
Sixth Meeting of the OCREB Governance Committee Wednesday September 15, 2010 - Toronto, Ontario Minutes

Participants:

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| Chair: | Ray Saginur |
| Members: | Derek Cathcart Michael McDonald |
| Ex Officio: | Jack Holland Janet Manzo |
| Regrets: | Kathleen Pritchard Geneviève Dubois-Flynn |
| Quorum present? | Yes |

1. CALL TO ORDER

The Chair called the meeting to order at 12:30 p.m. EST, and began the meeting by welcoming the incoming OCREB Chair.

2. APPROVAL OF PREVIOUS MEETING MINUTES

The February 17, 2010 meeting minutes were unanimously approved.

3. REMARKS FROM THE INCOMING OCREB CHAIR

Dr. Holland described his experiences with OCREB to date as positive, both externally as the previous Chair of the Hamilton Health Sciences REB, and recently as the new Chair of OCREB. Dr. Holland felt that the Chair recruitment process was thorough and fair, although it took a bit longer than he would have anticipated. On September 1, Dr. Holland became the Chair of OCREB, as well as the Chair of the oncology REB at UHN/PMH. Dr. Holland chaired his first OCREB meeting on September 10, 2010.

Dr. Holland summarized his approach to research ethics. He feels that the REB should be facilitators of good research and should ensure that those members of the public who wish to participate in research are able to do so. The decline in research in Canada is of concern, and it is important to simplify and provide consistency in REB processes and reviews. Electronic systems should facilitate this. Dr. Holland has a strong interest in education of REB members as well as of the research community. He considers education important in raising the profile of the REB and in promoting a collaborative approach to human research participant protection. During his tenure as the Chair of the Hamilton Health Sciences REB, Dr. Holland met with department heads, researchers and study coordinators, and feels that this contributed significantly to breaking down the “us and them” mentality between researchers and REBs. Dr. Holland feels that it is important to cultivate good functional relationships with all REB stakeholders. Finally, he feels that it is important that REBs are able to evaluate how well they do their work.

Dr. Hollands remarks were followed by general discussion. It was noted that in Canada there has been a recent focus on streamlining of research ethics reviews. There has also been a shift in the US (OHRP & FDA) to a more collaborative approach to research ethics review.

4. OPERATIONS UPDATE FROM EXECUTIVE DIRECTOR

The Executive Director presented a high-level overview of the key volume metrics. In summary:

- The number of centres is up more than 45% from a year ago. With 24 of 27 Ontario institutions now able to use OCREB, further increases should have less of an impact on operational resources.
- The number of new projects is up more than 65% from a year ago. This is likely to level out; however, it is difficult to determine the total number of trials with more than one participating centre in Ontario that are expected to open in any given year. It is therefore difficult to estimate with any accuracy, the number of new projects that will be submitted to OCREB annually and hence the resources required. Based on historical trends, the assumption is an increase of 5% per year for the next 3 years.
- Oncology studies are open on average for 5 to 6 years. This results in the number of active projects dropping only 12% per year, creating an incremental increase in volume.
- There is currently an average of three participating centres per study, which is projected to increase to four for 2010 studies. With just under 300 active studies and an average of 4 applications per study currently (1 provincial and 3 centre applications), this is equivalent to 1200 active applications (provincial and centre). The volume associated with multiple amendments, renewals and safety updates on these active oncology studies is significant but difficult to quantify. Each participating centre per study is estimated to increase the workload on a project by 25%; therefore one OCREB project/study is roughly equivalent to two at other REBs.

The Committee members recommended including the number of centres per study in the presentation of any OCREB-related metrics (e.g., annual report).

5. BUSINESS ARISING FROM PREVIOUS MEETING

5.1. Committee Vacancy

There has been a vacancy on the OCREB Governance Committee in the area of *corporate governance and performance management* since June 2009. Potential candidates were sought through the Institute of Corporate Directors (ICD) www.icd.ca. While the list of proposed candidates was considered good, the Committee prefers someone with higher-level governance experience and decided to pursue its own network of contacts. The next steps will be to obtain a CV/bio from interested candidates that are identified by Committee members. At a previous meeting, Derek Cathcart, Michael McDonald and Ray Saginur agreed to meet and conduct a first-level review and bring a recommendation to the full Committee.

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

The draft Terms of Reference for the OCREB Vice-Chair were distributed in the meeting packages. Minor edits were recommended. The Committee will review the revised version at its next meeting.

5.3. Assessment of REBs: Indicators of Quality

The Committee agrees that assessment of REBs is important. REBs must define indicators of quality in addition to process metrics such as timelines and volume. Michael McDonald distributed a related article: Michael McDonald & Susan Cox, "Moving Toward Evidence-Based Human Participant Protection", Journal of Academic Ethics 2009 - www.springerlink.com/content/w51817621x681966/. The Committee feels that there is leadership role for OCREB in this area, which will be discussed and further developed at separate meetings of interested Committee members.

5.4. Executive Director Job Description

This item was deferred until OICR HR input is received on the job description updates.

6. NEW BUSINESS

6.1. Updates on TCPS and CGSB Standard

There is little new information on the TCPS or the CGSB Standard. The approved version of the TCPS is expected to be issued in December. A second draft CGSB Standard is due to be issued for a vote sometime this fall.

6.2. OCREB Budget

A rolled-up 2011/12 budget will be forwarded to the Governance Committee towards the beginning of November. A meeting will be called if necessary to discuss any resource issues.

6.3. Review of the Recruitment Process for the OCREB Chair

The Executive Director distributed the following items in the meeting packages in advance of the meeting:

- 1) a summary of the Chair selection process, including issues arising during the recruitment process and recommended changes to the process;
- 2) proposed changes to the OCREB Chair Terms of Reference;
- 3) a process map for the OCREB Chair recruitment and appointment process.

The Committee discussed the 3 documents and recommended changes to the Terms of Reference and the process flowchart, which will be reviewed at the next Committee meeting. The Committee deferred further discussion on this item to the *in camera* session.

There being no further business to come before the Committee, the main meeting was adjourned at 3:00 p.m. EST.

7. IN CAMERA SESSION

The voting members of the Committee met for an *in camera session* from 3:00 to 4:00 p.m. There were no motions arising from the *in camera* session.

Respectfully submitted,
Janet Manzo