



## NKTIREC FORM 5.1: FORMAT FOR THE AGENDA OF THE MEETING

NKTI Research Ethics Committee

Address

Telephone

(Date)

### 1. NOTICE OF MEETING

To : NKTI Research Ethics Committee Members:  
(NAME OF REC MEMBER 1)  
(NAME OF REC MEMBER 2)  
(NAME OF REC MEMBER 3)  
(NAME OF REC MEMBER 4)  
(NAME OF REC MEMBER 5)  
(NAME OF REC MEMBER 6)  
(NAME OF REC MEMBER 7)  
(NAME OF REC MEMBER 8)  
(NAME OF REC MEMBER 9)

DATE OF MEETING:

TIME OF MEETING:

VENUE OF MEETING:

### 2. CALL TO ORDER

### 3. DETERMINATION OF QUORUM

### 4. DISCLOSURE OF CONFLICT OF INTEREST

### 5. READING AND APPROVAL OF THE MINUTES OF THE LAST MEETING

#### 6.1 BUSINESS ARISING FROM THE MEETING

6.2 Received the following responses:

### 7. RE-SUBMISSION AND RESPONSES FROM PREVIOUS MONTHLY MEETINGS:

AGENDA:

### 3. PROTOCOL REVIEW

8.1 New Protocols

8.2 Protocols for Clarificatory Interview

8.3 Protocol for Modifications

8.4 Protocol Amendments

8.5 Continuing Review

8.6 Final Reports

8.7 Protocol Deviations

8.8 Early Study Termination

8.9 Site Visit Reports

8.10 SAE/AE Reports

8.10.1 ONSITE SAE

8.10.2 OFFSITE SAE/SUSAR

### 9. REPORT OF RESULTS OF EXPEDITED REVIEW

### 10. QUERIES OR COMPLAINTS

### 11. NOTIFICATIONS

### 12. OTHER MATTERS



Prepared by:

Approved by:

\_\_\_\_\_  
Name & Signature  
Member Secretary, NKTi REC

\_\_\_\_\_  
Name & Signature  
Chair, NKTi REC

Date: \_\_\_\_\_

Date: \_\_\_\_\_