

Animal Policy & Welfare Oversight Committee's

TRAINING AND QUALIFICATIONS WORKING GROUP TERMS OF REFERENCE

This working group is to harmonize training across the McGill Network in a way that users can train and use multiple animal facilities efficiently.

1- MEMBERSHIP

The Chairperson of the Training and Qualifications Working Group is an ex-officio McGill University Animal Care Training Advisor. Members are appointed by the Training and Qualifications Working Group Chairperson. Members will include:

- a) Post-Approval Monitoring Representatives (PAMR) from McGill and the Neuro
- b) A Faculty Member with an active animal research program
- c) The Associate Director of the McGill Animal Compliance Office or delegate
- d) A Clinical Veterinarian
- e) One or more instructor(s) (individuals who are authorized to teach workshops) representatives from McGill and the Neuro
- f) A graduate student or postdoctoral fellow working with animals
- g) Other person(s) invited by the Chair

2- RESPONSIBILITIES

1. To develop and institute a standardized training program for all research animal users at McGill University and the Neuro, which meets or exceeds the requirements of the Canadian Council on Animal Care's (CCAC) National Institutional Animal User Training program (NIAUT) guidelines.
2. To assure theoretical/practical training be made available as needed by the research community.
3. To provide regular reviews of the training program aimed at updating and improving the program as new techniques or standards in animal procedures and care are made available, always taking into consideration the 3Rs.
4. To establish guidelines for the training of research personnel working with non-rodent species, which is not performed by the workshop instructors.

3- MEETINGS AND PROCESS

The Training and Qualifications Working Group will meet on an “as needed” basis, but at least once per year, and shall report to the APWOC and make recommendations regarding required changes or improvements to the program. McGill’s affiliated institutes are invited to a larger group meeting for updates once per year.

Minutes detailing discussions and decisions of the working group are produced for each meeting.

Revised by the Training Working Group on January 16, 2026, and submitted to APWOC for approval on January 26, 2026.