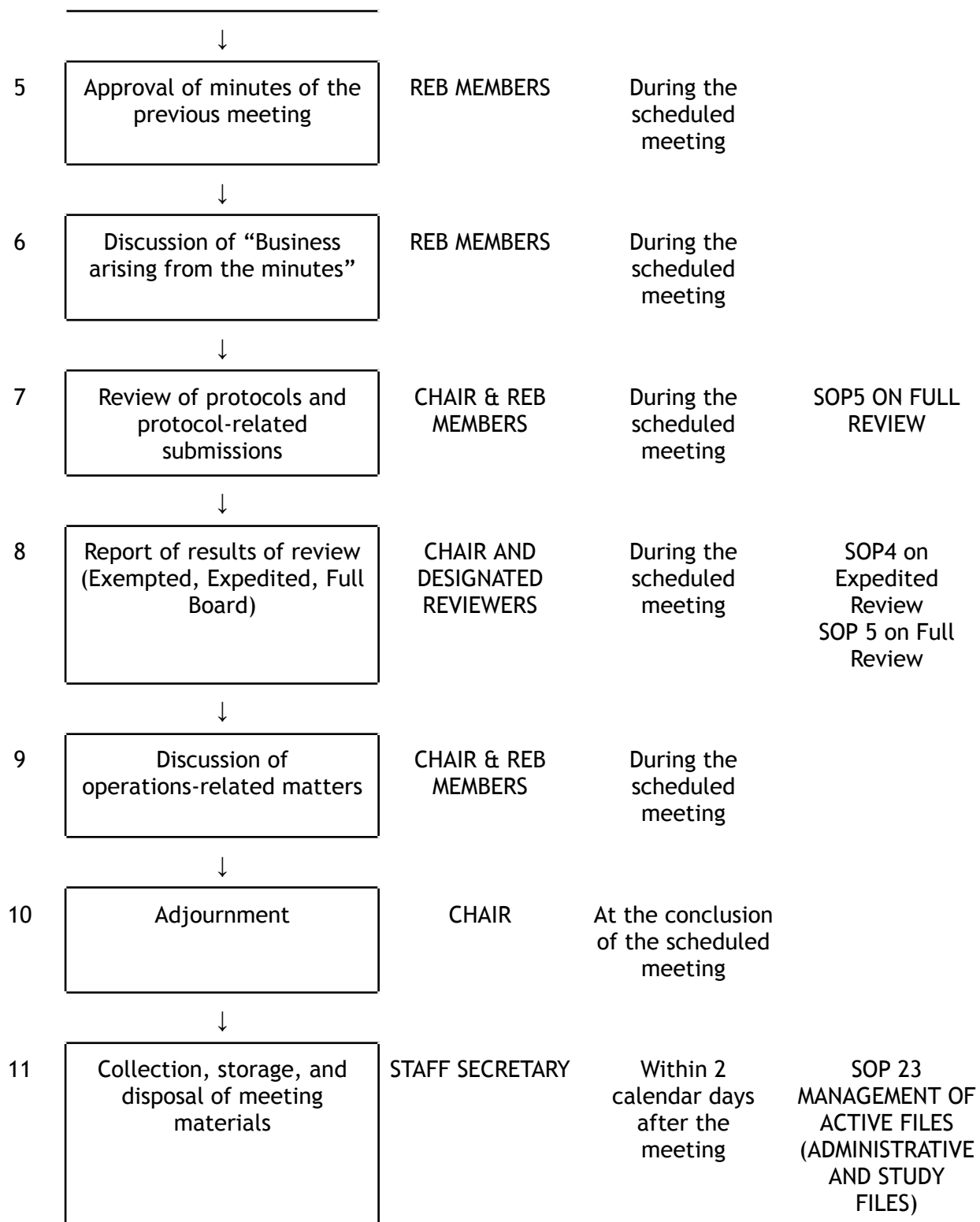


STANDARD OPERATING PROCEDURE		Effective Date:
SOP No: 19		6/5/25
Version No: 2025-01		Revision No: 1
Date of Approval:		

TITLE	CONDUCT OF MEETINGS
POLICY STATEMENT	Meetings shall be presided by the chair or designated substitute, shall proceed only when quorum is declared, and shall be guided by the approved agenda. The presence of a conflict of interest among the members shall be disclosed prior to the discussion of protocols for review.
OBJECTIVE OF THE ACTIVITY	Meetings are conducted to provide an opportunity for the REB to arrive at collegial decisions regarding study protocols and REB operations and to be informed of pertinent administrative matters.
SCOPE	This SOP specifically describes the manner by which the REB conducts all its meetings. It covers REB actions and activities from the time the meeting is called to order and quorum is declared to the time the meeting is adjourned. This SOP begins with the distribution of meeting materials and ends with the collection, proper storage, and disposal of meeting materials.

Workflow

STEP	ACTIVITIES	RESPONSIBILITY	TIMELINE	INTERFACE
1	Distribution of meeting materials	STAFF SECRETARY	At least 1 week before the scheduled meeting	
	↓			
2	Declaration of quorum (formal start)	MEMBER SECRETARY	On the scheduled meeting date	
	↓			
3	Approval of the provisional agenda	REB MEMBERS	During the scheduled meeting	SOP 17 Preparing for a Meeting
	↓			
4	Declaration of conflict of interest (COI)	REB MEMBERS (who have COI)	During the scheduled meeting	



Description of Procedures

Step 1 - Distribution of meeting materials: Each member will be provided with one printed copy and a softcopy of the meeting materials that have been prepared by the Staff Secretary. These materials will be distributed before the start of the meeting.

Step 2 - Declaration of quorum: The Chair or Member Secretary will declare the quorum of the meeting by starting with declaring the minimum number and type of members of the REB that

are required to be present in the type meeting in order for it to be valid, then proceeds with a roll call to confirm the number of members present. Declaration from the chair on the presence of the quorum and the meeting will come to order, signalling the formal start of the meeting.

Step 3 - Approval of the provisional agenda: The Chair invites the members to examine the provisional agenda and to propose addition or deletion of items. This step is in relation to SOP 17 Preparing for a Meeting

Step 4 - Declaration of Conflict of Interest: REB members are encouraged to declare COI early in the meeting so that the Chair will note it and implement the policy on conflict of interest management (e.g. conflicted member stepping out of the room or non-participation in the decision making process).

Step 5 - Approval of minutes of previous meeting: An assigned member from the REB that had been predetermined will lead in the presentation and review on the minutes of the previous meeting, questions can be raised and taken note of in the course of the review as well as with the proposed correction. The assigned member will then signify the end of the presentation, Chair will second and declare its approval.

Step 6 - Discussion of “Business arising from the minutes”: An assigned member from the REB will report on “business arising from the minutes”. These issues will be presented to the REB where solutions to resolve the issue can be solicited.

Step 7 - Review of protocols and protocol-related submissions: The REB will require researchers/principal investigators to make the presentation if needed. The REB will clarify technical issues, ethical issues, and informed consent process/form issues should there be any, and the researcher/principal investigator will be ready to provide a clarification on the issue. The discussion is structured in the following order: technical issues, ethical issues, and informed consent process/form issues. The primary reviewers should be guided by the assessment form in their presentations. The REB will arrive at a decision through vocation through raising of hands. This step is in relation to SOP5 ON FULL REVIEW

Step 8 - Report of results of review: The Chair will present the report on Exemptions from Review. Designated reviewers will present the results of expedited review to the members, for the information of the REB members, as well as for the documentation of the review results. This step is in relation to SOP4 on Expedited Review and SOP 5 on Full Review

Step 9 - Discussion of operations-related matters: Operations-related matters will be determined by the REB members and chair where determination of these matters should also indicate for information or deliberation.

Step 10 - Adjournment: Meeting must be adjourned after all items in the agenda have been discussed and/or resolved, following a given timeframe. A member must move for the adjournment of the meeting, and seconded, for it to be declared.

Step 11 - Collection, storage, and disposal of meeting materials: The Staff Secretary will collect the meeting materials at the end of the meeting. The printed versions of the distributed documents will be coded and kept on file in a secured storage cabinet. A scanned copy will also be coded and kept for electronic filing in a limited accessed folder. This step is in relation to SOP 23 MANAGEMENT OF ACTIVE FILES (ADMINISTRATIVE AND STUDY FILES)

Glossary

- Quorum*- the minimum number (i.e., majority of the members) and type of members of the REC that are required to be present in any meeting for the proceedings to be considered valid. International and national guidelines require the presence of at least 5 regular members including the non-affiliated and the non-scientist members.
- Conflict of Interest* - a situation in which aims or concerns of two (primary and secondary) different interests are not compatible such that decisions may adversely affect the official/primary duties.
- 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”.
- Adjournment* - Formal closure of the meeting. Motion for adjournment and record of the time are minuted.
- Voting* - act of formally manifesting a choice in a meeting.
- Consensus* - a collective agreement.
- the process of arriving at a decision without voting but by generating the overall sentiment of a group such that deliberations continue until no more strong objections are registered.
- Collegial Decision* - a course of action arrived at after a group deliberation where members were considered of equal authority such that the course of action is considered a group action and is not ascribed to any one member.
- Meeting Minutes* - the official narration and record of the proceedings of the assembly of REC Members, based on the agenda.
- REC Operations*- the overall activities of the REC that reflect performance of its functions and responsibilities.
- Protocol* - documentation of the study proposal that includes a presentation of the rationale and significance of the study, background and review of literature, study objectives, study design and methodology, data collection, dummy tables, plan for analysis of data, ethical consideration, and dissemination plan.
- Protocol-related submissions*- other documents that are included (required) in the submission of the protocol, e.g., Informed Consent Forms, study tools (Interview guide, survey questionnaire, FGD guide) and CVs of the proponents and certificates of training.
- Business Arising from the Minutes* - are matters generated from the discussions in the previous meeting that need continuing attention and require reporting.
- Operations-related Matters* - are items included in the agenda that are not directly related to any protocol under review.
- Clarificatory Interview/meeting* - is a face-to-face consultation between the REC and the researcher for the purpose of obtaining explanations or clarity regarding some research issues identified by the REC to make these issues less confusing or more comprehensible.

Forms

- Form G03-01 Minutes Template*
Form E01-01 Protocol Reviewer Worksheet Form

Form E02-01 ICF Assessment Form
Form C01-01 REB Decision Form
Form D02-01 Disclosure of Conflict of Interest Agreement

History of SOP

Version No.	Date	Authors	Main Change
1	2025 April 20	Umpad, Jean	First draft

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 2017
Philippine Health Research Ethics Board Standard Operating Procedures 2020