Submission of Annual Progress Report

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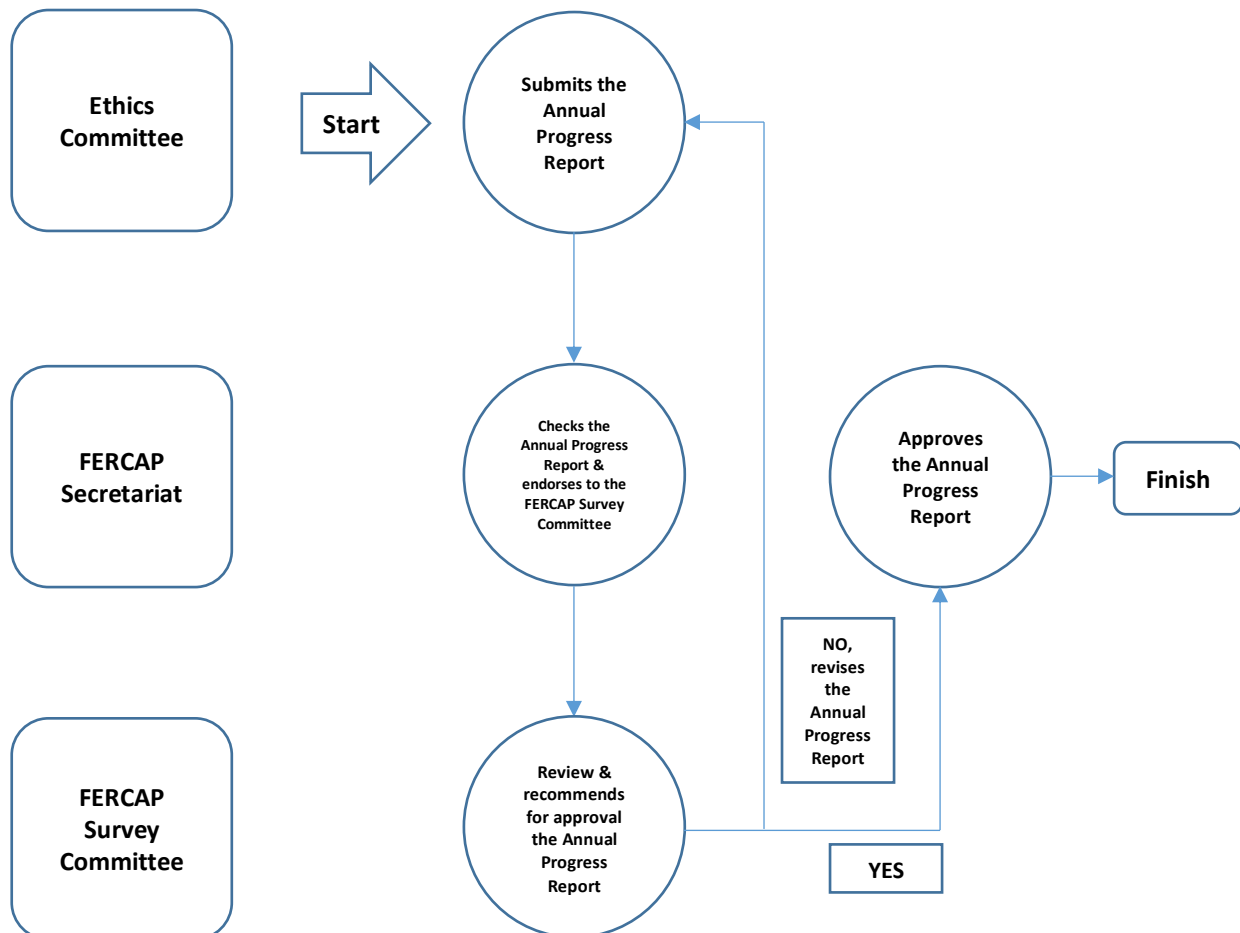Approved by: Kenji Hirayama

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1. OBJECTIVE

The objective of this Standard Operating Procedure (SOP) is to describe the processes in the submission, review, and approval of Annual Progress Reports.

2. SCOPE

This SOP covers the processes in the submission, review, and approval of Annual Progress Reports.

3. RESPONSIBILITY AND WORKFLOW

4.   DETAILED INSTRUCTIONS

4.1. Submission of the Annual Progress Report
- The Ethics Committee (EC) submits the Annual Progress Report (SIDCER-FERCAP Survey Form 27) together with the updated Action Plan in response to the most recent Survey Report before the end of each year.
- If the EC is unable to comply with the timeline for the submission of the Annual Progress Report, it may request the FERCAP Secretariat for an extension of submission. The FERCAP Secretariat may grant extension of no more than one month.

4.2. Recommendation for Approval of the Annual Progress Report
- The FERCAP Local Coordinator (as part of the FERCAP Survey Committee) reviews the Annual Progress Report for any local concerns and issues.
- The FERCAP Local Coordinator recommends for approval of the Annual Progress Report and submits it to the FERCAP Secretariat within two weeks after receipt from the FERCAP Secretariat.

4.3. Approval of the Annual Progress Report
- The FERCAP Coordinator or FERCAP Program Manager (as part of the FERCAP Secretariat) reviews the Annual Progress Report for clarity, consistency, and compliance.
- The FERCAP Coordinator or FERCAP Program Manager approves the Annual Progress Report and sends the approval to the EC within one month after receiving the Annual Progress Report.

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 07	Initial SIDCER-FERCAP Survey SOP.
2.0/2007	FERCAP SRP SOP007	Procedures and workflow were elaborated according to practice.
3.0/2010	SIDCER-FERCAP Survey SOP009	Coding was changed to SOP009. Procedures and workflow were elaborated according to practice.
4.0/2020	SIDCER-FERCAP Survey SOP 09	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 27 - Annual Progress Report

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