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| **WORK INSTRUCTION** |
| **TITLE:** | **Procedures for Remote Attendance at REB Meetings** |
| Version: | 1.0 | Effective Date: | 2020-Apr-06 |

1. **PURPOSE**
	1. To provide instructions on the conduct of an REB meeting where one or more individuals attend remotely.
2. **SCOPE**
	1. This Work Instruction is applicable to REB meetings where one or more attendees participate in the meeting using remote access methods e.g. via teleconference, videoconference, etc.
	2. Responsibility
		1. It is the responsibility of the Chair to ensure that a meeting with virtual attendees is conducted in the same manner as a meeting with all attendees participating in-person.
3. **DEFINITIONS**

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| Remote Attendance | Any live participation in an REB meeting that is not in-person, using technological methods to communicate. At minimum, the individual must be able to listen to and provide feedback on the meeting as it is ongoing. |

1. **PROCEDURES**
	1. Prior to the meeting, all board members will receive meeting packages to ensure all members will have access to all meeting materials during the meeting.
	2. At the start of the meeting, a roll call will be performed to test that all remote attendees can communicate properly during the meeting, and to ensure that accurate attendance is documented.
	3. Quorum will be confirmed based on those board members attending in-person and remotely.
	4. Attendees who must leave during the meeting will be asked to notify the Chair prior to exiting. This will be documented in the meeting minutes.
	5. If an attendee disconnects from the meeting and cannot rejoin, they should email the REB office to indicate the time that they left the meeting.
	6. If an attendee does not respond when prompted for during the meeting, it will be assumed that they were disconnected from the meeting. Their exit will be documented in the minutes based on their last known contribution to the meeting e.g. last vote. Quorum will be reconfirmed and documented.
	7. Any printed documents with confidential information that are used remotely are to be destroyed using crosscut shredders or returned to the REB office.
	8. **Guests**
		1. Guests to the REB meeting attending remotely e.g. researchers presenting their projects, will be provided with a specific time to remotely access the meeting.
		2. Prior to this time, all ongoing REB discussions will be stopped or completed.
		3. Once the guest has finished their presentation and prior to any REB discussion on the project, it will be confirmed that the guest has exited the meeting. This will be documented in the minutes.
	9. **Discussions**
		1. Prior to voting on any item, the Chair will ask for feedback from everyone in the room.
		2. Separately, the members attending remotely will be asked for their feedback.
	10. **Voting**
		1. Members attending remotely will be requested to indicate whether they vote for, against, or abstain from all decisions.
		2. The members voting remotely will be counted towards the total number of votes.
	11. **Conflict of Interest**
		1. Board members who have a declared conflict of interest will be asked to leave the meeting prior to any discussions or vote on the item.
			1. The member will be asked to turn off their speaker for the duration of the discussion and prompted to return to the meeting once it is complete.

OR

* + - 1. These projects may be left to the end of the meeting so the board member can disconnect and end their participation in the meeting.
	1. **Best Practices and Etiquette During a Remote REB Meeting**
		1. Individuals attending remotely must ensure that they are located in a quiet area, where confidential information cannot be overseen or overheard.
		2. Individuals attending remotely are requested to remain focused on the meeting.
		3. At the start of the meeting, all members attending remotely will be requested to mute their microphone when they are not speaking.
		4. Attendees should state their name prior to speaking e.g. ‘This is Carrie. I motion that….’
		5. When speaking, attendees are requested to move close to the microphone and speak more loudly than usual, to ensure that everyone can hear what is being said.
		6. If some attendees are present together in a room, side conversations that cannot be overheard by everyone attending the meeting remotely should be saved for after the meeting. If these conversations must occur, these should be summarized for everyone else attending.
		7. The Chair will actively solicit feedback from everyone attending the meeting, especially if they have not provided any recent feedback.
1. **RELATED DOCUMENTS**
* N2 CAREB SOP 302 ‘REB Meeting Administration’
* N2 CAREB SOP 501 ‘REB Review During Publicly Declared Emergencies’

**REVIEW & APPROVAL**

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| HSN Research Ethics Board |  | 2020-Apr-06 |
| Approved |  | Date |