

# **The Korean Association of Institutional Review Boards (KAIRB)**

## **Terms of Reference**

### ***Chapter One: General Rules***

#### ***Article 1 (Name)***

The organisation bears the name 'The Korean Association of Institutional Review Boards' and the acronym 'KAIRB'.

#### ***Article 2 (Aim)***

KAIRB has following objectives:

1. acting as a national collaborating centre in Korea to protect research participants by fostering ethics in biomedical research;
2. assisting research and development by advancing ethics and science of biomedical research;
3. standardizing and building capacity in reviewing, approving, and surveying of biomedical research;
4. developing systems and policies pertaining to biomedical research;
5. fostering education and training of members of IRBs, and promoting communication among IRBs reviewing biomedical research in Korea.

#### ***Article 3 (Location)***

The office of the organisation is located in Seoul where the Chairperson of KAIRB designates.

#### ***Article 4 (Activities)***

KAIRB strives to achieve objectives in Article 2 through the following activities:

1. fostering education and training of members of IRBs;
2. organising national and international meetings and symposia;
3. conducting accreditation and quality assurance of IRBs;
4. providing consultation and collaboration with civil and governmental organizations
5. informing the public on the bioethics and biomedical research;

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6. facilitating international collaborations and representing to international organizations as a national forum for ethics review committees of Korea;
7. other activities that serve the objectives of this organization.

## ***Chapter Two: Membership***

### ***Article 5 (Qualifications)***

KAIRB is composed of following members:

1. Institutional Members:
  - a) institutional review boards and ethics committees which review biomedical researches
  - b) academic societies and institutions related to biomedical research which the Steering Committee agrees to be an institutional member
2. Individual Members:
  - a) experts in biomedical research or bioethics who are nominated by more than one institutional member and accepted by the Steering Committee.
  - b) total number of individual members cannot exceed one-fifth of the number of institutional members.

### ***Article 6 (Rights and Requirement)***

Members have following rights and requirements:

1. Members have rights to attend meetings, to speak, to elect, and to be elected. Each Institutional Member exerts these rights through one representative from each institution.
2. Institutional Members are required to pay a membership fee.

### ***Article 7 (Ends of Membership)***

A member ceases to be qualified if the member fails to meet the membership requirement, or if the Steering Committee determines by a majority vote that the member's activities are to be damaging to KAIRB. The Chairperson of KAIRB must inform a member whose membership has been withdrawn in writing. The member may appeal the decision of the Steering Committee to a meeting of the General Assembly.

### ***Chapter Three: Officers and Committees***

#### ***Article 8 (Officers)***

KAIRB has following officers:

1. Chairperson (one person): responsible for chairing the General Assembly and Steering Committee, for signing all official or legal documents that bind KAIRB, and for directing activities of KAIRB;
2. Vice-Chairpersons (two persons): assisting the Chairperson in the latter's responsibilities and acts in the absence of the Chairperson where the absence is due to illness or unforeseen circumstances;
3. Executive Director (one person): responsible for planning, designing and coordinating KAIRB activities;
4. Treasurer (one person): responsible for the accounts of KAIRB;
5. Auditor (one person): responsible for auditing accounts and other activities of KAIRB;
6. Delegated Officer (one person): delegated from the Korean Academy of Medical Sciences (KAMS) and responsible for collaboration between KAIRB and KAMS.

#### ***Article 9 (Election and Appointment of Officers)***

Chairperson, Vice-Chairpersons, and Auditor are elected by members during the General Assembly. Treasurer and Executive Director are appointed by the Chairperson. Delegated Officer is appointed by the Korean Academy of Medical Sciences (KAMS)

#### ***Article 10 (Term of Officers)***

The officers serve for a two-year term.

#### ***Article 11 (Steering Committee)***

The Steering Committee of KAIRB shall be charged with organising the activities of KAIRB, directing and conducting the day-to-day business of KAIRB. The Steering Committee is composed of the officers described in Article 8, and Subcommittees Officers.

#### ***Article 12 (Secretary of the Steering Committee)***

The Chairperson of the Steering Committee may appoint one Secretary and delegate any activities of KAIRB to the Secretary.

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***Article 13 (Subcommittees and Advisory Committee)***

For conducting activities of KAIRB effectively, KAIRB has Subcommittees and Advisory Committee as follows:

1. **Education and Training Subcommittee:** responsible for promoting education and training among members of KAIRB and implementing the work plan of KAIRB.
2. **Information and Publication Subcommittee:** responsible for the production and dissemination of the KAIRB newsletter and any document deemed important for KAIRB members, in consultation with the Education and Training Subcommittee, and Chairperson.
3. **Special Subcommittees:** created by the decision of the Steering Committee to conduct special duties for specified period of time.
4. **Advisory Committee:** created by the decision of the Steering Committee to get support and advice pertaining to the KAIRB activities.

***Article 14 (Subcommittee Structure)***

Each Subcommittee is composed of one Subcommittee Officer and about five Members. Subcommittee Officer is appointed by the Chairperson with approval of other officers; and Subcommittee Members are recommended by the Subcommittee Officer and appointed by Chairperson.

***Article 15 (Term of Subcommittee Members)***

The Subcommittee Officers and Members serve for a two-year term.

***Chapter Four: Meetings***

***Article 16 (Kinds of Meetings)***

KAIRB has General Assembly, Steering Committee Meetings, Subcommittee Meetings and other meetings when necessary.

***Article 17 (General Assembly)***

Every year a General Assembly (Annual Meeting) is to be held. The program of the General Assembly must include, following Terms of Reference of KAIRB, election of officers, a report of the past year's activities of KAIRB, an overview of the income and expenses, and an audited report of the accounts, and decision making on plans of the next year activities and revenue of KAIRB.

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***Article 18 (Steering Committee Meetings)***

Steering Committee Meetings are held by Chairperson review and make decisions on activities of KAIRB.

***Article 19 (Subcommittee Meetings)***

Subcommittee Meetings are held by Subcommittee Officers, review and make decisions on activities of KAIRB which Steering Committee delegate.

***Chapter Five: Finances***

***Article 20 (Financial Means)***

The financial means of KAIRB are composed of membership fees, contributions, gifts, grants, research funding, or other sources of funding.

***Article 21 (Fiscal Year)***

Fiscal Year of KAIRB begins on the first day of General Assembly every year and ends on the previous day of the next year General Assembly.

***Addendum (Amendments to the Terms of Reference)***

The Terms of Reference of KAIRB may be amended only in a General Assembly where a quorum of 50% or more of the Members is present. A two-thirds majority of those voting is required to amend the Terms of Reference.

***A History of KAIRB and Current Officers***

At the Founding Assembly of the KAIRB on March 18, 2003, the following were elected with the Articles 8 and 9 for a period of two years on March 18, 2003:

- |                            |                     |
|----------------------------|---------------------|
| • As Chairperson           | Prof. Sang-Goo Shin |
| • As Vice-Chairpersons (2) | Prof. Un Jong Pak   |
|                            | Prof. Suk-Goo Lee   |
| • Auditor                  | Dr. Kyu Chan Kim    |

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With the Articles from 8 to 15, the following were appointed for a period of two years on March 18, 2003:

- |  |                      |
|--|----------------------|
| • Executive Director                               | Prof. Young Sik Kim  |
| • Treasurer  | Prof. Jin Hee Han    |
| • Information and Publication Subcommittee Officer | Prof. June Myung Kim |
| • Education and Training Subcommittee Officer      | Prof. Hong Gwan Seo  |
| • Secretary  | Prof. Ock-Joo Kim    |

With the Articles 13 and 14, the following were appointed for a period of two years on March 18, 2003:

**Education and Training Subcommittee:**

Officer: Prof. June Myung Kim  
Secretary: Prof. Young Goo Song

Members: Prof. Byung Joo Park

Dr. Charles Kim  
Prof. Young Suck Park  
Prof. Jin Ho Lee  
Prof. Pil Hoon Jung  
Prof. Uh Sung Huh  
Dr. Li Seop Lee

Prof. Jeong-Ro Yoon  
Prof. Shin-Yoon Kim

**Information and Publication Subcommittee:**

**Officer:** Prof. Hong Gwan Seo  
**Secretary:** Prof. Young-Mo Koo  
**Members:** Prof. Kyu Won Jung

Prof. Ock-Joo Kim  
Prof. Ho Jung Kim  
Dr. Woo Ik Jang  
Prof. Jae Kuk Shin  
Prof. Jun Bong Park  
Prof. Sook Hwan Lee

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Prof. Sang Deuk Kim  
Dr. Bum Suck Oh  
Prof. Young Suck Oh

Preparing KAIRB was agreed in principle at a preliminary meeting for the establishment of “The Korean Association of IRBs (KAIRB),” on September 13, 2001. Attendants of the meetings were representatives of the Korean Academy of Medical Sciences (KAMS), the Korean Society for Clinical Pharmacology and Therapeutics, and major IRBs in Korea. On February 25, 2002, Preparatory Committee for KAIRB was established, which were composed of 42 members from universities, health authorities, academic societies, and media. On March 18, 2002, The Korean Association of Institutional Review Boards (KAIRB) was founded and elected officers.