1. Purpose

To describe the procedures involved in the preparation before the conduct of the full board meeting of the Chong Hua Hospital Institutional Review Board (CHH IRB).

2. Scope

This SOP provides instructions related to the preparation of the meeting agenda before a full board meeting.

3. Responsibility

It is the responsibility of the CHH IRB Secretariat, composed of the IRB Staff under the supervision of the Member-Secretary to prepare the meeting agenda before an IRB full board meeting.

4. Flowchart

ACTIVITY	PERSON/S RESPONSIBLE	TIMELINE
Step 1: Prepare the provisional Meeting Agenda	CHH-IRB Staff/Member-Secretary	14 days before the Meeting
Step 2: Make Arrangements for the meeting	CHH IRB Secretariat	
Step 3: Distribute Notice of Meeting	CHH IRB Staff	7 days before the Meeting
Step 4: File a copy of the agenda after the meeting	CHH IRB Staff	

5. Procedures

Step 1- Prepare the provisional Meeting Agenda

- Two weeks before the scheduled meeting date, the CHH IRB Staff checks the submissions since the last full board meeting and prepares a list of items for review during the next full board meeting.
- The CHH IRB Staff uses the IRB Agenda template to classify the items for review.
- The CHH IRB Staff forwards the draft meeting agenda to the CHH IRB Member-Secretary to review and finalize.
- The IRB-Member Secretary reviews the draft meeting agenda and makes changes, if needed. Then, this draft is being presented to the CHH IRB Chair for approval and comments and it becomes the provisional meeting agenda. The provisional meeting agenda is presented at the beginning of the full board meeting and IRB members are given the chance to suggest additional items to finalize the meeting agenda.

Step 2- Make arrangements for the meeting

- CHH IRB Staff contacts IRB members to check who will be available to attend the meeting personally or online to ensure quorum.
- The CHH IRB Staff makes the necessary arrangements:
    - for reservation of meeting room on the scheduled meeting date and time
    - for zoom link for CHH IRB members who cannot attend face to face meeting
    - for snacks of meeting attendees
- The CHH IRB Staff prepares the relevant documents to be distributed to IRB Members who confirm to attend the meeting.

Step 3- Distribute Notice of Meeting: CHH IRB Staff distributes the Notice of Meeting including the provisional meeting agenda together with the relevant documents for review to IRB Members within 7 days prior to the meeting date.

Step 4- File the meeting agenda: CHH IRB Secretariat takes note of changes in the provisional meeting agenda after this is presented for approval to the IRB. If there are no changes, the provisional meeting agenda becomes the final meeting agenda. CHH IRB Staff files a copy of the final meeting agenda in a folder of Meeting Agenda for the year.

6. History of SOP

Version No.	Date	Authors	Main Change
1	10 September 2014	Dr. Cheryl K. Bullo	First draft
2	01 January 2014	Dr. Cheryl K. Bullo	Change in the logo from CHH to CHH IRB logo Revised SOP and form numbering
3	01 September 2014	Dr. Manuel Emerson S. Donaldo	Change of IRB SOP in accordance to PHREB SOP Format
4	01 October 2014	Dr. Manuel Emerson S. Donaldo	Revised IRB SOP in accordance to PHREB SOP Format Revised CHH IRB Agenda Format
5	01 January 2017	Atty. Geraldine Cajilig	Revised CHH IRB SOP from Version 04 to Version 05
6	02 October 2017	Dr. Elaine L. Gallardo	Revised CHH IRB SOP from accordance to 2017 DOH REC SOP ver02 Template Revised SOP title from "Preparation and conduct of Meeting" to "Preparation of Meeting Agenda"
7	04 January 2021	Dr. Elaine L. Gallardo	No change
8	04 January 2024	Atty. Dean G. Decal	Revised CHH IRB SOP in accordance with REC
9	21 August 2024	Atty. Dean G. Decal	No Change

7. References

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