

Evaluation of Surveyors

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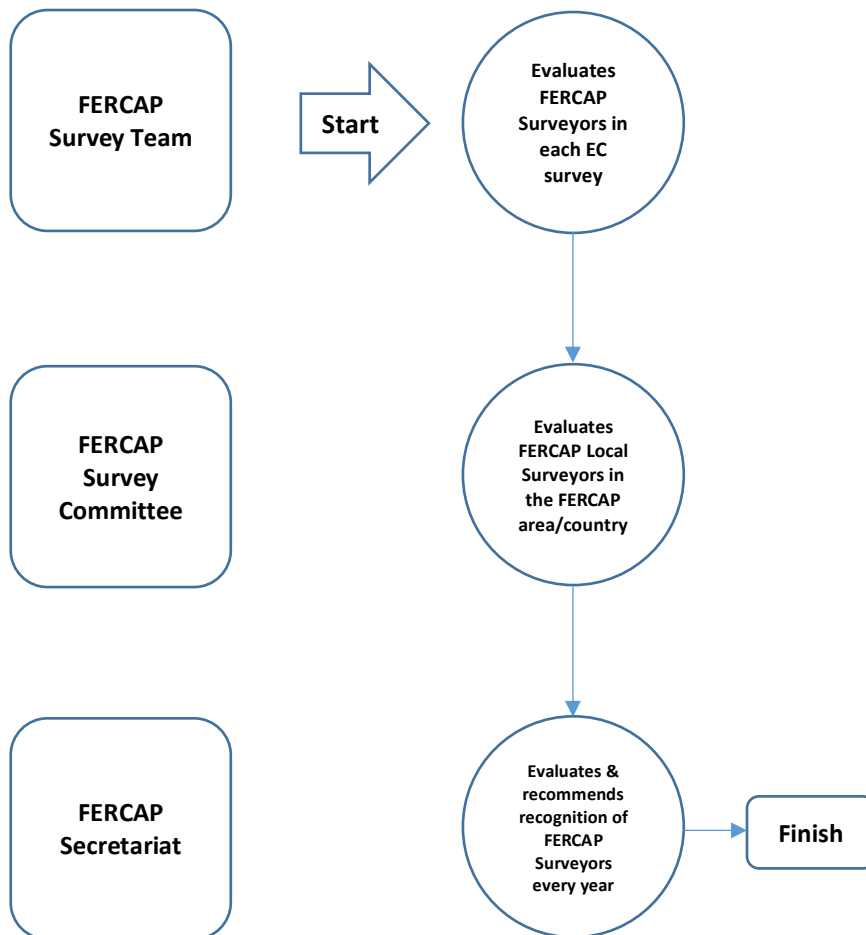
1. OBJECTIVE

The objective of this Standard Operating Procedure (SOP) is to describe the processes in the evaluation of FERCAP Surveyors.

2. SCOPE

This SOP covers the processes in the evaluation of FERCAP Surveyors.

3. RESPONSIBILITY AND WORKFLOW



4. DETAILED INSTRUCTIONS

4.1. Evaluation of FERCAP Surveyors in each Ethics Committee Survey

- The FERCAP Survey Coordinator (as part of the FERCAP Survey Team) evaluates the FERCAP Surveyors in each Ethics Committee (EC) survey and submit its feedback to the FERCAP Survey Committee using the SIDCER-FERCAP Survey Form 21 within three days after the Site Visit.
- The FERCAP Survey Committee collates all evaluation of FERCAP Surveyors from all the EC surveys in the FERCAP area/country.

4.2. Evaluation of FERCAP Surveyors in the FERCAP Area/Country

- FERCAP secretariat provides the list of local surveyors and filled surveyor evaluation form (SIDCER-FERCAP Survey Form 21) to the FERCAP local coordinator for evaluation annually.
- The FERCAP Local Coordinator (as part of the FERCAP Survey Committee) reviews all evaluation of FERCAP Local Surveyors from all the EC surveys in the FERCAP area/country and submit its feedback to the FERCAP Secretariat using SIDCER-FERCAP Survey Form 29, within one month after the last EC survey for the year in the FERCAP area/country.
- The FERCAP Secretariat collates all evaluation of FERCAP Surveyors from all the EC surveys for the year.

4.3. Evaluation and Recognition of FERCAP Surveyors Every Year

- The FERCAP Coordinator or FERCAP Program Manager (as part of the FERCAP Secretariat) reviews all evaluation of FERCAP Surveyors from all the EC surveys in and submit its feedback to the FERCAP Steering Committee using the Annual Surveyor Evaluation Form within one week before the FERCAP Steering Committee Meeting and FERCAP General Assembly.
- The FERCAP Secretariat recommends the Surveyors for recognition during the FERCAP General Assembly.
- The FERCAP Steering Committee approves the Surveyors for recognition during the FERCAP General Assembly.

5. GLOSSARY

EC	An ethics committee. It is also known as ethical review board (ERB), ethical review committee (ERC), human research ethics committee (HREC), institutional review board (IRB), and research ethics committee (REC). It is a group of individuals who undertakes the ethical review of research protocols involving human participants using agreed ethical principles and guidelines.
FERCAP	The Forum for Ethical Review Committees in Asia and the Western Pacific. It is an organization of ECs within the Asia-Pacific region. It is regional forum under the umbrella of SIDCER.

FERCAP Coordinator	The coordinator of the activities of FERCAP.
FERCAP Local Coordinator	A FERCAP Steering Committee Member representing a FERCAP area/country or a Representative of the national accreditation institution (e.g. NECAST, PHREB) or a Representative of the area/country network of ECs (e.g. FERCI, FERCSL, FERCIT, FIRREC, NERCIM, PHREN, TAIRB) who coordinates the EC surveys in a FERCAP area/country.
FERCAP Local Surveyor	A FERCAP Surveyor from the area/country of the EC being surveyed.
FERCAP Program Manager	Manager of the activities of FERCAP.
FERCAP Secretariat	Composed of the SIDCER Coordinator, FERCAP Coordinator, FERCAP Program Manager, and FERCAP Treasurer that serves as the coordinating and managing arm of FERCAP
FERCAP Steering Committee	Composed of Representatives of FERCAP areas/countries with SIDCER-FERCAP recognized ECs, the SIDCER-FERCAP Foundation President, and the SIDCER Chairperson that serves as the highest governing and policy-making body of FERCAP.
FERCAP Survey Committee	Composed of the SIDCER Coordinator, the FERCAP Coordinator or FERCAP Program Manager, and the FERCAP Local Coordinator that serves as the coordinating arm in a FERCAP area/country.
FERCAP Survey Coordinator	An experienced FERCAP Surveyor who supervises the FERCAP Survey Team.
FERCAP Survey Team	Composed of a FERCAP Survey Coordinator, a FERCAP Lead Surveyor, and two other FERCAP Surveyors tasked to conduct the EC survey.
SIDCER	The Strategic Initiative for Developing Capacity in Ethical Review (SIDCER). It is a global network of EC fora composed of FERCAP and the Pan-African Bioethics Initiative (PABIN).

6. DOCUMENT HISTORY

Version/Year	SOP Code	Revisions
1.0/2020	SIDCER-FERCAP Survey SOP 10	Initial SIDCER-FERCAP Survey SOP.

7. ANNEXES

- SIDCER-FERCAP Survey Form 21 - Surveyor Evaluation by Survey Coordinator
- SIDCER-FERCAP Survey Form 29 - Annual Surveyor Evaluation

8. REFERENCES

- FERCAP Terms of Reference, 2000, 2004

- WHO Surveying and Evaluating Ethical Review Practices, 2002
- SIDCER-FERCAP Survey Standard Operating Procedures, 2005, 2007, 2010
- SIDCER-FERCAP Survey Forms, 2009, 2013