



The University of Hong Kong



Hospital Authority Hong Kong West Cluster

**Governance Committee (GC) of
Institutional Review Board of
The University of Hong Kong/Hospital Authority Hong Kong West Cluster
(HKU/HA HKW IRB)**

Terms of Reference
(Effective from March 27, 2014)

ESTABLISHMENT & MISSION

The GC is jointly authorized by The University of Hong Kong (HKU) and Hospital Authority Hong Kong West Cluster (HA HKW) to enforce governance of HKU/HA HKW IRB which is responsible for ethics and scientific oversight of clinical studies under HKU and HA HKW.

RESPONSIBILITIES

- To formulate the policies for ethics and scientific review and oversight of clinical studies.
- To advise HKU and HA HKW on the governance and management of the HKU/HA HKW IRB.
- To ensure the continuous operation and functioning of HKU/HA HKW IRB.
- To oversee compliance of HKU/HA HKW IRB with its standard operating procedure (SOP) and the relevant standards.
- To advise HKU and HA HKW on allocation of resources to HKU/HA HKW IRB.
- To determine and adjust the fees for receipt of applications/submissions and performance of ethics and scientific review and oversight.
- To report to HKU and HA HKW the status of operation of HKU/HA HKW IRB and any significant issue with respect to the clinical studies under HKU/HA HKW IRB's oversight.
- To perform other duties related to oversight of HKU/HA HKW IRB and clinical studies as delegated by HKU and HA HKW.

POWERS

- To interpret HKU/HA HKW IRB's SOP.
- To access HKU/HA HKW IRB's records and documents.
- To audit HKU/HA HKW IRB's composition, operations, records and facilities.
- To exercise other authorities related to oversight of HKU/HA HKW IRB and clinical studies as delegated by HKU and HA HKW.

MEMBERSHIP

- The GC is composed of six (6) members, including three (3) members appointed by each of HKU and HA HKW.
- The Chairman of HKU/HA HKW IRB shall be an ex-officio member of the GC.
- The term of membership will be three (3) years. There is no restriction for reappointment.

MEETINGS

- The GC will hold one (1) general meeting every year. Other meetings will be held as needed.
- The quorum of each meeting shall be four (4).