CHAPTER 11

AGENDA PREPARATION, MEETING PROCEDURES AND MINUTES

SOP NUMBER: SOP/011/01

REVIEW COMMITTEE (RC)

NATIONAL STATISTICS BUREAU

Effective Date:
Supersedes:

Author: SOP Team
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Approved by: Director General, NSB
(Name): Kuenga Tshering
Date
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1. PURPOSE

The purpose of this SOP is to identify the administrative processes and provide instructions for the preparation, review, approval and distribution of meeting agenda, minutes, actions and notification letters of NSB-RC.

2. SCOPE

This SOP applies to administrative processes concerning the preparation of the agenda for all regular NSB-RC meetings, divided into three stages: before, during and after the meeting.

3. RESPONSIBILITY

It is the responsibility of the NSB-RC Secretariat to prepare the agenda for the NSB-RC meeting and to ensure the quality and validity of the minutes after the meeting is over. The Chairperson should review and approve the agenda and the minutes sent to him/her.

4. FLOW CHART

<table>
<thead>
<tr>
<th>No.</th>
<th>Activity</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Before each Committee Meeting</td>
<td>NSB-RC Secretariat / Chairperson</td>
</tr>
<tr>
<td>2</td>
<td>During the Meeting</td>
<td>NSB-RC Secretariat, Members and Chairperson</td>
</tr>
<tr>
<td>3</td>
<td>Voting</td>
<td>NSB-RC Members without conflict of interest / Chairperson</td>
</tr>
<tr>
<td>4</td>
<td>After the Committee Meeting</td>
<td>NSB-RC Secretariat / Chairperson</td>
</tr>
<tr>
<td>5</td>
<td>Storage of the documents</td>
<td>NSB-RC Secretariat</td>
</tr>
</tbody>
</table>

5. DETAILED INSTRUCTIONS

5.1 Before each Committee meeting

5.1.1 Check for filled up forms for completeness.

- The Secretariat:
  - Reviews the new study application for completeness.
  - Documents the review by completing the appropriate checklist. If incomplete, the Secretariat attempts to obtain the information from the person who submitted the application package.
  - Submits the documents once they are complete to the Chairperson within one working day.

5.1.2 Consider the appropriate review channel of each proposal

- Use the criteria and the procedures as described in the corresponding SOPs when deciding the review channel
  - SOP/006/01 for Review by Chairperson.
- SOP/005/01 for Initial Review of Submitted Proposals.
- SOP/008/01 for Review of Resubmitted Proposals.
- SOP/009/01 for Review of Amended Proposals.
- SOP/0010/01 for Review of Final Reports.

5.1.3 **Assign proposal reviewers**
- Assign at least two reviewers for initial review of each submitted proposal by the NSB-RC Chairperson within two working days of receipt of complete documents
  - The reviewer prepares a brief proposal summary, including a statement of the purposes, the evaluation parameters and the methodology of the proposal.
  - The assignment should be based on the information provided in the Initial Review Proposal (SOP/005/01).

5.1.4 **Prepare meeting agenda**
- The NSB-RC meeting shall be convened every Friday afternoon whenever there are proposals to be discussed
- Prepare the meeting agenda according to the ANNEX - AF/01-011/01
- Schedule proposals in the agenda on a first-come first-serve basis
- Include “request to appeal” items in the agenda, upon receipt of the correspondence, preferably during the next convened Committee meeting
- Specify the due date for the return of comments
  - Reviewers should not take more than three working days to return the comments.
- Include an Application form for Initial Review, ANNEX - AF/01-005/01 with the study proposal package and the meeting agenda
- Prepare the package for delivery
- Record the name of the assigned reviewers in the appropriate database or the review assignment file

5.1.5 **Distribution of Proposal Packages to the NSB-RC Members**
- Keep in mind Procedure for Maintaining Confidentiality of NSB-RC documents (SOP/013/01) when preparing and distributing documents
- Distribute copies of the proposal submission packages to the assigned reviewers and NSB-RC members by either electronic mail (if electronic submission proposals) or hard copies in advance of the scheduled meeting

5.1.6 **Prepare for the meeting**
- Make a room reservation on the schedule meeting date and time
- Make sure that the room, equipment and facilities are available in good running condition and cleaned for the meeting day

5.2 **During the meeting**
- The NSB-RC may allow investigators, project managers, sponsors, etc., to attend the portion of the Committee meeting related to their studies
- The Secretariat reports on the minutes of the previous meeting and presents the agenda for discussion
- The Secretariat records the discussions and the decisions made during the meeting
- The Chairperson may inform members and attendees of the rules being followed during meetings
The meeting proceeds in the order organized in the agenda; however, the Chairperson in discussion with the NSB-RC may allow some amendments.

The approval process starts when one of the reviewers gives a brief about the study and presents his/her observations and comments.

In case the reviewer cannot be present during the meeting, a member of the Secretariat or an NSB-RC member may give the briefing about the study by reading the comments and evaluation of the reviewers.

The other members give their comments right after the presentation and the discussion about the study takes place.

PI/Investigators may be allowed to present their projects in brief and clarify any questions the NSB-RC members may have.

5.2.1 Quorum Requirements
- A minimum of four members must be present at a meeting in order to issue a valid advice and/or decision.

5.2.2 Frequency of the meeting
- The NSB-RC shall meet every Friday if there is any proposal submitted for review.
- Emergency meeting may be convened if required, wherein the secretariat shall notify the members upon approval from the Chairperson.

5.3 Voting
- In order to avoid conflict of interest, only those Committee members who are independent of the investigator and the sponsor of the study will vote on the proposal related matters.
- All voting will take place after the observers/presenters/Committee members with a conflict of interest leave the meeting room.
- The Chairperson determines if the number of voting Committee members is sufficient to constitute a quorum and proceeds accordingly.
- A Committee member makes a motion to recommend action on a proposal or issue being discussed.
- The motion is seconded and voting takes place.
- A motion is carried out once majority of NSB-RC members present vote in favor of the motion.

5.4. After the Committee meeting

5.4.1 Preparing the Minutes and the Decision Forms
- Assembling the meeting minutes and the decision form:
  - Use the format as shown in ANNEX - AF/02-011/01 to write a minute.
  - Compose the summary of each meeting discussion and decision in a concise and easy-to-read style.
  - Make sure to cover all contents in each particular category.
  - Check spelling, grammar and context of the written minutes.
  - Finish the minutes within one working day after the meeting.
- Contents of the NSB-RC Meeting Minutes.
- The official minutes of the Committee meeting consist of, but are not limited to the following:
  - Name of person preparing the minutes
  - Location where the meeting was held
  - Meeting date
  - Attending Committee members and others
  - Agenda of the meeting
  - Individual serving as Chairperson of the meeting
  - Determination of a duly constituted quorum by the Chairperson to proceed with the meeting

5.4.2 Approval of the minutes and the decision
- The minutes of the meeting will be circulated by the Secretariat to NSB-RC members for review and comments. Following the review, the minutes are given to the Chairperson or designee for review and approval
- The Chairperson approves the minutes by signing and dating the minutes within two working days after the Committee meeting

5.4.3 Distribute the Decision
- Send the approved Action Letter to the applicants informing them of the NSB-RC’s decisions and recommendations

5.5. Storage of the documents
- Place the original version of the minutes and the signed decision form in the NSB-RC files

6. GLOSSARY

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Agenda</td>
<td>A list of things to be done; a program of business at a meeting</td>
</tr>
<tr>
<td>Minutes</td>
<td>An official record of the business discussed and transacted at a meeting, conference, etc.</td>
</tr>
<tr>
<td>Quorum</td>
<td>Number of NSB-RC members required to act on any motion presented to the Committee for action.</td>
</tr>
<tr>
<td>Majority vote</td>
<td>A motion is carried out if more than half of the members of the required quorum votes in its favour.</td>
</tr>
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7. REFERENCES
- Research Ethics Board of Health Standard Operating Procedures (SOPs), Ministry of Health, Bhutan

8. ANNEX

ANNEX 1   AF/01-010/01 Agenda format
ANNEX 2   AF/02-010/01 NSB-RC Meeting Minutes Form
Format of an Agenda

Agenda of the NSB-RC Meeting
No…….year

Venue:
Meeting Date:
Meeting time:

The NSB-RC meeting will proceed in the following sequences:

**Agenda 1**  Issues to be informed to the members.

**Agenda 2**  Approval of the last meeting minute and follow-ups if any

**Agenda 3**  Proposal Presentation, Review, Discussion and Voting

**Agenda 4**  Issues to be reported for Consideration

**Agenda 5**  Other issues of interest to the members
### ANNEX 2
AF/02-010/01

**NSB-RC Meeting Minutes Form**

<table>
<thead>
<tr>
<th>Meeting No.:</th>
<th>Meeting date:</th>
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- [ ] Regular meeting
- [ ] Emergency meeting

<table>
<thead>
<tr>
<th>Venue of meeting:</th>
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<table>
<thead>
<tr>
<th>No. of Agenda items:</th>
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<table>
<thead>
<tr>
<th>Starting time:</th>
<th>Adjourned time:</th>
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### Attending Committee members and guests:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of NSB-RC Member</th>
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<td>10</td>
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</table>

### Chairperson

Was there sufficient voting member representative for the session met?

- [ ] Yes
- [ ] No

Prepared by:…………………………… Review and Approved by:…………………………

Date: ………………… Date: …………………