



AGENDA FOR A ONE-DAY CCAC ASSESSMENT VISIT

DATE OF REVISION: October 2017

This agenda is intended to help institutions prepare for a one-day assessment visit. The agenda may be modified to accommodate institutional or CCAC needs, following discussion with the associate director of assessment responsible for the visit. A draft agenda should be sent to the associate director of assessment **at least three months before the visit**. Further details on the assessment process may be found on the [CCAC website](#). The most important task for the institution, in preparation for the visit, is to fill out sections 1 to 5, and 7, of the CCAC *Animal Care and Use Program Review Form (PRF)*, as well as section 6 for the relevant type(s) of animal facilities. The PRF is used as the basis for all assessments by the CCAC.

The following generic agenda is typical for a one-day visit:

9:00 – 11:00	Initial meeting of the CCAC assessment panel with institutional representatives (senior and other administrators, animal care committee (ACC) members (including ACC coordinators, community representatives), veterinary and animal care staff, researchers, and instructors).
11:00 – 12:00	The assessment panel reviews selected animal protocols, standard operating procedures (SOPs), and any other relevant documentation.
12:00 – 13:00	Lunch for assessment panel and institutional representatives (a simple, in-house lunch is appreciated), during which issues identified during the documentation review can be discussed.
13:00 –	Site visit of the animal facilities (where applicable).
.... –	One hour in camera assessment panel meeting.
.... –	Summary meeting between the assessment panel and institutional representatives (approximately 20-30 minutes).

INITIAL MEETING

Upon their arrival at the institution, the CCAC assessment panel members will request to be provided with a few selected, complete animal protocols with associated correspondence (complete protocol files), SOPs, and any other relevant documents for them to review during an approximately one-hour period following the initial meeting.

A period of no less than two hours must be reserved at the beginning of the day for the initial meeting. This period will be used to complete a thorough review of the institution's animal ethics and care program, focusing on the structure and administration of the program, ACC functioning, veterinary and animal care services, continuing education and training, and occupational health

and safety. Complete, but concise, pre-assessment documentation (in the CCAC *Animal Care and Use Program Review Form* format) is of great importance in keeping this meeting productive. The following persons should be in attendance:

- senior institutional representatives (in particular, the person to whom the ACC reports);
- members of the ACCs;
- senior veterinary and animal care personnel; and
- any researchers and instructors who wish to attend.

The agenda of the initial meeting should be as follows:

- Welcome from the senior administration of the institution and a presentation of no more than 15 minutes on the institutional animal ethics and care program, including any significant changes/plans since the previous assessment and for the foreseeable future.
- Update on the CCAC program from the associate director of assessment and introduction of the assessment panel members (10 minutes).
- Questions by the assessment panel on the structure and administration of the animal ethics and care program, and then on the first five sections and last section (Section 7) of the CCAC *Animal Care and Use Program Review Form*, as filled out by the institution:
 - Section 1: General Information
 - Section 2: Animal Care Committee Functioning
 - Section 3: Animal Use Protocol Form
 - Section 4: Veterinary and Animal Care Services
 - Section 5: Continuing Education and Training, Occupational Health and Safety, and Crisis Management
 - Section 7: Summary of the Program
- Concerns of the institution (regarding animal care, the CCAC program, etc.).

SITE VISIT (WHERE THERE ARE ANIMAL FACILITIES)

The assessment panel may be accompanied by the chair of the ACC, senior veterinary and/or animal care representative(s), and/or other ACC or institutional representatives. The following areas should be visited by the assessment panel, who will also use the information contained in Section 6 of the CCAC *Animal Care and Use Program Review Form*, as filled out by the institution:

- animal holding and care facilities, including barrier and containment facilities, as well as support/service areas;
- animal procedure rooms and surgical facilities; and
- other areas in which animals are involved in research or teaching (e.g., laboratories).

Sufficient time should be reserved for the visit of each animal facility and for any travel between units. As many researchers, instructors, and caretakers as possible should be available to meet with the assessment panel during the tour of the facilities.

SUMMARY MEETINGS

Assessment Panel Meeting (in camera)

The assessment panel requires approximately 60 minutes to meet privately to prepare a summary of its findings prior to the final meeting.

Final Meeting with Institutional Representatives

The final meeting may last 20-30 minutes and should include most, if not all, of the representatives present for the initial meeting:

- senior institutional representatives;
- members of the ACCs; and
- senior veterinary and animal care personnel.

The assessment panel's preliminary recommendations will be presented verbally and discussed, and the more important recommendations will be emphasized. All CCAC recommendations will be included in the final, written report sent after the visit. The final meeting also provides an opportunity for institutional representatives to discuss, with the assessment panel members, the most appropriate means to address any concerns raised.

SAMPLE