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|  | <b>Peregrine Eye and Laser Institute<br/>Institutional Review Board</b> |
| PELI-IRB-SOP-21-02-2026   | <b>SOP 21<br/>Preparing for IRB Meeting</b>                             |
| Version No. 2   |   |
| Approval Date: March 9, 2026  |   |
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## SOP 21 Preparing for a Meeting

### I. Policy

The Peregrine Eye and Laser Institute Institutional Review Board (PELI-IRB) shall ensure that all IRB meetings are properly prepared, adequately documented, and conducted in an orderly and efficient manner to support informed ethical deliberation and valid decision-making.

1. Preparation for IRB meetings shall ensure that members receive sufficient notice, complete documentation, and clear agendas to allow meaningful review of protocols and related matters prior to deliberation.
2. Meeting preparation shall support compliance with quorum requirements, facilitate participation of appropriately qualified members, and ensure the presence of necessary resources for effective conduct of meetings.
3. All materials relevant to the meeting agenda—including protocol submissions, prior minutes, review reports, and administrative documents—shall be organized, complete, and distributed in advance, consistent with confidentiality and data protection requirements.
4. IRB meetings shall be scheduled and prepared in a manner that promotes timeliness, transparency, and continuity of ethical oversight, including the ability to convene special meetings when urgent review or decisions are required.
5. Proper preparation of IRB meetings shall be documented and form part of the official IRB records, supporting accountability, audit readiness, and quality assurance.

### II. Purpose

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

### III. Scope

This SOP begins with the preparation of the meeting agenda and ends with the notification of all IRB members and confirmation of their attendance..

#### IV. 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.

#### V. Process Flow/Steps

| STEP | ACTIVITY  | PERSON RESPONSIBLE                  | TIMELINE   |
|------|---|-------------------------------------|--|
| 1    | Prepare the agenda  | Staff Secretary<br>Member-Secretary | Draft agenda - 2 weeks prior to meeting<br>Approval of draft agenda - 2 calendar days<br>Provisional agenda – 7 calendar days prior to meeting |
| 2    | Finalize arrangement for the venue  | Staff Secretary                     | 7 calendar days  |
| 3    | Assemble materials and documents needed for the meeting   | Staff Secretary                     | 7 calendar days  |
| 4    | Prepare the presentation and recording equipment, food arrangements for the meeting, honoraria of the IRB members | Staff Secretary                     | 3 calendar days  |
| 5    | Notify IRB Members and ask for confirmation of attendance   | Staff Secretary                     | 7 calendar days  |

#### VI. Detailed Instructions

**Step 1** The Staff Secretary, under the supervision of the Member-Secretary, prepares the draft agenda containing the topics for discussion at least two (2) weeks prior to the scheduled meeting. The Chair reviews the draft agenda and may add or remove items, or approve it, within two (2) calendar days from receipt. Once approved, the draft becomes the provisional agenda, which shall be included in the Notice of Meeting. The Staff Secretary distributes the provisional agenda to all IRB members through email at least seven (7) calendar days before the scheduled meeting. The provisional agenda shall be discussed and approved during the meeting.

**Step 2** The Staff Secretary coordinates with the administration office of PELI regarding the upcoming IRB meeting at least seven (7) calendar days before the meeting. The date, time, and venue of the meeting shall be specified in this coordination. Regular IRB

meetings are held quarterly. Special meetings may be called when urgent actions or decisions are required.

**Step 3** The Staff Secretary gathers and organizes all documents and materials needed for the meeting based on the provisional agenda at least seven (7) calendar days before the meeting. These may include copies of the provisional agenda, previous meeting minutes, protocols and protocol-related submissions, post-approval reports, expedited review reports, and administrative documents.

**Step 4** The Staff Secretary ensures that all necessary meeting resources are prepared and available at least three (3) calendar days before the meeting. These include the laptop, projector, screen, microphones, food and drinks, and honoraria for IRB members.

**Step 5** Under the supervision of the Member-Secretary, the Staff Secretary prepares and sends the Notice of Meeting, together with Form 21 and the provisional agenda, to all IRB members at least seven (7) calendar days before the scheduled meeting. The Staff Secretary shall follow up confirmation of attendance to ensure that quorum will be met. If quorum cannot be achieved, the Staff Secretary shall inform the Chair and the Member-Secretary so that alternate members may be called or the meeting may be rescheduled.

**VII. Forms**

1. Form 21 Agenda of the Meeting

**VIII. References**

1. National Ethical Guidelines for Health and Health-related Research 2017
2. Philippine Health Research Ethics Board Standard Operating Procedures 2020

**IX. Revision Index**

| Version | Date          | Reasons For Revision  |
|---------|---------------|---|
| 1       | July 16, 2022 | Initial Release   |
| 2       | March 9, 2026 | <ul style="list-style-type: none"> <li>•Revised and reclassified as SOP 20 to align with the PHREB Accreditation Policy 2024 for Specialty Clinics</li> <li>•Added a Policy section to define the governing principles and general guidelines of the SOP.</li> <li>•Convert all timelines to calendar days</li> <li>•Forms were re-numbered to correspond with the SOP in which they are used to ensure consistency, traceability,</li> </ul> |

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|  |  | and proper document control. All form numbers mentioned in the SOP were updated accordingly to align with the revised numbering system |
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