

SOP 6: Preparation of Meetings and Meeting Procedures

The South African College of Applied Psychology Review Ethics Committee (SACAP REC)	
Title	SOP 6: Preparation of Meetings and Meeting Procedures
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1. COMPILATION AND AUTHORIZATION

Action	Designated person	Date	Signature
Compiled for SACAP by	Dr Malesa Kgashane	6 August 2021	
Amended for SACAP by	REC Office	26 October 2021	K. J. Young
Checked by	Academic Manager	10 November 2021	C.E. Ford
Authorised by	Academic Dean	19 January 2022	J.O. Lotter

2. DOCUMENT HISTORY

Date	Version no	Reason for revision
July 2021	1	Development of the document

3. ABBREVIATIONS AND DEFINITIONS

Abbreviation	Definition
SACAP REC	The South African College of Applied Psychology Research Ethics Committee
SOP	Standard Operating Procedure/s

4. PURPOSE OF THE SOP

The purpose of this SOP is to set out the formal preparation and procedures for SACAP REC sittings.

5. SCOPE

The scope of this SOP relates to the preparation and procedure of SACAP REC sittings.

6. RESPONSIBILITIES

The SACAP REC Office, namely the Chair, Vice Chair and Administrator are responsible for ensuring productive and orderly sittings in order to achieve a set outcome.

7. PROCEDURES AND PREPARATION FOR SITTINGS:

7.1. Documents handed in for notification, discussion, evaluation or approval are included in the SACAP REC agenda and grouped under the respective sections. The sections are as follows:

7.1.1. Welcome

7.1.2. Attendees and apologies

7.1.3. Correspondence/announcements

7.1.4. Ratification of the minutes of previous sitting held on

7.1.5. Matters arising

7.1.5.1. Ratification of conditional approvals after all conditions had been met

7.1.5.2. Amendment of projects/proposals

7.1.5.3. New research projects. The following information is given for each study:

7.1.5.3.1. Student/researcher name and number

7.1.5.3.2. Supervisor title initials and name

7.1.5.3.3. Members

7.1.5.3.4. Project title

7.1.5.3.5. A summary of the study in lay terms

7.1.5.3.6. Attachments of all relevant documents

7.1.5.3.7. REC outcome and recommendations

7.1.5.4. Expedited projects

7.1.5.5. Progress reports

7.1.5.6. Extension of the agenda

7.1.5.7. Notice of the next sitting

7.1.5.8. Closure

8. Sitting procedures:

8.1. Sittings are scheduled annually according to the submission dates of SACAP programmes that produce research that requires ethical review. The annual dates of sittings are electronically communicated upon receipt of a signed letter of appointment.

8.2. The quorum is determined, according to the guidelines of the Department of Health (2015) Ethics in Health Research: Principles, Processes and Structures, with a simple majority (50% +1) or 33% due in case the committee has above 15 members.

8.3. In exceptionally urgent cases a special sitting may be convened with notice thereof given at least 72-hours prior to the sitting. Quorum requirements are applicable.

8.4. The minutes of the previous meeting will be distributed within seven working days from the date of the meeting. The agenda and all documents relevant to the meeting will be circulated to the members ten working days prior to the date of the meeting.

- 8.5. The attendance list is signed at the sitting.
- 8.6. The sitting procedure is recorded and saved on a hard drive for record purposes. Written notes are taken down by the REC Administrator.
- 8.7. The SACAP REC Chair welcomes all the members at the sitting and proceeds with the agenda.
- 8.8. The minutes of the previous REC sitting are then submitted for approval and seconded by two members. The REC members are sent the finalised minutes.
- 8.9. As amendments to previously approved studies are evaluated beforehand by the member(s) of the initial application, the Chair or Vice Chair, these are merely noted during a sitting. If any enquiry with regard to an amendment were to arise, it is referred to the researcher with a request to react to it. On receipt, it is sent to the member who evaluated the research proposal. If the REC member is satisfied with the researchers' amendments, then ethical approval is granted and then minuted at the next sitting.
- 8.10. During the discussion of new research projects, one of the SACAP REC members presents the research study to the other REC members. The REC member presenting the research study is one of the members who evaluated the study. The REC member presenting the research study also shares the comments made by all members during evaluation, and indicates whether the answers to enquiries received from the researcher were accepted. Any REC member has the opportunity to ask questions and/or comment on the study.
- 8.11. After all questions are addressed, a final decision is made.
- 8.12. The matters mentioned by the members for extension to the agenda are announced by the Chair, but only discussed in full at the end of the agenda.
- 8.13. If there are matters included in a Supplementary agenda, they are mentioned as a point under "extension of the agenda" and discussed in full at the end of the agenda.
- 8.14. Decisions are taken down in writing by the SACAP REC Administrator and relayed to the researcher(s) in correspondence. Researchers are notified via e-mail of the decision regarding their ethics application.
- 8.15. The SACAP REC Chair informs the committee members of the date of the next sitting and thanks them for their cooperation and presence.
- 8.16. The Minutes of the REC sitting and the attendance list are finalised by the Administrator and sent to the SACAP REC Chair for verification. Thereafter it is sent to the REC Committee members.

9. REFERENCE DOCUMENTS

- Department of Health. (2015). *Ethics in health research: Principles, processes and structures*.