

	Peregrine Eye and Laser Institute Institutional Review Board
PELI-IRB-SOP-24-01-2026	SOP 24 Conduct of Special Meeting
Version No. 1	
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Supersedes: Not Applicable	

SOP 24 Conduct of Special Meeting

I. Policy

The PELI-IRB may convene special IRB meetings to address urgent matters requiring immediate review or decision-making that cannot wait until the next scheduled meeting.

1. Special meetings shall be conducted in accordance with SOP 23 – Conduct of IRB Meeting, including requirements on quorum, conflict of interest, deliberation, decision-making, and documentation.
2. A special meeting may be called by the Chair or Vice-Chair in the absence of the Chair).
3. The Chair shall determine the necessity, urgency, and mode (in-person or online) of the meeting.
4. Proceedings and decisions shall be documented in the minutes and clearly identified as a Special IRB Meeting.

II. Purpose

To provide a mechanism for the IRB to deliberate and decide on urgent matters requiring immediate action.

III. Scope

This SOP covers all activities related to the conduct of a special IRB meeting, from the identification of an urgent matter requiring immediate IRB action to the finalization and filing of the minutes of the special meeting.

IV. Responsibility

The Chair identifies urgent matters requiring immediate Board action and determines the need for a special meeting.

The Staff Secretary schedules the meeting, coordinates logistics, notifies members, and distributes the agenda and relevant documents.

The IRB Members participate in deliberation and decision-making.

The Staff Secretary, under the supervision of the Member-Secretary, records and finalizes the minutes of the meeting.

V. Process Flow/Steps

STEP	ACTIVITY	PERSON RESPONSIBLE	TIMELINE
1	Identify urgent matter	Chair / IRB Officer	As needed
2	Decide to convene special meeting	Chair / Staff Secretary	1 calendar day
3	Schedule meeting and determine mode	Chair / Staff Secretary	1 calendar day
4	Notify members and distribute agenda/documents	Staff Secretary	3 calendar days
5	Conduct meeting in accordance with SOP 23	IRB Members	During special meeting
6	Document and finalize minutes	Member-Secretary/Staff Secretary	During special meeting

VI. Detailed Instructions

Step 1 The Chair or IRB Officers identify matters requiring immediate Board action. These may include, but are not limited to:

- a. urgent safety concerns involving research participants;
- b. serious adverse events requiring immediate IRB action;
- c. time-sensitive regulatory or sponsor requirements;
- d. urgent SJREB-related decisions affecting the PELI site; or
- e. other matters determined by the Chair to require immediate deliberation.

Step 2 The Chair determines whether urgency justifies a special meeting instead of waiting for the next scheduled meeting.

Step 3 The Staff Secretary ensures timely coordination, notification, and document distribution. .

Step 4 The conduct of the meeting, including quorum, COI management, deliberation, voting, and documentation, shall follow SOP 23 – Conduct of IRB Meeting.

Step 5 The Member Secretary confirms real time documentation done in each agenda and has the Chair sign the minutes upon adjournment.

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 2020

IX. Revision Index

Version	Date	Reasons For Revision
01	March 9, 2026	Initial Release