

	Peregrine Eye and Laser Institute Institutional Review Board
PELI-IRB SOP 23/01-0-2022	SOP 23 Preparing for a Meeting
Version No. 1	
Approval Date: July 16, 2022	
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Supersedes: Not Applicable	

SOP 23 Preparing for a Meeting

1. Purpose

To describe the IRB procedures in preparing for a meeting to achieve a smooth, orderly and efficient conduct of meetings.

2. Scope

This SOP covers all activities starting with the preparation of the agenda for the meeting and ends with the notification of all IRB members and confirmation of their attendance.

3. Responsibility

It is the responsibility of the Staff Secretary to distribute to IRB members before the meeting the following pertinent documents: the provisional agenda, minutes of the previous meeting, protocol-related documents, notification and confirmation of their attendance.

4. Process Flow/Steps

STEP	ACTIVITY	PERSON RESPONSIBLE	TIMELINE
1	Prepare the agenda	Staff Secretary Member Secretary	Draft agenda - 2 weeks prior to meeting Approval of draft agenda - within 2 days Provisional agenda – 3 days prior to meeting
2	Finalize arrangement for the venue	Staff Secretary	2 weeks before the meeting
3	Assemble materials and documents needed for the meeting	Staff Secretary	2 weeks before the meeting
4	Prepare the presentation and recording equipment, food arrangements for the meeting, honoraria of the IRB members	Staff Secretary	3 days before the meeting

5	Notify IRB Members and ask for confirmation of attendance	Member Secretary Staff Secretary	1 week before the meeting
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5. Detailed Instructions

Step 1 The Staff Secretary under the supervision of the Member Secretary prepares the draft agenda which contains possible topics for discussion 2 weeks prior to the scheduled meeting. The Chair suggests additional topics or delete some topics in the draft agenda or approves it within 2 days after receipt as the basis of preparing the provisional agenda which will be included in the Notice of Meeting. The provisional agenda is distributed by the IRB staff secretary to the IRB members at least three (3) days prior to the scheduled meeting through email. The provisional agenda is discussed and approved by the IRB members during the scheduled meeting.

Step 2 The Staff Secretary notifies the administration office of the PELI regarding the upcoming IRB meeting two (2) weeks before the meeting. The date, time and specific room for the meeting are specified in this notification. IRB meetings are held quarterly. Special meetings can be called if there are urgent actions or decisions to be made.

Step 3 The Staff Secretary 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 protocol-related documents submitted, post-approval reports, expedited review reports, and administrative documents at least two (2) weeks before the meeting.

Step 4 The Staff Secretary ensures that the following are prepared and available 3 days before the meeting: laptop, projector, screen, microphones, adequate food and drinks and honoraria of committee members.

Step 5 The Member Secretary supervises the Staff Secretary in the preparation of the **Form 4.1** that includes the provisional agenda. The Staff Secretary sends the notice of meeting to the members at least one (1) week before the schedule and follows-up the confirmation of attendance to ensure quorum. In case, quorum cannot be met, the Staff Secretary informs the Chair and the Member Secretary so that alternate members may be called in or the meeting is rescheduled.