



2022 AGM REPORT

RAISING THE VOLUME ON RESEARCH

Canadian Association of Research Ethics Boards (CAREB)

L'Association canadienne des comités d'éthique de la recherche

CONTENTS

Annual General Meeting (AGM) Agenda - Thursday, June 30, 2022	3
AGM Minutes – June 23, 2021	4
President’s Report	10
Treasurer’s report Financial Statements	10
Secretary’s Report	14
Business & Education Report	15
2022 Virtual Conference Planning Committee Report	18
Operations Report	20
Board Membership & Nominations Report	22

**ANNUAL GENERAL MEETING (AGM) AGENDA-
Thursday, JUNE 30, 2022
Time: 12 PM to 1:30 pm EST**

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	L. Shearer
7. Secretary’s Report	C. Kabatoff
8. Business and Education Report	J. Moseley & M. Dobson
9. Conference Planning Committee Report	D. Ofosu-Barko & C. Paquet
10. Operations Report	D. Raymond-Watts
11. Elections of Directors	C. Paquet
12. Question and Answer Period	D. Ofosu-Barko
13. Other Business	D. Ofosu-Barko
14. Adjournment	

AGM MINUTES – June 23, 2021



MINUTES CAREB-ACCER 2021 AGM Wednesday, June 23, 2021 11:00 am to 12:00 pm EST

1. Welcome

CAREB-ACCER President, Delilah Ofosu-Barko, called the meeting to order at 11:00 am and welcomed CAREB-ACCER members to the 2021 Virtual Annual General Meeting.

Following the land acknowledgement, Delilah recognized that June was National Indigenous History Month and indicated that the CAREB Board of Directors, along with the Canadian Association of Practicing Healthcare Ethicists and the Board of Directors and Anti-Oppression and Anti-racism Working Group of the Canadian Bioethics Society had signed a joint statement of commitment following the discovery of the undocumented burial of 215 Indigenous children at the former site of the Kamloops Indian Residential School. Individuals and organizations were invited to lend their support to the statement as signatories. There is a link in the newsroom section of the CAREB website to sign on and add one's name.

It was also acknowledged that June 23rd is National Day of Remembrance for victims of terrorism.

Note: Due to an unforeseen technical issue related to online voting for the motions, a follow up survey was sent to the membership via Survey Monkey in June, 2021. There were 18 survey respondents. Those votes are reflected below. At its July 27, 2021, Board of Directors meeting the Board voted unanimously to accept the voting results of the circulated survey.

2. Confirmation of Notice of Meeting and Quorum

Per the CAREB-ACCER Bylaws, Delilah confirmed that notice of the meeting was issued on May 13, 2021 and that at the time of confirmation there were 57 participants, sufficient to have achieved quorum.

Delilah introduced a motion for a Waiver of Notice as it pertains to items 11, Election of Directors, and 12, proposed revisions to the Bylaws, of the agenda, reminding members that information pertaining to these items were only available as of Monday, June 21, 2021.

Jeff D’Souza, Francine Sarazin	CARRIED	ABSTAINED	OBJECT
	(91%)	(4%)	(0%)

3. Approval of the Agenda

MOTION: To approve the agenda as circulated:

Rosanna Langer, Jeff D’Souza	CARRIED	ABSTAINED	OBJECT (0%)
	(95%)	(4%)	

Survey Results:	100%	0	0	0	Carried
	Approve	Objections	Abstentions	Requires Discussion	

4. Approval of the Minutes of the May 27, 2020 Annual General Meeting

MOTION: To approve the minutes of the May 27, 2020, Annual General Meeting as distributed.

Survey Results:	83.33%	0	16.67%	0	Carried
	Approve	Objections	Abstentions	Requires Discussion	

5. President’s Report (Delilah Ofosu-Barko)

Delilah indicated that the mission, values and vision of the organization were upheld over the last year. This year CAREB became an endorser of the Dimensions Charter. CAREB members and Board members engaged in many special projects including; COVID-19 Webinar & TCPS2 (2018) Interpretations, Clinical Trial Oversight and Implementation in Canada, Vector Institute Collaboration “Research Ethics Considerations for the use of AI and Machine Learning in Health Research”, Anti-Black Racism Action Plan, CAREB-ACCER Main & Conference Website Refresh, Responsible Research Data Management Practices for Sensitive Data, Pan-Canadian Genomic Consent Working Group, Panel on Research Ethics Cell Line Advisory Committee, Financials, Bilingualism and Revision of Bylaws. As CAREB continues through its 21st year of operations of the Association, the Board looks forward to its collective work of advancing research ethics practice and the transformational impact innovative, agile and responsive research ethics practices can have on the broader human research ecosystem.

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

Survey Results:	94.4%	0	5.56%	0	Carried
	Approve	Objections	Abstentions	Requires Discussion	

6. Treasurer’s Report (Sharon Newman)

CAREB-ACCER Treasurer, Sharon Newman, spoke to the financial statements that were distributed. The 2020 Review Engagement has been completed and will be presented at the next Board of Directors meeting and notes that there was nothing of concern in the review. Sharon reported a deficit of \$17,185, which was not unexpected given the absence of conference revenue but we are on track to show a surplus in 2022. There was a matter in the previous year related to a copyright issue that resulted in the Association incurring some legal expenses. Sharon announced that she will be resigning her position on the Board by the end of 2021. She expressed that she looks forward to sharing what she has learned with the incoming Treasurer over the next six months.

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

Survey Results:	88.89% Approve	0 Objections	0 Abstentions	11.11% Requires Discussion	Carried
------------------------	-----------------------	---------------------	----------------------	-----------------------------------	----------------

7. Secretary’s Report (Charmaine Kabatoff)

Charmaine highlighted the shift in the way the Board engaged over the past year. She provided an overview of the current initiatives including the release of a position statement on Anti-Black Racism and the launch of the Restarting Research Survey and the Conference Planning Survey.

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

Survey Results:	100% Approve	0 Objections	0 Abstentions	0 Requires Discussion	Carried
------------------------	---------------------	---------------------	----------------------	------------------------------	----------------

8. Business and Education Report (Janice Moseley)

The most significant change over the past year was a rebrand that included a decision-making and approval framework for all new CAREB-ACCER educational offerings. The use of standard operating procedures and standardized tools helps facilitate the development and launch of educational offerings. 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. 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. This summer CAREB-ACCER will launch an anti-Black racism discussion series. The following webinars were implemented: Foundational Skills series: **Establishing and Maintaining Effective REB Standard Operating Procedures**, presented by Sarah Tagliapietra and Foundational Skills Biomedical Series (Series 1 of 4) **Reviewing a Research Study in the Bio-medical Domain – General Administrative Considerations**, presented by Larissa Potanina. Seven more webinars will be implemented during the remainder of the year.

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

Survey Results:	94.12% Approve	0 Objections	0 Abstentions	5.88% Requires Discussion	Carried
------------------------	-----------------------	---------------------	----------------------	----------------------------------	----------------

9. Conference Planning Committee Report (Dawn Pollen and Melissa Dobson)

In its first every virtual conference, CAREB reported a new attendance record with 507 attendees. Most notable was the ability to include members from a larger geographical area; highlighting the theme of equity, inclusion and diversity. Both Melissa and Dawn are stepping away from their roles as Conference Co-Directors.

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

Survey Results:	100% Approve	0 Objections	0 Abstentions	0 Requires Discussion	Carried
------------------------	---------------------	---------------------	----------------------	------------------------------	----------------

10. Operations Report (Julie Joza)

Julie Joza, Vice-President Operations, thanked the Operations Team for their work, specifically, Stacey Page, 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, COVID 19 REB survey and directory, email and AGM materials.

In 2020 there were 214 members. As of June, 2021, 208 individuals renewed their membership or become new members of CAREB-ACCER.

MOTION: To approve the Operations Report as distributed.

Survey Results:	100% Approve	0 Objections	0 Abstentions	0 Requires Discussion	Carried
------------------------	---------------------	---------------------	----------------------	------------------------------	----------------

11. Election of Directors (Catherine Paquet)

MOTION: To approve the waiver of notice for Item #11 – “Election of Directors” motion.

Survey Results:	83.33% Approve	5.56% Objections	11.11% Abstentions	0 Requires Discussion	Carried
------------------------	-----------------------	-------------------------	---------------------------	------------------------------	----------------

Catherine Paquet, announced that two members are leaving the board; Sharon Newman, effective December 31, 2021, and Dawn Pollon, effectively following the AGM.

Three members were seeking a renewal of their term:

- 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)

There were three new member seeking election:

- Jeffrey D’Souza
- Sunila Kalkar
- Lisa Shearer

MOTION: To approve the “Nominations Slate”.

Survey	88.89%	0	5.56%	5.56%	Carried
Results:	Approve	Objections	Abstentions	Requires Discussion	

12. Proposal: Revisions to Bylaws (Delilah Ofosu-Barko)

MOTION: To approve the waiver of notice for Item #12 “Revisions to Bylaws”

Survey	82.35%	5.58%	11.76%	0	Carried
Results:	Approve	Objections	Abstentions	Requires Discussion	

Changes pertain to Article 5.5 to allow for the President to be a member of the nominations committee, update to revise the Nominating Committee term to a maximum of one year, and change in the number of members on the nominating committee from 3 to 2.

MOTION: To approve the revisions to Article 5.5 of the Bylaws.

Survey	77.78%	5.56%	5.56%	11.1%	Carried
Results:	Approve	Objections	Abstentions	Requires Discussion	

13. Presentation of the Peer Recognition Award (Julie Joza)

The Peer Recognition Award was presented to Fern Brunger.

14. Presentation of the President’s Award (Julie Joza)

The President’s Award was presented to Susan Babcock.

15. Presentation of the Distinguished Service Award (Julie Joza)

The Distinguished Service Award was presented to Michel Bergeron.

16. Question and Answer Period

The membership was presented with several Mentimeter polls regarding topics of interest. Members were asked to respond to polls regarding:

1. Conference planning in 2022. Responses were 6-Virtual, 20-Hybrid model (mix of in-person and virtual and 8 -in person.
2. In 1 or 2 words, how would you describe your experience as a CAREB member this past year – responses were presented as diorama.
3. How satisfied are you with the direction CAREB has moved towards? Responses were 1-unsatisfied, 17- satisfied and 13-very satisfied.
4. How satisfied are you with the level of engagement CAREB has maintained with you the members? Responses were 5-not satisfied, 20-satisfied and 6-very satisfied.
5. Have you watched CAREB’s live webinars? Responses were 21-yes and 11-no.
6. Have you watched CAREB’s recorded webinars available on the website? Responses were 7-yes and 23-no.
7. What day of the week would be best for you to attend a webinar? Responses were 10-Monday, 15-Tuesday, 18-Wednesday, 16-Thursday and 12-Friday.
8. What time of day would work best for you to attend a live webinar? Responses were 14-AM and 21-PM.
9. At what frequency would webinar delivery work for you? Responses were 5-once per month, 9-once per 8 weeks.
10. Would you be interested in sessions/workshops on the following topics? 23-Applications of ethics and research data management requirements, 22-understanding when device testing and calibration is considered research and 21-AI and machine learning.
11. Which themes are you most interested in? 25– the review of multi-jurisdictional research, 25 - broad consent in research, 4 - the review of research involving cell lines and 2 – research involving totipotent stem cells.
12. Would you be interested in? 22 – a theme-based virtual discussion on each theme or 11- providing written comments via the CAREB-ACCER website?
13. What would be the best timing for a virtual discussion? Responses were 8 – early August, 11 - late August or 12 – early September.

17. Other Business

Catherine presented on the proposed changes to the TCPS2 (2018) and upcoming consultations on these changes. Proposed changes include revised guidance for the review of multi-jurisdictional research, proposed guidance pertaining to broad consent for the storage and use of data and human biological materials, an exemption for the review of research involving cell lines and proposed revisions to Chapter 12 F – for research involving totipotent stem cells.

18. Adjournment

Delilah acknowledged the challenges with the technical glitch and advised that the Board will look at ways to address the concerns raised in the chat section. As there were no further comments, the meeting was adjourned at 12:01pm EST.

PRESIDENT'S REPORT

Mission, Vision and Values

CAREB-ACCER remains 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; this underpinning 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.

CAREB-ACCER is an endorser of the [Dimensions Charter](#). In doing so we are committed to its principles, and recognize that equity, diversity, and inclusion (EDI) strengthen 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

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 phenomenal group of talented and diverse leaders from across our Country. Each member of our Board has been essential in bringing our mission, vision and values to life in both recognizing and advocating for the role research ethics and our Membership plays within the broader Canadian research ecosystem. I look forward to continuing and building on our collective impact through the synergy, collaboration and commitment to action and continuous improvement that exists within our Board members and continuing this legacy.

2021-2022 Board of Directors



Delilah Ofosu-Barko
President & Conference
Co-Director



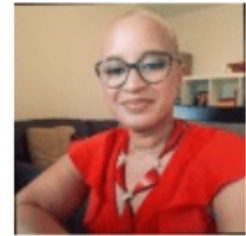
Catherine Paquet
Past President &
Conference Co-Director



Charmaine Kabatoff
Secretary



Janice Moseley
VP Business & Education



Diana Raymond-Watts
VP Operations



Lisa Shearer
Treasurer



Sharon Newman
Treasurer (Interim)



Melissa Dobson
Director of Education



Jeff D'Souza
Director of Membership



Sunila Kalkar
Director of
Communications



Guillaume Paré
Member at Large



Jonathan Dewar
Member at Large



Julie Joza
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 of Directors led and collaborated on a diverse set of special projects and initiatives over the past year. Details regarding these activities are summarized below:

TCPS2 Proposed Change Consultations

In September 2021 CAREB-ACCER planned and held 3 focused engagement sessions in support of enabling dialogue and understanding perspectives on the proposed changes to the TCPS2. A total of 138 attendees¹ contributed to the discussions during these engagement sessions. A summary of the discussions and perspectives of attendees were shared with the Secretariat on the Responsible Conduct of research in response to the open consultation.

Clinical Trial Oversight and Implementation in Canada

Over the course of the past year, CAREB-ACCER continued its collaboration with Health Canada, the Canadian Institutes of Health Research and the Secretariat on the Responsible Conduct of Research on the national Clinical Trial Oversight and Implementation in Canada initiative. Through this initiative we continued to represent and enable the voices of REBs and REB Administrators to be part of policy and regulatory discussion and development at the local, provincial and national levels through 3 additional engagement sessions, covering

¹ Multijurisdictional review: 73 attendees; Broad consent: 41 attendees; Exemption & totipotent stem cells: 26 attendees

various topics of relevance to the Canadian human research federal policy, regulatory and ethics oversight communities including:

- A case-based review of the ethics, administrative, regulatory and logistic challenges experienced by the Canadian team leading the Canadian arm of a COVID-19 interventional clinical trial;
- a discussion on decentralized trials in the context of modernizing Health Canada's clinical trials framework;
- A discussion on the application of evidence and learnings in the context of diversity and inclusion considerations as they relate to clinical trial recruitment and vaccine hesitancy; and
- A review of the outcomes of the Health Canada clinical trial modernization consultations

Anti-Black Racism Action Plan

The Board of Directors continued to advance and execute on our anti-Black racism action plan that was established to actively effect change in the Canadian Human Research Ethics field as it relates to Anti-Black Racism through:

- a) Launching our anti-Black Racism Research Ethics Education and Discussion Series; where we held 6 well attended (480² attendees) workshop sessions that create safe spaces to learn, discuss and consider the connections between intersectionality, the research process and ethics as it relates to anti-Black racism in the Canadian context. In support of continuous knowledge to action creation and mobilization, recordings of these events and the associated resources and work products will remain freely accessible on our CAREB-ACCER website: [Anti-Black Racism – Canadian Association of Research Ethics Boards \(careb-accer.org\)](https://www.careb-accer.org); and
- b) Continuing to revise and remodel our approach to identify and create space for diverse educational topics and presenters for our educational offerings (conference and webinar topics, presenters and audiences);

The work, commitment and leadership of those members of our Board on our Anti-Black Racism Action Plan Committee have and remain essential in 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

Melissa Dobson, Director of Education
Janice Moseley, VP Business & Education
Delilah Ofosu-Barko, President & Conference Co-Director
Diana Raymond-Watts, VP Operations
Sunila Kalkar, Director of Communications
Jeff D'Souza, Director of Membership

Responsible Research Data Management Practices for Sensitive Data

Over the course of the past year CAREB-ACCER continued to collaborate through participation on the Working Group on Responsible Research Data Management (RDM) Practices for Sensitive Data through representation provided by our Past President, Catherine Paquet.

Pan-Canadian Genomic Consent

Over the past year, CAREB-ACCER continued to provide input into and create platforms for broad engagement on the draft pan-Canadian Genomic consent form which covers minimal consent requirements. Through this ongoing collaboration, the virtual conference held April 20 – 22, 2022 allowed for continued engagement and updates on this draft from the broader research and research ethics community.

² Workshop#1: 68 attendees; Workshop#2: 96 attendees; Workshop#3: 76 attendees; Workshop #4: 51 attendees; Workshop#5: 42 attendees; Workshop#6a: 84 attendees; Workshop#6b: 63 attendees

CIHR Working Group on Ethical Considerations Related to Learning Health Systems

Over the course of the past year CAREB-ACCER continued to collaborate with the Canadian Institutes of Health Research through representative participation on the Ethical Considerations Related to Learning Health Systems working group. The work of this time-limited working group was focused on providing advice and guidance to CIHR as it relates to a list of gaps, previously identified by its Standing Committee on Ethics that could be closed to facilitate research and quality improvement/quality assurance activities related to learning health systems. The outcomes of this work included refining the list of key gaps to close; identifying potential mechanisms that CIHR and partners can use to close gaps; and providing recommendations to CHIR about which gaps and mechanisms to prioritize to facilitate Canadian learning health systems-based research.

CIHR & CAREB-ACCER Anti-Racism Strategy Supports

Through a targeted invite and representative participation in one of the CIHR health research engagement sessions focused on informing how CIHR can help address systemic racism in the health research funding system as part of their anti-Racism strategy, CAREB-ACCER was able to contribute to the discussions that will inform CIHR's anti-racism action plan.

Standard Operations & Board Activities

The CAREB-ACCER activities led by our Directors are described in detail in the reports that follow.

Accessibility

CAREB-ACCER continues to make efforts to improve the accessibility of our content through various strategies including making freely accessible content available in both English and French through translated written content and live simultaneous interpretation during live sessions; enabling phone/dial in access to live sessions to support engagement by attendees who live in remote areas with lower internet bandwidth; including captioning and transcription in some of our program offerings to enable both visual and hearing impaired attendees to engage in our programming. We have and will continue to incorporate means of assessing demand and tailoring approaches used in ensuring content is available in formats and languages of expressed need including in both English and French. As we continue to strive to realize our end goal in having all materials and experiences created by CAREB-ACCER accessible; we appreciate and welcome feedback and input from our Membership.

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 continues to be paramount in 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 a key driver 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

Building from our learnings and impact 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 8, 2021, to May 4, 2022.

Board Meetings

The Board of Directors met regularly by videoconference (Zoom). Meetings were held on May 19, June 16, July 27, September 1, October 6, November 3, and December 1 in 2021 and January 21, February 9, March 2 and April 6 and May 4 in 2022. The July 27, 2021, meeting was a special Strategic Planning Meeting.

Activities of the Board

The Board of Directors welcomed three new members; Sunila Kalkar as Director of Communications; Jeffrey D'Souza as Director of Membership and Lisa Shearer, who took on the role of Treasurer. Melissa Dobson assumed the Director of Education role in September following the resignation of Katarin MacLeod. In addition to the advancements of the individual portfolios, the Board of Directors engaged in the following activities:

- Conducted 5 Anti-Black Racism workshops. These workshops were provided free of charge to all who were interested.
- Hosted two engagement sessions in September 2021, with respect to the proposed changes to the TCPS2 and provided that feedback to the Secretariat.
- Consulted with Health Canada on clinical trial sites.
- Engaged in the following initiatives: Clinical Trial Oversight and Implementation in Canada, Anti-Black Racism Plan, Responsible Research Data Management Practices for Sensitive Data, Pan-Canadian Genomic Consent, Research Ethics Continuing Professional Development Virtual Colloquium Series, Position Statement on the Importance of Cultural Sensitivity Training with Respect to Research Conducted with First Nations Peoples, CIHR +C2AREB-ACCER Anti-Racism Strategy Collaboration, and the CIHR LHS Working Group on Ethical Considerations Related to Learning Health Systems.
- Planned the 202 Virtual Conference (April 20-22, 2022) and AGM (June 30, 2022).

This past year was an opportunity to build on the innovation and initiatives from the previous term. Incorporation of the principles of equity, diversity and inclusion has driven our mandate and played a key role in our conference sessions and other educational offerings. The increase in educational resources and in particular, the quality of those offerings is a testament to the passion and dedication of the Board. It should be noted that these advancements were achieved while still in the midst of a pandemic and other challenges and obstacles that were a result of that. The Board has positioned itself for another productive and inspiring year ahead. I look forward to contributing to these and other emerging initiatives.

Respectfully submitted,



Charmaine Kabatoff
CAREB-ACCER Secretary

BUSINESS & EDUCATION REPORT

This report captures the Business and Education committee's activities from **May 8, 2021 to June 2, 2022**. 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 working group.

Education Committee Membership

- Catherine Paquet, CAREB-ACCER Board of Director, Past President.
- Delilah Ofosu-Barko, CAREB-ACCER Board of Director, President.
- Diana Raymond-Watts, CAREB-ACCER Board of Director, Vice-President of Operations.
- Guillaume Paré, CAREB-ACCER Board of Director, Member at Large.
- Janice Moseley, CAREB-ACCER Board of Director, Vice-President of Business and Education.
- Jeff D'Souza, CAREB-ACCER Board of Director, Director of Membership.
- Katarin McLeod, CAREB-ACCER Board of Director, Director of Education (resigned from position in September 2021).
- Melissa Dobson, CAREB-ACCER Board of Director, Director of Education (incumbent since September 2021).
- Sunila Kalkar, CAREB-ACCER Board of Director, Director of Communications.

Working Group Members

Andrea Enriquez-Henriquez, Nushrat Sultana, Sarah Tagliapietra, Katelyn Wadleigh, and Sally Yeung are volunteer working group members who support and facilitate CAREB-ACCER's professional development and education initiatives. Thank you to our working group members who have volunteered their time with us.

Funding award

On December 2020, CAREB-ACCER secured a federal grant [SRCR Education and Training Support (SETS) Grant]. Funds were used to support the operational costs 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. Educational offers were launched in 2021 and 2022 and are available on [CAREB-ACCER's Professional Development](#) store.

Education Activities

Research Ethics Continuing Professional Development Virtual Colloquium Series

In 2021 to 2022, the Business & Education group developed and implemented six webinars 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).

Webinars implemented in 2021-2022 are listed below.

Foundational Skills series:

1. How to Review a Protocol in the Social Sciences and Humanities – Overview (Series 1 of 4).
2. How to Review a Protocol in the Social Sciences and Humanities – Conducting a Risk/Benefit Analysis (Series 2 of 4).
3. Reviewing a Research Study in the Bio-medical Domain – Overall Protocol Content Review & Considerations (Series 2 of 4).
4. Reviewing a Research Study in the Bio-medical Domain – Special Considerations (Series 4 of 4).

Special Emerging Issues

5. Assessing and addressing the implications of the use of, and access to, new emerging internet-based study tools and interventions throughout and following study conduct.
6. Ethical Issues Related to Research Involving Individuals Engaged in Defined Criminal Activities.

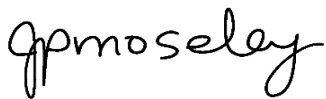
Research Ethics Continuing Professional Development eModules

There are three eModules currently in development that will be launched in the fall of 2022. The eModule suite covers a broad spectrum of research ethics topics. These eModules function as self-directed educational offerings.

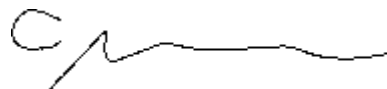
Closing Remarks

We extend our appreciation and commend all Board of Directors and working group members for their ongoing commitment, dedication, and contributions to the CAREB-ACCER education initiative. We also extend our gratitude and acknowledge Delilah Ofosu-Barko, CAREB-ACCER’s President and Catherine Paquet, CAREB-ACCER Board of Directors, Past President for their support and mentorship. We look forward to working with this group of intelligent, compassionate, and hard-working leaders.

Respectfully Submitted,



Janice Moseley
Vice President, Business & Education



Melissa Dobson
Director, Business & Education

2022 VIRTUAL CONFERENCE PLANNING COMMITTEE REPORT

The 2022 CAREB-ACCER Virtual Conference Co-Directors, Delilah Ofosu-Barko and Catherine Paquet sincerely thank each of the contributors to CAREB-ACCER’s second virtual conference: “**Raising the Volume on Research Ethics: Moving from Conversation to Collective Impact**”!

Our aim this year was to **increase the diversity and representation** in race, ethnicity, ability and socioeconomic status of our attendees in providing **equitable access to our conference program**. Through reducing conference registration fees, integrating live captioning functionality and holding the conference as an exclusively virtual event we were able to enable **647 attendees** to attend and participate in our conference program. Reaching 647 attendees interacting with our live conference program allowed us to yet again exceed our **highest number of attendees** in CAREB-ACCER’s conference history; setting a new record.



ATTENDEES

Our conference attendees were from diverse professional backgrounds including but not limited to: **REB Administrators, REB Members, Researchers, REB Chairs, Research**

Participants, Ethicists and Government Authority Representatives to name a few. Enhancements in our virtual conference features allowed for ease of access and consistency in content visualization through various device modalities. This year conference attendees accessed our conference program through **4 main device modalities**³. Embedding live captioning functionality enabled **252 unique uses** of the **captioning features**; attendees collectively accessed captioning services for 6⁴ of the languages available. Through the live captioning services conference attendees were able to view and hear session translations in up to 26 languages. In addition, the focus and virtual nature of the conference also enabled broader geographical reach as we had attendees participating live from across **Canada, the United Arab Emirates, United States and Trinidad & Tobago**.

4 
COUNTRIES

6 
LANGUAGES


4 **DEVICE MODALITIES**

³ Desktop (96.45%); mobile (3.45%), tablet (0.06%), television (0.04%)

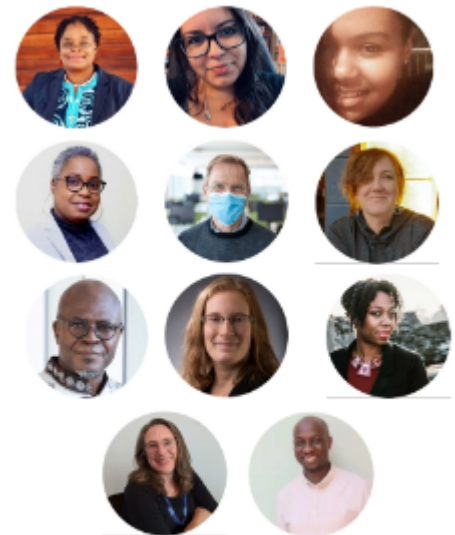
⁴ French – CA (32.1%); French – FR (15.1%); English – US (46.8%); English – AU (1.6%); English – UK (4%); German (0.4%)

The CPC extends a heart-felt thank you to each of our keynote speakers: Dr. Roberta Timothy, Robin Rowe, Dr. Rhonda C. George, Dr. Kathy Hogarth, Dr. Robert J. Reid, Susan Roy, Boulou Ebanda de B'éri, Kelly Skinner, Lydia-Joi Marshall, Wendi L. Adair, and Moses Tetui. Individually, each of these speakers were impactful and exceptional in both the focus and delivery of their content. Collectively each of our speakers highlighted the opportunity that is in front of us to not only assess and understand where and why our current systems, practices and policies are not meeting our ethical duty to ensure respect for persons, concern for welfare and justice; not just in the research we conduct and oversee, but in the very structures, processes and systems we operate within that create the environment through which human research is conducted.

The CPC also extends our thanks to the Secretariat on the Responsible Conduct of Research, the Panel on Research Ethics, the Panel on the Responsible Conduct of Research and our 3 federal granting agencies - the Canadian Institutes of Health Research, the Natural Sciences and Engineering Research Council of Canada and the Social Sciences and Humanities Research Council of Canada through which CAREB was able to secure funding to partially cover the costs of our conference. We are grateful to these agencies, federal panels and the secretariat for the availability and awarding of this funding.

Our bilingual English to French and French to English translation and simultaneous interpretation services and supports were the result of the great work of William Bonami who lead the translation of our written conference materials (resources, presentations, conference platform content, engagement content), and Pendleton Translations Limited, who lead the simultaneous interpretation during the event through the skill and services of Pierre Lacoste and Awa Dembele-Yeno, our conference interpreters. We also extend our gratitude and appreciation to Encore Global, the company who hosted our Chime Live Conference platform, specifically we wish to acknowledge Disa-Marie Cameron, Nicholas Folkins, Adrian Morris and the entire Encore team including the digital services team, technicians, operations and their Chime Live technical support team, each of whom were instrumental to the success of our event – thank you all!

We sincerely thank the many members of our 2022 Virtual Conference Planning Committee: Jeffrey D'Souza, Guillaume Paré, Julie Joza, Dianna Raymond-Watts, Janice Moseley, Melissa Dobson, Sunila Kalkar and to Charmaine Kabatoff who joined us in reviewing and making decisions on the many proposals received in response to our call for conference session proposals. A very special thanks goes to Melissa Dobson and Sunila Kalkar whose design expertise lead our conference promotional material and the reach and impact we had in raising awareness about the event pre and post event through our social media channels.



KEYNOTES

Figure 1. 2022 Conference Attendee Experience Responses



We also thank Troy Chartier at Swift Media for his support with our conference and main websites which together supported our conference campaign and processing registrations.

At the end of our 3 day conference, attendees shared words that described their CAREB-ACCER 2022 conference experience (Figure 1); we appreciate each of our conference attendees for their engagement in our conference program, and sharing their experiences, thoughts and ideas with us. Our conference program was designed to showcase and enable advancements in research ethics practice, including providing opportunities for innovative approaches to research ethics review, conduct and practice, and promoting ethical research that is relevant with the times. To enable this our goal for this conference was to continue to highlight and demonstrate the significance and importance of

equity, diversity and inclusion considerations in research ethics practice. With the feedback received during the conference, we are pleased to see that attendees connected with the content. We look forward to learning more about the impact of the conference sessions, experiences and learnings will have on each of us individually, and more broadly for human research and research ethics practice.

On behalf of our Board of Directors, we thank each of you, our membership, for your engagement with and contributions to our conference program and experience. We look forward to learning more about your conference experiences once our conference evaluation survey closes. If you have not yet had an opportunity to complete the conference evaluation survey, please consider spending some time to do so, we continue to value and leverage your input in our conference program.



Sincerely,

Delilah Ofosu-Barko and Catherine Paquet

OPERATIONS REPORT

Current Membership

Diana Raymond-Watts, CAREB-ACCER Vice President, Operations
Jeff D'Souza, CAREB-ACCER Director of Membership
Sunila Kalkar, CAREB-ACCER Director of Communications
Catherine Paquet, CAREB-ACCER Past-President
Delilah Ofosu-Barko, CAREB-ACCER President

The Operations Team supports all activities led by the CAREB-ACCER Board, the Conference Planning Committee, and the professional development initiatives. Members of this team are responsible for engaging with current and emerging participants within the research ethics ecosystem to share details about professional development activities and best practices.

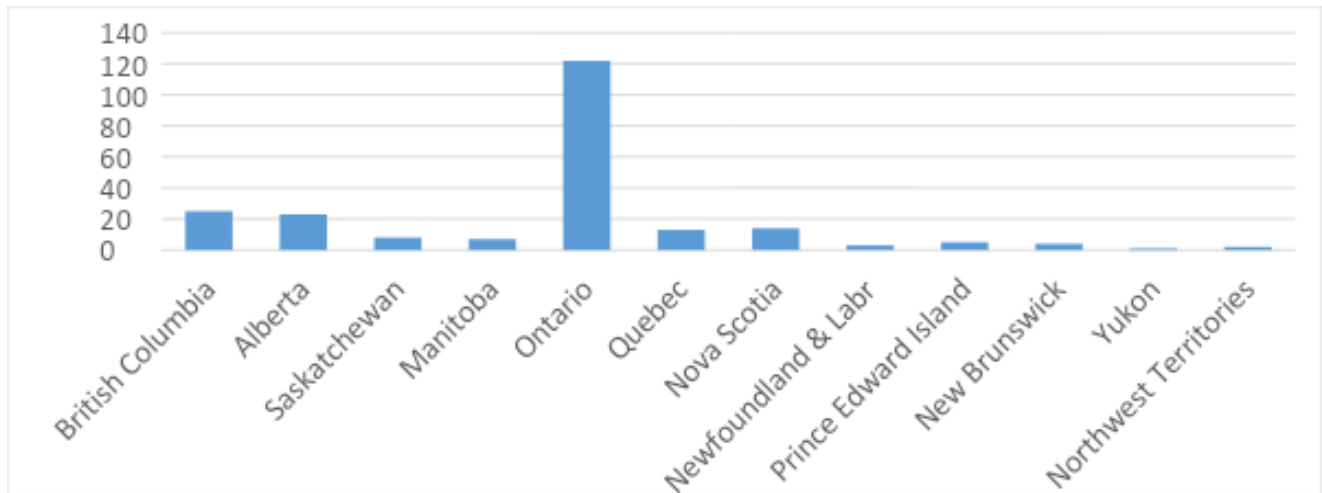
We want to thank Swift Media for all of the great work they do to support our website <https://car.eb-accer.org> so we can stay connected with our members through key features such as an enhanced search function, access to the CAREB-ACCER Forum, newsroom and our professional development resources.

Over the past year, under the leadership of Sunila Kalkar, the CAREB-ACCER Communications Team has placed a great deal of emphasis on expanding our social media presence via tools such as MailChimp, LinkedIn and Twitter. During the period from July 1, 2021 to June 4, 2022 – CAREB-ACCER distributed 12 newsletters /communications to our subscribers via MailChimp resulting in 3919 read emails. Our member only listed CAREB-ACCER LinkedIn group currently has 389 members representing an increase of 30 members since last year when we had 359 members. To circulate our messages to wider audience, we launched our new CAREB-ACCER LinkedIn page (<https://www.linkedin.com/company/77141896/admin/>) in November 2021. This page currently has over 151 followers. The majority of CAREB-ACCER LinkedIn followers are research, education and healthcare professionals based primarily in Canada and USA. Finally, the organization's Twitter account (@carebaccer) currently has 283 followers representing 13.2% increase over last year when CAREB-ACCER had 250 Twitter followers. We encourage you all to stay social and follow-us on our LinkedIn and Twitter accounts.

CAREB-ACCER's continual success and positive impact across the broader Canadian research ecosystem is a result of the voices, perspectives, and contributions of our membership. We are pleased to report our membership in 2021 was 229 members, which was an increase in 15 new members over the 2020 calendar year. As of May 29, 2022, we had 227 CAREB-ACCER members, and are on pace to grow our membership even larger in this present calendar year.

A big thank you to many of the returning members who have renewed their membership this past year, and a warm welcome to all our new members – we are excited to have you on board!

CAREB-ACCER members in 2021 came from every province in Canada as well as from two territories.



Jeff D’Souza, 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@carebaccer.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.

Closing Remarks

Thank you to an amazing group of friends and colleagues on the CAREB-ACCER Board of Directors that made this landmark year possible. I am looking forward to continuing on our learning journey with our current and future CAREB-ACCER Membership.

Respectively submitted,

Diana Raymond-Watts
 CAREB-ACCER, Vice-President, Operations

BOARD MEMBERSHIP & NOMINATIONS REPORT

Terms Ending

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

- Catherine Paquet, University of Ottawa (1-year term renewal)
- Melissa Dobson, Northern Alberta Institute of Technology (3 year term renewal)
- Guillaume Paré, Polytechnique Montreal (3-year term renewal)

Resignation

- Sharon Newman resigned from the Board effective December 31, 2021.
- Katarin MacLeod resigned from the Board in September, 2021.

Vacancies

There are currently three director vacancies on the Board. A call for new member nominations was put out on May 8, 2022, with a closing date of May 24, 2022.

CAREB-ACCER BOD Nominations Review Committee

The BOD Nomination Review Committee makes a strategic contribution to the work of the Board and the Association by ensuring that candidates are individuals who can contribute significantly to achieving the goals of CAREB-ACCER, and in so doing consider the current members of the board, it's needs and planned activities. The committee reviewed candidate submissions and gathered the week of June 6 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

Guillaume Paré, Member at Large

Arthy Sabapathy, Sick Kids

Linda Longpre, University of Calgary

The committee recommends to the CAREB-ACCER Secretary that the following persons be considered by vote of the membership:

- Taylor Maryann Wilson (First Nations Health and Social Secretariat of Manitoba)
- Amir Fard (SAIT Polytechnic)
- Marie-Laurence Tremblay (Nova Scotia Health)
- Bruce Martin (Thompson Rivers University)

Bios:

Taylor Maryann Wilson

Taylor is an Anishinaabe/Ininew/Filipina woman from Fisher River Cree Nation (Ochekwi Sipi) with connections to Fairford First Nation (Pinaymootang), Peguis First Nation, and the Ilocano region of the Philippines. She currently holds a Bachelors in Cultural Anthropology and Conflict Resolution and a Masters in Development Practice: Indigenous Development. She holds knowledge and skills in the areas of anti-colonial frameworks and Indigenous health and well-being through her work with various academic and community organizations such as

the University of Winnipeg, the University of Manitoba, RRC Polytech, and the South Australian Health and Medical Research Institute. Currently, she holds a position in the Research Department of the First Nations Health and Social Secretariat of Manitoba as their Research Ethics Coordinator where she is working to develop a First Nations-based research ethics framework for health and well-being research and coordinating the First Nations Health Information Research Governance Committee, the only regional-level First Nations research ethics board in Manitoba.

Amir Fard

Amir Fard serves as the vice chair of SAIT Academic Faculty Association, SAFA, since early June this year following a nine-year period of acting as an executive board member. As the lead Geology faculty at SAIT he has focused on delivering a wide range of courses in industrial management, organizational structure, and technical geology. SAIT Polytechnic is well known for its international educational environment with students and faculty from more than 100 countries. Amir joined SAIT in 2012 and led the globalization of upstream knowledge transfer in the MacPhail school of Energy. Amir has managed to organize seven technical conferences and international sessions in Sweden, USA, and Canada. With passion to lead studies, since 2012 Amir has executed four research projects designed to investigate the impact of Faculty enthusiasm and engagement on the wellbeing of SAIT's multinational student body by analysis of students' mental attitude and their academic achievement. As an active member of Joint SAFA-SAIT Executive Committee, since 2014 Amir has been engaged in improving SAFA board's strategic thinking by organizing and leading ad hoc taskforces to redefine a variety of high administrative goals which include development of SAFA mission and vision statements. He was also actively engaged in the development and implementation of SAIT's new student feedback questionnaire in 2017. As a passionate advocate and agent of change, Amir continuously gauges SAFA board's strategic health and provides critical initiatives. He is a purpose-oriented and solution-focused board member who has eventually helped creating positive developments in membership expansion plans and strategic growth. Amir is recognized as an exceptional dynamic leader, strategic thinker, and public speaker with a track record of international networking efforts and joint research leadership. As a successful innovator, Amir initiated three startups in pharmaceutical and medical technologies. He was the recipient of the Innovator of the Year prize in medical technologies in the City of Stockholm in 2007. Thanks to his wide international background Amir is a seasoned achiever of Diversity, Equity, and Inclusion (DEI) in goal-setting, strategic planning, and implementation of taskforces. Amir graduated with a BSc in Geology from Shiraz University, Iran, in 1985 and received his PhD from Stockholm University, Sweden, in 1998.

Marie-Laurence Tremblay

Dr. Marie Tremblay is the Research Ethics Manager at Nova Scotia (NS) Health. In her role, she oversees the operational stability, quality and efficiency of the research ethics review process while working cross-functionally within the NS Health Research, Innovation & Discovery portfolio to harmonize and facilitate clinical research. Marie is also part of the Research Leadership Team responsible for developing and implementing a Clinical Trials Unit that will revitalize research operations in NS's provincial health care system. Prior to joining NS Health, Marie was pursuing a Postdoctoral Fellowship with the Biomedical Translational Imaging Center in Halifax in partnership with IMV Inc., a local pharmaceutical company, developing innovative pre-clinical magnetic resonance imaging techniques for evaluating immuno-oncology treatments in gynecological cancer models. She holds a PhD in Biochemistry and Molecular Biology from Dalhousie University and received a Certificate in Policy Development & Implementation from St. Mary's University.

Bruce Martin

Bruce Martin is an Associate Professor of Human Enterprise and Innovation at Thompson Rivers University (TRU), who has extensive experience in management and governance roles with for-profit and non-profit organizations in North America, Europe, and Asia. As an active member of TRU's REB since joining the school in 2018, Bruce has helped to update their terms of reference, and is working collaboratively to improve the Board's effectiveness in serving their entire community. As an active member of the Administrative Sciences Association of Canada (ASAC), where he serves on the conference executive committee for his division, Bruce has hands on involvement in conference planning, program design and program delivery.

Bruce brings a deep understanding of ethics and a strong commitment to ethical conduct, building on his Master's in Philosophy focused on ethics and PhD in Organizational Behaviour focused on vocational inclusivity for people with disabilities. This coupled with over 30 years of middle management, senior management, and governance roles on three continents, gives Bruce a unique set of skills and knowledge for leading and working collaboratively in organizations with strong ethical foundations.

As a volunteer for non-profits, Bruce has experience as both a hands-on laborer and a board director, including as board governance chair. His Board of Directors experience includes both small, informal boards and large, formal boards. An example of the former is the St. Clements Recreation Services Board, which Bruce helped to create in 2004 to save the local arena in his district, and whose working board he served on for four years. A medium size board on which Bruce served as home-building-worker as well as board governance chair is Habitat for Humanity Waterloo Region, and a large, formal board that Bruce served on is the Waterloo Region District School Board (for which he was paid a \$5k honorarium, so not actually volunteer), which at the time ran 112 schools involving 60,000 students and 5,000 staff.

Board of Directors Slate

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
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