**Statement of Policy**

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.

**Objectives of the SOP**

The preparation of the meeting agenda aims to ensure a smooth, orderly, inclusive, and efficient conduct of meetings.

**Scope/Applicability**

This SOP describes how the REC 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.

**Flowchart**

|  |  |  |
| --- | --- | --- |
| **ACTIVITY** | **RESPONSIBILITY** | **TIMELINE** |
| Step 1: Preparation of the draft meeting agenda | Staff and Member Secretary | 1-2 days |
| Step 2: Preparation of the provisional meeting agenda | Chair | 1-2 days |
| Step 3: Distribution of the provisional meeting agenda (SOP ## Preparing for a Meeting) | REC Staff | 1-2 days |
| Step 4: Approval of the provisional meeting agenda | REC Members | 1-2 days |
| Step 5: Filing of the final meeting agenda (SOP ## on Management of Active Files) | REC Staff | 1 day |

**Description of Procedures**

Step 1 - Preparation of the draft meeting 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). 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 Approved Expedited Review of Protocols

 7.5. Report on Exempt from Review Protocols

 7.6. Report of Site Visits

 8. Other Matters

Step 2 - Preparation of the provisional meeting agenda: The Chair reviews 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: The provisional agenda is included in the Notice of Meeting (SOP # 17 Preparing for a Meeting).

Step 4 - Approval of the provisional meeting agenda: The REC members approve the provisional agenda during the meeting. (SOP 19 Conduct of Meeting).

Step 5 - Filing of the final meeting agenda: The staff files the final (approved) meeting agenda in a special folder that contains all meeting agenda in a chronological order. See SOP 23 Managing Active Files).

**Forms:**

SOP 17 Form 025 Meeting Agenda Template

SOP 17 Form 024 Notice of Meeting

 **History of SOP**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version No.** | **Date** | **Authors** | **Main Change** |
| 01 | 02/23/2015 | krva | Creation of SOP |
| 02 | 09/26/2022 | krva | Revision of SOP |