

REBC Advisory Council Meeting Minutes

September 27, 2021 – 10:00am – 12:00pm

LOCATION: Zoom

Date: September 27 2021	Time: 10:00 am – 12:00 pm	Location: Zoom
Attendees:	Eugenie Lam Jim Mann Julie Hadden Karin Maiwald Laurel Evans	Mandeep Manhas Sara O' Shaughnessy Sarah Bennett Sunny Loo
Co-Chairs	Jude Kornelsen, Namaste Marsden	
Ex-Officio:	Aoife Kelly, Danielle Lavalley, Hanna Jones Eriksson, Gillian Corless, Jean Ruiz, Paola Pinto Vidal	
Regrets:	Angie Bain, Alison Orth, Holly Longstaff, Mark Barnes	
Recording Secretary:	Aoife Kelly	
Guest:	Stirling Bryan	

Topic	Discussion	Decision or Action	By Whom
Welcome	Co-Chair Namaste Marsden opened the meeting and welcomed the Advisory Council. Terri Fleming welcomed Mandeep Manhas, Research Manager at the Ministry of Health to the Advisory Council.		
Minutes of previous meeting	Minutes were reviewed and accepted.	No additions or changes	Proposed by Sunny Loo. Seconded by Jim Mann.
Update on BCAHSN/MSFHR Consolidation	Stirling Bryan, CEO of BCAHSN, provided an update on the BCAHSN/MSFHR consolidation.	For Information Only	
Priority Updates			

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4.1 Workplan Update	<p>Terri Fleming referenced the REBC Priorities and Workplan – Status Update that went out to the Advisory Council ahead of the meeting and discussion was held around the below priorities which have not yet progressed.</p> <p>A5. Adopt N2 CAREB SOPs provincially</p> <p>Terri Fleming gave background on this point, explained that it had not progressed yet and asked the Advisory Council whether they felt it was still a priority to be completed this year.</p> <ul style="list-style-type: none"> • Each institution still has a need for individualized SOPs – we can recommend N2 SOPs as a starting • REBC can make sure that the SOPs are accessible to the member boards so that they can adapt them to their own organisation • Suggestion to create an SOP specific to the harmonization process • Suggestion that a useful activity would be regulatory mock audit on SOPs for boards across province to ensure compliance <p>B1. Create provincially available ‘assessment’ tool for determining if a project requires research ethics review</p> <p>Terri Fleming gave background on this point, explained that it had not progressed yet and the Advisory Council whether they felt it was still a priority.</p> <ul style="list-style-type: none"> • The group decided it was still a priority. • It was noted that the issue affects not only students but also healthcare workers and clinicians, and there is a need to parse out the different scenarios, stakeholders, and contexts in order to create guidance and improve consistency. 	<p>Ensure N2 SOPs are accessible to all REBC network</p> <p>SOP on harmonization</p> <p><i>For future consideration:</i> regulatory /mock audit of REB SOPs. Log for future.</p> <p>Form a Working Group to start identifying the stakeholders, and different scenarios.</p>	<p>Hanna / supported by Terri</p> <p>Hanna / supported by Terri</p> <p>Terri / supported by Aoife</p>

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	<ul style="list-style-type: none"> • Next steps are to bring on an Indigenous student with Indigenous supervisor, funded by BC NEIHR and REBC to perform an environmental scan. • There is a lot of interest, potential funding and support for this project. 		
4.3 Priority: Facilitate and improve a streamlined research ethics review process in BC	<ul style="list-style-type: none"> • Co-Chairs Jude Kornelsen, Namaste Marsden, and Terri Fleming have met with Shirley Wong about Ministry of Health’s commitment to building a process that facilitates more timely access to data • Mandeep informed the group that this work is moving forward <p>Community of practice updates</p> <ul style="list-style-type: none"> • Clinical Research Ethics Community of Practice(CoP) has been meeting for over a year, had some achievements in consistency of approach among clinical REBA <ul style="list-style-type: none"> ◦ Laurel Evans suggested more UBC CREB membership in the group, Sarah Flann/Elmira Chan • New Research Ethics Board Administrators (REBAs) CoP has been set up with Co-Chairs from UBC Okanagan, Interior Health and UVic to provide peer support for REBA from new harmonized partner organizations and REBA who are new to the role. 	<p>Check with CREB on membership for the CoP</p> <p>Increase support for CRE CoP – Chair/Lead role should be similar to the set up for the NEW REBA CoP with a ‘leadership team’</p>	<p>Sara O. / supported by Aoife</p> <p>Terri / supported by Hanna and Aoife</p>
5.1 TCPS2 Consultation on Proposed Changes	<ul style="list-style-type: none"> • Working group was set up to provide collaborative response to proposed changes to TCPS2 • Version of response sent out to broader REB network; final version will be sent in on October 1st 	Information only	

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5.2 Consultation/Engagement with research ethics community and REBC membership by survey	<ul style="list-style-type: none"> • Jude Kornelsen introduced the idea of an outreach survey being distributed to organizations and members that REBC serves, around their priorities and potential priority areas for our work in 2022. • Hoping to draft something before Christmas • Project will benefit from REBC's position within larger organization with expertise in evaluation • Opportunity to create a structure for accountabilities • Development of the survey will take place October, November and December • Suggested triage and Smart Form surveys to cater to respondent variety 	Members of Advisory Council encouraged to get in touch with Terri/Aoife if they want to get involved in a small working group	
Next meeting	<ul style="list-style-type: none"> • January, longer meeting • Survey responses, priority setting will be on the agenda • Someone from consolidated organization to attend 	Call for agenda items	Co-Chairs / supported by Aoife
Meeting adjourned	The meeting was adjourned at 11.54 by the Chair Jude Kornelsen.		