



Faculty of Health Sciences **Research Ethics Committee**

Standard Operating Procedure: Succession Planning for the REC Executive Committee

1. Purpose

The purpose of the SOP is to outline the succession planning for the REC Executive Committee.

This SOP was approved by resolution of the Faculty of Health Sciences Research Ethics Committee on 27 September 2023 and replaces all previous SOPs in this regard. It should be reviewed within 3 years after this date of approval.

A handwritten signature in black ink, appearing to read 'C. Vaden'.

_____ Date: 27 September 2023

Signed by the Chairperson

2. Scope

The SOP is intended to inform and guide members of the Research Ethics Committee and its Executive Management Committee. This SOP should also be interpreted with reference to the Terms of Reference (TOR) of the REC and other SOPs that may be relevant.

3. Definitions and criteria

3.1 *Chairperson, co-chairperson, and deputy chairperson:* The TOR of the REC articulates the appointment and roles of these positions.

3.2 *Executive Management Committee:* This comprises the chairperson, co-chairperson and deputy chairperson(s) as may occupy in these positions at a given point in time and congruent with the TOR.

4. Responsibilities

The REC should ensure that the leadership and the management required for the effective operations of the REC, are sufficiently supported in the execution of the TOR and appointments of a chairperson as well as a co-chairperson and deputy chairperson(s). To this end, the Executive Management Committee of the REC should ensure that members of the REC are sufficiently informed on its operations and deliberations. Furthermore, the Executive Management Committee should set a good and transparent example from which REC members may learn and develop their leadership and managerial skills, attitudes, and knowledge in the field of research ethics.

5. Procedures

- 1) The Executive Management Committee will continuously monitor their leadership and managerial capacities and the demands on these, since capacities and demands may vary from time to time.
- 2) The Executive Management Committee will make arrangements among its members to adapt to changing demands and their capacities. This may include the shifting or exchange of tasks.
- 3) The Executive Management Committee will alert the REC when capacity is not sufficient to meet the leadership and managerial demands, and request that the REC remedies this.
- 4) The Executive Management Committee will maintain minutes of its formal meetings and make these available to REC members.
- 5) The Executive Management Committee will invite members of the REC to its meetings in rotational fashion, exposing the REC members to its operations.
- 6) The Executive Management Committee will identify and advise the REC on potentially suitable replacements or additions to this committee when the need for this arises.