



**Eastern Visayas Health Research and Development Consortium-  
Ethics Review Committee (EVHRDC-ERC)  
STANDARD OPERATING PROCEDURE**

**CHAPTER 1: STRUCTURE AND COMPOSITION**

<b>SELECTION AND APPOINTMENT OF ERC MEMBERS</b>	SOP No.	01
	Version No.	05
	Version Date	04-25-2023
	Effective Date	04-30-2023

**1. APPOINTMENT OF ETHICS REVIEW COMMITTEE MEMBERS**

**1.1. STATEMENT OF POLICY**

The selection of EVHRDC ERC members comes from the existing representatives of the different EVHRDC member institutions. The selection ensures representation of different disciplines (medical and non-medical members), Gender and Development (GAD) compliance, and member/s who are not affiliated with the institution. The EVHRDC Chair has the final authority to approve the appointment of the EVHRDC ERC members. The members shall be appointed and serve for a period of three (3) years, renewable every three (3) years unless the EVHRDC member institution opt to change its representative.

**1.2. OBJECTIVE/S OF THE ACTIVITY**

The activity aims to establish procedures, mechanisms and standards in the selection of qualified committee members. It will include the manner by which qualified members and staff are appointed. This activity describes the initial constitution of the EVHRDC ERC and is shown here to serve as recorded history of how the committee was established. This activity can also be used for benchmarking of Research Ethics Committees that are selecting and appointing members.

**1.3. SCOPE / APPLICABILITY**

This activity guides all procedures in the selection and appointment of the members of the ERC.

**1.4. ROLES AND RESPONSIBILITIES**

Compliance is the responsibility of the consortium officers and members and the consortium ERC Staff Secretary.

**EVHRDC Chair** - calls for the nomination of ERC members; presides the meeting for election of officers of the ERC and appoints the ERC Chair.

**Institution/ Agency Heads** - recommends and submits the name of nominee for ERC membership.

**Executive Committee members** - selects and deliberates the ERC membership.

**EVHRDC ERC Staff Secretary** - coordinates with the EVHRDC Chair for the preparation of necessary documents for communication and receipt of nominees for the call of nomination; prepares and files the necessary forms to be signed by the newly appointed members; assists and prepares for the general assembly and meeting

### 1.5. WORKFLOW

ACTIVITY	RESPONSIBILITY	TIMELINE
Step 1: Call for Nomination	EVHRDC Chair	30 days
Step 2: Submission of Representatives	Heads of EVHRDC member institutions	30 days
Step 3: General Assembly	EVHRDC Chair	every November of the year
Step 4: Issuance and signing of Terms of Reference	EVHRDC Chair	7 days
Step 5: Selection of ERC Chair	EVHRDC Chair	1 day
Step 6: Designation of ERC Officers ( <i>see SOP No. 02 Designation of ERC Officers</i> )	ERC Chair, ERC Members	1 day
Step 7: Filing of documents and documentation	ERC Staff Secretary	7 days

### 1.6. DESCRIPTION OF PROCEDURES

#### 1.6.1. Call for Nomination

The EVHRDC Chair, who is the head of the EVHRDC Executive Committee, initiates the Call for Nomination and this is circulated to all member agencies of the Consortium through

the ERC Staff Secretary with the information as to qualification requirements of the ERC.

**1.6.2. Submission of Representatives**

The institution heads of the EVHRDC member institutions submit the name of their representative to join the EVHRDC ERC using **Form 1.1 Nomination**.

**1.6.3. General Assembly**

The EVHRDC ERC Staff Secretary collects and submits the list of nominees and their Curriculum Vitae using **Form 1.2 Curriculum Vitae** to the EVHRDC Chair, who thereafter calls for a General Assembly. The EVHRDC Chair presides over the General Assembly, where the nominees are presented and after thorough deliberation, the eight (8) members are determined.

**1.6.4. Issuance and signing of Terms of Reference**

The accepted ERC Member signs a Certificate of Acceptance duly noted by the Agency Head. The EVHRDC Chair issues a special order and **Form 1.3 Appointment with Terms of Reference** to the new ERC member/s. The members shall be appointed and serve for a period of three (3) years, renewable every three (3) years unless the EVHRDC member institution opt to change its representative. The new members will also be required to sign **Form 1.4 Confidentiality Agreement and Conflict of Interest Disclosure**. Oath taking of newly appointed members will be administered by the EVHRDC Chair.

**1.6.5. Selection of ERC Chair**

The EVHRDC Chair calls for an initial meeting, where he/she presides until the new ERC Chair has been selected from among the ERC Members. Agenda of this meeting includes among others, the identification of roles, functions and responsibilities of members. The ERC chair should be a medical doctor/scientist and an incumbent member of the committee for at least 2 years who is directly appointed by the EVHRDC Chair.

**1.6.6. Designation of ERC Officers.**

Once the ERC Chair is selected, he/she will then preside for the election of Vice-Chair and Member secretary (*See SOP No. 02 Designation of ERC Officers*).

**1.6.7. Filing of documents and documentation**

The ERC Staff Secretary files relevant documents such as but not limited to the CVs, Confidentiality Agreement and Undertaking of Disclosure of Conflict of Interest, Appointments with Terms of Reference and Minutes of the Meeting.

## 2. CONSTITUTING OF REPLACEMENT OF A VACANT POSITION OF ERC

### 2.1. STATEMENT OF POLICY

The selection of ERC members shall be through a nomination process that ensures representation of different disciplines (scientific and non-scientific members), sectors (male and female, older and younger age groups) and member/s who are not affiliated with the institution. The EVHRDC Chair has the final authority to appoint ERC members.

The ERC Chair shall be an incumbent member of the ERC for at least 2 years.

### 2.2. OBJECTIVE/S OF THE ACTIVITY

To describe the procedure for replacement in a vacated position of the ERC.

### 2.3. SCOPE / APPLICABILITY

This activity guides the ERC and the EVHRDC in the procedure on how to fill-up a vacant seat.

### 2.4. ROLES AND RESPONSIBILITY

**EVHRDC Chair** – issues the Special Order and appointment of new members

**Head of EVHRDC Member Institutions** – appoint representative to be a member of the ERC

**ERC Staff** – collects and files pertinent documents

### 2.5. WORKFLOW

ACTIVITY	RESPONSIBILITY	TIMELINE
Step 1: Declaration of vacant seat during the ERC regular meeting	ERC Chair	6 months prior the effective date of retirement/resignation
Step 2: Request for new representative	EVHRDC Chair	7 days

Step 3: Submission of names of the new ERC member/s	Heads of EVHRDC member institutions	1 month after the request for a new representative
Step 4: Issuance of Special Order and Terms of Reference	EVHRDC Chair	7 days
Step 5: Signing of documents	ERC Members	7 days
Step 6: Filing of documents and documentation	ERC Secretary Staff	7 days

## 2.6. DESCRIPTION OF PROCEDURES

### 2.6.1. Declaration of vacant seat during the ERC regular meeting

The ERC Chair declares vacancy during a regular meeting and inform the EVHRDC Chair. ERC Members who plan to retire/resign should inform the committee six (6) months prior to the effective date of retirement/resignation to allow transition of new members.

### 2.6.2. Request for new representative

The EVHRDC Chair requests from the head of the member institution for a new representative who declared vacancy considering the needed composition of the committee. In case of planned termination (retirement), the head of the EVHRDC member institution's outgoing member must allow a transition wherein the incoming must be an observer of two (2) months prior to the termination.

### 2.6.3. Submission of names of the new ERC member/s

The head of the EVHRDC member institution who declared vacancy submits the name of the new representative to the EVHRDC Chair using **Form 1.1 Nomination** with **Form 1.2 Curriculum Vitae**.

### 2.6.4. Issuance of Special Order and Terms of Reference

The EVHRDC Chair issues the Special Order and Appointment letter with terms of reference and tenure to the newly elected ERC member.

### 2.6.5. Signing of documents

The newly elected member signs and date **Form 1.3 Appointment with Terms of Reference** and **Form 1.4 Confidentiality Agreement and Conflict of Interest Disclosure**.

### 2.6.6. Filing of documents and documentation

The ERC Staff Secretary file the documents and documentation.

## 7. FORMS AND TOOLS

Form 1.1	Nomination
Form 1.2	Curriculum Vitae
Form 1.3	Appointment with Terms of Reference
Form 1.4	Confidentiality Agreement and Conflict of Interest Disclosure

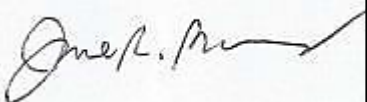

## 8. HISTORY

Version No.	Date (mm/dd/yyyy)	Authors	Main Change
1	12/05/2012	Dr. Jane R. Borrinaga Engr. Ernesto M. Granada Atty. Annabelle C. de Veyra Sr. Ma. Victoria Paderanga Fr. William Lepatan Ms. Maryflor Cagro Ms. Erleta Piñero Ms. Noreen Buhat	First draft
2	10/23/2015	ERC	Updates on procedures
3	12/05/2019	ERC	Adopt recommendation from PHREB CSA
4	11/28/2022	Dr. Jane R. Borrinaga Ms. Sarah B. Delorino Engr. Florentino L. Quiñones Ms. Noreen S. Buhat Fr. Charles Gingco Dr. Jose Carlo K. Del Pilar Ms. Erleta S. Piñero	Updates on procedures and policy

		Atty. Alma Sonia Q. Sanchez-Danday Mr. Ricky T. Serrano Mr. Raymond G. Campo	
5	04/25/2023	Dr. Jane R. Borrinaga Ms. Sarah B. Delorino Engr. Florentino L. Quiñones Ms. Noreen S. Buhat Fr. Charles Gingco Dr. Jose Carlo K. Del Pilar Ms. Erleta S. Piñero Atty. Alma Sonia Q. Sanchez-Danday Mr. Ricky T. Serrano Mr. Raymond G. Campo	Updated Objective/s of the Activity and added timeline in the Workflow

## 9. REFERENCES

- CIOMS International Ethical Guidelines for Biomedical Research Involving Human Subjects 2016
- WHO Standards and Operational Guidance for Ethics Review of Health Related Research with Human Participants 2011
- National Ethical Guidelines for Health and Health-related Research 2017
- Philippine Health Research Ethics Board Standard Operating Procedures 2020

Prepared by:	Reviewed and Approved by: 	Approved by: 
<b>ETHICS REVIEW COMMITTEE</b>	<b>DR. JANE R. BORRINAGA, MD, FPCP</b> ERC Chair	<b>EXUPERIA B. SABALBERINO, MD, MPH, CESe</b> EVHRDC Executive Committee Chair
Date: 04-25-2023	Date: 04-25-2023	Date: 04-25-2023