

Guidelines for Human Research Ethics Governance Framework Execution Team of Research Center for Humanities and Social Sciences, National Cheng Kung University

Approved by 1st Meeting of CHASS Review Committee on 19 September 2012
Amendment approved by Human Research Ethics Committee on 18 July 2013
Amendment approved by Human Research Ethics Committee on 21 November 2013

1. Research Center for Humanities and Social Sciences of National Cheng Kung University (hereinafter the “Center”) has established these Guidelines for Human Research Ethics Governance Framework Execution Team of the Center (hereinafter these “Guidelines”) in accordance with Article 4 of the Provisional Regulations of Governance Framework for Human Research Ethics of the University in order to promote human research ethics governance framework and to support its committees.
2. The Execution Team has the following missions:
 - (1) Assist the Human Research Ethics Committee with the determination of the scope of research projects covered by the human research ethics governance framework.
 - (2) Assist the Human Research Ethics Committee with the establishment and promotion of objectives, policies, regulations, work matters and procedures of the human research ethics governance framework.
 - (3) Establish the support matters, sharing of tasks, budget sources, operating procedures, and the organization, hiring qualifications and educational training for relevant staff of each committee under the Human Research Ethics Committee.
 - (4) Coordinate among the committees under the Human Research Committee.
 - (5) Other matters related to the promotion of the Human Research Ethics Governance Framework.
3. The Execution Team has one Convenor, to be served by the Director of the Human Research Ethics Committee (hereinafter the “Chair of the Ethics Committee”). There are 6 members in the Execution Team. The Director of the Center shall be the ex-officio member. Other members shall be hired by the Chair of the Ethics Committee from among members of the Ethics Committee. The term is 2 years and is renewable upon expiry.
4. The Execution Team shall meet once every 2 months in principle. Extraordinary meetings may be held as required. Meetings shall be organized and chaired by the Convenor of the Execution Team. If the Convenor cannot attend the meeting, one attending member shall be appointed to act on his/her behalf.
5. During meetings of the Execution Team, administrative staff supporting the promotion of the human research ethics governance framework shall sit in attend the meetings to answer inquires.
6. Resolutions of the Execution Team shall be approved by the majority of members attending a meeting that is attended by the majority of all members.
7. There is no remuneration for members of the Execution Team. However, members who are not staff of the University may be paid attendance fee and transportation

fee.

8. These Guidelines, including any amendment hereto, are implemented following approval by the Ethics Committee.