

	<b>Peregrine Eye and Laser Institute Institutional Review Board</b>
PELI-IRB SOP 25-06-2026	<b>SOP 25 Preparation of Minutes of Meeting</b>
Version No. 6	
Approval Date: March 9, 2026	
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Supersedes: SOP 26 v.5 July 16, 2022	

## SOP 25 Preparation of Minutes of Meeting

### I. Policy

The Peregrine Eye and Laser Institute Institutional Review Board (PELI-IRB) shall ensure that accurate, complete, and timely minutes are prepared for all IRB meetings to provide an official record of deliberations, decisions, and actions taken by the Board.

1. Minutes of IRB meetings shall document attendance, quorum determination, conflicts of interest and recusals, agenda items discussed, deliberations, decisions, and voting outcomes, in accordance with applicable ethical and regulatory requirements.
2. Meeting minutes shall be prepared in a manner that supports:
  - a. transparency and accountability of IRB decision-making;
  - b. verification of compliance with quorum and review requirements; and
  - c. continuity of ethical oversight across meetings.
3. The content of minutes shall be sufficient to allow independent reconstruction of IRB decisions and their ethical justification, without recording verbatim discussions.
4. Draft minutes shall be reviewed, corrected as necessary, and formally approved by the IRB prior to finalization and filing.
5. Approved minutes shall be maintained as part of the official IRB records, protected for confidentiality, and made available for audit, accreditation, or regulatory review as required.

### II. Purpose

To describe the procedures for the preparation and review of the minutes of the IRB meeting

### III. Scope

This SOP starts when the meeting is called to order by the Chair and ends after the adjournment of the meeting. The minutes include the date, time and venue of the meeting, the agenda, the attendees and the name of the person recording the minutes. The minutes should follow the order of the agenda with a summary for each item and the name of the person who presented it

#### IV. Responsibility

- The Member-Secretary records the proceedings of the meeting.
- The Chair reviews and validates the accuracy and completeness of the minutes.
- The IRB Members review and approve the minutes in the subsequent meeting.
- The Staff Secretary prepares templates, facilitates processing, and ensures proper filing and record management.

#### V. Process Flow/Steps

STEP	ACTIVITY	PERSON RESPONSIBLE	TIMELINE
1	Organize and make a document template based on the agenda and minutes	Staff Secretary	3 calendar days prior to scheduled meeting
2	Take the minutes	Member-Secretary	During the scheduled meeting
3	Review the prepared minutes	Chair	2 calendar days after receipt from Member-Secretary
4	File all minutes in corresponding binder	Staff Secretary	1 calendar day after receipt from the Member-Secretary

#### VI. Detailed Instructions

**Step 1** The Staff Secretary makes a document template in preparation for writing the minutes during the meeting at least 3 calendar days before the scheduled meeting.

**Step 2** The Member-Secretary documents the proceedings of the meeting as it progresses by writing directly to the prepared template. The Member-Secretary submits the minute file to the Chair for review.

**Step 3** The Chair reviews the minutes prepared by the Member-Secretary within 2 calendar days after receipt of the documents to verify that it contains the following sections:

- a. Date and venue of meeting
- b. Attendance sheet
- c. Guests and observers if any
- d. Time when meeting was called to order
- e. Presiding officer
- f. Declaration of conflict of interest
- g. Discussion of items based on the meeting agenda

- h. Decisions and recommendations arrived at during the meeting
- i. Name and signature of the person who prepares the minutes

**Step 4** The Staff Secretary files the minutes in corresponding binder after receiving the reviewed minutes. This will be reviewed and approved in the next scheduled meeting by the IRB members.

**VII. Form**

- 1. Form 25 Minutes of Meeting

**VIII. References**

- 1. National Ethical Guidelines for Health and Health-related Research 2017
- 2. Philippine Health Research Ethics Board Standard Operating Procedures 2020
- 3. PELI-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:            Invitation of “guest” (SOP 4.7.2), ensure confidentiality            Attendance by video or teleconference SOP 6.5            Decision via consensus or voting page 15 #1            abstention of member page 15 #1 confidentiality clause SOP 4.6.9            Follow the standard agenda and minutes format            Call to order            Declaration of quorum            Declaration of COI            Approval of previous minutes            Business arising from the previous minutes            Review of new protocols            Review of resubmitted protocols            Progress Reports            Amendment/s            PD/PV and Noncompliance            SAE/SUSARS            Early Study Termination, close out reports, Final Reports            Site visits</p>

		<p>Reports of expedited reviews Other matters</p> <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> <p>Invite PI only to the IRB meeting for clarificatory purposes</p> <p>Use PELI IRB Protocol No., full title of protocol and name of PI to identify protocols in the meeting agenda</p> <p>Ensure the agenda is complete following the template suggested in the SOP</p> <p>Ensure that the IRB deals with the PI directly and not with the sponsor</p> <p>indicate type of review in the agenda and minutes of the meeting (expedited or full board)</p> <p>Document in the SOP current practices of the Staff Secretary on filing of documents</p> <p>Prepare an SOP on the disposal of archives</p> <p>Ensure that the archiving color coding scheme of the Staff Secretary be formalized in the SOP</p> <p>Ensure adequate space for archiving for future protocols</p> <p>Improve the database to track timelines of critical points in the review process and that can generate data useful for the IRB</p>
5	July 16, 2022	<p>Reformat numbering to conform to 2020 PHREB SOP Workbook</p> <p>Refer to SOP 4.2 of version 4 of PELI-IRB</p> <p>Add references within the SOP and transfer all cited ones to this item</p> <p>Revise “Purpose” by changing the word “approve” to “review”</p> <p>Revise “Scope” to indicate specific changes</p> <p>Add “Forms” to include forms to be used in the SOP</p>
6	March 9, 2026	<p>Revised and reclassified as SOP 24 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>