The Executive Subcommittee of the University Animal Care Committee (UACC) is the University body responsible for addressing urgent and/or sensitive animal care and use issues arising at McGill University and its affiliated institutions, which demand immediate attention prior to a full UACC meeting being convened.

The items under the jurisdiction of the Executive Subcommittee include a) all teaching and research use of animals (carried out on the McGill premises or off-site) by persons in their capacity as faculty, staff or students of the University and its affiliated institutions b) all activities involving animals carried out on University/affiliated institutions premises, using the facilities, equipment or resources, by individuals or organizations who are not formally affiliated with McGill University.

1- MEMBERSHIP

Membership of the Executive Subcommittee of the UACC shall include:

a) the UACC Chair (Chair)
b) the UACC Vice-Chair (Vice-Chair)
c) the UACC Community Representative(s) (optional)
d) an Ethicist
e) the Director of the Comparative Medicine Animal Resources Centre
f) a Director of the Office of Public Affairs at McGill or Affiliated Hospital Research Institutes
g) the Director of the Animal Compliance Office
h) an Animal Compliance Office staff (secretary)
i) Representative of Animal Facility Managers
j) other person(s) invited by the Chair
k) in exercising actions other than in 4a), 4b) and 4c), the FACC Chair and investigator will be invited to the meetings as ex officio members

2- REPORTING

The Executive Subcommittee shall report issues and action taken to the UACC at its next meeting.
3- RESPONSIBILITIES

a) The Executive Subcommittee shall be responsible for taking action and issue recommendations to the investigator and/or committee chair when urgent or sensitive issues arise. In such cases, the Chair of the executive committee will communicate the issues of discussion and the recommendations to the Vice-Principal Research & International Relations as deemed necessary.

4- AUTHORITY

In the event that an immediate action is required prior to a full UACC meeting, the Executive Subcommittee shall have the authority to:

a) terminate immediately any objectionable procedure or use of animals if it considers that unnecessary distress or pain is being experienced by an animal. The institutional veterinarian also has this authority.

b) have an animal killed humanely if pain or distress caused to the animal cannot be alleviated. The institutional veterinarian also has this authority.

c) suspend any use of animals which deviates from the approved Animal Use Protocol and is not in accordance with McGill University and CCAC guidelines.

d) order the withholding of research funds by the University administration for projects involving animals that are in non-compliance with the applicable requirements.

e) organise and coordinate a response to media inquiries/visits and public demonstrations.

f) organise and coordinate a response to the public and the McGill community in a crisis situation.

5- MEETINGS and ELECTRONIC CONSULTATIONS

The Executive Subcommittee Chair shall, whenever it is felt necessary due to the urgency or sensitivity of issues arising, convene a meeting and/or electronic consultation of the Executive Subcommittee. Minutes of each electronic consultation / meeting shall be prepared and circulated to all members of the Executive Subcommittee.

6- APPEALS
Except for points 4 a) and 4 b), an applicant may appeal a decision of the Executive Subcommittee by request for a meeting with the Vice-Principal (Research and International Relations).

_UACC revised November 2015_