

UNIVERSITY OF CAPE TOWN
SENATE ANIMAL ETHICS COMMITTEE (SAEC)
TERMS OF REFERENCE

1. STATUS

Committee of Senate (in Research Cluster; parent committee = University Research Committee)

2. DATE OF APPROVAL AND GENERAL RULES AND GUIDELINES

- a. **Date of approval:** Senate, via PC1A/2001 dated 7 February 2001; Senate, via PC09/2003 dated 24 September 2003; Senate, via PC01/2004 dated 28 January 2004; Senate, 30 March 2012; Senate, via PC03/2018 dated 19 March 2018
- b. **General Rules And Guidelines For Committees**
These terms of reference should be understood in conjunction with the general rules for procedures for committees, as amended from time to time, and published in the Principal's Circular.

These terms of reference should be read in conjunction with the UCT Research Ethics Code for use of Animals in Research and Teaching; the Appeal to Senate Animal Ethics Committee Standard Operating Procedures, and the UCT Policy and Standard Operating Procedures for the Scientific Use of Non-Human Primates and the UCT Policy and Procedures for Breach of Research Ethics Codes and Allegations of Misconduct in Research.

3. PURPOSE

To ensure compliance with the highest ethical standards in the use and care of animals for scientific purposes and medical experiments; to contribute to oversight of research and teaching involving animals without conflict of interest or the appearance of conflict of interest in regard to the ethical use of animals for scientific purposes.

4. COMPOSITION

- a. The Vice-Chancellor (*ex officio*)
- b. The Deputy Vice-Chancellors (*ex officio*)
- c. The Chair of each Faculty Animal Ethics Committee
- d. One member of the academic staff, of each Faculty that uses animals for research and teaching purposes, appointed by that Faculty. If this member is not available for any of the meetings, the Faculty is requested to identify a Proxy.

- e. A veterinarian employed or contracted by the University who shall serve as the Independent SAEC Veterinarian.
- f. Four members of academic staff, who are not involved in research or teaching involving animals, and are not appointed in faculties in which animals are used for scientific and research purposes, appointed by Senate.
- g. One postgraduate student or one postdoctoral research fellow, from each Faculty that uses animals for research and teaching purposes, nominated by the Student Representative Council
- h. The Director of the Research Animal Facility, Faculty of Health Sciences
- i. The veterinarian of faculties that uses animals for scientific purposes
- j. An inspector from the National Society for the Prevention of Cruelty to Animals (Assessor member).
- k. Manager, Office of Research Integrity (Assessor member).

5. CHAIR/DEPUTY CHAIR

Chair: A person nominated by the Vice-Chancellor, in consultation with the Committee

Deputy: A member of the Committee elected by the Committee.

NOTE: Both the Chair and Deputy Chair should be senior UCT staff and preferably neither should be current animal researchers.

6. QUORUM AND ATTENDANCE RULES

- 6.1. A quorum shall consist of more than 50% of the non-*ex officio* members of the committee.
- 6.2. Regular attendance at the committee's meetings is essential in order to maintain continuity and cohesion in the execution of the committee's responsibilities. Committee members are expected to demonstrate their commitment to the committee by regularly attending meetings of the committee, except when prevented by unforeseeable events or on official leave.
- 6.3. The Chairs of the respective Faculty AECs are responsible for ensuring that at least one representative from their Faculty is present at each SAEC meeting.
- 6.4. Where committee members are prevented from attending any committee meeting, they should notify the Chair and Servicing Officer of their expected absence.
- 6.5. If a committee member is absent for two consecutive meetings without first notifying the chair or servicing officer of their absence, or if a committee member is absent for three consecutive meetings having notified the chair of their absence, that committee member is in breach of their obligations and is liable to be removed from the committee, subject to SAEC approval and endorsement by the SAEC Chair.

7. TRAINING

- 7.1. All members of the committee are required to undergo induction/orientation training. The extent of this training may be reduced by consensus of a quorate committee.
- 7.2. Topics for induction/orientation training shall include, but not be limited to, the following:
 - a. Moral Philosophy
 - b. Ethical Principles (3 or 4 R's)
 - c. Animal sentience
 - d. Value of Animal Research
 - e. Overview of animal use at UCT
 - f. Institutional policy, National Standards, Laws and Compliance
 - g. Creating a Culture of Care
 - h. Compassion fatigue
 - i. Occupational wellness
- 7.3. All members of the committee are required to undertake maintenance/refresher training, in accordance with the SANS 10386:2008 guide "The Care and Use of Animals for Scientific Purposes". In this regard, a minimum of 2 SAEC-held training sessions, seminars or panel discussions must be attended each year.
- 7.4. Where a committee member has undertaken relevant training outside of the committee, instead of training sessions, seminars or panel discussions organised by the SAEC Chair, they must provide written proof, confirming the type and duration of the training.

8. TERMS OF OFFICE

- 8.1. Each member shall receive a letter of appointment specifying a term of service for four years from 1 July in the year of appointment; students are appointed for one calendar year.
- 8.2. If the identity of a Chair of a Faculty AEC changes in the course of the current round of appointments to SAEC, the new Chair is co-opted to SAEC until the next round of appointments occurs.
- 8.3. In their individual, personal capacities, SAEC members shall be held harmless of institutional liability in regard to the activities, or omissions thereof, of the SAEC.
- 8.4. Each member will be requested to sign a conflict of commitment declaration, for transparency purposes.

9. TERMS OF REFERENCE

- 9.1. To ensure the implementation of the UCT Research Ethics Code for use of Animals in Research and Teaching; the Appeal to Senate Animal Ethics Committee Standard

Operating Procedures, and the UCT Policy and Standard Operating Procedures for the Scientific Use of Non-Human Primates and the UCT Policy and Procedures for Breach of Research Ethics Codes and Allegations of Misconduct in Research.

- 9.2. To audit reports from Faculty Animal Ethics Committees or external institutions hosting UCT research (via a memorandum of understanding or co-operative research agreement) regarding ethics review and clearance processes, animal use statistics, committee rosters, training of committee members and personnel who use animals for scientific purposes, authorisations for key procedures received by personnel in the faculties, documentation of facility registrations and certifications (e.g. certifications issued by the Department of Agriculture, Forestry, and Fisheries (DAFF), and registrations by South African Veterinary Council (SAVC)) on a quarterly basis.
- 9.3. To audit protocol approvals for specific categories of research, as identified in applicable UCT Animal Ethics Policies.
- 9.4. To assist in the appointment of a Independent SAEC veterinarian, who shall have no conflict of interest or commitment with respect to duties of inspection associated with animal research or teaching activities, and who shall be independent of Faculty Animal Ethics Committees and animal researchers, including principal investigators, investigators, key personnel and others involved in the care and use of animals for scientific purposes at the institution.
- 9.5. To determine the obligations of the Independent SAEC Veterinarian, including inspection of any facilities or areas used in animal science and research or teaching at any time.
- 9.6. To advise Faculty Animal Ethics Committees, as appropriate, to ensure that research and teaching involving animals takes place only in accordance with the highest ethical standards
- 9.7. To advise Faculty Animal Ethics Committees as ethical standards evolve in the field of animal research.
- 9.8. To hear appeals forwarded from Faculty Animal Ethics Committees in terms of the Standard Operating Procedure for Appeals to Senate Animal Ethics committee.
- 9.9. To make proposals for policy on research and teaching involving use of animals.
- 9.10. Where appropriate, to facilitate deference of oversight and monitoring of animal research to other institutions under the SANS 10386 and in accordance with other UCT policies for purposes including but not limited to remoteness, feasibility, or expertise constraints on direct oversight and monitoring by the Independent SAEC Veterinarian.

10. PROCEDURES

- 10.1. The Senate Animal Ethics Committee meets four times per annum but may convene additional meetings if necessary.

- 10.2. The Committee must call for Faculty codes to be lodged with SAEC for information and reference purposes, at least once every three (3) years.
- 10.3. The Committee should encourage discussion and debate around ethical topics of interest or concern amongst users of animals to facilitate clarification and transparency in sharing information to ensure the maintenance of the highest ethical standards in research and teaching.
- 10.4. The Committee must submit an annual report to Senate for approval.

11.DELEGATED AUTHORITY

The Committee has the power to act on behalf of Senate

- a. to resolve, advise on, or otherwise deal with concerns, questions and disputes about the implementation of the UCT Research Policy and the UCT Research Ethics Code for Use of Animals in Research and Teaching in the care and use of animals in research and teaching, and other policies, guidelines and codes of conduct on these matters.
- b. to hear appeals in terms of the Standard Operating Procedure for appeals to Senate Animal Ethics Committee.
- c. to instruct that scientific, research or teaching use of animals be suspended or terminated upon determination of legal or regulatory noncompliance or in the event of welfare concerns, established through monitoring or inspection procedures, or official reporting.

12.SERVICING OFFICER

This committee is serviced by the Office of Research Integrity; Research Office.

[Last updated March 2018]