1. PURPOSE
1.1. This procedure establishes the process to schedule convened meetings.
1.2. The process begins when additional meetings need to be scheduled.
1.3. The process ends when sufficient meetings are scheduled.

2. POLICY
2.1. The [Institution] has posted meeting schedules with submission deadlines for the year available on the respective IRB website.
2.2. The [Institution] may convene unscheduled meetings to deal with urgent issues that the IRB cannot address in a scheduled meeting, provided members are given timely notification, quorum can be met, and a justification for convening the unscheduled meeting.

3. RESPONSIBILITY
3.1. IRB staff members carry out these procedures with assistance from the IRB Chair.

4. PROCEDURE
4.1. Regularly schedule of convened meetings is set for the year (taking in to account holidays) and is available for investigators, research staff and IRB members on the respective IRB website.
4.2. In myIRB, create a schedule of meetings at least three meetings in advance at a frequency of the specific IRB (e.g. IRB-01 meets the 1st and 3rd Wednesday of every month, IRB-02 meets on the 3rd Thursday of every month, IRB-03 meets on the 2nd and 4th Tuesday of every month).
4.3. If the frequency of the meeting has to be altered, a notification to will be sent via email list serve, posting on myIRB Home page, posting on respective IRB website page to the following individuals of the updated schedule:
   4.3.1. IRB members
   4.3.2. Investigators
   4.3.3. Research Community

5. REFERENCES
5.1. ICH-GCP E6 3.3.2