

BROCK UNIVERSITY RESEARCH ETHICS BOARD
Wednesday, September 13, 2017
12:00 – 2:00 p.m.
MC D350-L

Minutes of the BREB Meeting

Attendance

Jean Armitage
 Kirsten Bott
 Stephen Cheung
 Stephen Emrich
 Kimberley Gammage
 Lara Green

Grant Hayward
 Matthew Mallette
 Jennifer Matunin-Brown
 Sandra Peters
 Ayda Tekok-Kilic
 Craig Tokuno

Regrets

Gail Frost

MINUTES		
ITEM	DISCUSSION	ACTION
1	<p>Motion to approve Agenda</p> <ul style="list-style-type: none"> • Approved <p>Motion to approve July & August Decision Reports</p> <ul style="list-style-type: none"> • Approved <p>Motion to approve July Minutes</p> <ul style="list-style-type: none"> • Approved 	<p>Motion to approve: KB Seconded: JMB All in favour</p> <p>Motion to approve: KB Seconded: LG All in favour</p> <p>Motion to approve: KG Seconded: JA All in favour</p>
2	<p>New Business</p> <p>Full board review (in-camera)</p> <p>The REB Sub-Committee on Guidelines, Practice, and Procedure (GPP)</p> <ul style="list-style-type: none"> • The new documents to be approved by BREB today were reviewed: <p>Unforeseen Circumstances:</p> <ul style="list-style-type: none"> • A member brought up the question of “who” can be Chair. Does it have to be a faculty member? Are there “rules” or guidelines in the TCPS2? • LW read to the board the Article from the TCPS2 that outlines responsibilities of the Chair. • Does a member need to serve a minimum number of years on the REB before becoming Chair? • The question of submitting CVs to the VPR/RCR/RSPC was brought up – these bodies do not appear to have criteria on which members are selected. • It was decided that this could be addressed in the "Recruitment of REB members" guideline by the GPP. • Point 1: conflict of interest from document. A member noted that it was specific to a full board file and that this 	<p>Motion to move in camera: KB Seconded: ATK All in favour</p> <p>Motion to move out of camera Seconded All in favour</p>

		<p>should be expanded to include delegated review, modifications, ongoing reports, etc.</p> <ul style="list-style-type: none"> • A member requested a list of options for alternate Chair in the case of a conflict. • Decided to table this guideline and return to GPP. <p>Inter-institutional research:</p> <ul style="list-style-type: none"> • Question of the difference between multi-jurisdictional, multi-centered, inter-institutional. • LW checked the TCPS2 to confirm that only the term Multi-Jurisdictional was used and will be amended in the document and application form. • It was noted that an explicit statement was needed for an "identical" proposal, list of team members, etc. to be submitted to each REB. • LW referenced Chapter 8 of the TCPS2 which defines "who" (i.e., team member) needs clearance from their home institution. • The BREB requested that this list of "who" needs institutional clearance be included in the GPP document. • Decided to table this guideline and return to GPP. <p>Minor and Substantive Changes:</p> <ul style="list-style-type: none"> • The definition of a "Research Assistant" from the TCPS2 was brought up. • The definition from the grad student CORE training guideline was brought up (i.e., any researcher with access to de-identified data or recruitment/interaction with participants). • How to describe a research team was asked to be considered by the GPP. • The BREB decided to approve the document in principle with the following changes: <ul style="list-style-type: none"> ○ Research team be described; ○ That the annual report be changed to state "are there any minor changes that were not disclosed because any substantive changes should have been requested via a change form." 	
3	Adjourn	Meeting adjourned at 2:00 p.m.	Motion to adjourn (put forward by SC as the Chair had to leave early) Seconded All in favour