

	<b>Peregrine Eye and Laser Institute</b> <b>Institutional Review Board</b>
	<b>SOP 24</b> <b>Preparation and Distribution of Meeting Agenda</b>
	PELI-IRB SOP 24/05-0-2022
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Supersedes: Previous SOPs of the PELI-IRB	

## SOP 24 Preparation and Distribution of Meeting Agenda

### 1. Purpose

To describe the procedures for the preparation of the agenda and its distribution to IRB members.

### 2. Scope

This SOP starts with the preparation of the different kinds of agenda, how they are drafted and approved, who is responsible for the preparation and ends in the distribution of the provisional agenda 3 days before the meeting.

### 3. Responsibility

It is the responsibility of the Staff Secretary to prepare the draft agenda under the supervision of the Member Secretary to be approved by the Chair to become the provisional agenda. The preparation and the distribution of the provisional agenda which includes all documents and information for discussion during the meeting is also the responsibility of the Staff Secretary.

### 4. Process Flow/Steps

STEP	ACTIVITY	PERSON RESPONSIBLE	TIMELINE
1	Prepare the draft agenda	Staff Secretary Member Secretary	2 weeks before the upcoming meeting
2	Approve the draft agenda	Chair	within 2 days after receipt of the draft agenda
3	Prepare and distribute the provisional agenda	Staff Secretary	3 days before the scheduled meeting
4	Approve the provisional agenda	Chair members	during the meeting
5	File the final agenda	Staff Secretary	after the meeting

## 5. Detailed Instructions

**Step 1** The draft agenda is a list of possible topics for discussion during the scheduled meeting. The Staff Secretary under the supervision of the Member Secretary prepares this draft agenda three (3) weeks prior to the scheduled meeting and submits it to the Chair.

The draft agenda contains the following:

- Date of Preparation
- Date, Time and venue of meeting
- Agenda Items
  - Call to order
  - Declaration of quorum
  - Approval of provisional agenda
  - Disclosure of conflict of interest
  - Review and approval of minutes of the previous meeting
  - Business arising from the minutes
  - New business: Initial review, review of resubmissions, review of post-approval submissions, report of expedited reviews, report of expedited review of post-approval submissions, report of site visits
  - Other matters- those which are not protocol-related

**Step 2** The Chair reviews the draft agenda, suggests additional topics or deletes some topics and approves it within two (2) days as the basis of preparing the provisional agenda, which will be included in the meeting.

**Step 3** The provisional agenda is distributed by the Staff Secretary to the IRB members at least three (3) days before the scheduled meeting.

**Step 4** The provisional agenda is reviewed by the Chair and the members during the meeting and approve it. It becomes the final agenda after its approval.

**Step 5** The Staff Secretary files the final agenda in a special folder containing all meeting agenda in chronological order.