**1. Policy Framework**

**1.1** The Isabela State University-Institutional Research Ethics Board (ISU-IREB) plays a vital role in ensuring that the rights, dignity, safety, and well-being of all human research participants are safeguarded. To carry out and lead the functions of the committee, Institutional Research Ethics Board Officers are designated.

**1.2** The ISU-IREB shall have a chairperson, vice-chairperson, and a member-secretary who shall be selected from among the committee members who have been with the committee for, at least, one year, by election in a special meeting initially presided by an outgoing officer. The officers shall serve for a three-year term and may be re-elected for another term.

**1.3** If an officer cannot continue his/her function, the remaining ISU-IREB members, while still constituting a quorum, shall elect a replacement who shall serve the unexpired term of the resigned/disqualified member.

**2. Objective of the Activity**

This SOP aims to ensure that the ISU-IREB officers are qualified and are selected transparently in conformity with the policy and practice of the consortium.

**3. Scope**

The SOP begins with the selection of the ISU-IREB Chairperson, Vice-Chairperson, and Member-Secretary and ends with the filing of appointments and supporting documents to the file folder of the officers.

**4. Workflow**

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| **ACTIVITY** | **RESPONSIBLE PERSON** |
| 1. **Call for a Special Meeting** | **Incumbent Chairperson** |
| 1. **Nomination of specific official** | **ISU-IREB Member** |
| 1. **Election of specific official** | **ISU-IREB Member** |
| 1. **Endorsement** | **ISU-IREB Chairperson** |
| 1. **Receipt of Appointment of new officers** | **ISU-IREB Staff** |
| 1. **Signing of Conforme** | **New Officers** |
| 1. **Filing of appointment documents** | **ISU-IREB Staff** |

**5. Description of Procedures**

**5.1 Call for a Special Meeting**

See **SOP 17 Preparing for a Meeting.** The ISU-IREB Staff upon instruction of the incumbent Chair sends FORM 2A NOTICE OF MEETING to all members of the ISU-IREB. Copy furnished the IREB Chairperson stating the purpose of the meeting to be the election of officers.

The ISU-IREB members shall elect a Committee Chairperson, Vice-Chairperson, and a Member-Secretary from among its members who shall be given a term of three years.  Officers may be re-elected but for a maximum of two consecutive terms only.

**5.2 Nomination**

The incumbent Chair presides over the nomination process for the next Chair. In case, the incumbent Chair may be nominated for another term, a ISU-IREB member may ask to preside over the process. In turn, the newly elected officers Chair leads the nomination process for the Vice-Chair and Member Secretary who must also have been members of the ISU-IREB for at least one year.

**5.3 Election**

The election of officers shall be by a secret ballot and is submitted to the IREB Chairperson.

**5.4 Endorsement**

The list of elected officers is submitted to the IREB Chairperson using Form 2B ELECTED OFFICERS.

**5.5 Receipt of the Appointment of new officers**

The IREB Office receives the FORM 1C APPOINTMENT LETTER of the elected officers that contains the roles and responsibilities of the specific officers and the corresponding term of office, conditions of appointment, a system of replacement or recall, and compensation, if any.

**5.5.1 Committee Chairperson**

**a**. Preside over ISU-IREB meetings

**b**. Represent ISU-IREB in the research organizational structure of IREB

**c**. Represent ISU-IREB in national and international ethics fora

**d**. Supervise SAE/SUSAR Subcommittee

**e**. Perform direct supervision, programming, and monitoring of the activities of   ISU-IREB Administrative and Technical Staff.

**f**. Prepares budget and finalize financial and related reports.  Facilitate requisition and procurement of office supplies and materials. Supervise the issuance, utilization, and control of office supplies and materials.

**g**. Acts on suggestions, complaints, and queries from stakeholders

**h**. Ensures ISU-IREB compliance with international, national, and institutional policies      governing human subject research and human subject protections

**i.**  Prepares new ISU-IREB documents as needed

**j.**  Maintains and update ISU-IREB manual of policies and standard operating procedures

**k**. Signs the issuance of all ISU-IREB communication in respect of ISU-IREB decisions and actions

**l.** Ensures the basic training, orientation, and continuing education of ISU-IREB review panel members and staff

**5.5.2 Vice-Chairperson**

**a.** Provides updates on relevant and contemporary issues related to ethics in health research including relevant literature to ISU-IREB members

**b.** Recommends updates to IREB policies and procedures by emerging national and international policy trends

**c.** Recommends the development, implementation, and monitoring of ISU-IREB policies and procedures to the ISU-IREB Chair

**d**. Informs research investigators regarding ISU-IREB application processes

**e.** Liaise with outside stakeholders

**f**. Presides over meetings in the absence of the ISU-IREB Chair

**g**. Performs other related functions that may be assigned by the ISU-IREB Chair

**5.5.3 Member-secretary**

**a**. Oversees the proper management of ISU-IREB databases, both physical and electronic protocol files.

**b.** Oversees the generation of statistical data and other related information

**c.** Oversees ISU-IREB protocols reviewed by respective ISU-IREB- members and assigns primary reviewers to review protocols submitted to the ISU-IREB

**d**. Oversees the preparation and accuracy of the agenda and minutes of the meeting

**e.** Supervises the preparation of communication pertinent to protocol review-related actions to the PI.

**f.** Performs other IISU-REB-related tasks that may be assigned to him/her by the ISU-IREB Chair

**5.6 Signing of Conforme**

The ISU-IREB staff notifies the officers of their appointments and the need to sign the conforme. The concerned officers forthwith report to the ISU-IREB office to sign the conforme documents.

**5.7 Filing of appointment documents**

The ISU-IREB Secretariat files all the Form 2B APPOINTMENT LETTER of the new IREB officers as well as the signed FORM 2C CONFIDENTIALITY AND CONFLICT OF INTEREST AGREEMENTS and updated FORM 1B CURRICULUM VITAE. The IREB-REC Staff files the appointment papers accordingly. (see SOP 23 for Management of Active Files).

**6. Glossary**

**Conforme –** acceptance of or agreement to an assignment or designation.

**IREB Chairperson –** the IREB official who has the power to designate or appoint individuals to specific offices or roles**.**

**Independent Consultants** – an individual who can provide specific expertise that is not within the capacity of the regular members regarding ethical, scientific, psychological, or social aspects of research for review but shall not take part in IREB decision-making (no voting rights).

**Majority rule –** a policy based on the principle that the decision made by the greater number should be carried/accepted.

**Secretariat –** composed of the Member-Secretary and secretary staff

**Secret Ballot –** a system of casting votes (opinions or choices) such that the voters are not identified or are anonymous.

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

**Term of office –** the specified length of time that a person serves in a particular designation/role.

**7. Forms**

FORM 2A ELECTED OFFICERS.

FORM 2B APPOINTMENT LETTER

FORM 1B CURRICULUM VITAE.

FORM 1D CONFIDENTIALITY AND CONFLICT OF INTEREST AGREEMENTS

1. **History of SOP**

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| --- | --- | --- | --- |
| **Version No.** | **Date** | **Authors** | **Main Change** |
| 0 |  | **IREB SOP Team** |  |
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1. **References**

World Health Organization Standards and Operational Guidance for Ethics Review of Health-Related Research with Human Participants 2011

National Ethical Guidelines for Research Involving Human Participants 2017

Philippine Health Research Ethics Board Standard Operating Procedures 2020

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| Prepared by: |  |
| Recommending Approval: |  |
| Approved by: |  |
| Approval Date: |  |