

STANDARD OPERATING PROCEDURE		Effective Date:
SOP No: 18		6/5/25
Version No: 2025-01		Revision No: 1
Date of Approval:		

TITLE	PREPARING THE MEETING AGENDA
POLICY STATEMENT	The meeting agenda shall be based on the submissions received, at the latest, two (2) 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.
OBJECTIVE OF THE ACTIVITY	Preparation of the meeting agenda will enable an orderly and efficient conduct of the meeting, and correctly cover the identified topics.
SCOPE	This SOP begins with the preparation of the draft meeting agenda and ends with the filing of the final meeting agenda, the REB determines what items are to be included in the agenda of regular and special meetings.

Workflow

STEP	ACTIVITIES	RESPONSIBILITY	INTERFACE
1	Preparation of the draft meeting agenda	MEMBER SECRETARY AND STAFF SECRETARY	
	↓		
2	Preparation of the provisional meeting agenda	CHAIR	
	↓		
3	Distribution of the provisional meeting agenda	SECRETARY	SOP 17 PREPARING FOR A MEETING
	↓		
4	Approval of the provisional meeting agenda	REB Members	
	↓		
5	Filing of the final meeting agenda	SECRETARY	SOP 23 MANAGEMENT OF ACTIVE FILES

Detailed Procedures

Step 1 - Preparation of the draft meeting agenda: *The REB Staff under the supervision of the Member Secretary prepares the draft agenda two (2) weeks before the scheduled meeting, using the Meeting Agenda Template (Form G02-01). 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. *Report of Protocols Exempted from Review*
 - 7.2. *Initial Review of Protocols*
 - 7.3. *Review of Resubmissions*
 - 7.4. *Review of After Approval Submissions*
 - 7.5. *Report on Expedited Review of Protocols*
 - 7.6. *Report on Expedited Review of After-Approval Submissions*
 - 7.7. *Report of Site Visits*
8. *Other Matters*

Step 2 - Preparation of the provisional meeting agenda: *The Chair will review the draft agenda (within 2 days) as the basis of preparing the provisional agenda for inclusion in the Notice of Meeting.*

Step 3 - Distribution of the provisional meeting agenda: A preferred Softcopy or printed copy of the provisional meeting agenda will be distributed to the members. Note that this step is related to the SOP 17 on Preparing for a Meeting.

Step 4 - Approval of the provisional meeting agenda: The REB members approves the provisional agenda during the meeting.

Step 5 - Filing of the final meeting agenda: The REB Secretary files the final (approved) meeting agenda in a special folder that contains all meeting agenda, The File Name will follow a “YYYY_Series Number_Meeting Agenda Title” format for it to follow a chronological order. Note that this step is related to the SOP 23 on Managing Active Files.

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 REB Chair for his/her approval.

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

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 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 REC 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 REC for monitoring purposes.

Administrative Issuance - official communications or announcements from institutional authorities.

Forms:

Form G02-01 Meeting Agenda Template

Form G01-01 Notice of Meeting

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