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The Role of PCAR Staff at the Independent

Review Committee Meeting

The role of PCAR staff at the Independent Review Committee (IRC) Meeting is limited to these specific functions:

1. Coordinate logistics of the meeting

2. Record IRC recommendations and decisions

3. Answer questions posed by the IRC

4. Provide IRC with information requested, if available

Coordinate logistics of meeting

This includes providing the meeting location, ensuring the IRC has the resources it needs for the meeting, and acting as timekeeper to ensure the meeting concludes at the scheduled time.

Document IRC recommendations and decisions

PCAR staff will document the recommendations and decisions of the IRC in writing, and may choose to support this documentation with an audio recording of the meeting.

Answer Questions posed by the IRC

PCAR staff members are not active participants in the IRC discussion and may not provide unsolicited information to the committee. Staff may answer questions posed by the committee and offer clarification about the process, when requested. Staff will only answer specific questions posed by the IRC.