1. **Policy Statement**

The meeting agenda of the Isabela State University-Institutional Research Ethics Board (ISU-IREB) shall be based on the submissions received, at the latest, one (1) weeks before the scheduled regular meeting. It shall follow an established template for meeting agenda. The provisional agenda shall be included in the Notice of Meeting.

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 describes how the Institutional Research Ethics Board (IREB) determines what items are to be included in the agenda of regular and special meetings. This SOP begins with the preparation of the draft meeting agenda and ends with the filing of the final meeting agenda.

**4. Workflow**

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| ***ACTIVITY*** | **RESPONSIBILITY** |
| 1. Preparation of the draft meeting agenda | IREB Secretariat and Members Secretary |
| 2. Preparation of the provisional meeting agenda | Chair |
| 3. Distribution of the provisional meeting agenda following SOP 17  Preparing for a Meeting | IREB Staff |
| 4. Approval of the provisional meeting agenda | IREB Members |
| 5. Filing of the final meeting agenda following SOP 23 on Management of Active Files | IREB Staff |

1. **Detailed Procedures**

**5.1  Preparation of the draft meeting agenda**: The IREB Secretariat under the supervision of the Chair prepares the draft agenda one (1) week before the scheduled meeting, using the Provisional Agenda Template. The agenda includes the following:

1. Call to Order

2. Declaration of Quorum

3. Approval of the Provisional Agenda

4. Disclosure of Conflict of Interest

5. Review and Approval of the Minutes of the Previous Meeting

6. Business Arising from the Minutes

7. New Business:

7.1. Initial Review of Protocols

7.2. Review of Resubmissions

7.3. Review of After Approval Submissions

7.4. Report on Expedited Review of Protocols

7.5. Report on Expedited Review of After-Approval Submissions

7.6. Report of Site Visits

8. Other Matters

9. Adjournment

5.2 Preparation of the provisional meeting agenda: The IREB Secretariat prepares the draft agenda, in consultation with the members, and the Chair reviews it (within 2 days) as the basis of preparing the provisional agenda for inclusion in the Notice of Meeting.

5.3 Distribution of the provisional meeting agenda: The provisional agenda is included in the Notice of Meeting (SOP 17 Preparing for a Meeting), distributed via emails and Group Chat, five days before the meeting.

5.4 Approval of the provisional meeting agenda: The IREB members approves the provisional agenda during the meeting following SOP 19 Conduct of Meeting.

5.5 Filing of the final meeting agenda: A central file is maintained by the IREB of all final meeting agenda. The IREB Secretariat files the final (approved) meeting agenda in a special folder that contains all meeting agenda in a chronological order following SOP 23 Managing Active Files).

1. **Glossary**

Draft Meeting Agenda – the order of business that includes the list of topics or items recommended for discussion in a meeting. This is endorsed to the IREB Chair for his/her review.

Provisional Meeting Agenda – is the order of business that includes the list of topics or items approved for discussion in a meeting by the IREB Chair.

Final Meeting Agenda - is the order of business that includes the list of topics or items approved for discussion in a meeting by the IREB Members in a regular or special meeting.

Quorum – the minimum number (i.e., majority of the members) and type of members of the IREB that are required to be present in any meeting for the proceedings to be considered valid.  It consists of 50% of the members plus 1.

Conflict of Interest - a situation in which aims or concerns of two (primary and secondary) different roles or duties are not compatible such that decisions may adversely affect the official/primary duty.

Protocols for Full Review – Study proposals that require an en banc ethical assessment because they entail more than minimal risks to the participants and/or that participation generates vulnerability issues.

Exemption Report – a list of protocols submitted for review that were deemed not to require the conduct of either expedited or full review. This report is presented during a regular committee meeting or as required by the institutional authority.

Expedited Review Reports – is an enumeration of protocols (including titles, code number, proponent, submission date, names of reviewers and decisions) that underwent expedited review for information of the IREB members and for record viewers.

Post-approval Reports – are accounts of the ongoing implementation of an approved study (e.g., progress report, amendment, safety report, protocol deviation/violation, early termination, final report, or application for continuing review) that are required be submitted by the researcher to the IREB for monitoring purposes.

Administrative Issuance – official communications or announcements from institutional authorities.

1. **Forms**:

Meeting Agenda Template

Notice of Meeting Template

1. **History of SOP**

Is this the first time that this SOP is being prepared? If yes, then indicate the date of the first draft and the authors, date of approval of the final draft, and the approving authority. If this is not the first time, then it should include information on the previous versions (see SOP on Writing and Revising SOPs (SOP#\_\_)).

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

1. **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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| Prepared by: |  |
| Recommending Approval: |  |
| Approved by: |  |
| Approval Date: |  |