AGENDA

FIRST NATIONS REGIONAL HEALTH SURVEY – PHASE 3
RESEARCH ETHICS COMMITTEE (REC)

July 29 – 31, 2014
FNIGC Boardroom
9:00 – 4:00 PM, July 29 & 30, 2014
9:00 – Noon, July 31, 2014

MEETING OBJECTIVES

Why

The REC will meet standards of competent research. The FNIGC Code of Research Ethics will ensure the design, implementation, analysis, interpretation, reporting, publication, and distribution of the research are culturally relevant and in compliance with the standards of competent research.

What

Ethics review is a component of standards of competent research. This meeting will be a review of the RHS materials to ensure the scientific and ethical acceptability of the FNRHS. The mandate of this research ethics committee is to review research that involves humans to ensure that the project will serve to promote the rights, safety and well-being of human participants according to the highest ethical standards of ethics. The intent of this meeting is not to discuss the content of the materials, but to review the RHS survey to determine the structural integrity of the instruments, and identify any potential harm to individuals.

How

Discuss concerns about, and deliberate on the scientific aspects, respect for and the protection of, research participants and ways to mitigate any potential risks.

Outcomes

The REC will be reporting back to the FNIGC Board of Directors on any concerns and issues, if any, that need to be addressed before the FNRHS Phase 3 may proceed with the recruitment of participants. The REC will make recommendations with respect to how to address concerns and/or issues.

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Tuesday, July 29, 2014

8:30   Arrival and Breakfast

- FNIGC Boardroom, 170 Laurier Avenue West, Suite 904, Ottawa, ON
- Breakfast, lunch and morning and afternoon breaks are provided

9:30   Welcome and Introductions

- Gail McDonald, Executive Director
- REC Chair and Members
  - Tracy Antone, Chair
  - Mrs. Phyllis Googoo, Elder
  - Dr. Rose Alma McDonald
  - Dr. Jennifer Walker
  - Mr. Alex McComber
  - Member, TBD

- REC Observer
  - Karen Weisbaum

- FNIGC Staff
  - Albert Armieri – Senior Statistical Projects Coordinator
  - Fei Xu – Senior Statistical Data Analyst
  - Alana Roscoe – RHS Data Analyst
  - Addie Pryce – RHS and Capacity Development Coordinator

10:00   REC Agenda Overview and Documents

- Objectives and Outcomes
- Documents – Sent in advance on July 11, 2014 by email (http://fnigc.ca/RHSREC)
  - Orientation Materials – FNIGC
  - Orientation Materials – FNRHS
  - Orientation Materials – OCAP™
  - Draft RHS Phase 3 Standard Operating Procedures
  - Draft RHS Phase 3 Ethics Review Tool
  - FNIGC Code of Research Ethics 2011
  - FNRHS Proposal
  - FNRHS Sampling Plan Report
  - Fieldworker Manual
  - RHS Questionnaires – Adult, Youth, Child
  - RHS Questionnaires Themes and Indicators
  - RHS Assent and Consent Process

10:30   Break
10:45 Questions regarding FNRHS Ethics Review Process

11:00 Identification of Ethics Review Report Writer by FNRHS REC
- It is the responsibility of whoever is identified as the writer to ensure the REC Report has been reviewed by the REC, and all are in consensus with the final report, including all recommendations.

11:30 July 29, 2014 to 10:00 July 31, 2014 – FNRHS Ethics Review Process

10:00 July 31, 2014  Next Steps

- The FNIGC Board of Directors will meet the week of August 11, 2014 to review and consider the REC Final Report and any potential Recommendations.

- In order to meet August 11, 2014 timeline of the FNIGC BoD, the FNRHS REC is required, prior to adjourning this meeting, to ensure that dates associated with these specific activities are identified:
  
  o REC Minutes sent to REC Members
  
  Date: ____________________________

  o REC Input provided back to the FNIGC
  
  Date: ____________________________

  o REC Final Draft Report Created and Distributed to Members for review/approval (and returned to FNIGC on same date)
  
  Date: ____________________________

  o Follow up FNRHS REC Teleconference (if required)
  
  Date: ____________________________

  o Final FNRHS REC Report provided to FNIGC
  
  Date: August 7, 2014

11:00 July 31, 2014  Summary Thought and Conclusion

12:00 July 31, 2014  Meeting Adjourned