

CHIPER N2/CAREB REB SOP ADDENDUM

CHIPER has adopted the N2/CAREB REB SOPs. However, in order to reflect specific CHIPER requirements, this addendum must be used in tandem with the SOP noted below*.

Addenda have been prepared only where the N2/CAREB SOP is insufficient with respect to CHIPER's SOPs.

There are no addenda when the only change would be to replace REB with CHIPER.

N2/CAREB SOP 302 – REB MEETING ADMINISTRATION

SOP Section	CHIPER Addendum
5.0 PROCEDURE Except when a delegated review procedure is used, the REB must review proposed research at Full Board meetings at which a quorum is present.	5.0 PROCEDURE Except when a delegated review procedure is used, the REB must review proposed research at Full Board meetings at which a quorum is present.
5.2 Primary and Secondary Reviewers 5.2.1 Prior to the meeting, the REB Office Personnel, in consultation with the REB Chair or designee as necessary, will assign a primary and may assign one or more secondary reviewers for each new research project and at least one reviewer for each amendment;	5.2 Primary and Secondary Reviewers 5.2.1 Prior to the meeting, the REB Office Personnel, in consultation with the REB Chair or designee as necessary, will assign two primary and may assign one or more secondary reviewers for each new research project and at least one reviewer for each amendment;
5.2.3 The REB Office Personnel will issue the reviewer assignment. The assigned reviewers will receive notification with a copy of the meeting agenda;	5.2.3 The REB Office Personnel will issue the reviewer assignment. The assigned reviewers will receive an email notification to review the application in the RITHIM Electronic System;
5.3.1 The primary and secondary reviewers (if applicable) will conduct in-depth reviews of their assigned submissions and may submit reviewer comments prior to the REB meeting. The primary reviewer should be prepared to lead the discussion at the Full Board meeting;	5.3.1 The primary and secondary reviewers (if applicable) will conduct in-depth reviews of their assigned submissions and should submit reviewer comments in the RITHIM Electronic System prior to the REB meeting. Each primary reviewer should be prepared to lead the discussion at the Full Board meeting;
5.3.3 REB members who are not assigned as primary or secondary reviewers may submit their individual comments for each submission prior to the meeting;	5.3.3 REB members who are not assigned as primary or secondary reviewers may submit their individual comments in the RITHIM Electronic System for each submission prior to the meeting;

5.4.1 A quorum must be present to proceed with a Full Board meeting;	5.4.1 A quorum must be present to proceed with Full Board meeting decisions. In the event that quorum is not achieved, the meeting may proceed only if the Chair deems that the number and range of expertise present, such that members present may provide expertise in more than one area, is adequate for the conduct of reviews. Notwithstanding that the REB without quorum may meet for the purpose of undertaking a review, decisions without a quorum are not valid or binding and will require an approval at a subsequent meeting where quorum is achieved.
5.4.7 Under unusual circumstances (e.g., public health alerts and quarantines) the REB Chair or designee may, at his/her discretion, conduct an REB meeting with all REB members attending via simultaneous videoconference or teleconference, provided everyone has access to the review materials and quorum is met;	5.4.7 When necessary (e.g., members are geographically dispersed, during public health alerts and quarantines, etc.) the REB Chair or designee may, at his/her discretion, conduct an REB meeting with all REB members attending via simultaneous videoconference or teleconference, provided everyone has access to the review materials and quorum is met;
5.6.2 Subsection was deleted in 2023	5.6.2 The REB motion and decision on the previous REB meeting minutes are recorded in the current REB meeting minutes;
5.6.3 Subsection was deleted in 2023	5.6.3 If the previous REB meeting minutes are approved pending revisions, the REB Office Personnel makes the required changes, and unless the REB requests further review of the minutes prior to approval, the REB Office Personnel records the minutes as “approved by the REB.”

Revision History	
Date/Version	Summary of Changes
May 1, 2025/001	Original version.