

ANIMAL EXPERIMENTATION ETHICS COMMITTEE

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TERMS OF REFERENCE

THE AEEC HAS TERMS OF REFERENCE WHICH INCLUDE PROVISION TO:

1. Approve guidelines for the care of animals that are bred, held and used for scientific purposes on behalf of the institution;

These will include all guidelines that appear on the AEEC website.

2. Oversee the acquisition, transport, production, housing, care, use and disposal of animals;

The AEEC will inspect facilities at least on an annual basis. The AEEC Executive Officer and other AEEC members may inspect facilities as required by the Committee in order to fulfil its obligation to meet this Term of Reference. The AEEC's review of proposals addresses and seeks clarification on a case by case basis concerning the above points

3. Recommend to the institution any measures needed to ensure that the standards of the Code are maintained;

This will include recommendations concerning relevant education programs, the provision of advice on all matters that may affect the welfare of animals used for scientific purposes, including the building or modification of animal facilities, the approval of guidelines for animal care, the reporting of instances of non-compliance and the implementation of remedial measures. It will include recommending to the ANU any measures needed to ensure that the standards of the *Australian Code for the Care and Use of Animals for Scientific Purposes* are maintained.

4. Describe how new members are appointed according to procedures developed by the ANU;

The Executive Officer of the AEEC will monitor the membership needs of the AEEC in consultation with the Chair and in accordance with the *Code*. The Executive Officer will call for expressions of interest' and following discussion with the Chair will subsequently write to the prospective member outlining the conditions of the membership category and inviting that person to join the AEEC. Upon acceptance the Executive Officer will make a recommendation to the Vice-Chancellor. An appointment may or may not be made by the Vice-Chancellor. Appointment will normally be made for a period of three years. Appointments are renewable on a three year basis. Members may retire from the AEEC by giving notice in writing.

5. Require that members declare any conflicts of interest;

Members are required to declare general potential conflicts of interest at the commencement of the meeting. Should a member consider a conflict of interest arises at any subsequent time during the meeting then that conflict of interest should be identified at that time.

6. Deal with situations in which a conflict of interest arises;

The AEEC will deal with situations in which a conflict of interest arises, including any situation where a member of the AEEC has an interest that may be seen to influence the objectivity of a decision. It will do so by originally identifying the possible conflict of interest during the course of business. Full discussion will occur between the relevant Committee member and the remainder of the AEEC. If felt necessary the member so affected may be asked to leave the

meeting while the Committee fully discuss the situation and decide on an appropriate course of action.

7. Examine and approve subject to modification, or reject written proposals relevant to the use of animals for scientific purposes;

Meetings will be held monthly for every month except December. Applicants will be advised of AEEC decisions within 5 working days of the meeting. The AEEC will make decisions based on consensus.

8. Approve only those studies for which animals are essential and justified and which conform to the requirements of the *Code*, taking into consideration the balance between impact on the animal(s) and the anticipated scientific or educational value;

This will include assessment whether the applicant provides information that details appropriate justification of animal use, the impact on the animal(s) of the proposed use and adequate demonstration of how that impact will be minimised, and that it complies with the principles of Replacement, Reduction and Refinement.

9. Withdraw approval for any project;

The AEEC on detection of any non-compliance will consider the immediate suspension of that activity until remedial action is initiated. If it is considered that non-compliance is sufficiently serious approval may be permanently withdrawn for that approved project.

10. Authorise the emergency treatment or humane killing of any animal;

The AEEC's Executive Officer or the other veterinarian on the committee may in his/her veterinary capacity deem that emergency treatment or euthanasia is necessary. Every attempt should be made to consult with the experimental group leadership before emergency measures/euthanasia is implemented.

11. Examine and comment on all institutional plans and policies which may effect the welfare of animals used for scientific purposes;

In accordance with the *Code* the AEEC must examine and approve all institutional plans and policies which may affect the welfare of animals used for scientific purposes.

12. Maintain a register of proposals and approved projects;

The AEEC will maintain a register of all proposals and approved projects.

13. Comply with the reporting requirements of the ANU and the *Code*;

The AEEC will report to ANU Council on an annual basis. Similarly it will report to State and Territory Governments as required. It will also report to NH&MRC as requested.

14. Perform all other duties required in the *Code*.

The ANU AEEC undertakes to perform all other duties required in the *Code*.