

Preparation for a Survey

Prepared by: Arthur Navarro

Reviewed by: Juntra Karbwang-Laothavorn

Approved by: Kenji Hirayama

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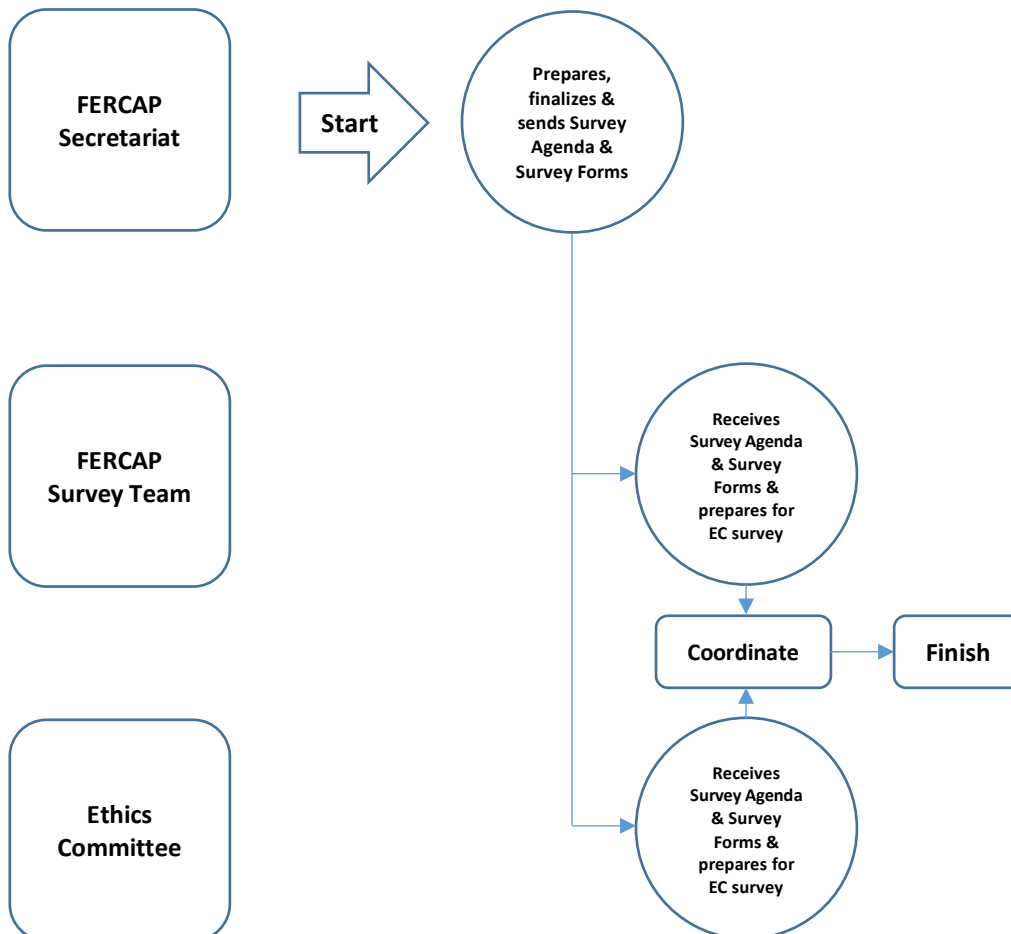
1. OBJECTIVE

The objective of this Standard Operating Procedure (SOP) is to describe the preparation processes for the FERCAP Survey Team/Surveyor Training and Site Visit.

2. SCOPE

This SOP covers the preparation processes for the FERCAP Survey Team/Surveyor Training and Site Visit.

3. RESPONSIBILITY AND WORKFLOW



4. DETAILED INSTRUCTIONS

4.1. Preparation and Finalization of the Survey Agenda

- The FERCAP Coordinator or FERCAP Program Manager (as part of the FERCAP Secretariat) prepares and finalizes the Survey Agenda. Speakers are identified from the EC and the FERCAP Survey Team.
- The FERCAP Coordinator or FERCAP Program Manager sends the Survey Agenda (SIDCER-FERCAP Survey Form 06) to the EC and the Survey Team at least 30 days before the survey.

4.2. Preparation for the FERCAP Survey Team/Surveyor Training and Site Visit

- The EC and the FERCAP Survey Team receive the Survey Agenda and coordinate regarding the arrangements for invitation letter (SIDCER-FERCAP Survey Template 10), travel, and accommodations. The EC sends invitation letter to the FERCAP Survey Team Members and covers their transportation and hotel. Upon request, the FERCAP Secretariat may also send invitation letter to the FERCAP Survey Team Members (SIDCER-FERCAP Survey Template 11).
- The FERCAP Secretariat sends the Survey Forms (SIDCER-FERCAP Survey Form 08 -20) and Survey Template (SIDCER-FERCAP Template 01-07) to the EC and the FERCAP Survey Team at least 15 days before the survey.
- The EC and the FERCAP Survey Team receive the Survey Forms and prepare for the FERCAP Survey Team/Surveyor Training and Site Visit using the Survey Team Assignments (SIDCER-FERCAP Survey Form 07), Opening Meeting EC Presentation Template, and Opening Meeting Survey Plan Presentation Template (SIDCER-FERCAP Survey Template 01-02).
- The EC prepares for the FERCAP Survey Team/Surveyor Training and Site Visit by submitting the documents listed in the Confirmation Letter, paying the Survey Fee, and arranging the different EC survey activities and documents.
- The FERCAP Lead Surveyor (as part of the FERCAP Survey Team) prepares for the Survey Team/Surveyor Training and Site Visit by making a working draft of the Survey Team Assignments (SIDCER-FERCAP Survey Form 07) and Opening Meeting Survey Plan Presentation Template (SIDCER-FERCAP Survey Template 02). In some cases, depending on the national requirements, this is the responsibility of the FERCAP Survey Coordinator.

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.
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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 Lead Surveyor	An experienced FERCAP Surveyor who leads the FERCAP Survey Team and writes the Survey Report.
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 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
1.0/2005	FERCAP SOP SRP 02	Initial SIDCER-FERCAP Survey SOP.
2.0/2007	FERCAP SRP SOP002	Procedures and workflow were elaborated according to practice.
3.0/2010	SIDCER-FERCAP Survey SOP003	Coding was changed to SOP003. Procedures and workflow were elaborated according to practice.
4.0/2019	SIDCER-FERCAP Survey SOP 03	Procedures and workflow were elaborated according to practice. Responsibility (in the workflow) and references were added.
5.0/2020	SIDCER-FERCAP Survey SOP 03	Format was changed. Procedures and workflow were revised. Annex codes were revised and a form was added.

7. ANNEXES

- SIDCER-FERCAP Survey Form 08 – Office Visit
- SIDCER-FERCAP Survey Form 06 - Surveyor Training and Site Visit Agenda
- SIDCER-FERCAP Survey Form 07 - Survey Team Assignments
- SIDCER-FERCAP Survey Form 08 - Office Visit
- SIDCER-FERCAP Survey Form 09 - Membership File Review
- SIDCER-FERCAP Survey Form 10- SOP Review

- SIDCER-FERCAP Survey Form 11 - Full Board Meeting Observation
- SIDCER-FERCAP Survey Form 12 - Protocol File Review
- SIDCER-FERCAP Survey Form 13 - Quality of Initial Review
- SIDCER-FERCAP Survey Form 14 - Quality of Continuing Review
- SIDCER-FERCAP Survey Form 15- Interview
- SIDCER-FERCAP Survey Form 16 - Meeting Minutes
- SIDCER-FERCAP Survey Form 17 - SAE Review
- SIDCER-FERCAP Survey Form 20 - Training Evaluation
- SIDCER-FERCAP Survey Form 19- Surveyor Trainee Review
- SIDCER-FERCAP Survey Form 18- Surveyor Trainee Group Work
- SIDCER-FERCAP Survey Template 01 – PPT Opening Meeting EC Presentation
- SIDCER-FERCAP Survey Template 02 - PPT Opening Meeting Survey Plan
- SIDCER-FERCAP Survey Template 03 - PPT Closing Meeting Presentation
- SIDCER-FERCAP Survey Template 04 - Quality of Initial Review (Pareto)
- SIDCER-FERCAP Survey Template 05 - Quality of Continuing Review (Pareto)
- SIDCER-FERCAP Survey Template 06- Site Visit Certificate
- SIDCER-FERCAP Survey Template 07- Surveyor Training Certificate
- SIDCER-FERCAP Survey Template 10- Survey Team Invitation (EC)
- SIDCER-FERCAP Survey Template 11 - Survey Team Invitation (FERCAP)

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, 2019
- SIDCER-FERCAP Survey Forms, 2009, 2013