

## Ontario Cancer Research Ethics Board N2/CAREB REB SOP Addendum

OCREB has adopted the N2/CAREB REB SOPs. However, in order to reflect specific OCREB requirements, this addendum must be used in tandem with the SOP noted below\*.

### N2/CAREB SOP 302 – REB Meeting Administration

SOP Section	OCREB Addendum
<b>5.4.7</b> Only those REB members present (i.e., in person, or via videoconference or teleconference) at the Full Board meeting may participate in the deliberation and final decision regarding approval. Voting must not be asynchronous and cannot be anonymous.	<ul style="list-style-type: none"> <li>• Written comments from an absent REB member shall be allowed to inform the consideration of an application.</li> <li>• The absent member will not be counted toward quorum or be able to vote on the outcome of an application.</li> </ul>
<b>5.5.3</b> The REB’s concerns, clarifications and recommendations to the Researcher as discussed at the REB meeting are included in the REB review letter that is sent to the Researcher.	<b>5.5.3</b> The REB’s concerns, clarifications and recommendations to the Researcher as discussed at the REB meeting are included in the REB review letter that is sent to the Researcher, <b>which is accessible to all OCREB members in the online system. The information documented in the letter may be included in the REB meeting minutes;</b>
5.6 5.6.1 – 5.6.3	<b>5.6 Meeting Minutes</b>  5.6.1 The minutes are <b>accessible in the online system to all OCREB members</b> . The Chair will inform the members of the posting and indicate that any changes to the minutes will be accepted prior to the next meeting.  5.6.2 The Chair will ensure that the REB Office Personnel make any required changes to the minutes.  <b>5.6.3 The final minutes are posted in the online system and are accessible to all OCREB members.</b>
<b>N/A</b>	<b>New Section</b> <ul style="list-style-type: none"> <li>• The REB Chair or designee may establish an ad hoc subcommittee when one or more submissions require full Board review prior to the next regularly scheduled full Board meeting;</li> <li>• The subcommittee composition will be in accordance with the standard REB membership requirements, including a minimum of five members covering all six membership categories;</li> <li>• The REB Chair or Vice-Chair will chair the subcommittee meeting;</li> <li>• The subcommittee meeting will follow the standard meeting administration procedures;</li> </ul> The meeting minutes are accessible in the online system to all OCREB members

Revision History	
Date/Version	Summary of Changes
August 28, 2018/001	Original version.
December 4, 2019/002	5.5.3 SOP Section: 2 <sup>nd</sup> sentence removed for consistency with N2/CAREB REB SOP v3 5.7.1: removed as the addendum is not required with the changes to N2/CAREB SOP v3
November 3, 2021/003	5.6.1 – 5.6.3 revised to remove voting procedure for REB minutes.
March 21, 2025/004	5.4.8 added to indicate that members not present at the meeting can comment on an application but they will not be counted towards quorum or vote. Formatting of table.
June 5, 2026/005	5.4.7 – Addition of “Voting must not be asynchronous and cannot be anonymous.”