

Writing of a Survey Report

Prepared by: Arthur Navarro

Reviewed by: Juntra Karbwang-Laothavorn

Approved by: Kenji Hirayama

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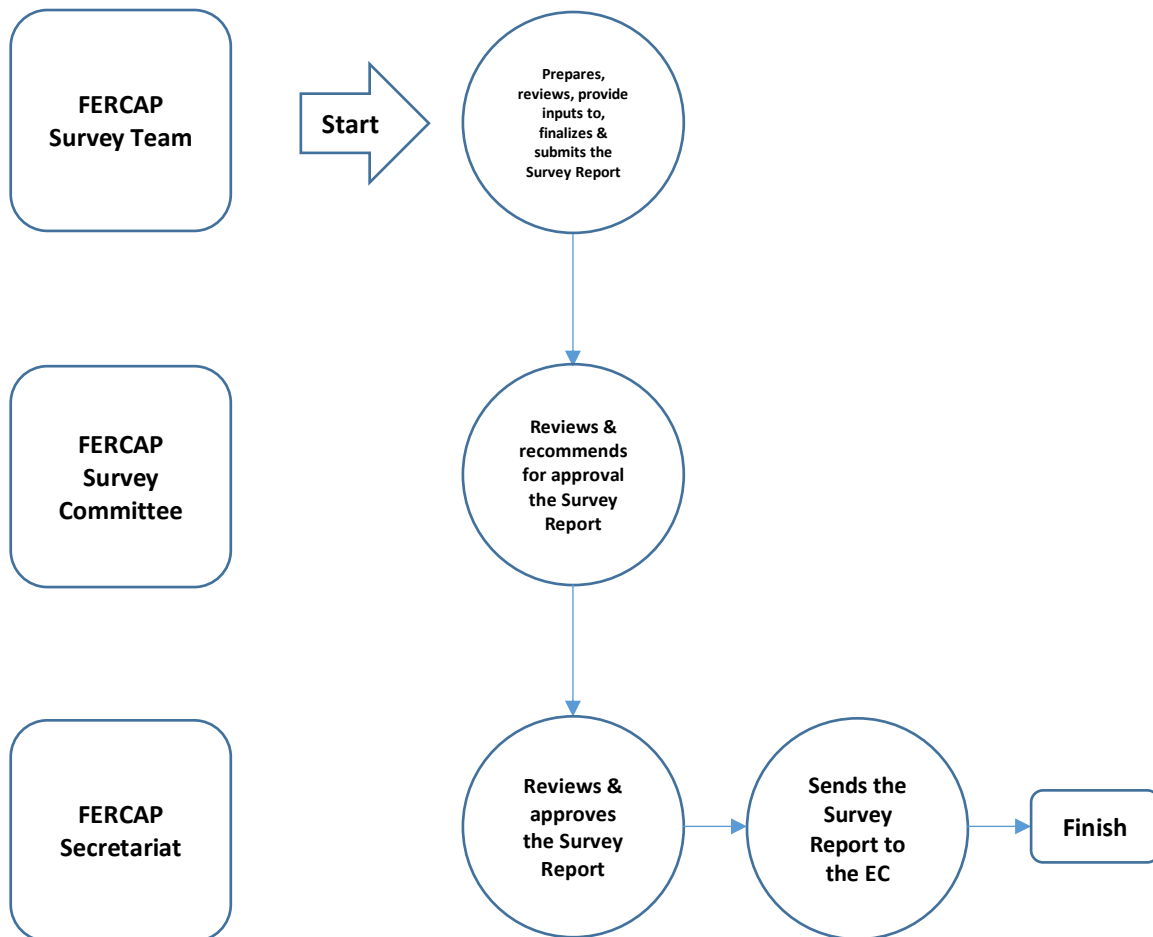
1. OBJECTIVE

The objective of this Standard Operating Procedure (SOP) is to describe the processes in preparing, finalizing, and approving the Survey Report.

2. SCOPE

This SOP covers the processes in preparing, finalizing, and approving the Survey Report.

3. RESPONSIBILITY AND WORKFLOW



4. DETAILED INSTRUCTIONS

4.1. Preparation of the Survey Report

- The FERCAP Lead Surveyor (as part of the FERCAP Survey Team) collates all relevant information from the Site Visit.
- The FERCAP Lead Surveyor submits the Closing Meeting Presentation, Surveyor Training Evaluation, Surveyor Trainee Reviewer, and Surveyor Trainee Group Work within three days after the Site Visit.
- The FERCAP Lead Surveyor writes the Draft Survey Report and circulates it to the other FERCAP Survey Team Members within two weeks after the Site Visit.
- The other FERCAP Survey Team reviews and provides inputs to the Draft Survey Report and the FERCAP Lead Surveyor corrects and finalizes the Survey Report for approval by the FERCAP Survey Team.
- The FERCAP Survey Team approves the Final Survey Report and the FERCAP Lead Surveyor submits the Final Survey Report to the FERCAP Survey Committee within three weeks after the Site Visit.

4.2. Recommendation for Approval of the Survey Report

- The FERCAP Local Coordinator (as part of the FERCAP Survey Committee) reviews the Final Survey Report for any local concerns and issues.
- The FERCAP Local Coordinator recommends for approval the Final Survey Report and submits it to the FERCAP Secretariat within three days after receipt from the FERCAP Survey Team.

4.3 Approval of the Survey Report

- The FERCAP Coordinator or FERCAP Program Manager (as part of the FERCAP Secretariat) reviews the Final Report for clarity, consistency, and compliance.
- The FERCAP Coordinator or FERCAP Program Manager approves the Final Survey Report and sends to the EC at least one month after the Site Visit.

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).

6. DOCUMENT HISTORY

Version/Year	SOP Code	Revisions
1.0/2005	FERCAP SOP SRP 04	Initial SIDCER-FERCAP Survey SOP.
2.0/2007	FERCAP SRP SOP004	Procedures and workflow were elaborated according to practice.
3.0/2010	SIDCER-FERCAP Survey SOP006	Coding was changed to SOP006. Procedures and workflow were elaborated according to practice.
4.0/2020	SIDCER-FERCAP Survey SOP 06	Format was changed. Procedures and workflow were revised. Responsibility (in the workflow) and references were added. Annex codes were revised.

7. ANNEXES

- SIDCER-FERCAP Survey Form 20 - Training Evaluation
- SIDCER-FERCAP Survey Form 19- Surveyor Trainee Reviewer
- SIDCER-FERCAP Survey Form 18- Surveyor Trainee Group Work
- SIDCER-FERCAP Survey Form 24 - Survey Report

- SIDCER-FERCAP Survey Template 03 - PPT Closing Meeting Presentation

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