

University of Canterbury

CODE OF ETHICAL CONDUCT

1. Treaty of Waitangi Obligations and Principles/

the Animal Ethics Committee (AEC) upon approval and endorsement of the AEC. A Deputy Chair of the AEC will be appointed to act in the absence of the Chair. The administration of the AEC is the responsibility of the Deputy Vice-Chancellor (Research) within the Vice Chancellor's Office. The Deputy Vice-Chancellor will also be responsible for the appointment of an AEC secretary.

1.4. Persons/Organisations under the CEC

The CEC applies to members of the University of Canterbury. For the purposes of the CEC this includes any academic, researcher, technician or employee of the University, whether paid or unpaid and/or any student (including both undergraduate and postgraduate students) enrolled at the University of Canterbury. It also includes any visitors to the University of Canterbury who are engaged in research, testing, or teaching. The University of Canterbury does not allow parenting agreements.

2. Establishment, Functions, Powers and Membership of the Animal Ethics Committee

2.1. Functions, duties and powers of the Committee

The Animal Ethics Committee (AEC) has developed a Code of Ethical Conduct that complies with requirements laid down by the Animal Welfare Act 1999, including sections 80 and 100 of the Act, which sets out the purposes of the regulatory system for the use of animals in science, the promotion of the three Rs, and the criteria for decision making in research, s & E C, dm H e

, or involved in the use of animals for research,

the Canterbury Regional Council, not employed by or associated
, or associated with the scientific community or an animal

2.4. Organisational members

time academic employees of the University of Canterbury. All
academics members of the AEC are required to have a PhD, experience in the use of animals in

- information.
- Meeting documents are distributed by email and, if requested, by hard copy through the post. Applications are sent to members as
- Meeting documents, including agenda, will be available to AEC members at least the meeting.
- The AEC secretary records meetings and keeps minutes. These minutes are checked by the Chair before they are distributed to AEC members. Minutes of the previous meeting are presented at the next meeting, and corrections made if required.

3.4. Quorum

A quorum follows the 50% +1 rule of quorum requirements as reflected in the NAEAC Good Practice Guide. This must include at least two statutory external members. One of quorum either the Chair or r

A quorum consists of at least two statutory external members and either the Chair or r

he/she may participate in discussions of the application. An AEC member who is a collaborator or has

requirements under the Official Information Act 1982 in consultation with the Chair and any other persons involved.

3.13. Applicant Presence at Meetings

The applicant's presence at AEC meetings is only required in situations in which it is requested by AEC members to enable them to directly ask questions or seek further information. Requests by

amendments that are not minor. Prior to any amendments, MPI will be contacted to confirm whether prior approval is required before amendments are implemented.

4 Consideration of Applications by the AEC

4.1. Criteria for Consideration

All applications must be submitted on the most current application forms provided by the AEC.

any foreseeable harm to the animals. The AEC shall ensure that the proposal meets the criteria set out in section 100 of the Act, including whether the design of the study is such that the objectives of the experiment will be met, that the number of animals to be used is the minimum necessary to ensure a meaningful interpretation of the findings, whether suitably qualified persons will be engaged in supervising and undertaking the research, testing, or teaching, and

4.3. Outcomes after Consideration

6.2. Development of SOPs for facility management

7.1. Monitoring during the Approval Period

The AEC will monitor through site visits to animal breeding and holding facilities, visits to users of animals, and visits to locations where approved manipulations are being performed (on and off campus).

7.7. End of Approval Reporting

Applicants must submit a report to the AEC within 3 months of the end of their project using the Final Report on Project Form. The report is circulated to members of the AEC and held on file. The reporting of the AEC and open for discussion. Any

the final report.

8 Arrangements for External Parties to Use the CEC and AEC

University of Canterbury.

9 Complaints Procedures

Note; maximum penalties for individual

9.1.2 *Complaints by employees*

described in section 9.1.1.

9.1.3 *Complaints by AEC Members*

described in section 9.1.1.

follow the University of Canterbury's Policy of Disciplinary , as

9.2.3 Complaints against the Chair

Animal welfare complaints made by AEC members, staff members, General Counsel and Registrar of the University of Canterbury. The General Counsel and Registrar will inform the Deputy Vice Chancellor (Research). Procedures for deal University of Canterbury Policy document of Grievance Procedures. The Deputy Vice (Research) may request the Deputy Chair act as Chair the complaint. ures are required, such a process would follow the University Disciplinary Procedures, as applicable.

10 Process to Amend, Suspend or Revoke the CEC

Director General to amend, suspend, or revoke the CEC, stating the reason why the CEC should be amended, suspended, or revoked. Minor amendments to the CEC must also be notified to MPI, but any amendments to the code which are not minor MPI.

and by email to current holders of AEC approvals.