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 [Organization] may convene unscheduled meetings to deal with urgent issues that the IRB cannot address in a scheduled meeting, provided members are given timely notification and a justification for convening the unscheduled meeting.

3. RESPONSIBILITY
   3.1. HRPP staff members carry out these procedures.

4. PROCEDURE
   4.1. Create a schedule of meetings at least one month in advance at a frequency specified by the [Organizational Official].
   4.2. Make the schedule available to IRB members and investigators.
   4.3. Notify the following individuals of the updated schedule:
       4.3.1. IRB members
       4.3.2. [Organizational Official]

5. REFERENCES
   5.1. ICH-GCP E6 3.3.2