

	<b>Peregrine Eye and Laser Institute Institutional Review Board</b>
PELI-IRB-SOP-22-06-2026	<b>SOP 22 Preparation and Distributing of Meeting Agenda</b>
Version No. 6	
Approval Date: March 9, 2026	
Effective Date: March 9, 2026	
Supersedes: SOP 24 V.5 July 16, 2022	

## SOP 22 Preparation and Distribution of Meeting Agenda

### I. Policy

The Peregrine Eye and Laser Institute Institutional Review Board (PELI-IRB) shall ensure that meeting agendas are prepared, approved, and distributed in a timely and systematic manner to support effective ethical review, informed deliberation, and valid IRB decision-making.

1. Meeting agendas shall be prepared to ensure that all matters requiring IRB review or action are clearly identified, prioritized, and scheduled for discussion in accordance with applicable SOPs and regulatory requirements.
2. Agenda preparation shall facilitate adequate pre-meeting review by IRB members by ensuring that relevant protocols, submissions, reports, and supporting documents are included and distributed in advance of the meeting.
3. The agenda shall be structured to support:
  - a. compliance with quorum requirements;
  - b. orderly conduct of meetings;
  - c. transparency of IRB deliberations; and
  - d. documentation of decisions and actions taken by the IRB.
4. Distribution of meeting agendas and associated materials shall be conducted in a manner that ensures confidentiality, data protection, and controlled access, consistent with institutional policies and ethical standards.
5. Proper preparation and distribution of meeting agendas shall be documented and retained as part of the official IRB records, supporting accountability, audit readiness, and quality assurance.

### II. Purpose

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

### III. Scope

This SOP begins with the preparation of the draft agenda and ends with the filing of the approved final agenda as part of the official IRB records.

### IV. Responsibility

The Staff Secretary is responsible for preparing the draft agenda under the supervision of the Member-Secretary. The Chair reviews and approves the draft agenda, which becomes the provisional agenda. The Staff Secretary is also responsible for the distribution of the provisional agenda, including all supporting documents for discussion during the meeting.

### V. Process Flow/Steps

STEP	ACTIVITY	PERSON RESPONSIBLE	TIMELINE
1	Prepare the draft agenda	Staff Secretary Member-Secretary	14 calendar days before the meeting
2	Approve the draft agenda	Chair	2 calendar days after receipt of the draft agenda
3	Prepare and distribute the provisional agenda	Staff Secretary	7 calendar days before the scheduled meeting
4	Approve the provisional agenda	Chair members	during the meeting
5	File the final agenda	Staff Secretary	1 calendar day after meeting

### VI. Detailed Instructions

**Step 1** The draft agenda is a list of topics for discussion during the scheduled meeting. The Staff Secretary, under the supervision of the Member-Secretary, prepares the draft agenda at least fourteen (14) calendar days prior to the scheduled meeting and submits it to the Chair for review.

The draft agenda contains the following:

- a. Date of Preparation
- b. Date, Time and venue of meeting

- c. Agenda Items
- d. Call to order
- e. Declaration of quorum
- f. Approval of provisional agenda
- g. Disclosure of conflict of interest
- h. Review and approval of minutes of the previous meeting
- i. Business arising from the minutes
- j. 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
- k. Other matters- those which are not protocol-related

**Step 2** The Chair reviews the draft agenda, suggests additions or deletions, and approves it within two (2) calendar days after receipt.

Once approved, it becomes the basis for the provisional agenda

**Step 3** The Staff Secretary prepares the provisional agenda based on the approved draft and distributes it, together with relevant documents, to all IRB members at least seven (7) calendar days prior to the scheduled meeting. Distribution shall be done through secure and controlled means (e.g., official email or authorized electronic platforms) to ensure confidentiality.

**Step 4** During the meeting, the Chair and IRB members review the provisional agenda. Upon approval, it becomes the final agenda of the meeting.

**Step 5** The Staff Secretary files the approved final agenda in a designated folder, organized chronologically, as part of the official IRB records. Filing shall be completed 1 calendar day after the meeting.

## **VII. Form**

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 2020PELI-IRB SOP 2017

## IX. Revision Index

Version	Date	Reasons For Revision
01	August 30, 2013	Patterned SOP after the SOP drafted by the DOH SOP Team (based on the FERCAP template)
02	April 1, 2014	Added Section 4.7 Conduct of Meeting
03	Jan 26, 2016	Changed logo of “Pacific Eye and Laser Institute” to “Peregrine Eye and Laser Institute” in the document header
04	June 15, 2017	<p>The following major revisions of both SOP and forms 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.11, 3.12 made in compliance with PHREB recommendations of official finding report last June 8, 2017:</p> <p>Clarify the following and state specific procedures on the following:</p> <ul style="list-style-type: none"> <li>Invitation of “guest” (SOP 4.7.2), ensure confidentiality</li> <li>Attendance by video or teleconference SOP 6.5</li> <li>Decision via consensus or voting page 15 #1</li> <li>abstention of member page 15 #1 confidentiality clause SOP 4.6.9</li> <li>Follow the standard agenda and minutes format</li> <li>Call to order</li> <li>Declaration of quorum</li> <li>Declaration of COI</li> <li>Approval of previous minutes</li> <li>Business arising from the previous minutes</li> <li>Review of new protocols</li> <li>Review of resubmitted protocols</li> <li>Progress Reports</li> <li>Amendment/s</li> <li>/PV and Noncompliance</li> <li>SAE/SUSARS</li> <li>Early Study Termination, close out reports, Final Reports</li> <li>Site visit</li> <li>Reports of expedited reviews</li> <li>Other matters</li> </ul> <p>The above items should always be part of the agenda and minutes, whether a report on any of the items will be discussed in the meeting. If there are no reports for a specific item, then it should be indicated as NONE.</p> <ul style="list-style-type: none"> <li>Invite PI only to the IRB meeting for clarificatory purposes</li> <li>Use PELI IRB Protocol No., full title of protocol and name of PI to identify protocols in the meeting agenda</li> <li>Ensure the agenda is complete following the template suggested in the SOP</li> <li>Ensure that the IRB deals with the PI directly and not with the sponsor</li> <li>Indicate type of review in the agenda and minutes of the meeting (expedited or full board)</li> <li>Document in the SOP current practices of the Staff Secretary on filing of documents</li> <li>Prepare an SOP on the disposal of archives</li> <li>Ensure that the archiving color coding scheme of the Staff Secretary be formalized in the SOP</li> <li>Ensure adequate space for archiving for future protocols</li> <li>Improve the database to track timelines of critical points in the review process and that can generate data useful for the IRB</li> </ul>

5	July 16, 2022	<p>Reformat numbering to conform to 2020 PHREB SOP Workbook</p> <p>Refer to SOP 4.1 of version 4 of PELI-IRB</p> <p>Add references within the SOP and transfer all cited ones in this item</p> <p>Revise activities in the workflow</p> <p>Specific changes.</p> <p>Revise “ Scope” to add specific coverage</p> <p>Revise “Responsibility”</p> <p>Revise “Process Flow/Steps” to clarify the activities</p> <p>Make “Process Flow/Steps and “Detailed Instructions” consistent</p> <p>Add “Forms “to include forms to be used in the SOP</p>
6	March 9, 2026	<p>Revised and reclassified as SOP 21 to align with the PHREB Accreditation Policy 2024 for Specialty Clinics</p> <p>Added a Policy section to define the governing principles and general guidelines of the SOP.</p> <p>Convert all timelines to calendar days</p> <p>Forms were re-numbered to correspond with the SOP in which they are used to ensure consistency, traceability, and proper document control. All form numbers mentioned in the SOP were updated accordingly to align with the revised numbering system</p>