



2021 AGM REPORT

SHINNING A LIGHT ON RESEARCH ETHICS:

Canadian Association of Research Ethics Boards (CAREB) L'Association canadienne des comités d'éthique de la recherche

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ANNUAL GENERAL MEETING (AGM)

AGENDA - WEDNESDAY, JUNE 23, 2021

1. Welcome	D. Ofosu-Barko
2. Confirmation of Notice of Meeting and Quorum	D. Ofosu-Barko
3. Approval of Agenda	D. Ofosu-Barko
4. Approval of Minutes – May 27, 2020	D. Ofosu-Barko
5. President’s Report	D. Ofosu-Barko
6. Treasurer’s Report	S. Newman
7. Secretary’s Report	C. Kabatoff
8. Business and Education Report	J. Moseley
9. Conference Planning Committee Report	D. Pollon & M. Dobson
10. Operations Report	J. Joza
11. Elections of Directors	C. Paquet
12. Proposal: Revisions to bylaws	D. Ofosu-Barko
13. Presentation of Peer Recognition Award	J. Joza
14. Presentation of President's Award	J. Joza
15. Presentation of Distinguished Service Award	J. Joza
16. Question and Answer Period	D. Ofosu-Barko
17. Other Business	D. Ofosu-Barko
18. Adjournment	

AGM MINUTES – MAY 27, 2020

MINUTES

CAREB-ACCER ANNUAL GENERAL MEETING

Wednesday, May 27, 2020 from 1:00 - 2:30 PM EST | Virtual AGM

1. Welcome

CAREB-ACCER President, Catherine Paquet, called the meeting to order at 1:03 PM and welcomed CAREB-ACCER members to the 2020 Virtual Annual General Meeting.

Catherine mentioned that the forum is available on the CAREB-ACCER website, and encouraged members to visit the site to pose questions. All documents for the AGM are available on the website. Following some housekeeping items related to the online format, the meeting proceeded.

2. Confirmation of Notice of Meeting and Quorum

Per the CAREB-ACCER Bylaws, Catherine confirmed that notice of the meeting was provided three weeks prior and that at the time of confirmation there were 66 attendees logged into the meeting.

3. Approval of the Agenda

Proposed Revisions:

Move item #12, Revisions to Bylaws, to Item #4.

Change in item #13 as there were two awards to be presented.

MOTION: To approve the agenda as revised:

Brenda Gagne, Susan Babcock

CARRIED; 0 ABSTENTIONS

Catherine thanked the Board of Directors for their work over the past year, particularly in reaction to the rapidly changing landscape and the subsequent cancellation of the scheduled conference. A special thanks to Sharon Newman who processed the cancellations and refunds individually and to Janice Moseley for putting together the materials for the AGM.

Catherine provided an overview of the preliminary results of the Survey of Research Ethics Administration and Research Ethics Boards Practices. Members who have questions about the

survey can email the president@careb-accер.ca. The survey results and the data will be publicly available.

4. Revisions to Bylaws

- Changes of a general nature, i.e., editorial and moved some articles for clarity and logic as well as removal of redundancies.
- Changes to section 4 – Meetings: Added language to allow for virtual meetings in exceptional circumstances.
- Changes to section 9 – Directors & Officers: Changes in lengths of mandates for various positions.

MOTION: To approve in principle the changes to the bylaws with suggested edits and removal of exceptional circumstances.

Noor Kabani, Gail Leicht

CARRIED; 0 ABSTENTIONS

5. Approval of the Minutes of the April 12, 2019 Annual General Meeting

MOTION: To approve the minutes of the April 12, 2019, Annual General Meeting as distributed.

Margaret McKay, Susan Babcock

CARRIED; 0 ABSTENTIONS

6. President's Report

MOTION: To approve the President's Report as distributed.

Julie Bull, Michel Bergeron

CARRIED; 0 ABSTENTIONS

7. Treasurer's Report

CAREB-ACCER Treasurer, Sharon Newman, spoke to the financial statements that were distributed. This is her first year in the role and she extended thanks to Brenda Gagne for her ongoing support during this transition. This is an unaudited report that will be followed with a review engagement in the coming months. Sharon confirmed that the cash flow remains sufficient to maintain current proceedings. The two GICs remain invested. The revenue reported includes revenue generated from education products, but there is no separate line item. This will be included in next year's report. Also of note, 2019 saw the addition of GST and HST to membership fees. Sharon responded to a member's question regarding the impact of the loss of conference revenue this year by explaining that at this time, it remains to be seen and she is confident that in the short term there are sufficient funds. All but one supplier provided a refund. Revenues from other educational initiatives amounted to \$8550.00.

MOTION: To approve the Treasurer's Report as distributed.

Katarin MacLeod, Brenda Gagne

CARRIED; 0 ABSTENTIONS

8. Secretary's Report

MOTION: To approve the Secretary's Report as distributed.

Rose Gaitero, Francine Sarazin

CARRIED; 0 ABSTENTIONS

9. Business and Education Report

Director of Business and Education, Delilah Ofosu-Barko, noted the summary of activities that took place over the past year, citing the influence of the pandemic on this work. Delilah spoke of the initiatives to ensure the translation of this work into French so that the needs of all CAREB-ACCER membership are met.

Delilah thanked the Board of Directors and all members of the Professional Development Committee and in particular, Michel Bergeron and Janice Moseley. Delilah acknowledged the work that Dawn Pollon, Melissa Dobson and Catherine Paquet already contributed to the now cancelled conference.

MOTION: To approve the Business and Education Report as distributed.

Sarah Tagliapietra, Katarin MacLeod

CARRIED; 0 ABSTENTIONS

10. Conference Planning Committee Report

Dawn Pollon, Co-Director, Conference Planning Committee, thanked the members of the 2020 Ottawa Conference Planning Committee: Janice Moseley, Charmaine Kabatoff, Hanna Jones-Erikson, Sharon Newman, Katarin McLeod, Stacey Page, Dianna Raymond-Watts, Delilah Ofosu-Barko, and Catherine Paquet.

Dawn also thanked Dr. Aaron Franks, Amy Nahwegahbow, and Melissa Dane at the First Nations Information Governance Centre (FNIGC) for building relationships and offering to provide our membership with First Nations focused education. Special thanks were also extended to Susan Babcock, who was to MC the conference and Sharon Freitag for their contributions towards the celebration of CAREB-ACCER's 20th anniversary.

MOTION: To approve the Conference Planning Committee Report as distributed.

Delilah Ofosu-Barko, Susan Babcock

CARRIED; 0 ABSTENTIONS

11. Operations Report

Julie Joza, Vice-President Operations, thanked the Operations Team for their work, specifically, Stacey Page and Sarah Bennet, Co-Directors, Membership, Diana Raymond-Watts, Director of Communications, Janice Moseley, Director of Special Projects and Catherine Paquet, CAREB-ACCER President. Julie noted a summary of the Committee's activities over the past year has been presented in the report that was circulated in the meeting materials. She gave a brief

overview of activities related to the website, newsletter, bilingual content, social media, REB survey and directory, email and AGM materials.

As of May 25, 2020, there were 202 registered members with representation over all 10 provinces and 2 territories. 41% of the membership are new members.

MOTION: To approve the Operations Report as distributed.

Brenda Gagne, Francine Sarazin

CARRIED; 0 ABSTENTIONS

12. Election of Directors

Catherine Paquet, President, announced that two members have left the board; Sarah Bennet, effective December, 2019, and Michele Bergeron, effective following the AGM.

Two members seeking a renewal of their term:

- Katarin MacLeod (3-year term)
- Janice Moseley (3-year term)

CARRIED; 2 ABSTENTIONS

There is one new member seeking election:

- Jonathan Dewar (2-year term)

CARRIED; 2 ABSTENTIONS

One member has put their name forward from the floor:

- Guillaume Paré (2-year term)

CARRIED; 0 ABSTENTIONS

13. Presentation of Awards

The President's Award was presented to Lori Walker.

The Peer Recognition Award was presented to Julie Bull.

14. Date and Location of the 2021 Conference and AGM

Catherine announced that the location of the 2021 Conference and AGM will be in Victoria, BC, at the Fairmont Empress Hotel. The conference will take place from May 5-7. Given the ongoing pandemic, more information will be provided as it becomes available.

15. Questions

Catherine opened up the floor to questions starting by province. Janice Moseley indicated that she would like to hear from other REBs what their start-up plans are for onsite research activities. Susan Babcock spoke of the experience in Alberta, where research did not come to a complete halt. Members were encouraged to share any questions, comments or documents on the Covid forum on the CAREB-ACCER website. There was a question regarding membership on the various CAREB-ACCER committees. Calls for membership are posted in the newsletter and bulletins.

16. Adjournment

As there were no further comments, Catherine adjourned the meeting at 2.33 pm EST.

PRESIDENT'S REPORT

Mission, Vision and Values

Since its inception 21 years ago, CAREB-ACCER has remained a grassroots national membership organization intended to represent the interests of all Canadian Research Ethics Boards (REBs) and to reflect and provide a platform for REB perspectives, concerns, and solutions. Understanding and valuing the role of research ethics in the broader human research ecosystem is an underpinning that remains central to the activities and priorities of CAREB-ACCER.

Our Mission

As a national non-profit association that is managed by an interdisciplinary group of dedicated volunteers, our mission is to promote human participant protection in research through our dedication to support and promote the work of REBs and research ethics administrators across Canada.

Our Vision

CAREB-ACCER's vision is to realize excellence in human research ethics review, administration, and oversight through:

- knowledge exchange, professional development and education within the CAREB-ACCER community;
- Fostering dialogue regarding local, national and international issues relevant to CAREB-ACCER members;
- Enhancing awareness of REB members' and administrators' contributions to the research enterprise in Canada;
- Representing the interests of REB professionals on national and international initiatives;
- Partnering with organizations to advocate for the recognition of adequate resources needed for REBs to fulfill their mandate; and
- Creating and providing educational opportunities and resources needed to successfully promote ethical research.

Our Values

As a member-driven association, we value the diverse voices, perspectives, and contributions of our membership. CAREB-ACCER's membership is enthusiastic, highly motivated, generous of spirit, collaborative, action-oriented and shares a strong sense of community and purpose. We value the expertise and energy of our members in advancing our mission and vision and demonstrating our values in how we conduct our core business functions.

This past year, CAREB-ACCER became an endorser of the [Dimensions Charter](#). In doing so CAREB-ACCER is committed to its principles, and recognizes that equity, diversity, and inclusion (EDI) strengthens the research community, the quality, relevance and impact of research, and the opportunities for the representation and inclusion of the full pool of potential participants in human research, particularly throughout the entire research lifecycle within the broader research ecosystem. This commitment has enhanced and remains central to our values.

The CAREB-ACCER Board of Directors

As I have come to the end of my first year as President, I reflect on what our Board of Directors (“Board”) has been able to accomplish and enable within the broader Canadian research ecosystem. I have been honoured to lead CAREB-ACCER alongside the phenomenal group of talented and diverse leaders from across our country who have been essential in bringing our mission, vision, and values to life. The synergy, collaboration and commitment to action and continuous improvement within our Board have been key enablers for what we have accomplished and what is to come. Both our returning and new Board members contributed immensely to the association’s activities over the past year. I would like to thank each of our volunteer Board members for the dedication, work and impact achieved through the many hours they have devoted to CAREB-ACCER activities, their professionalism, positive outlook, hard work, and support. It continues to be a pleasure to co-lead the association with this group of leaders. As we have several Board members ending their terms (Dawn Pollon, Stacey Page and Sharon Newman) I would like to specifically thank each of you for your years of leadership, contribution, and impact to CAREB-ACCER through your Board activities. I am looking forward to onboarding our new Board members and continuing this legacy.

2020-2021 Board of Directors



Delilah Ofosu-Barko
President



Catherine Paquet
Past President



Sharon Newman
Treasurer



Charmaine Kabatoff
Secretary



Julie Joza
VP Operations



Janice Moseley
VP Business & Education



Melissa Dobson
Conference co-Director



Dawn Pollon
Conference co-Director



Stacey Page
Director of Membership



Diana Raymond-Watts
Director of Communications



Katarin MacLeod
Director of Education



Guillaume Paré
Member at Large



Jonathan Dewar
Member at Large

Special Projects

In response to the changing social, political, economic, public, and public health climate and in furtherance of our ongoing commitments, the Board led and collaborated on a diverse set of special projects and initiatives over the past year. Details regarding these activities are summarized below:

COVID-19 Webinar & TCPS2 (2018) Interpretations

In alignment with our mission, vision and values, at the outset of the COVID-19 pandemic, CAREB-ACCER requested and informed the TCPS2 (2018) Interpretations related to COVID-19 publicly declared emergency. In addition, CAREB-ACCER launched a webinar on “Addressing REB review Challenges for Onsite Research in the Time of COVID-19” where we discussed how risk is assessed considering the COVID-19 pandemic and REB vs institutional requirements. Crucial to this session were our Members and Research Ethics Administrators from across the country that shared strategies, best practices, and resources on how to re-engage in onsite research in academic and healthcare settings.

Clinical Trial Oversight and Implementation in Canada

Our experiences through the COVID-19 pandemic have shone a light on many areas within the broader human research ecosystem that require attention to enable health research that is responsive to existing and emerging public health needs. Over the course of the past year, CAREB-ACCER established a collaboration with Health Canada, the Canadian Institutes of Health Research, and the Secretariat on the Responsible Conduct of Research on a national initiative on Clinical Trial Oversight and Implementation in Canada. Through this initiative, we have represented and enabled the voices of REBs and REB Administrators to be part of policy discussion and development at the local, provincial, and national levels through 5 engagement sessions, covering topics including:

- A two-part panel discussion on “COVID-19 Clinical Trial Review and Oversight: Experiences of Canadian REBs, Researchers, the Secretariat on Responsible Conduct of Research and Health Canada”; and
- An Inter-sector and Interdisciplinary panel discussion on “Privacy and Data Sharing in the Context of COVID-19 Clinical Trials and Beyond: Perspectives of Canadian Provinces, Research Ethics Board, Researchers and Health Canada”

Vector Institute Collaboration “Research Ethics Considerations for the use of AI and Machine Learning in Health Research”

In recognition of the absence of established legal frameworks, policy, or practice standards that specifically guide research ethics review and oversight of artificial intelligence and machine learning-enabled studies, CAREB-ACCER began a collaboration with the Vector Institute with the aim of building REB capacity to anticipate and address issues uniquely associated with rapid advances in technological capabilities and novel applications. In addition, recognizing the equal importance for researchers and technologists applying artificial intelligence within the health space to understand REB review requirements and considerations, CAREB-ACCER co-led a webinar with the Vector Institute which featured an interdisciplinary look at how algorithmic tools are designed and used in health research. The webinar covered many of the crucial ethical issues surrounding artificial intelligence applications such as privacy, bias, accountability, and autonomy in an accessible way to inform ongoing discussions related to the development of standards, cases, precedence, and resources to be used in REB decision-making processes.

Anti-Black Racism Action Plan

Recognizing the role the Board plays and its obligation to be part of leading the change in the Canadian Human Research Ethics field as it relates to Anti-Black Racism the Board issued a [statement on Anti-Black Racism](#) and began executing on our anti-Black racism action plan to actively effect change through:

- a) Engaging in ongoing cultural competency training which involved a two-part training workshop led by Dr. Notisha Massaquoi, a subject matter expert in the areas of Equity, Anti-Oppression, Anti-Black Racism, Race-Based Data Collection, and Social Justice Education. Dr. Massaquoi was instrumental in helping us frame our activities towards addressing anti-Black racism as an equity practice aimed at disrupting, overturning and reconstructing oppressive values, languages, policies and stakeholder relationships within the Canadian research ethics sector;

What 3 words would you use to describe your experience and learnings from the CAREB-ACCER Board of Directors' Anti-Black racism training?



- b) revising and remodelling our approach to identify educational topics and presenters for our educational offerings (conference and webinar topics, presenters and audiences);
- c) curating [anti-racism and anti-Black racism resources and materials to post on our website](#); and
- d) beginning the process of developing and delivering [an anti-Black racism discussion series](#); a portion of this work is funded through the SETS grant we secured for our “*Research Ethics Continuing Professional Development Virtual Colloquium Series*” which is further discussed in our Business & Education report.

The work, commitment, and leadership of those members of our Board on our Anti-Black Racism Action Plan Committee have been and remain essential to our progress in addressing anti-Black racism as an equity practice within the Canadian research ethics ecosystem.

CAREB-ACCER Board Anti-Black Racism Action Plan Committee

Katarin MacLeod, Director of Education
Janice Moseley, VP Business & Education
Delilah Ofosu-Barko, President
Diana Raymond-Watts, Director of Communications

CAREB-ACCER Main & Conference Website Refresh

In response to the increasing need for seamless and agile access to online content and virtual engagement, the Board recognized the need to optimize and leverage virtual approaches to engage with and provide offerings to our research ethics community through our website. Driven by an imperative that the CAREB-ACCER main website is functional and meets the needs of our membership and broader research ethics community the CAREB-ACCER Board launched and completed a project to modernize and improve the CAREB-ACCER main website and improve end-user and administrative functionality and controls while ensuring: (1) use of a consistent platform for both the main and

conference websites, (2) consistent, reliable, and accessible service, and (3) cost efficiency. This work also involved switching our website hosting platform and service provider. Thank you to the members of our Board on our Website Refresh Committee that leads this work through design, development, and successful implementation.

CAREB-ACCER Board Website Refresh Committee

Melissa Dobson, Conference Co-Director

Julie Joza, VP Operations

Sharon Newman, Treasurer

Delilah Ofosu-Barko, President

Catherine Paquet, Past President

Diana Raymond-Watts, Director of Communications

Responsible Research Data Management Practices for Sensitive Data

Over the course of the past year, CAREB-ACCER continued to collaborate with Portage and the Canadian Association of Research Libraries (CARL) by participating in the Working Group on Responsible Research Data Management (RDM) Practices for Sensitive Data through representation provided by Catherine Paquet.

Pan-Canadian Genomic Consent Working Group

CAREB-ACCER has been and remains a member of the CIHR Pan-Canadian Genomic Consent Working group, through representation provided by Stacey Page, and recently myself as President. Over the past year, the work of this group resulted in a draft pan-Canadian Genomic consent form which covers minimal consent requirements. Through this ongoing collaboration, the CAREB-ACCER virtual conference held May 5-7, 2021, provided an opportunity for broader consultation on this draft.

Panel on Research Ethics Cell Line Advisory Committee

Over the course of the past year, CAREB-ACCER continued to collaborate with the Panel on Research Ethics through representative participation provided by Stacey Page on the Cell Line Advisory Committee. This committee's work has come to an end and has resulted in a draft of new guidance which will undergo public consultation.

Standard Operations & Board Activities

The CAREB-ACCER activities led by Julie Joza, VP Operations; Stacey Page, Director of Membership; Diana Raymond-Watts, Director of Communications; Janice Moseley, VP Business & Education, Katarin MacLeod, Director of Education; Melissa Dobson and Dawn Pollon, Conference Co-Directors, are described in detail in the reports that follow.

Financials

Maintaining economical operations and aiming to do more with less has and remains a priority for CAREB-ACCER. Over the past year, we were able to realize this through diverse strategies including securing \$50,000 in funding through two SRCR Education and Training Support (SETS) grants to partially offset the operational and development costs of the 2021 Virtual CAREB-ACCER conference and our "*Research Ethics Continuing Professional Development Virtual Colloquium Series*". Optimizing the benefits to you, our Membership, through strategic financial planning and management, will continue to be a priority in the year ahead. Sharon Newman, our outgoing Treasurer has been an essential component of this work as she has led our financial stewardship over the past two years. It has been a privilege and honour to have Sharon lead this aspect of CAREB-ACCER's operations. The CAREB-ACCER Financial Report provides further details on our financial performance during the 2020 Fiscal year.

Bilingualism

Increasing the proportion of CAREB-ACCER content in both French and English continues to remain a priority of our Board. This year, an essential step in the majority of our initiatives has been the translation of written content and integration of live simultaneous or recorded interpretations of virtual sessions, including our webinars and conference sessions. As we continue to identify ways to actively engage our French-speaking research ethics community members, we have been incorporating means of assessing demand and tailoring approaches used in ensuring content is available in both languages. As we continue to strive to realize our end goal in having all materials and experiences created by and for CAREB-ACCER accessible in English and French; we appreciate and welcome feedback and input from our Membership.

Revision of By-laws

The CAREB-ACCER By-laws were reviewed and revised in 2020 to articulate Board nomination processes and rules for the Board and make changes to allow for virtual annual meetings. Further revisions to the By-laws related to Board nominations have been made for clarity and support business operations. The changes proposed are included in this package and are to be voted on for approval at the 2021 AGM.

The Year Ahead

The inclusion and representation of the community voice, perspective, and experience in discussions, planning and education on the improvement of human research protections practice, policy and legislation is paramount to ensuring meaningful transformation in the human research ethics field and ecosystem. Our activities over the past year and the crucial contributions of our membership in knowledge exchange, learning and advancements in research ethics practice have been key drivers for realizing transformational change in research ethics practice. We will continue to explore and engage in strategic collaborations and community engagement in alignment with this commitment. The continued commitment, engagement and dedication of our Membership has and continues to be crucial to the work we all lead in human research ethics within Canada

As we continue through our 21st year of operations of the Association, the Board and I look forward to our collective work in advancing research ethics practice and the transformational impact innovative, agile, and responsive research ethics practices can have on the broader human research ecosystem.

Respectfully submitted,



Delilah Ofosu-Barko

President, CAREB-ACCER

TREASURER'S REPORT FINANCIAL STATEMENTS

Continued on next page.

SECRETARY'S REPORT

I am pleased to provide a summary of the meetings and activities of the CAREB-ACCER Board of Directors from May 28, 2020, to May 7, 2021.

Board Meetings

The Board of Directors met regularly by videoconference. Meetings were held on June 17, July 29, August 26, September 23, October 30, November 18, December 11 and 16 in 2020 and January 20, February 17, March 17, and April 14 in 2021.

Activities of the Board

The Board of Directors welcomed Delilah Oforu-Barko as its new president, as well as two new members at large, Guillaume Paré and Jonathan Dewar. In addition to the advancements of the individual portfolios, the Board of Directors engaged in the following activities:

- Adopted the revised By-laws.
- Released a position statement on Anti-Black Racism as well as an action plan for the development and provision of Anti-Black Racism training and education.
- Participated in two Anti-Black Racism workshops facilitated by Dr. Notisha Massaquoi.
- Launched the *Restarting Research Survey and Conference Planning Survey*.
- Synthesized CAREB-ACCER activities into a central workplan.
- Became a signatory to the SSHRC/NSERC Dimensions Charter on Equity, Diversity, and Inclusivity.
- Updated the website, including the movement of the conference website and the main website to a single platform.
- Provide representation on the following committees: Cell Line Advisory Committee for PRE; Pan Canadian Genomic Consent Working Group; Health Canada Engagement Sessions on Clinical Trial Oversight & Implementation in the Context of COVID-19 (Health Canada, CIHR, SRCRC CAREB-ACCER joint initiative) and the Portage Sensitive Data Working Group.
- Planned the 2021 Virtual Conference (May 5-7, 2021) and AGM (June 23, 2021).

The past year brought significant change and innovation. We have adapted the way we think and work during a pandemic both as a board and the way we serve our membership. The incorporation of the principles of Equity, Diversity and Inclusivity into our mandate has been both rewarding and inspiring. I look forward to another productive and exciting year ahead.

Respectfully submitted,



CAREB-ACCER Secretary

BUSINESS & EDUCATION REPORT

This report captures the Business and Education committee's activities from May 28, 2020 to May 7, 2021. The Business and Education committee continues to advance the development of research ethics educational content to meet the needs of our members and the broader research ethics community. Most importantly, we strive to ensure that the content remains relevant and reflects the changing research ethics landscape. This work is supported by the collective efforts of the CAREB-ACCER Education Committee and our newly formed working group.

Education Committee Membership

Janice Moseley, CAREB-ACCER Board of Directors, Vice-President of Business and Education
Katarin McLeod, CAREB-ACCER Board of Directors, Director Education
Delilah Ofosu-Barko, CAREB-ACCER Board of Directors, President
Stacy Page, CAREB-ACCER Board of Directors, Director Membership
Catherine Paquet, CAREB-ACCER Board of Directors, Past President
Guillaume Paré, CAREB-ACCER Board of Directors, Member at Large
Diana Raymond-Watts, CAREB-ACCER Board of Directors, Director of Communications

Education Updates

CAREB-ACCER's continuing professional and educational development was rebranded to include the following:

1. A decision-making and approval framework for all new CAREB-ACCER educational offerings.
2. Use of standard operating procedures and standardized tools (e.g. learning objectives template, letter of engagement, content verification checklist) to facilitate the development and launch of CAREB-ACCER's educational offerings.

A call was sent to CAREB-ACCER's membership community to seek volunteer working group members to facilitate our professional development and education initiatives. In response to the call, Jeffrey D'Souza, Nushrat Sultana, Sarah Tagliapietra, Katelyn Wadleigh, and Sally Yeung have volunteered their time as our working group sub-committee.

Funding Award

CAREB-ACCER secured a federal grant [SRCR Education and Training Support (SETS) Grant] in support of our national Research Ethics Continuing Professional Development Virtual Colloquium Series, which is the first of its kind in Canada. The objectives of this education program are to advance the understanding and application of the Tri-Council Policy Statement 2 (TCPS 2, 2018) and foster dialogue on local, national, and international issues on research ethics, diversity, and anti-oppression work in the Canadian human research ethics space.

Education Activities

COVID-19 Workshop

In June 2020, CAREB-ACCER hosted a free workshop entitled, **Addressing REB Review Challenges for Onsite Research in the Time of COVID-19** with almost 200 attendees. The focus was to discuss institutional challenges on how to safely welcome human research participants back to in-person face-to-face research. Speakers shared strategies, best practices, and documents on how to re-engage in onsite research in academic and healthcare settings. Also, risk assessments considering the COVID-19 pandemic and REB requirements versus institutional requirements were discussed.

Anti-Black Racism Campaign

CAREB-ACCER developed and implemented a multi-component action plan to lead changes in the Canadian human research ethics field as it relates to Anti-Black Racism. The CAREB-ACCER Board of Directors implemented this action plan this year. This summer, we will launch an anti-Black racism discussion series to build cultural competency, storytelling, and provide tools & resources for Research Ethics Boards, research ethics professionals and researchers.

Research Ethics Continuing Professional Development Virtual Colloquium Series

Through the support and funding from the Secretariat on the Responsible Conduct of Research (SRCR), the Panel on Research Ethics (PRE), the Panel on the Responsible Conduct of Research (PRCR), the Canadian Institutes of Health Research (CIHR), the Natural Sciences and Engineering Research Council of Canada (NSERC), and the Social Sciences and Humanities Research Council of Canada (SSHRC), we developed and implemented educational virtual webinars and workshop sessions.

Webinars implemented include:

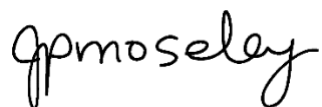
1. Foundational Skills series: **Establishing and Maintaining Effective REB Standard Operating Procedures**, presented by Sarah Tagliapietra.
2. Foundational Skills Biomedical Series (Series 1 of 4) **Reviewing a Research Study in the Bio-medical Domain – General Administrative Considerations**, presented by Larissa Potanina.

We will implement seven more webinars from our foundational skills and special and emerging issues series for the remainder of the year.

Closing Remarks

I wish to extend my appreciation and commend all Board of Directors and working group members for their ongoing commitment, dedication, and contributions to the CAREB-ACCER education initiative. I would also like to extend my gratitude and acknowledge Delilah Ofosu-Barko, CAREB-ACCER's President and Dr. Katarin McLeod, CAREB-ACCER Director of Education for their support and mentorship. I look forward to working with this group of intelligent, compassionate, and hard-working leaders.

Respectfully Submitted,



Janice Moseley
Vice President, Business & Education

2021 VIRTUAL CONFERENCE PLANNING COMMITTEE REPORT

The 2021 CAREB-ACCER Virtual Conference Co-Directors, Melissa Dobson, and Dawn Pollon sincerely thank all those involved in CAREB-ACCER's first-ever virtual conference: "Shining a Light on Research Ethics: How we have worked, overcome, and are moving forward"!

In the true spirit of work and life during this time of concurrent public health crises, our first ever, virtual conference was a collaborative effort. Contributions came from many: the time, energy, and commitment of our many presenters; the individuals who served on the Conference Planning Committee (CPC); our CAREB-ACCER community, who provided feedback and helped co-design/test our virtual conference platform; and the CAREB-ACCER Board of Directors who made decisions that enabled the successful delivery of our virtual conference. This collaborative effort led to the outcome that our 2021 conference's light was vast and unmistakably bright.

From the provinces to the territories, from the Atlantic to the Pacific (and beyond), the virtual platform of the conference facilitated 507 research ethics administrators, REB members, researchers, government agency representatives, community members and research participant partners to attend our virtual conference and allowed us to reach the highest number of attendees in CAREB-ACCER's conference history.



Day 1. Heat map of attendees by location

The Co-Directors extend a heart-felt thank you to Mr. Antoine Mountain for opening our conference with a traditional ceremonial prayer. We extend warm thanks to each of our keynote speakers Dr. Notisha Massaquoi, Dr. Jonathan Kimmelman, Dr. Aaron Franks, Dr. Nichole Fairbrother, Dr. Bruce

Wallace, and Dr. Michelle Driedger. Individually, each of these speakers were brilliant; collectively, their teaching served as lighthouses for our learning; they shaped and even changed the current discourse on research ethics; their luminous energy and vision offered immense insight into how to better reflect on, enact, and move forward the practice of research ethics within our CAREB-ACCER community and beyond.

The CPC also extends thanks to the many conference sponsors: RAEpert, Cayuse, eVision, University of Ottawa, Panel on Responsible Conduct of Research, and Panel on Research Ethics. These organizations' support was a key contribution to the success of our event. Our outstanding bilingual translation and simultaneous interpretation was the result of the great work of Catherine Paquet and William Bonami on our written translation, and Pendleton Translations Limited, through the skill and services of verbal/auditory interpreters Pierre Lacoste and Awa Dembele-Yeno. Encore, the company who hosted our Chime Live Conference platform, and Encore employees Disa-Marie Cameron, Nicholas Folkins, Andrew Hunt, Kurt Yates, Jay Chung, Jason Tobin, Kyle Smith, Chris Watson, Jake Wilson, and Jeff Jackson, were instrumental to the success of our event – thank you all!

We sincerely thank the many members of the 2021 Virtual Conference Planning Committee: Jeffrey D'Souza, Guillaume Pare, Charmaine Kabatoff, Sharon Newman, Katarin McLeod, Dianna Raymond Watts, and a nod to the committed work of Catherine Paquet, and Delilah Ofosu-Barko. A very special thanks goes to Janice Moseley who was instrumental in the early days of forming the vision for the conference.

We also thank Troy Chartier at Swift Media for his stellar website support. Troy often accomplished the impossible in short time – thank you Troy!



Day 3. Results of the word cloud using one word to describe the conference.

We are certain all members attending the conference gained new sight, perspective, and knowledge to empower the application of research ethics principles, and to ensure that Equity, Diversity, and Inclusion (EDI) is a foundation of these principles. We eagerly anticipate what the 2022 CAREB-ACCER conference will hold and how the conversation on EDI and research ethics will continue to develop. As we have all come to understand during the concurrent public health crises, the CPC will have to wait to announce plans for our 2022 conference; as soon as we are able to, we will communicate with our CAREB-ACCER community to let you know what is next!

On a personal note, this is our last year directing the annual conference; we want to thank our supportive colleagues at CAREB-ACCER for your trust as we moved the conference forward during these challenging times.

The CPC welcomes feedback from all CAREB-ACCER members; please reach out directly using this email address registration@careb-accer.org should you have any questions, comments or concerns.

Sincerely, Melissa Dobson and Dawn Pollon, CAREB-ACCER Conference Co-Directors

OPERATIONS REPORT

Current Membership

Julie Joza, Vice President, Operations

Stacey Page, Director, Membership

Diana Raymond-Watts, Director, Communications

Catherine Paquet, CAREB-ACCER Past-President

Delilah Ofosu-Barko, CAREB-ACCER President

The Operations team supports all efforts driven by the CAREB-ACCER Board, the Conference Planning Committee, and the professional development initiatives. Members of this team send announcements that reach members to advise them of events and items of interest that would support their work as research ethics administrators, research ethics board members and researchers.

OPERATIONS RELATED ACTIVITIES

1. Website

The CAREB-ACCER website underwent a refresh this past year <https://careb-accer.org> and <https://careb-accer.org/fr>. We want to thank Swift Media for all the great work they did to update the CAREB-ACCER website and for the support they have provided and will continue to provide to keep the CAREB-ACCER website current for members.

The website refresh provides members with a redesigned account portal for easier profile management. Everything you need is now in one place. There is an improved search function and navigation throughout the website to make it easier to find posts in the Forum, as well as in the newsroom and the membership directory. Swift Media has been able to optimize the user experience for CAREB-ACCER members with an effort to eliminate redundancy throughout the website, since it is our key information-sharing medium.

2. Communications

Communication efforts this past year were increased to ensure the CAREB-ACCER membership continued to receive regular and timely information throughout the pandemic. A special **COVID-19 discussion Forum** was created to help members post questions and share resources and strategies for how they were handling pandemic related issues.

The **Events Forum** was another new initiative to aid members in sharing workshops, talks or other events and support networking.

The team was excited to be integral in the efforts of the Conference Planning Committee to announce the first virtual conference held on May 5 to 7, 2021. In addition, we were pleased to support the CAREB-ACCER Professional Development Committee with the launch of three webinars.

The **newsletter** and **email announcements** are a team effort, led by Diana Raymond-Watts, Director, Communications. We hope members appreciate receiving these announcements, as these are central to our efforts of keeping everyone informed across our vast country.

We continue to try to translate as much of our content as possible, on all platforms and media. This includes translating many of the presentations from the conference, all Webinars and e-modules, and our website. Thank you to our translator, William Bonami, as well as to Guillaume Paré and Catherine Paquet for their volunteer translation work.

3. Social media

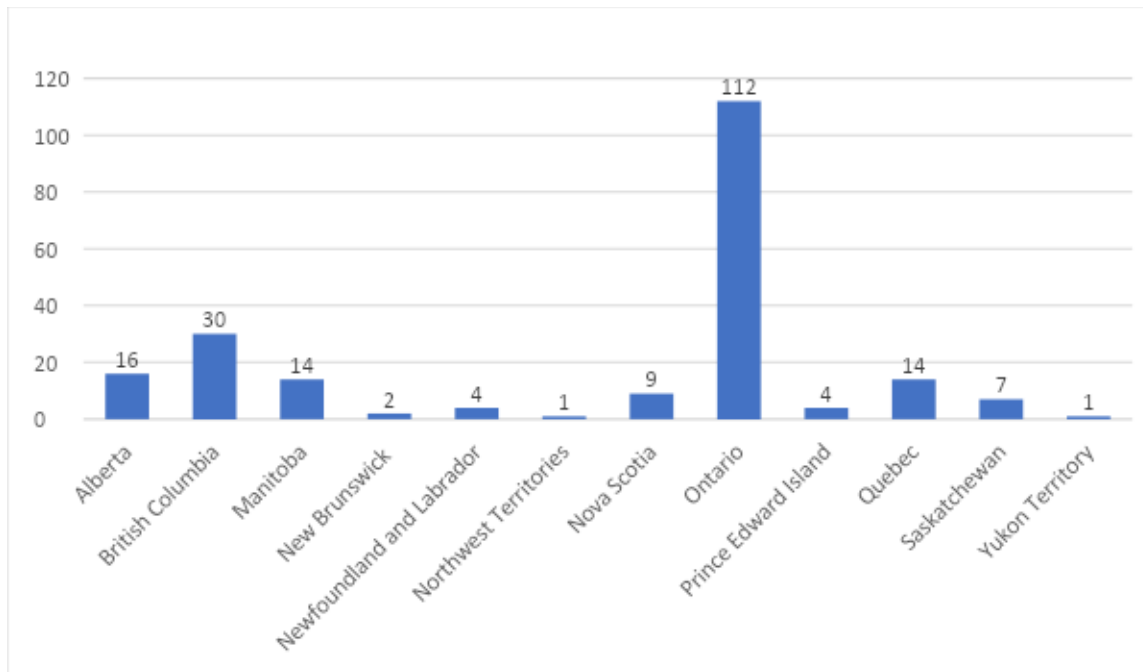
As in previous years, we continue to work at sharing CAREB-ACCER activities through a variety of channels. This is to ensure we are not only supporting members but also the broader research ethics community. We encourage all members, and non-members, to regularly watch for posts on our social media channel LinkedIn (<https://www.linkedin.com/groups/4320630/>) and Twitter (@carebaccr).

As of May 7, 2021, the number of individuals who follow the CAREB-ACCER LinkedIn group is 359 which is a 4% increase from 2020 and CAREB-ACCER Twitter followers have grown to 250, a 15% increase from 2020.

4. Membership

CAREB-ACCER members are dedicated and hard-working administrators and REB members. We are pleased to report our membership in 2020 was 214 members. As of May 10, 2021, we have had 176 individuals renew their membership or become new members of CAREB-ACCER. We are well on our way to reach last year's target or even exceed it. A big welcome to our new members – we are excited to have you on board!

CAREB-ACCER members in 2020 came from every province in Canada as well as two territories.



Stacey Page, Director, Membership has been instrumental in our efforts to ensure all who hold a CAREB-ACCER membership are kept updated on the benefits of a CAREB-ACCER membership as well as answering questions or concerns that members raise.

The CAREB-ACCER “helpline” <memberservices@carebaccr.org> continues to average a turnaround time of 24 hours. Services range from assisting members with technical difficulties with conference registration, posting employment opportunities to the website, and assisting with questions related to the conference and educational services.

5. COVID-19 REB Survey

In 2020, CAREB-ACCER members received an invitation to complete a survey about their REB operations during the pandemic. Seventy-six institutions responded to the survey and most of

them during the month of October 2020. Board member Catherine Paquet led this special project and presented the findings at the Heads of Applied Research (HAR-REB) PD Session 2021: Research Ethics in the Time of COVID-19 on January 29, 2021, and at the CAREB conference on May 7, 2021. Results from the COVID-19 and the Administrative Practices surveys can be found on the CAREB website under Research Ethics Board Resources at <<https://careb-accer.org/resources-section/research-ethics-board-resources/>>. Thank you to Catherine for leading this very important initiative.

Closing Remarks

I look forward to continuing to work with the Board and the broader CAREB-ACCER membership to support all the exciting initiatives that will be delivered this coming year.

Respectively submitted,

A handwritten signature in blue ink, appearing to read 'J Joza', is positioned above the typed name.

Julie Joza
CAREB-ACCER, Vice-President, Operations

PROPOSAL: REVISIONS TO BY-LAWS

Proposal: Revisions to By-laws

May 2021

Article	Summary of changes
5.5.	<ul style="list-style-type: none">• update to reflect President as a member of the Nominations Committee• update to revise Nominating Committee term to a maximum of one year• change in the number of members on the nominating committee from 3 to 2

BOARD MEMBERSHIP & NOMINATIONS REPORT

Terms Ending

Stacey Page, Director of Membership, has completed her third and final term on the board. We thank Stacey for her dedicated service to CAREB-ACCER over the past six years. She has been an active member of the board, contributing to many of the Association's activities, including in the Education and Operations portfolios.

Three board members' terms as directors are up for renewal:

- Julie Joza, University of Waterloo (2-year term renewal)
- Diana Raymond-Watts, DRW & Associates (3-year term renewal)
- Delilah Ofosu-Barko, Trillium Health Partners (3-year term renewal)

Resignation

- Sharon Newman has given notice of resignation from the Board effective December 31, 2021.
- Dawn Pollon will also leave the Board effective after the 2021 AGM; one year before the end of her mandate.

Vacancies

There are currently three director vacancies on the Board. A call for new member nominations was put out on May 12, 2021, with a closing date of May 19, 2021.

CAREB-ACCER BOD Nominations Review Committee

The committee reviewed three candidates' submissions and gathered on June 10, 2021 to meet the candidates and make their final recommendations for board membership.

Members:

Catherine Paquet, CAREB-ACCER past president (Chair)

Delilah Ofosu-Barko, CAREB-ACCER president

Stacey Page, CAREB-ACCER Director, Membership

Nick Caric, Assistant Director, Research Ethics, McMaster

Yvette Fairweather, Ethics & Compliance Officer, University of the Fraser Valley

They have recommended the following slate to the CAREB-ACCER Secretary.

1. **Jeffrey D'Souza, Research Ethics Coordinator, Institute for Better Health, Trillium Health Partners, Ontario**

Jeff D'Souza is a Research Ethics Coordinator at the Institute for Better Health at Trillium Health Partners. His research and consulting interests are in bioethics, with a particular focus on the

ethics of clinical trials, healthcare ethics, and research ethics. Jeff holds a PhD in Philosophy from McMaster University, a Master of Arts in Philosophy from Ryerson University, and a Bachelor of Arts in Political Science and Philosophy from the University of Toronto. He has co-developed research ethics guidelines, serves as a reviewer for various scientific and academic journals, and has presented his research internationally, as well as in peer-reviewed journals. Jeff has also provided consultation services for The Bill & Melinda Gates Foundation and has worked with various partners and stakeholders across the globe, including at The African Vaccine Regulatory Forum, Wellcome Trust, the Ministry of Health & Family Welfare Government of India, the University of Malawi, and The World Health Organization. He currently serves as a Member of the Business and Education Working Group at CAREB-ACCER.

2. Sunila Kalkar, Manager, Research Ethics and Regional Programs, Aurora Research Institute, NWT

Sunila Kalkar is an Internal Medicine specialist by training, and has worked as a geriatrician, an intensive care specialist, and a medical school lecturer in Mumbai, India. She holds Masters' degrees in Health Informatics and Health Professionals Education from the University of Toronto and a graduate certificate in Molecular Biology from Montclair State University in the U.S. She has held diverse research ethics administration positions across Toronto-area hospitals over the past fifteen years. She recently moved to Fort Smith, NWT to join Aurora College Research Institute. As Manager, Research Ethics and Regional Programs at Fort Smith Thebacha Campus, she oversees the administration of the research ethics program and works to develop, support and facilitate research capacity and scientific awareness in the NWT.

3. Lisa Shearer, Associate Manager, Behavioural Research Ethics Board, UBC Okanagan

Lisa Shearer has worked in research ethics at UBC Okanagan since 2012. Prior to this, she worked in the educational sector of the Saskatchewan Provincial Government. In her role as Manager of the Research Ethics Board at UBC Okanagan, she has developed a strong interest in, and commitment to, research ethics and helping researchers navigate the field of research ethics and the approval process. Her educational background has been invaluable, as it has allowed her to develop educational resources for the university community and the members of the UBC Okanagan Board.

Note: Members up for election are in bold.

<u>Member</u>	<u>Institution</u>	<u>Term End Date</u>
Catherine Paquet	University of Ottawa	2022
Charmaine Kabatoff	University of Alberta	2024
Delilah Ofosu-Barko	Trillium Health Partners	2024
Diana Raymond-Watts	DRW & Associates	2024
Julie Joza	University of Waterloo	2023
Melissa Dobson	Northern Alberta Institute of Technology	2022
Jonathan Dewar	First Nations Information Governance Centre	2023
Katarin MacLeod	St. Francis Xavier University	2023
Janice Moseley	University of Ontario Institute of Technology (Ontario Tech University)	2023
Guillaume Paré	Polytechnique Montreal	2022
Sunila Kalkar	Aurora Research Institute	2023
Jeffrey D'Souza	Trillium Health Partners	2024
Lisa Shearer	UBC Okanagan	2024

Respectfully Submitted,



Charmaine Kabatoff

CAREB-ACCER Secretary



For more information, please contact president@careb-accer.org