



Gullas College of *Medicine*
RESEARCH ETHICS COMMITTEE



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Date of Approval:	
Effectivity Date:	

SOP NO. 17 - PREPARING FOR A MEETING

Section 1. Policy Statement

The REC shall regularly meet every 3rd Saturday afternoon of each month. The Chair may call Emergency or special meetings. These meetings shall be held in the 2F conference room of the Center for Health Research and Innovation or upon notice otherwise.

Section 2. Objective of the Activity

This SOP explains the processes for preparing an orderly, efficient REC meeting.

Section 3. Scope

This SOP begins with the drafting a provisional agenda and ends with the notification and attendance of REC Members,

Section 4. Workflow

ACTIVITY	RESPONSIBILITY	TIMELINE
Step 1: Preparation of the agenda (Form 18.1-Provisional Agenda)	Member Secretary	1 day Every 2 nd Friday of the month
Step 2: Assembly of materials and documents needed for the meeting	Administrative Secretary Member Secretary	1 day Every 3 rd Monday of the month
Step 3: Coordinate with the Facility Maintenance Division for the venue, IT for AV equipment, and finance for snacks and meals.	Administrative Secretary	
Step 4: Notification of REC Members and confirmation of attendance	Administrative Secretary	4 days before 3 rd Saturday of the month
TOTAL		6 days

Section 5. Description of Procedures

Step 1: Preparation of the agenda (Form 18.1- Provisional Agenda)

Associated Forms: Provisional Meeting Agenda Template (Form 18.1), Master Agenda Log (Form 17.1)

On the second (2nd) Friday of each calendar month, the Member Secretary formally initiates the meeting preparation cycle by determining the core items to be slated for the upcoming Research Ethics Committee (REC) session. The Member Secretary reviews ongoing protocols, outstanding appeals, overdue continuing reviews, and pending initial submissions to draft the initial lineup. Following this preliminary assessment, the Member Secretary consults with the Committee Chair to integrate any institutional updates, policy directives, or emergency matters into the schedule. Once approved by the Chair, the provisional agenda is systematically finalized using the Provisional Meeting Agenda Template (Form 18.1). The Administrative Secretary then takes this finalized template and officially encodes all listed line items, protocol tracking numbers, and presenter names into the master Notice of Meeting (Form 17.1) to maintain central traceability.

Step 2: Assembly of materials and documents needed for the meeting.

On the third (3rd) Monday of each calendar month, the Administrative Secretary executes the absolute cut-off for data collection, gathering all physical and digital documentation required for the upcoming panel deliberations. The finalized meeting dossier must be systematically structured to include:

- Official Agenda: The finalized meeting agenda (Form 18.1) outlining the timeline and sequence of the proceedings.
- Historical Minutes: Comprehensive minutes of the immediately preceding REC meeting for board review and formal approval.
- Attendance Tracking: A blank institutional attendance sheet prepared for physical or digital signatures on the day of the session.
- Protocol Submissions: At least two (2) complete hard-copy dossiers alongside a verified electronic copy of all study protocols submitted on or before the strict deadline.
- Member Folders: Custom, individual documentation folders compiled for each attending board member containing their designated reviewer assignments.

- Administrative Documentation: Miscellaneous institutional communications, oversight policy memos, or external regulatory correspondence (retained in both hard-copy and electronic soft-copy formats).

For sessions conducted online, the Administrative Secretary must securely transmit all electronic document packets to the respective panel members via institutional email at least four (4) calendar days prior to the scheduled meeting. Concurrently, the secure video-conferencing access links must be generated and distributed within this exact four-day window.

Special or Emergency Sessions: Deadlines and documentation timelines for extraordinary or emergency meetings remain completely flexible and will be adapted on a case-by-case basis as dictated by the urgency of the ethical matter under review.

Step 3: Coordination with the Facility Maintenance Division for venue, IT for AV equipment & Finance for snacks and meals.

Associated Forms: Facility Booking Requests, Catering/Purchase Orders

On the third (3rd) Monday of each calendar month, the Administrative Secretary coordinates with necessary institutional support services to guarantee that all infrastructural demands for the upcoming session are met. The secretary initiates formal requests to the following departments:

- Facility Maintenance Division: To reserve the designated physical committee room, ensure optimal room configuration, and confirm climate control functionality.
- Information Technology (IT) Department: To request and lock in required audiovisual equipment, multimedia projectors, microphones, and stable video-conferencing connectivity for remote participants.
- Finance and Dietary Division: To file formal requisition orders for appropriate snacks, beverages, and meals allocated for panel members based on the projected duration of the meeting.

Step 4: Notification of REC Members and confirmation of attendance.

To ensure a legally binding quorum is achieved, the panel notification process follows a rigorous timeline overseen by both secretaries:

On the third (3rd) Tuesday of each calendar month, the Member Secretary prepares the official Notice of Meeting (Form 17.1) and distributes it to all active REC panel members. Committee members are required to formally confirm or decline their attendance at least three (3) days prior to the scheduled meeting date, allowing the leadership to adjust schedules if a quorum is at risk. The Administrative Secretary provides operational backups by sending automated text alerts and reminders to all members at least four (4) days before the event, followed by a final, direct reminder in the morning on the day of the scheduled meeting.

Panel members opting to attend via virtual links are required to log into the secure digital platform at least ten (10) minutes prior to the official call-to-order to resolve any potential technical anomalies. The official institutional attendance sheet must be physically or digitally signed by all participating

Section 6. Forms

- Form 17.1 - Notice of Meeting
- Form 17.1 - Agenda
- Form 18.1 – Meeting Agenda Template
- Form 19.1 - Attendance Sheet

Section 7. History of SOP

<i>Version No.</i>	<i>Date</i>	<i>Authors</i>	<i>Main Change</i>
1	6.19.24	NINO ISMAEL S. PASTOR	1 st DRAFT
2	10.18.24	Aljoriz Dublin & Nino Ismael Pastor	Form labels Content
3	05.06.26	Nino Ismael Pastor	Form labels Few Content

Section 8. References

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