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	<b>Frequency of Animal Ethics Committee Meetings</b>	

## Policy

The CHM Alliance Pty Ltd Animal Ethics Committee schedules four meetings per year and conducts more or less meetings as required to allow interaction of AEC members and effective functioning of the AEC.

## Procedure

1. AEC meetings will be scheduled at least four times a year. However, there may be exceptional circumstances where a meeting may not actually take place.
2. Exceptional circumstances where a face to face meeting may not occur would be:
  - Where the AEC has insufficient business to justify a full meeting
  - Where an alternative arrangement is made such as a telephone hook up
  - All AEC members, particularly the external members, are given the opportunity to discuss any issues of concern
3. Where there are no projects to consider, the AEC should use the opportunity to carry out its other duties (as described in the Australian code for the care and use of animals for scientific purposes, 8<sup>th</sup> Edition 2013, Section 2). These include:
  - inspection of facilities, animals and procedures
  - animals or procedures
  - discussion of general and ethical issues and policies such as increased use of alternative methods to improve communication between AECs, staff researchers or teachers, such as the holding of information sessions
  - a review of the functioning of the committee and its resources
  - discussion of any other business considered by any of the AEC members to be important