

**SOP: MEETING SCHEDULE**

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**1. PURPOSE**

- 1.1. This procedure establishes the process to schedule convened meetings.
- 1.2. The process begins when additional meetings need to be scheduled.
- 1.3. The process ends when sufficient meetings are scheduled.

**2. POLICY**

- 2.1. The [Organization] may convene unscheduled meetings to deal with urgent issues that the IRB cannot address in a scheduled meeting, provided members are given timely notification and a justification for convening the unscheduled meeting.

**3. RESPONSIBILITY**

- 3.1. HRPP staff members carry out these procedures.

**4. PROCEDURE**

- 4.1. Create a schedule of meetings at least one month in advance at a frequency specified by the [Organizational Official].
- 4.2. Post the schedule on the Web site.
- 4.3. Notify the following individuals of the updated schedule:
  - 4.3.1. IRB members
  - 4.3.2. [Organizational Official]

**5. REFERENCES**

- 5.1. ICH-GCP E6 3.3.2