1. **Policy Framework**

The Isabela State Univerity- Institutional Research Ethics Board (ISU-IREB) shall have a regular schedule of meetings every last Saturday of the month.  All meetings shall be held within the premises of the institution. Special meetings shall be held to resolve issues that require immediate attention, e.g. safety of participants, protocol violation that impact research integrity.

1. **Objectives**

 Preparing for meetings of the Institutional Research Ethics Board (IREB) aims to contribute to a smooth, orderly, and efficient conduct of meetings.

1. **Scope**

 This SOP covers all activities prior to the conduct of an IREB meeting. This SOP begins with the preparation of the agenda and ends with the notification of IREB Members and confirmation of attendance.

**4. Workflow**

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| **ACTIVITY** | **RESPONSIBILITY** |
| 1. Preparation of the agenda following SOP 18 Preparing the Meeting Agenda | IREB Member Secretary |
| 2. Coordination with the IREB Executive Committee | IREB Member Secretary |
| 3. Assembly of materials and documents needed for the meeting | IREB Member Secretary |
| 4. Preparation of presentation and recording equipment, food arrangements for the meeting | IREB Member Secretary |
| 5. Notification of IREB Members and confirmation of attendance | IREB Member Secretary |

**5. Description of Procedures**

The following steps are involved in the preparation of meetings:

 5.1 Preparation of the agenda:

 Items for Discussion which forms the regular agenda of IREB are:

 5.1.2 Full Review of New Proposals (Initial)

 5.1.2 Report on Expedited Review of Proposals

 5.1.3 Updates on Full Review of Proposals (Resubmission)

 5.1.4 Updates on Expedited Review of Proposals (Resubmissions)

 5.1.5. Updates on Approved, Ongoing Researches

 5.1.6 Other Matters

 5.2 Coordination with the IREB Executive Committee:

 The IREB Member Secretary coordinates with the IREB Executive Committee. He/she arranges for the venue acceptable to members of IREB one week before the schedule.

 5.3 Assembly of materials and documents needed for the meeting:

 The IREB Secretary gathers the documents and materials for the meeting based on the provisional agenda at least 2 weeks before the meeting, post-approval reports, expedited review reports, administrative documents, etc. The IREB Secretary prepares the meeting agenda, minutes of the previous meeting, relevant protocol folders, memorandums, administrative documents, for the perusal and reference of meeting attendees through email and Group Chat.

 5.4 Preparation of presentation and recording equipment, food arrangements for the meeting:

 The standard equipment for IREB Meetings include a working table and chairs, a laptop, LCD projector, and White Board, notebooks and pens. The IREB Secretariat ensures that the equipment are available. Attendees are expected to bring their own laptop.

 If the meetings is a whole day activity, two snacks and a lunch are usually prepared. However, if the meeting requires only three hours, a snack is prepared. Supply of adequate water and coffee are available during meetings.

 Members of the IREB are extended an honorarium for every manuscript review and separately for meeting attendance. The amount of payment shall be determined by the IREB Executive Committee. The payment is deposited to the payee’s account LandBank of the Philippines (LBP) account.

 5.5 Meeting attendees (regular members) are notified using the Template on Notice of Meetings by the IREB Secretary of the schedule and provisional agenda through email and Group Chat one week before the meeting. Meeting attendees are required to confirm or decline prior the meeting via email or Group Chat, a week before the meeting. If is expected that a quorum will not be met, IREB Secretary informs the Chair so that alternate members may be called in. However, the Chair may re-schedule the meeting at a later date if confirmation of a quorum is not reached prior the scheduled date.

**6. Glossary**

IREB Secretary - institutional personnel assigned by the DOST to assist in the operations of the IREB.

Quorum – presence of the majority of the IREB members including the non-affiliated and the non-scientist members.

Regular Meeting - a periodically scheduled assembly of the IREB

Special Meeting - an assembly of the Committee outside of the regular schedule of meetings for a specific purpose, usually to decide on an urgent matter like selection of officer, approval of a revised or new SOP, report of critical research problem that requires immediate action

Administrative Documents – documents that pertain to the operations of the IREB and are not directly related to a study or protocol.

Honorarium- monetary payment for specific professional services.

Agenda- the list of topics or items to be taken up in a meeting arranged in a sequential manner. It is an outline of the meeting procedure and starts with a “Call to Order”.

Alternate Members – IREB members who possess qualifications of specified regular members. They are called to attend a meeting and substitute for regular members to comply with the quorum requirement when the latter cannot attend the meeting.

**7. Forms**

The following forms/templates/tools are used in the implementation of SOP No. 17:

 Form ## Notice of Meeting

 Form ## Provisional Agenda Template

**8. History of SOP**

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| --- | --- | --- | --- |
| Version No. | Date | Authors | Main Change |
| 1 |  | IREB Members  | First draft |

9. References

CIOMS International Ethical Guidelines for Biomedical Research Involving Human Subjects 2016

WHO Standards and Operational Guidance for Ethics Review of Health Related Research with Human Participants 2011

National Ethical Guidelines for Health and Health-related Research 2022 Philippine Health Research Ethics Board Standard Operating Procedures 2020

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