**Statement of Policy**

The REC shall have a regular schedule of meetings every 1st and 3rd Saturday of the month face to face or virtually. All meetings shall be held within the premises of the institution. Virtual meetings will be done where an online platform like Zoom or Gmeet would be utilized. Special meetings shall be held to resolve issues that require immediate attention, e.g. safety of participants, protocol violation that impact research integrity.”

**Objectives of the SOP**

Preparing for a meeting aims to contribute to a smooth, orderly, and efficient conduct of meetings.

**Scope/Applicability**

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

**Flowchart**

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| **ACTIVITY** | **RESPONSIBILITY** | **TIMELINE** |
| Step 1: Preparation of the agenda (SOP# 18 Preparing the Meeting Agenda ) | REC Staff and Member Secretary | 1-2 days |
| Step 2: Coordination with the physical plant division | REC Staff | 1-2 days |
| Step 3: Assembly of materials and documents needed for the meeting | REC Staff | 1 day |
| Step 4: Preparation of presentation and recording equipment, food arrangements for the meeting | REC Staff | 1-2 days |
| Step 5: Notification of REC Members and confirmation of attendance | Member Secretary and REC Staff | 1-2 days |

**Description of Procedures**

Step 1 - Preparation of the agenda: The 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 025). (See SOP # 18 Preparing the Meeting Agenda)

Step 2 - Coordination with the physical plant division: The REC staff notifies the Physical Plant Division (or its equivalent) regarding the upcoming meeting of the REC (date, time, appropriate conference room) one week before the schedule.

Step 3 - Assembly of materials and documents needed for the meeting: The staff gathers the documents and materials for the meeting based on the provisional agenda, e.g. copies of the provisional agenda, provisional minutes of the previous meeting, protocols and related documents submitted, at least 2 weeks before the meeting, post-approval reports, expedited review reports, administrative memos, etc.

Step 4 - Preparation of presentation and recording equipment, food arrangements for the meeting: The staff ensures that the following are prepared and available for the meeting: laptop (2), projector, and screen, microphones (3), adequate food and drinks/water depending on the expected duration of the meeting, respective honoraria of committee members.

Step 5 - Notification of REC Members and confirmation of attendance: The member secretary supervises the staff in the preparation of the Notice of Meeting (Form 024) that includes the provisional agenda. The staff sends the notice of meeting to the members of the committee, at least, one week before the schedule and follows-up the confirmation of attendance to ensure quorum. In case, quorum cannot be met, the staff informs the Chair and the member secretary so that alternate members may be called in.

**Forms:**

SOP 17 Form 024 Notice of Meeting

SOP 17 Form 025 Agenda Template

**History of SOP**

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| **Version No.** | **Date** | **Authors** | **Main Change** |
| 01 | 02/28/2017 | krva | Creation of SOP |
| 02 | 09/26/2022 | krva | Revision of SOP |