REB Board Meeting

RAS Training Documentation

Last Modified: July 30, 2024

Questions? Contact: RAS_Support@umanitoba.ca
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Board Meeting

Reviews for each submission will be sent to the members prior to the board meeting. The Agenda task is the committee members access to the meeting information. All submissions will be included in the Agenda and the committee members will be able to view any other relevant meeting information or administrative items. Committee members will also have the ability to add their own review via the Agenda on a submission listed for board review.

Review Agenda

The OHRE will send out the Agenda to all committee members. The committee members will receive an email notification along with a task on in the LiveList.

A copy of the Agenda will be attached to the email notification.

View Agenda

1. Click on the Communications link under the Agenda To Do List task

2. To view the Agenda, click the here link beside Download Document
3. To view the Submissions, click the **here** link beside Access Submissions
   a. To view each submission review, click the **Examine** link under **Submissions**
   b. To add a review, click the **Add** link under Add my Review
      i. Link will change to **Review Task**, click the link to add your review
         - Follow the **Board Member Review** section on how to complete the review
Important: If a reviewer submitted a protocol and can view the agenda, the names of the reviewers will be hidden.

c. The Information tab includes the meeting information

![Meeting Information](image1)

d. The Administrative Items tab lists all admin items the OHRE has created for the meeting

![Administrative Items](image2)
e. The Attendance tab lists all members in attendance

![Attendance Table]

- REB Chair
  - Chair, Primary 05/01/2021 - 05/13/2022
- RAS Reviewer
  - Member, Primary 05/01/2021 - 05/13/2022
- Vice-Chair
  - Primary 09/01/2020 - 07/01/2021
- Member
  - Primary 09/01/2020 - 08/31/2021

f. View all extra documents under the Attachments tab

![Attachments List]

- File
  - Name/Description

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g. Click the X at the top of the window to close the Agenda/Submission information

4. If any additional attachments are included with the agenda, you can view them under **Download Other Attachments**

5. Specify whether you will be attending this meeting using the drop down beside **Response**

6. Add additional **Comments**, if applicable

![Comment Section]

Please specify your response in the section below:

- **Response:**
- **Comments:**
7. Click **Close** to close the agenda task, closing the task does not delete it so you can still go back to the task to view the agenda.
8. Click **Delete** to delete the minutes task, you will not be able to **Delete** the Agenda task till after scheduled meeting.

Once the submission has been processed in the meeting, the reviewers can then view the decision via the Agenda.

1. View the Agenda
2. Click Examine beside the submission

3. The Decision will be listed
Review Minutes

The OHRE will send out the Minutes to all committee members. The committee members will receive an email notification along with a task on in the LiveList.

A copy of the Minutes will be attached to the email notification.

View Minutes

1. Click on the Communications link under the Minutes To Do List task

2. To view the Minutes, click the here link beside Download Document
3. Click Close to close the minutes task, closing the task does not delete it so you can still go back to the task to view the minutes
4. Click Delete to delete the minutes task

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Meeting Cancellation

If a meeting gets cancelled but the OHRE, each member will get a Cancellation Notice.

To remove the cancellation notice, open the task from the To Do list and click Delete.