

# VSC Research Ethics Committee (REC) Annual Report

## 1. Introduction

- **Purpose of the Report:** Briefly describe the purpose of the annual report.
- **Reporting Period:** Specify the period covered by the report (e.g., January 1, 2024, to December 31, 2024).

## 2. Membership

- **Current Members:** List all current members, including their roles (Chair, Deputy Chair, etc.).
  - Name
  - Role
  - Term Start Date
  - Term End Date
- **Changes in Membership:** Detail any changes in membership during the reporting period.
  - New Members
  - Departing Members
  - Role Changes

## 3. Meetings

- **Meeting Schedule:** Provide an overview of the meeting schedule and frequency.
- **Attendance Record:** Include an attendance record for each meeting.
  - Date of Meeting
  - Members Present
  - Members Absent

## 4. Review Activities

- **Summary of Applications Reviewed:** Provide a summary of the applications reviewed during the reporting period.
  - Total Number of Applications
  - Breakdown by Risk Level (Minimum Risk, High Risk)
  - Breakdown by Decision (Approved, Approved with Modifications, Deferred, Rejected)
- **Key Decisions and Outcomes:** Highlight significant decisions and outcomes from the reviews.
  - Notable Approvals
  - Major Rejections
  - Significant Modifications Required

## 5. Appeals and Complaints

- **Summary of Appeals:** Provide a summary of any appeals received and their outcomes.
  - Total Number of Appeals
  - Outcomes (Upheld, Dismissed, Pending)
- **Summary of Complaints:** Provide a summary of any complaints received and their outcomes.
  - Total Number of Complaints
  - Outcomes (Resolved, Unresolved, Pending)

## 6. Adverse Events and Incidents

- **Summary of Adverse Events:** Provide a summary of any adverse events or incidents reported.
  - Total Number of Adverse Events
  - Nature of Events
  - Actions Taken

## 7. Procedural Changes

- **Changes to Guidelines and Procedures:** Detail any changes made to the REC guidelines and procedures during the reporting period.
  - Description of Changes
  - Rationale for Changes
  - Implementation Date

## 8. Training and Development

- **Training Programs Conducted:** Provide an overview of training programs conducted for REC members.
  - Training Topics
  - Dates
  - Attendance
- **Future Training Plans:** Outline any planned training programs for the upcoming year.

## 9. Monitoring and Compliance

- **Ongoing Monitoring Activities:** Describe the monitoring activities conducted to ensure compliance with ethical standards.
  - Number of Projects Monitored
  - Compliance Issues Identified
  - Actions Taken

## 10. Emerging Ethical Issues

- **New Ethical Challenges:** Discuss any new ethical challenges or issues that emerged during the reporting period.
  - Description of Issues

- Impact on REC Activities
- Proposed Solutions

## 11. Overall Function and Effectiveness

- **Assessment of REC Function:** Provide an assessment of the overall function and effectiveness of the REC.
  - Strengths
  - Areas for Improvement
  - Recommendations for the Future

## 12. Conclusion

- **Summary of Key Points:** Summarize the key points from the report.
- **Acknowledgements:** Acknowledge the contributions of REC members and other stakeholders.

## 13. Appendices

- **Appendix A:** Detailed List of Applications Reviewed
- **Appendix B:** Attendance Records
- **Appendix C:** Training Materials
- **Appendix D:** Any Other Relevant Documents