



Research institute for biological safety problems
Local Bioethics Commission

SOP-15 Preparation of the Agenda for Meetings of the Local Bioethics Committee
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APPROVED BY
General Director
“Research Institute for Biological Safety
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« _____ » _____ 20 _____

Preparation of the Agenda for Meetings of the Local Bioethics Committee SOP-15

REVIEWED
at the meeting of the Local Bioethics Committee
Minutes No. ____
dated “ ____ ” _____ 20 _____



Preparation of the Agenda for Meetings of the Local Bioethics Committee

1. General Provisions

1.1. This Standard Operating Procedure establishes the procedure for preparing the agenda for meetings of the Local Bioethics Committee (hereinafter referred to as the Committee or LBC).

1.2. Preparation of the meeting agenda is carried out to organize the review of research studies and other issues related to the activities of the Committee.

2. Responsible Persons

2.1. The Secretary of the Committee is responsible for preparing the meeting agenda.

2.2. The agenda is approved by the Chair of the Committee.

3. Formation of the Meeting Agenda

3.1. The meeting agenda is formed based on:

- submitted applications for bioethical review;
- resubmitted applications;
- requests for amendments to research protocols;
- materials from research monitoring;
- final research reports;
- reports of protocol violations.

3.2. The agenda includes issues that require consideration by the Committee.

4. Content of the Agenda

4.1. The agenda shall include:

- date and time of the meeting;
- location of the meeting;
- list of issues submitted for consideration;
- list of research studies submitted for review.

4.2. For each research study, the following information shall be provided:

- title of the study;
- name of the Principal Investigator;
- brief description of the issue under consideration.



5. Preparation of Meeting Materials

5.1. The Secretary of the Committee prepares the materials required for the review of agenda items.

5.2. The materials may include:

- research protocols;
- expert opinions;
- documents submitted by applicants;
- other materials necessary for the consideration of issues.

6. Distribution of the Agenda and Materials

6.1. The agenda and related materials are distributed to Committee members for preliminary review.

6.2. Committee members shall review the materials prior to the meeting.

7. Documentation

7.1. The meeting agenda is stored in the Committee documentation.

7.2. Documents included in the agenda are attached to the materials of the meeting.

8. Final Provisions

8.1. Compliance with this SOP shall be supervised by the Chair of the Committee.

8.2. The Secretary of the Committee ensures preparation and storage of documents related to the meeting agenda.

8.3. This SOP shall enter into force by order of the Head of the Institute.