

**TAHSN RESEARCH ETHICS COMMITTEE (limited term)**  
**REB Administrators Working Group**  
**(Approved by TRC Feb 4 2008)**

**TERMS OF REFERENCE**

**PURPOSE AND RESPONSIBILITIES**

**PURPOSE**

The TAHSN Research Ethics Committee's REB Administrators Working Group (RAWG) is to carry out specific tasks and assignments for the TAHSN Research Ethics Committee in support of research ethics within the Toronto Academic Health Sciences Network environment.

**RESPONSIBILITIES**

- To provide advice and guidance to the TAHSN Research Ethics Committee concerning issues related to research ethics administration, including guidelines, practices and procedures.
- To recommend to the TAHSN Research Ethics Committee changes to guidelines and procedures based on front-line experience with the research community and an understanding of the regulatory and research ethics environments.
- To carry out specific tasks or assignments for the TAHSN Research Ethics Committee in support of research ethics.

**MEMBERSHIP**

**CHAIRS**

- Two members of the Working Group from two separate TAHSN institutions, with at least one chair representing a University of Toronto fully affiliated teaching hospital. Chairs must be employed as a TAHSN REB administrator for at least 2 years and remain employed as such throughout his/her tenure.

**MEMBERS**

- Individuals responsible for providing REB administration within the TAHSN institutions, including fully and community affiliated hospitals and the University of Toronto.

**REVIEW AND REPORTING STRUCTURE**

The TAHSN Research Ethics Committee RAWG has an ongoing mandate until the end of the term of the TAHSN Research Ethics Committee.

The TAHSN Research Ethics Committee RAWG reports directly to the Chair of the TAHSN Research Ethics Committee.

**FREQUENCY OF MEETINGS**

As determined by the co-chairs in consultation with its members.