



Gullas College of *Medicine*
RESEARCH ETHICS COMMITTEE



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Date of Approval:	
Effectivity Date:	

SOP NO. 20 - PREPARING THE MINUTES OF THE MEETING

Section 1. Policy Statement

The minutes of the meeting shall be grounded on the approved meeting agenda. This agenda will also be the basis for drafting Decision Letters (Form 4.6) and other documents.

Section 2. Objective of the Activity

The minutes ensure proper documentation of the discussion and decisions in a REC meeting.

Section 3. Scope

This SOP begins with recording the discussion and decisions during the meeting and entering information on the minutes template (Form 20.1). It ends with filing the approved minutes in the REC Meeting files (Form 20.2).

Section 4. Workflow

ACTIVITY	RESPONSIBILITY	TIMELINE
Step 1: Entry of the discussion and decisions of the previous meeting on the minutes template (Form 20.1)	Administrative Secretary Member Secretary	1 day 4 th Monday of current month
Step 2: Notation of the draft minutes of the previous meeting	Chair	
Step 3: Approval of the minutes of the previous meeting in the next REC meeting	Chair and rec Members	1 day 3 rd Saturday of next month
Step 4: Preparation of draft minutes	Administrative Secretary Member Secretary	1 day 4 th Monday of next month
Step 5: Filing of the approved minutes (SOP on Managing Active Files (SOP 23). Fill-up R.E.C. (Form 20.2)	Administrative Secretary	
TOTAL		3 days

Section 5. Description of Procedures

Step 1: Entry of the discussion and decisions of the previous meeting on the minutes template (Form 20.1)

During every regular, special, or emergency meeting, the Administrative Secretary is responsible for taking comprehensive, manual shorthand notes. Concurrently, an official digital voice recorder must be used to capture all verbal deliberations, side-table clarifications, and final collegial agreements. Special attention must be dedicated to tracking specific ethical debates, safety concerns, and required adjustments to Informed Consent Forms (ICFs). Following the conclusion of the session, the Administrative Secretary shall synthesize the manual notes and audio recordings, transcribing them directly into the standardized Minutes of the Meeting Template (Form 20.1).

To maintain compliance with international ethical auditing bodies, the draft minutes must explicitly contain the following structural components:

The exact calendar date, geographic or virtual venue, official call-to-order timestamp, and adjournment timestamp.

A detailed list of all members present (including their mode of attendance: face-to-face or online), members absent, and a definitive statement validating the maintenance of a legal quorum throughout the review sessions.

- The full name and designation of the presiding officer directing the meeting.
- A meticulous record of any COI declarations made by members, explicitly including the specific protocol numbers involved, the names of the recused members, and the exact timestamps of when they exited and re-entered the session.
- A chronological summary of discussions matching the approved agenda items, documenting the core arguments, technical advice from independent consultants, and investigator justifications.
- A clear record of the final collective action taken for each protocol (e.g., Approval, Minor Modification, Major Modification, Disapproval, Deferral), along with the specific actionable recommendations or conditions imposed by the board.
- The full name, title, and wet or authenticated digital signature of the Administrative Secretary who compiled and prepared the draft document.

Regular REC board meetings occur systematically on the third Saturday of every month. To maintain operational efficiency, the Administrative Secretary must finalize and securely transmit the initial draft minutes to the Member Secretary on or before the fourth Monday following that meeting (providing an approximate 9-day window for transcription).

Step 2: Review of the Draft Minutes

The Member Secretary shall critically review the draft prepared by the Administrative Secretary. This review serves as a quality control mechanism to verify that all statutory items from the Step 1 checklist are accurately represented. The Member Secretary will cross-reference the draft decisions against the signed REC Reviewer Checklists (Form 4.4) and investigator dossiers handled during the meeting to ensure there are no clerical discrepancies or misinterpretations of the board's final rulings. Any necessary corrections must be applied during this window.

Step 3: Notation of the Draft Minutes of the previous meeting

Following the endorsement of the Member Secretary, the polished draft minutes are routed to the Chair for executive clearance. The REC Chair shall perform a final, comprehensive check of the minutes, ensuring that the tone is appropriately objective, formal, and free of ambiguity. If the document meets all institutional standards, the Chair shall officially notate the draft. This notation serves as an executive clearance, certifying that the document is clean, verified, and ready for full-board visibility.

Once notated, the Administrative Secretary is authorized to officially schedule and append these draft minutes to the distribution packet for the upcoming REC meeting's agenda.

Step 4: Approval of the minutes of the previous meeting in the next REC meeting

The draft minutes remain a provisional document until they are formally validated and adopted by the collective body during a live session.

During the next scheduled REC meeting, the Member Secretary shall project or distribute the notated draft minutes to all members present for their final collective review (per SOP 19). The Chair will invite members to point out any typographical errors or oversights regarding their contributions to the past meeting. If corrections are raised, they are noted for immediate integration. In accordance with parliamentary procedure, the Chair will call for a motion to approve the minutes. One member must formally move to adopt the minutes, and a second member must second the motion. The Chair will ask the floor for any objections. Hearing none, the Chair will officially declare the previous meeting's minutes approved, instantly

converting the document from a "Draft" to the final, legally binding institutional record.

Step 5: Preparation of draft minutes

Immediately following the floor approval obtained in Step 4, the Administrative Secretary must finalize the document to prepare it for permanent archival.

The Administrative Secretary must immediately integrate any final amendments or corrections mandated by the board during the floor review. The Administrative Secretary shall scan the documents and paste it in the R.E.C. Meeting Files (Form 20.2). This form acts as an official cover sheet and checklist, confirming that the voice recordings have been reviewed, text has been finalized, all necessary administrative signatures have been collected, and the file is cleared for permanent storage.

Step 6: : Filing of the approved minutes (SOP on Managing Active Files (SOP 23). Fill-up R.E.C. (Form 20.2)

A high-resolution copy of the approved minutes must be printed, signed by the preparing and approving officers, and filed in a dedicated, heavy-duty binder folder. This binder must be locked inside a fireproof, restricted-access filing cabinet located within the secure REC Secretariat office.

The Administrative Secretary must immediately log this entry into the Filing Form Log (Form 4.7a) physically affixed to that specific cabinet or folder, documenting the date of filing and the identity of the archivist to ensure strict chain-of-custody tracking. The finalized digital file must be converted into an undatable PDF format containing the electronic signatures of the Chair and Secretariat. This file must be uploaded securely to the institutional REC Meeting Files (Form 202). The digital file must be named using a standardized institutional nomenclature (e.g., EC_MINUTES_YYYY_MM_DD_FINAL) to enable instantaneous searchability and indexing within the cloud database.

Section 6. Forms

- Form 20.1 - Minutes of the Meeting
- Form 20.2 – REC Meeting file

Section 7. History of SOP

<i>Version No.</i>	<i>Date</i>	<i>Authors</i>	<i>Main Change</i>
1	6.26.24	NINO ISMAEL S. PASTOR	DRAFT
2	10.30.24	Aljoriz Dublin & Nino Ismael	Form labels, Form, Content

		Pastor	
3	06.06.26	Nino Ismael Pastor	Form labels, few content

Section 8. References

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