

Animal Research Advisory Committee - Terms of Reference

1. Mandate: The Animal Research Advisory Committee (ARAC) is a standing advisory committee to the University Animal Policy and Welfare Committee (UAPWC) and the Animal Resources Committee (ARC) on all aspects involving animals in research and teaching at the University of Alberta. The group cannot address operations or compliance issues directly but provides feedback and recommendations related to the overall functioning and support systems of the Program. This includes both the operational aspects of the University's animal facilities and the administrative measures in place to ensure compliance with CCAC guidelines. The ARAC will serve as a conduit from the researcher community, ensuring that their perspectives are represented. Committee membership will be established and maintained through committee appointments. Through these appointments, the ARAC provides guidance and recommendations to the University of Alberta animal services facility leadership, the University Veterinarian, and the Vice President (Research and Innovation) (or delegate) on the efficiency and effectiveness of animal research facility operations, as well as the administration of the University's animal care and use programs (e.g., the ARISE system and related administrative processes).

2. Roles and Responsibilities:

A) The Committee is accountable for:

- Communicating with the research community.
- Identifying challenges and developing solutions in compliance with CCAC guidelines.
- Reporting at UAPWC and ARC meetings via committee chair or delegate.
- Facilitating conflicts between researchers and the VPRI office.

B) The Members of the Committee are expected to:

- Attend 80 % of the meetings per year.
- Meetings will be convened in person. The Chair will determine meeting dates and venues.
- Inform the Chair or delegates with regrets if they must miss a meeting.
- Actively participate in meetings.
- Communicate with the research community within their college.
- Attend UAPWC or ARAC meetings if a delegate for the chair is required.

C) The Members of the Committee will expect:

- Reports from UAPWC and ARC.
- Administrative support from the VPRI office for scheduling meetings, dissemination of agendas, creation, dissemination, and filing of records of decisions, meeting summaries, and other administrative support functions.
- Standing item on UAPWC and ARC committee meetings.

3. Membership and Meetings: The ARAC consists of a chair, a non-voting representative from the VPRI office, and 6-8 (voting) members that represent various faculties and departments utilizing the animal facilities, including but not limited to:

- College of Health Sciences (3 + alternate).

- College of Natural and Applied Science (3 + alternate).
- Appointed by the College Deans, membership entails a 3 year term with 4-6 meetings/year, however meetings may be called more frequently by consensus of the group. Members shall not only act as representation of their colleagues, but also serve as a link between the facilities, the ethics office and the researcher community. If necessary, members may nominate an alternate to attend if they are unable to participate in a meeting.
- The Chair will be appointed by the Vice President (Research and Innovation) and will be an active animal user with experience as a member on ACUC committees. The Chair will represent the ARAC through appointment to the University Animal Policy and Welfare Committee (UAPWC) and the Animal Resource Committee (ARC). The Chair will meet 4/year with the VPRI or their delegate.
- Depending on the agenda, guests such as subject-matter experts, university staff, and researchers involved in the animal use program may be invited to participate in meetings.
- Meeting quorum will be 60% voting members of the Committee.
- Decisions made by consensus i.e., members are satisfied with the decision even though it may not be their first choice.
- Meeting agendas will be provided by the chair approximately one week before the meeting..

These Terms of Reference may be amended, varied, or modified in writing after consultation and agreement by the majority of committee members. Terms of Reference will be reviewed by this Committee every three year(s) and the results of this review will be documented at ARC and UAPWC.

- A) It is the responsibility of this Committee's Chair to ensure new members of the Committee receive these Terms of Reference.
- B) This Terms of Reference was last Approved on August 11, 2025, date of next review August 2028.