



Review and Revision of Survey SOPs

SIDCER-FERCAP Survey SOP 12

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Page 1 of 6

Review and Revision of Survey SOPs

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TABLE OF CONTENTS

<u>NO.</u>	<u>TOPICS</u>	<u>PAGE NO.</u>
1	Objective	3
2	Scope	3
3	Responsibility and Workflow	3
4	Detailed Instructions	4
5	Glossary	5
6	Document History	5
7	Annexes	6
8	References	6

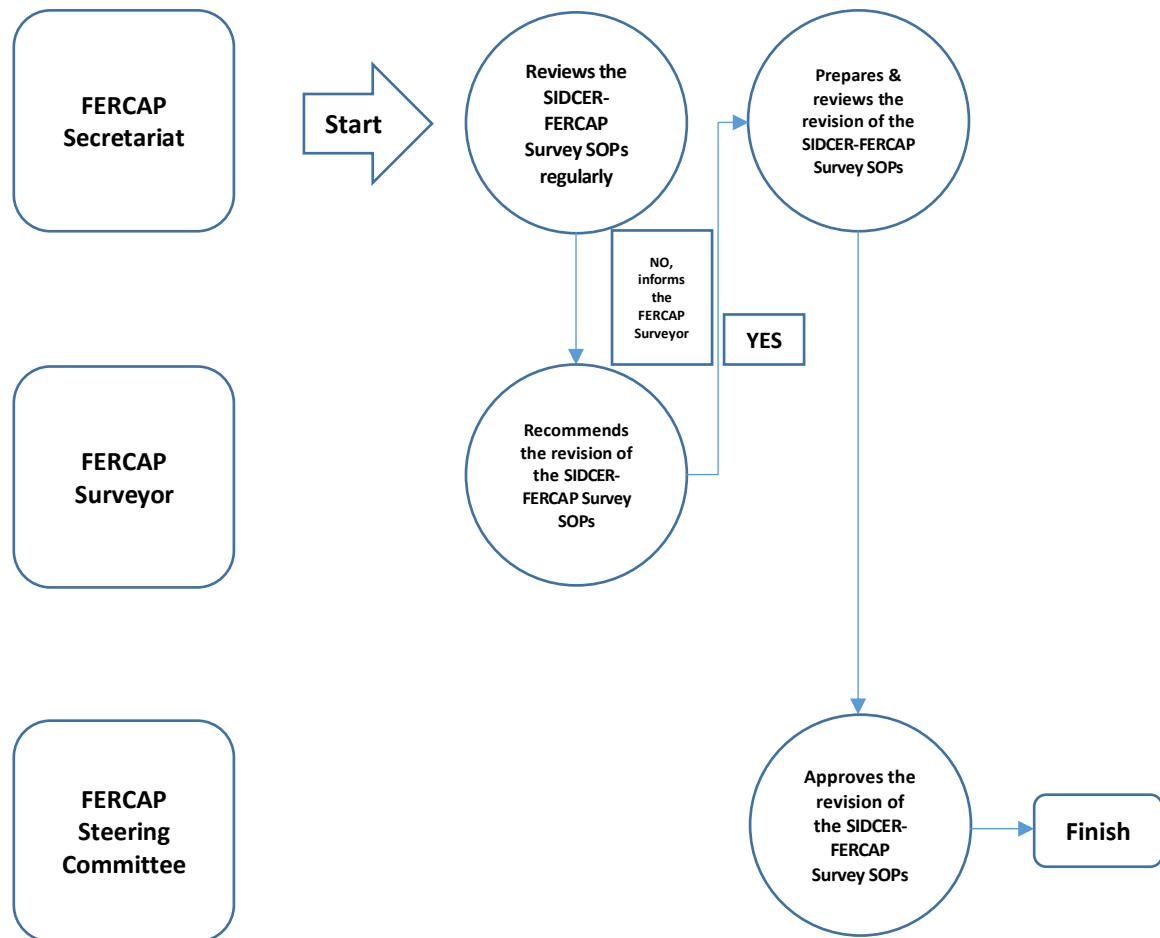
1. OBJECTIVE

The objective of this Standard Operating Procedure (SOP) is to describe the processes in the review and revision of the SIDCER-FERCAP Survey Terms of Reference (TOR), SIDCER-FERCAP Survey SOPs, and SIDCER-FERCAP Survey Forms.

2. SCOPE

This SOP covers the processes in the review and revision of the SIDCER-FERCAP Survey TOR, SIDCER-FERCAP Survey SOPs, and SIDCER-FERCAP Survey Forms.

3. RESPONSIBILITY AND WORKFLOW



4. DETAILED INSTRUCTIONS

4.1. Review of the SIDCER-FERCAP Survey TOR, SIDCER-FERCAP Survey SOPs, and SIDCER-FERCAP Survey Forms

- The FERCAP Secretariat conducts a regular review of the SIDCER-FERCAP Survey TOR, SIDCER-FERCAP Survey SOPs, and SIDCER-FERCAP Survey Forms every three years.
- The FERCAP Secretariat documents the regular review and if applicable, the need to revise/devise the SIDCER-FERCAP Survey TOR, SIDCER-FERCAP Survey SOPs, and SIDCER-FERCAP Survey Forms.

4.2. Revision of the SIDCER-FERCAP Survey TOR, SIDCER-FERCAP Survey SOPs, and SIDCER-FERCAP Survey Forms

- The FERCAP Secretariat or any FERCAP Surveyor can request to revise/devise the SIDCER-FERCAP Survey TOR, SIDCER-FERCAP Survey SOPs, and/or SIDCER-FERCAP Survey Forms using the Survey SOP Revision Form
- The FERCAP Secretariat makes a decision on the need to revise/devise the SIDCER-FERCAP Survey TOR, SIDCER-FERCAP Survey SOPs, and/or SIDCER-FERCAP Survey Forms.
- If the FERCAP Secretariat does not agree with the need to revise/devise the SIDCER-FERCAP Survey TOR, SIDCER-FERCAP Survey SOPs, and/or SIDCER-FERCAP Survey Forms, the FERCAP Secretariat provides the FERCAP Surveyor with the reason.
- If the FERCAP Secretariat confirms the need to revise/devise the SIDCER-FERCAP Survey TOR, SIDCER-FERCAP Survey SOPs, and/or SIDCER-FERCAP Survey Forms, the FERCAP Secretariat asks the FERCAP Program Manager to prepare the revision or development of the new SOP.
- The FERCAP Program Manager (as part of the FERCAP Secretariat) prepares the revision/development of the SIDCER-FERCAP Survey TOR, SIDCER-FERCAP Survey SOPs, and/or SIDCER-FERCAP Survey Forms and consults with FERCAP Local Coordinators and/or FERCAP Surveyors about the revision.
- The SIDCER Coordinator (as part of the FERCAP Secretariat) reviews the revised/devised SIDCER-FERCAP Survey TOR, SIDCER-FERCAP Survey SOPs, and/or SIDCER-FERCAP Survey Forms.

4.3. Approval of the revised/devised SIDCER-FERCAP Survey TOR, SIDCER-FERCAP Survey SOPs, and SIDCER-FERCAP Survey Forms

- The FERCAP Secretariat recommends the revision of the SIDCER-FERCAP Survey TOR, SIDCER-FERCAP Survey SOPs, and/or SIDCER-FERCAP Survey Forms.
- The Chair of FERCAP approves the SIDCER-FERCAP Survey TOR, SIDCER-FERCAP Survey SOPs, and/or SIDCER-FERCAP Survey Forms.

4.4. Distribution and withdrawal of the revised SIDCER-FERCAP Survey TOR, SIDCER-FERCAP Survey SOPs, and SIDCER-FERCAP Survey Forms

- The effective date of the revised/devised SOP(s)/form(s) is the approval date signed by the Chair of FERCAP on behalf of FERCAP Steering Committee

- The program manager uploads the revised/devised SOPs/Form on the FERCAP website and FERCAP program manager inform the surveyors about the changes of the SOPs/Forms and make a stamp 'CANCEL' on the old SOP(s)/Form(s) and move the file to archived folder on the website.
- 4.5. **Training of the revised/devised SIDCER-FERCAP Survey TOR, SIDCER-FERCAP Survey SOPs, and SIDCER-FERCAP Survey Forms**
- The training on the revised/devised SOP(s)/form(s) will be conducted during the the training day of the survey trainees prior to the site survey 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 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 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.
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).
SIDCER Coordinator	The coordinator of the activities of SIDCER.

6. DOCUMENT HISTORY

Version/Year	SOP Code	Revisions
1.0/2020	SIDCER-FERCAP Survey SOP 12	Initial SIDCER-FERCAP Survey SOP.

7. ANNEXES

- SIDCER-FERCAP Survey Form 28 - Survey SOP Revision

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