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## OCREB Advisory Committee Terms of Reference

### Introduction

The Ontario Cancer Research Ethics Board (OCREB) was introduced in December 2003 in response to a need to improve and streamline ethics reviews of multi-centre oncology research. OCREB's primary responsibility is to protect the safety and rights of human research participants. OCREB serves as an expert oncology research ethics board for the hospitals in Ontario that conduct cancer clinical trials. OCREB provides rigorous ethics review and oversight of multi-centred cancer trials.

OCREB is a program of the Ontario Institute for Cancer Research (OICR), but it is an independent body operating at arm's length from programmatic, and research structures within the OICR. OCREB is accountable to the OICR Board of Directors through the OICR Governance Committee and the OCREB Advisory Committee. The OCREB office reports through the OICR Deputy Director.

### Terms of Reference

#### 1. Authority

The OCREB Advisory Committee reports to the OICR Board of Directors through the OICR Governance Committee.

#### 2. Purpose

The purpose of the OCREB Advisory Committee is to ensure the independence of OCREB in its decision-making and to ensure the quality of the ethics reviews. The responsibilities of the OCREB Advisory Committee are to:

- 2.1. Make recommendations to ensure that appropriate systems and controls are in place to maintain the ongoing arms-length independence of OCREB (e.g., conflict-of-interest policies) and compliance with applicable regulations and guidelines;
- 2.2. Make recommendations on the proposed strategic directions and priorities as well as the management of risk for OCREB;
  - Review and make recommendations on the annual goals and objectives and performance metrics;
  - Review the OCREB finances and provide recommendations on adequacy of financial and administrative resources;
- 2.3. Recommend to the OICR Governance Committee appointment of the OCREB Chair and Vice-Chair(s) and succession planning for these positions;
- 2.4. Approve the appointment of members of OCREB upon the recommendation of the OCREB Chair;
- 2.5. Oversee the annual performance evaluation of the OCREB Chair and report the results to the OICR Governance Committee through the OICR Deputy Director, and provide input to the OCREB Chair on the performance of the Vice-Chair; Provide annual feedback to the OICR Deputy Director on the performance of the Executive Director.

### **3. Membership**

- 3.1. The Committee shall not exceed five voting members;
- 3.2. Voting members shall not be members of the OCREB or employees of OICR;
- 3.3. The Committee Chair and members shall be appointed by the OICR Board based on relevant experience and expertise;
- 3.4. Membership shall reflect expertise in research ethics and human research protection programs and should include persons with in depth knowledge of oncology research, research ethics, clinical trials management, and program performance;
- 3.5. The OCREB Chair, Vice-Chair(s) and the Executive Director will be non-voting ex-officio members of the Committee and will not be counted as part of the total committee membership.

### **4. Terms of Appointments**

- 4.1. Members will be appointed for three-year terms which may be renewed, up to a maximum of two terms, with possibility of extension for up to a one year. To maintain continuity, terms may be staggered;
- 4.2. A member may withdraw at any time upon written notification to the Chair.

### **5. Meetings**

Meetings will be held at least twice per year and may be held in person, by teleconference or videoconference. At least one meeting per year should be held in person. A majority (50 per cent plus one) of the voting members shall constitute quorum.

### **6. Reporting**

The OCREB Advisory Committee shall provide an annual report to the OICR Board to the Governance Committee through the OICR Deputy Director. When there are items for OICR Governance Committee or Board discussion and/or approval, presence of the Chair of the OCREB Advisory Committee or designee may be required.

### **7. Compensation**

- 7.1. Members will be reimbursed for reasonable travel and accommodation expenses incurred to attend meetings (including, but not limited to, expenses for economy class airfare, accommodation, meals, mileage, rental cars, parking, couriers, telephone calls, facsimiles and Internet access, but excluding alcohol and personal entertainment). Members will submit appropriate receipts for any such expenses in accordance with OICR policies.
- 7.2. Members will not be remunerated for their work as members of the Committee.

These Terms of Reference shall be reviewed every three years.