



Formation of a Survey Team

SIDCER-FERCAP Survey SOP 02

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Formation of a Survey Team

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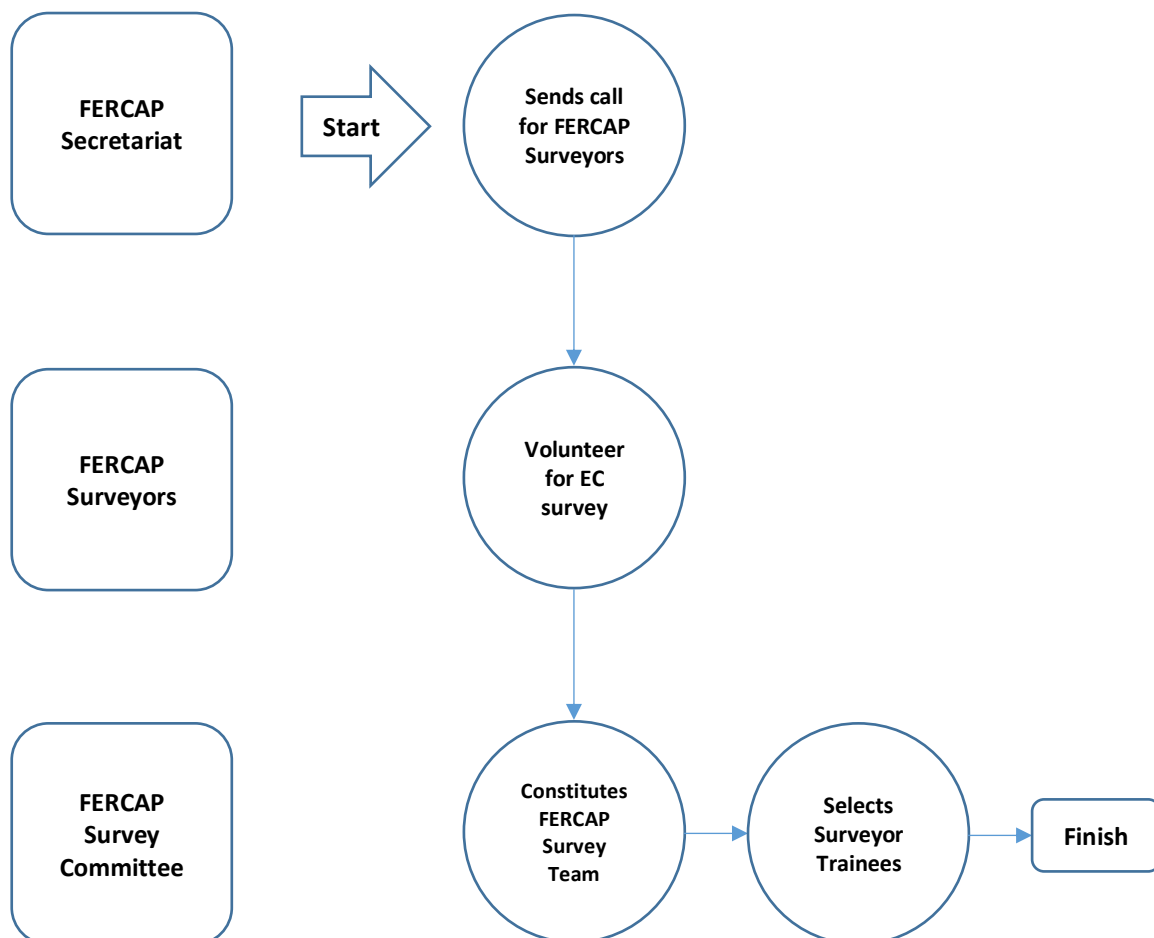
1. OBJECTIVE

The objective of this Standard Operating Procedure (SOP) is to describe the processes of selecting FERCAP Surveyors, forming a FERCAP Survey Team, and selecting Surveyor Trainees for the SIDCER Recognition Program.

2. SCOPE

This SOP covers the criteria and processes of selecting FERCAP Surveyors, forming a FERCAP Survey Team, and selecting Surveyor Trainees.

3. RESPONSIBILITY AND WORKFLOW



4. DETAILED INSTRUCTIONS

4.1. Call for FERCAP Surveyors

- The FERCAP Secretariat checks the FERCAP Surveyors List for potential FERCAP Surveyors for the EC survey.
- The FERCAP Secretariat sends a call for FERCAP Surveyors based on the FERCAP Surveyors List within three days after sending the confirmation letter and survey fee invoice to the EC.

4.2. Volunteering for an EC survey

- FERCAP Surveyors volunteer for an EC survey based on the FERCAP Working Survey Schedule.
- FERCAP Surveyors submit CV (SIDCER-FERCAP Survey Form 03) and Confidentiality and Conflict of Interest (COI) Agreements (SIDCER-FERCAP Form 04).

4.3. Formation of a FERCAP Survey Team

- The FERCAP Survey Committee discusses the selection of FERCAP Survey Team Members.
- The FERCAP Local Coordinator nominates the FERCAP Local Surveyors.
- The FERCAP Coordinator or FERCAP Program Manager appoints the FERCAP Survey Team Members (composed of a FERCAP Survey Coordinator, a FERCAP Lead Surveyor, and two other FERCAP Surveyors) based on the SIDCER-FERCAP Terms of Reference (TOR) and their expertise and proximity (SIDCER-FERCAP Survey Form 05).

4.4. Selection of Surveyor Trainees

- The FERCAP Local Coordinator sends a call for Surveyor Trainees.
- Surveyor Trainees volunteer for an EC survey based on the FERCAP Working Survey Schedule.
- The FERCAP Local Coordinator selects the Surveyor Trainees.

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 Lead Surveyor	An experienced FERCAP Surveyor who leads the FERCAP Survey Team and writes the Survey Report.
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 Survey Coordinator	An experienced FERCAP Surveyor who supervises the FERCAP Survey Team.
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 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).
Surveyor Trainee	A potential FERCAP Surveyor undergoing training.

6. DOCUMENT HISTORY

Version/Year	SOP Code	Revisions
1.0/2005	FERCAP SOP SRP 01	Initial SIDCER-FERCAP Survey SOP.
2.0/2007	FERCAP SRP SOP001	Functions and qualifications were elaborated according to practice.
3.0/2010	SIDCER-FERCAP Survey SOP002	Coding was changed to SOP002. Functions and qualifications were elaborated according to practice particularly pertaining to the Survey Coordinator.
4.0/2019	SIDCER-FERCAP Survey SOP 02	Procedures and workflow were elaborated according to practice. FERCAP Survey Committee was added. Responsibility (in the workflow) and references were added.
5.0/2020	SIDCER-FERCAP Survey SOP 02	Format was changed. Procedures and workflow were revised. Terms of Reference for FERCAP Survey Team

		Members were deleted since it is now a stand-alone document. Annex codes were revised and a form was added.
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7. ANNEXES

- SIDCER-FERCAP Survey Form 03 - Curriculum Vitae
- SIDCER-FERCAP Survey Form 04 - Confidentiality and COI Agreements
- SIDCER-FERCAP Survey Form 05 – Appointment Certification

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