



Title	REB Meeting Administration
SOP Code	302.004
Effective Date	15-May-2023

Site Approvals

Name and Title (typed or printed)	Signature	Date dd/Mon/yyyy

1.0 PURPOSE

This standard operating procedure (SOP) describes the required activities for the preparation, management and documentation of Full Board human participant research in compliance with applicable regulations and guidelines.

3.0 RESPONSIBILITIES

All REB members and Research Ethics staff are responsible for ensuring that the requirements of this SOP are met.

4.0 DEFINITIONS

See Glossary

The REB meeting agenda provides the meeting content and establishes a sequence of review. It also provides an overview of all items that have been previously (i.e., during the preceding time between REB meetings) reviewed and approved by delegated review procedures, a list of items that are pending review by the Full Board and assigned reviewer(s) for each of those items. Information documented in the REB meeting agenda provides the foundation for the REB meeting minutes.

The REB meeting minutes document the actions that occur during an REB meeting. The minutes should enable a reader who was not present at the REB meeting to determine how and with what justification the REB arrived at its decisions. They should also provide the REB itself with sufficient detail to help it reconstruct its discussions at a later date, if necessary.

5.1 Agenda Preparation

- 5.1.1 Following an administrative review of the submission (e.g., new studies, amendments, continuing review applications, reportable events) by Research Ethics staff and the determination of the review type by the REB Chair or their designee, the responsible Research Ethics staff adds any submissions requiring Full Board review to the next appropriate Full Board meeting agenda;
- 5.1.2 For submissions that were reviewed and approved via delegated review procedures, the REB will be made aware of these approvals in a timely manner ;
- 5.1.3 The Research Ethics staff attaches to the agenda any previous REB meeting minutes for Full Board review and approval, and adds any other items for information or discussion at the REB meeting (e.g., SOPs, educational articles, presentations, reports, etc.);
- 5.1.4 The Research Ethics staff, in consultation with the REB Chair or designee as necessary, reviews the agenda, confirms REB meeting attendance and assigns the reviewers;
- 5.1.5 The REB Chair or designee invites the appropriate alternate REB member to the meeting when a regular REB member is not able to attend;
- 5.1.6 The reviewer assignment and the agenda are issued in a timely manner prior to the REB meeting date. The REB members attending the REB meeting will receive a copy of the REB meeting agenda;
- 5.1.7 Ad hoc advisors will receive copies of relevant submissions;
- 5.1.8 Any changes to the agenda are communicated to all REB members and Research Ethics staff. The Research Ethics staff or designee also may issue an updated agenda notice depending on the nature of the changes.



5.2 Primary and Secondary Reviewers

5.2.1 Prior to the meeting, the Research Ethics staff, in consultation with the REB Chair or designee, assess the following:

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- 5.4.4 If an REB member is unable to be physically present during a Full Board meeting, he/she may participate via videoconference or teleconference. REB members participating by videoconference or teleconference count towards Quorum;
- 5.4.5 Ad hoc advisors do not count when determining Quorum and do not vote;
- 5.4.6 REB members recusing themselves due to a conflict of interest are not counted toward Quorum;
- 5.4.7 Research Ethics staff serving as REB members for purposes of delegated review are not counted toward Quorum and do not vote.
- 5.4.8 The REB Chair or their designee may, at their discretion, conduct an REB meeting with all REB members attending via simultaneous videoconference or teleconference, provided everyone has access to the review materials and Quorum is met;
- 5.4.9 Subject to section 5.4.3, only those REB members present (i.e., in person, or via videoconference or teleconference) at the Full Board meeting may participate in the deliberation and final decision regarding approval;
- 5.4.10 Observers may be invited or permitted to attend REB meetings, subject to the agreement of the REB and execution of a . Observers must disclose any vested interest in, or scientific or management responsibility for, any applications being considered at the REB meeting;
- 5.4.11 If requested, Researchers may (in person or via teleconference) attend the REB meeting to present their research and respond directly to any comments or questions raised by the REB, subject to the agreement of the REB;
- 5.4.12 Any individual not listed on the official REB membership roster may not participate in the decisions of the REB.

5.5 Meeting Minute Preparation

- 5.5.1 The Research Ethics staff will draft the REB meeting minutes including key discussions, decisions and votes;
- 5.5.2 The key REB discussions and decisions for submissions are recorded;
- 5.5.3 The REB's concerns, clarifications and recommendations to the Researcher as discussed at the REB meeting are included in the REB review letter that is sent to the Researcher:
- 5.5.4 The meeting may be audio tape recorded (on an encrypted device) for reference purposes and to provide additional reference information for the generation of the



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