



Circle of Experts Terms of Reference

September 20, 2016

Overview

CAREB-ACCER's mission is to provide professional development opportunities to its members and the broader research ethics community through a variety of media. These include the annual national conference, pre-conference workshops, webinars and e-learning modules. Recognizing the breadth of disciplines, fields and skill sets that encompass research ethics professionalism, it is necessary that CAREB-ACCER creates and maintains a circle of experts to cover these areas. Such individuals may be asked to contribute to CAREB-ACCER's educational initiatives in a variety of ways including creating content or materials, providing advice or guidance and teaching or leading sessions. Circle of Expert members will be formally recognized for their contributions to the programs and to helping CAREB-ACCER carry out its mission.

Candidacy and Selection Process

Candidates may be nominated by (a) member(s) of the CAREB-ACCER Board, its committees or through a general call. Because of the breadth of disciplines and fields of expertise that encompass research ethics, each candidate is assessed individually, through submission of a form and curriculum vitae. Factors under consideration include educational background, role in research ethics, research or bioethics (directly or peripherally), experience in his/her field of expertise, recognition in that field and experience in providing education or professional development. While some overlap is expected, the Circle of Experts Selection Sub-Committee (COESC) of the CAREB-ACCER Board will aim to ensure a complement of expertise, experiences and roles.

Accepting and Withdrawing Membership

Candidates selected to join the Circle of Experts will be asked to sign a membership agreement, which will outline the responsibilities of the member and of CAREB-ACCER.

Members may contact the COESC Chair at any time to withdraw membership. A review of the Circle of Experts directory will be done periodically to ensure accuracy of its information. Circle of Expert members may be contacted to reconfirm interest in remaining on the list. The COESC may remove members from the directory at their discretion.

Circle of Experts Directory

The COESC will be responsible for creating and maintaining the CAREB-ACCER Circle of Experts Directory (Directory), which will list, at minimum, the name, affiliation, language, subject matter expertise and

contact information for CAREB-ACCER Circle of Experts members. Once members have been appointed and have signed a membership agreement they will be added to, and remain on, the Directory for the duration of their Circle of Experts membership. Maintenance of the Directory will include:

1. adding new members to the Directory once applications have been accepted, and a membership agreement is signed;
2. removing members from the Directory once Circle of Experts membership has been withdrawn;
3. contacting members to reconfirm interest in remaining a Circle of Experts member on an annual basis; and
4. updating entry details for existing Circle of Experts members.

Use of, and access to, the Directory will be limited to existing members of the CAREB-ACCER Board of Directors. The Directory will be used by CAREB-ACCER to support CAREB-ACCER professional development activities. In addition, with consent of the respective Circle of Experts members, CAREB-ACCER may use the Directory to provide recommendations on subject matter experts, on request, to other stakeholders in the research ethics, and broader research and ethics sectors.

Professional Development Activities

Activities include:

- Annual national conferences
- Regional conferences and meetings
- In-person workshops
- Webinars
- E-modules
- Written materials (e.g. case studies)

and other future media as they emerge.

Compensation for Contributions

Some activities may involve compensation in various forms, dependent on the activity and the time involvement. Any compensation offered will be outlined in writing prior to the commencement of the activity/contribution.

Intellectual Property

Content and delivery of educational content for CAREB-ACCER activities are the property of CAREB-ACCER. However, in most cases, Circle of Experts members may use content developed for CAREB-ACCER activities for use in their own teaching, so long as such teaching is not for a direct or indirect competitor; and such activities are not in competition or conflict of interest with CAREB-ACCER. Determinations regarding the nature of the activity (competitor activity, competitive activity and/or conflict of interest) will be made by the COESC. Therefore, Circle of Experts members must submit a request for use of the materials to the COESC for clearance before using the material for non-CAREB-ACCER related activities.

These terms of reference are to be reviewed and updated at least every 5 years.