Documentation and Archiving

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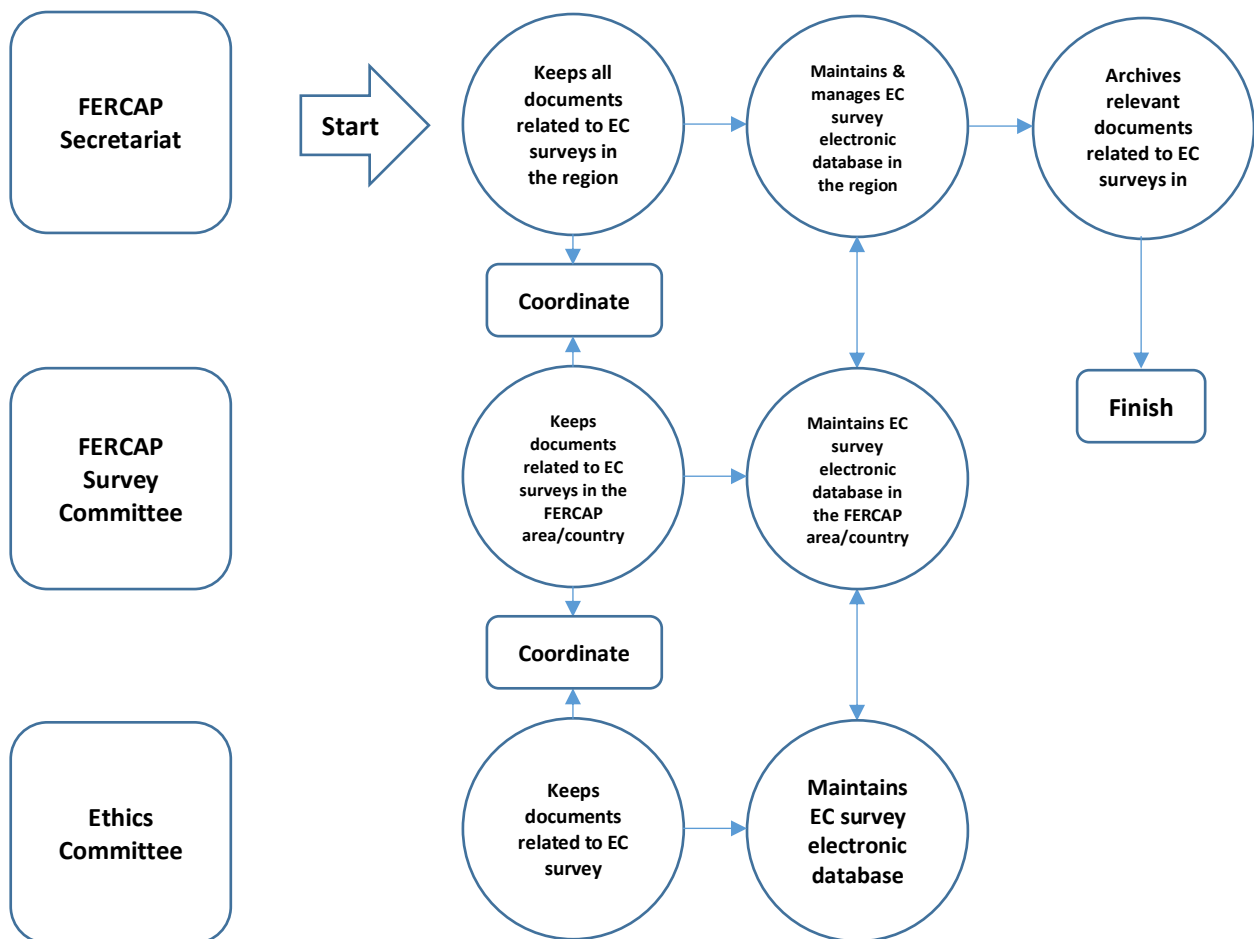
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1.   OBJECTIVE

The objective of this Standard Operating Procedure (SOP) is to describe the processes in documentation and archiving.

2.   SCOPE

This SOP covers the processes in documentation and archiving.

3.   RESPONSIBILITY AND WORKFLOW

4. DETAILED INSTRUCTIONS

4.1. Keeping Documents Related to EC Surveys

- The FERCAP Secretariat keeps all documents related to EC surveys in the region. The FERCAP Secretariat keeps electronic files of the following:
  - ➤ SIDCER-FERCAP Survey TOR, SIDCER-FERCAP Survey SOPs, and SIDCER-FERCAP Survey Forms
  - ➤ EC Files (from EC Application Form to EC Annual Progress Report)
  - ➤ FERCAP Surveyor Files (*e.g.* CV)
  - ➤ Other documents
- The backup of electronic files is done monthly.
- The FERCAP Local Coordinator (as part of the FERCAP Survey Committee) coordinates with the FERCAP Secretariat and the ECs and keeps all documents related to EC surveys in the FERCAP area/country.
- EC coordinates with the FERCAP Secretariat and FERCAP Local Coordinator and keeps all documents related to their EC survey.

4.2. Maintenance and Management of EC Survey Electronic Database

- The FERCAP Secretariat maintains and manages EC survey electronic database in the region. The FERCAP Secretariat keeps electronic database on the following:
  - ➤ Survey Schedule
  - ➤ Recognized EC List
  - ➤ Surveyor List
- The recognized EC list and Surveyor list is uploaded on the website annually
- The FERCAP Local Coordinator (as part of the FERCAP Survey Committee) maintains EC survey electronic database in the FERCAP area/country.
- EC maintains EC survey electronic database related to their EC survey.

4.3. Archiving of FERCAP Documents

- The FERCAP Secretariat archives the files of ECs that have been inactive for ten years.
- The FERCAP Secretariat archives the files of Surveyors that have been inactive for five years.

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 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 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.
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 08	Initial SIDCER-FERCAP Survey SOP.
2.0/2007	FERCAP SRP SOP008	Procedures and workflow were elaborated according to practice.
3.0/2010	SIDCER-FERCAP Survey SOP010	Coding was changed to SOP010. Procedures and workflow were elaborated according to practice.
4.0/2020	SIDCER-FERCAP Survey SOP 10	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 30 - Recognized EC List
- SIDCER-FERCAP Survey Form 31 - Surveyors List

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