**RESPONSIBILITIES AND QUALIFICATIONS OF MEMBERS AND OFFICERS**

**Qualifications of Regular Committee Members**

*A* ***Scientist Regular Member*** *should:*

1. Have at least Master’s degree units.
2. Have experience in research through research engagements, i.e., completed at least one research, published at least one research, mentored at least one research project, and participated in at least one research training, seminar, or workshop.
3. Have expertise in at least one field, i.e., health sciences, medical sciences, natural sciences, environmental sciences, behavioral sciences, social sciences, engineering, technology, humanities, ethics, law, business, and education.
4. Have at least one basic research ethics training.
5. Not be a person with senior decision-making administrative authority over research-related concerns in PSU or other agencies; not be a head of the institution or agency, its vice presidents, directors, academic heads, and equivalent.
6. Have a good scholarly, social, ethical, and moral standing.

*A* ***Non-Medical/Non-Scientist Member*** *should:*

1. Have at least a secondary education.
2. Have experience in community representation and engagement, e.g., religious organizations, people’s organizations, business, or patient organizations.
3. Not be a person with senior decision-making administrative authority over research-related concerns in PSU or other agencies; not be a head of the institution or agency, its vice presidents, directors, academic heads, and equivalent.
4. Have a good social, ethical, and moral standing.

**Qualifications of Committee Officers**

*In addition to the qualifications of a scientist member, the* ***Chair*** *should:*

1. Be PSU-affiliated and a scientist.
2. Have experience as a member of a research ethics committee for at least a year.
3. Have at least two advanced training courses in research ethics.
4. Have reviewed at least five protocols for ethics evaluation.

*In addition to the qualifications of a scientist member, the* ***Vice-chair and Secretary*** *should:*

1. Be PSU-affiliated and a scientist.
2. Have experience as a member of a research ethics committee for at least a year.
3. Have at least one advanced training course in research ethics.
4. Have reviewed at least three protocols for ethics evaluation.

**Duties and Responsibilities of Regular Committee Members**

*All* ***Regular Committee Members*** *should:*

1. Attend all Committee meetings.
2. Participate in the ethical review of protocols, post-approval submissions and activities, and other related reports.
3. Review protocols assigned to them and submit them within the allowable timeframe.
4. Accept and commit to other research ethics review tasks assigned to them, e.g., being a member of the Site Visit Team, mentorship, being a resource person for training and lectures, Committee representation, and designations.
5. Attend continuing ethics education and other related activities.
6. Declare any Conflict of Interest (COI) in the review of protocols.
7. Maintain confidentiality of the documents and deliberations of the Committee meetings.
8. Be oriented and comply with the PSURERC Standard Operating Procedures and the National Ethical Guidelines for Research Involving Human Participants 2022.
9. Comply with all requirements for membership in the Committee.

*A* ***Scientist Member*** *should:*

1. Review and ensure the technical and ethical soundness of the protocols (i.e., objectives, framework, ethical considerations, instrument, and informed consent process).
2. Make recommendations, provide advice, and guide the investigators and researchers in ensuring that the research is ethical.
3. Be accountable for the recommendations made for each protocol.

*A* ***Non-Medical/Non-Scientist Member*** *should:*

1. Review and give special attention to the informed consent process and documents to ensure that these are comprehensible by ordinary persons, are considerate of community values, uphold respect for persons, beneficence and non-maleficence, and justice.
2. Review and give special attention to the data collection instruments, e.g., survey questionnaire, interview guide, and FGD guide, to ensure that these are comprehensible by ordinary persons, are considerate of community values, uphold respect for persons, beneficence and non-maleficence, and justice.
3. Make recommendations, provide advice, and guide the investigators and researchers in ensuring that the informed consent process and documents, and collection instruments are ethical.
4. Be accountable for the recommendations made for each protocol.

**Duties and Responsibilities of Officers**

*In addition to the primary duties and responsibilities as a committee member, the duties and responsibilities of the* ***Chair*** *are the following:*

1. Oversee the overall operations of the RERC.
2. Coordinate with PHREB, other external institutions, and internal offices for administrative and research ethics concerns.
3. Set the meeting agenda and preside in regular and special committee meetings.
4. Conduct a preliminary review of all protocols and decide on the type of review needed or if the protocols are qualified for exemption.
5. Assign primary reviewers and independent consultants (if applicable) for specific research protocols for initial and/or continuing review.
6. Ensure an appropriate and timely decision/action on a protocol.
7. Finalize the recommendations and approval of the protocols reviewed by the committee.
8. Conduct initial reviews of all protocols.
9. Ensure all RERC members undergo appropriate orientation and continuing training in research ethics, concepts, and guidelines.
10. Prepare and submit annual reports to PHREB.

*In addition to the primary duties and responsibilities as a committee member, the duties and responsibilities of the* ***Vice-Chair*** *are the following:*

1. Act as Chair in the absence of the latter.
2. Act as Secretary in the absence of the latter.
3. Conduct a preliminary review of some protocols assigned by the Chair and decide on the type of review needed or if the protocols are qualified for exemption.
4. Conduct an initial, continuing, and/or post-approval review of protocols assigned to them.

*In addition to the primary duties and responsibilities as a committee member, the duties and responsibilities of the* ***Secretary*** *are the following:*

1. Acts as the head of the secretariat; thus, supervises all the activities of the secretariat staff.
2. Manage submissions of applications for ethics review from study proponents.
3. Record and summarize deliberations and decisions of the committee in consultation with the Chair.
4. Supervise the management of all committee documents.
5. Prepare the meeting agenda and minutes in consultation with the Chair.
6. Act as Chair in the absence of the latter and the Vice-chair.
7. Assist the Chair in coordinating with PHREB, other external institutions, and internal offices for administrative and research ethics concerns.
8. Conduct a preliminary review of some protocols assigned by the Chair and decide on the type of review needed or if the protocols are qualified for exemption.
9. Conduct an initial, continuing, and/or post-approval review of protocols assigned to them.