTIONS:

- Derek to circulate the candidate's CV to the Committee members
- OCREB Chair and Executive Director (ED) to meet with candidate (Derek to make connection)
- Governance Committee Chair to follow-up with a phone conversation

4.2. Terms of Reference (ToR) – OCREB Chair

The revised Terms of Reference for the OCREB Chair (v2010-Nov-18) were distributed in the meeting packages; the changes recommended by the Committee at its September 15 meeting were highlighted. The Committee accepted the changes and recommended the addition of information on remuneration to the introduction, the addition of "Delegate duties to the Vice-Chair as necessary and appropriate" to the list of responsibilities (Section 2.0), and the addition of "Willingness to work collaboratively with the Vice-Chair" to the list in 3.2.2.

12:40 – Kathy Pritchard joined the meeting

MOTION (Cathcart/McDonald)

To approve the OCREB Chair Terms of Reference with the changes described above. OICR Board of Directors approval will be sought at its January 20, 2011 meeting. Motion carried (unanimous).

4.3. Recruitment Process Flowchart – OCREB Chair

The changes recommended at the September 15 meeting were incorporated into a revised process flowchart that was distributed in the meeting packages. The Committee agreed that the flowchart accurately reflects the process and the role of the Governance Committee.

4.4. Terms of Reference (ToR) – OCREB Vice-Chair

The revised Terms of Reference for the OCREB Vice-Chair (v2010-Nov-18) were distributed in the meeting packages; the changes recommended by the Committee at its September 15 meeting were highlighted. The Committee accepted the changes and recommended the addition of information on remuneration to the introduction, the addition of "face-to-face interviews" in Section 3.1.4, the addition of "sufficient time and availability" to section 3.2.2, and the addition of "Willingness to work collaboratively with the Chair" to the list in 3.2.2.

MOTION

To approve the OCREB Vice-Chair Terms of Reference with the changes described above. OICR Board of Directors approval will be sought at its January 20, 2011 meeting. Motion carried (unanimous).

4.5. OCREB Vice-Chair Recruitment Process

The Governance Committee authorized the commencement of the recruitment process for the Vice-Chair of OCREB once the Terms of Reference are approved by the OICR Board.

4.6. Assessment of REBs: Indicators of Quality

Michael McDonald has been working with the conference planners for the Canadian Association of Research Ethics Boards (CAREB) spring conference. A survey is being conducted to determine the receptivity of REBs across Canada to collecting performance metrics. The results will be presented at the CAREB National Conference. Julie Gibson, the Director, Clinical Research Services at the Hospital for Sick Children, presented an update on this topic at CAREB Ontario. Julie is setting up a working group to pursue performance indicators for Sick Kids and opened up the WG to external parties. Janet joined the WG. Michael expressed interest. Ray Saginur has begun discussions with a methodologist about tools that might be used by REBs to identify and collect performance metrics. There needs to be a review of the current state of performance indicators, including accreditation in the US and conversations with potential stakeholders.

ACTIONS:

- Janet to connect Michael McDonald with Julie Gibson
- The Committee to begin developing a plan at the next meeting.

4.7. Executive Director Job Description - deferred

5. NEW BUSINESS

5.1. OCREB Operating Plans

A draft of the OCREB Operating Plans reflecting how OCREB is tracking to its 2010-11 objectives and setting out the objectives for 2011-12 was distributed in the meeting packages. No changes were recommended.

Objectives - April 2011 - March 2012:

1. Streamline operations further by optimizing the OCREB Online system;
2. Successfully adapt to increases in volume without negatively affecting quality or timelines;
3. Respond to and implement the TCPS and the CGSB Standard, when available;
4. Begin work on defining performance indicators that assess quality;
5. Continue to seek out and capitalize on regional and national partnerships or collaborations to broaden the benefits of a central ethics review model.

5.2. OCREB Budget

A rolled-up 2011/12 budget was forwarded to the Governance Committee as requested at the September 15 meeting. The Committee felt that there was insufficient detail and requested that a detailed budget be circulated when available. The ED is working with OICR Finance on the actuals for the first half of 2010-11, the forecasting for the remainder of the year, and the forecasting for 2011-12 and will provide a more detailed budget as soon as one is available.

Post-meeting note: distributed on December 3, 2010.

5.3. Updates on TCPS and CGSB Standard

Geneviève informed the Committee that Edition 2 of the TCPS was unanimously approved this morning and should be launched by the end of this week or early next week. It will be effective upon release.

A second draft of the CGSB Standard was issued on November 17, 2010. December 17, 2010 is the deadline for a vote. The Committee noted that the requirements for continuing review were very onerous and concerning as it would require a substantial increase in resources to meet the requirements.

5.4. OCREB Governance Committee Member Terms

The Governance Committee membership terms are two- and three-year staggered terms. Two of the members' terms (Kathleen Pritchard and Geneviève Dubois-Flynn) expire at the end of January. Both expressed their interest in staying on for a second term. Both left the meeting while the remainder of the Committee discussed the next steps.

MOTION

To approve the reappointment of Kathleen Pritchard and Geneviève Dubois-Flynn to second terms.

OICR Board of Directors approval will be sought at its January 20, 2011 meeting.

Motion carried (unanimous).

Recused (2)

6. IN CAMERA SESSION

The voting members of the Committee met via a separate teleconference moderated by the Chair. There were no motions arising from the *in camera* session.

Respectfully submitted,
Janet Manzo