



Research institute for biological safety problems
Local Bioethics Commission

SOP-16 Conducting Extraordinary Meetings of the Local Bioethics Committee
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APPROVED BY
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Conducting Extraordinary Meetings of the Local Bioethics Committee SOP-16

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



Conducting Extraordinary Meetings of the Local Bioethics Committee

1. General Provisions

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

1.2. An extraordinary meeting is convened when urgent consideration of issues within the competence of the Committee is required.

2. Grounds for Convening an Extraordinary Meeting

2.1. An extraordinary meeting may be convened in the following cases:

- the need for urgent review of a research study;
- the need for prompt consideration of amendments to a research protocol;
- identification of serious violations of a research protocol;
- emergence of risks related to bioethics or biosafety;
- the need for the Committee to make an urgent decision.

3. Initiation of an Extraordinary Meeting

3.1. The decision to convene an extraordinary meeting is made by the Chair of the Committee.

3.2. A proposal to convene an extraordinary meeting may be submitted by:

- the Chair of the Committee;
- members of the Committee;
- the Secretary of the Committee.

4. Preparation of the Extraordinary Meeting

4.1. The Secretary of the Committee is responsible for preparing the extraordinary meeting.

4.2. The Secretary of the Committee:

- prepares the agenda of the extraordinary meeting;
- prepares materials required for review;
- notifies Committee members of the meeting.



5. Conduct of the Meeting

- 5.1. The extraordinary meeting is conducted in accordance with the procedures established for Committee meetings.
- 5.2. The meeting is considered valid if a quorum is present.
- 5.3. Decisions are made by a majority vote of the Committee members present.

6. Documentation

- 6.1. Decisions adopted during the extraordinary meeting are recorded in the minutes of the Committee meeting.
- 6.2. The minutes are signed by the Chair and the Secretary of the Committee.

7. Final Provisions

- 7.1. Compliance with this SOP shall be supervised by the Chair of the Committee.
- 7.2. The Secretary of the Committee ensures storage of documents related to extraordinary meetings.
- 7.3. This SOP shall enter into force by order of the Head of the Institute.