



Ethic Committee Meeting Minutes Tuesday 3rd December, 09:30, IF – 1.16

Attendees: Peggy Seriés (Chair), Lexi Birch-Mayne, Arno Onken, Victoria Lindström, Sam Bishop (secretary)

Apologies: Chris Lucas, Kami Vaniea

	Summary	ACTION
1.	<p>Previous meeting Minutes from previous meeting were approved as a true representation of the meeting.</p>	
2.	<p>Matters arising:</p> <ul style="list-style-type: none"> • Legal implications of non-approval by EC: Advice given from DPO’s office that projects should not go ahead if the DPIA is not approved. High risks identified in DPIA but not addressed should be referred to DPO for consultation. It was confirmed that the University remains the data controller for projects going ahead with or without DPIA confirmed and will be ultimately responsible in cases of non-compliance. DPO note it is likely that internal action will be taken against individuals whose actions result in the non-compliance, but could not comment on specific procedure. • School DMP policy in relation to Ethics: to be discussed, pending invite to dDoR. Action carried forward. • Qualtrics editing rights for CL – action completed. • Statement on Ethics re-approval - item on current agenda. • Advice on group applications – continuing, action carried forward to early 2020. • Correct website inaccuracies – action completed. • In attendance as required membership invites – not completed. VL to extend invites. • External member invite – not completed. PS to extend invite. • Clarification on how/when to request more committee members – continuing. Part of wider discussion on committee remit and membership with the Director of Professional Services. Action carried forward. • Qualtrics PDF functionality - item on current agenda. • Wording on prior REC approval in Qualtrics: not complete, action carried forward. • Ethics guiding principles - item on current agenda. 	<p>KV</p> <p>VL</p> <p>PS</p> <p>VL</p> <p>KV/CL</p>

	<ul style="list-style-type: none"> ● Pending research committee actions <ul style="list-style-type: none"> ○ Ethics committee communications - item on current agenda. ○ DoR/EC agreement on research staff training/awareness – requires more detailed discussion. Action carried forward. ● Request for MW to be appointed Internal Advisor but removed from mailing list – Action completed. ● Timings of Ethics applications with regards to funded research – continuing, carry forward for more detailed discussion at later committee meeting. 	
3.	<p>Application Review It was noted that one application requires to be reviewed by another committee member. Action – Status of application’s RT ticket to be checked and passed on to another committee member for review.</p>	VL
4.	<p>Duration of ethics approval Paper 3.1 discussed and statement approved for publication. Action – Statement to be added to Ethics webpages.</p>	VL
5.	<p>School guiding principles Paper 4.1 discussed and guiding principles approved for publication. It was noted that in addition to being added to the Ethics webpages references to the Guiding Principles will also need to be made on the Qualtrics application form. Action – Guiding principles to be added to Ethics webpages and request made for a Qualtrics editor to add references to the Ethics approval application form.</p>	VL
6.	<p>PIS for children/young adults An offer had been received for the use of PIS templates suitable for children and you adults as examples. The committee agreed that these templates would be appropriate and they should be posted on the Ethics webpages. During the discussion of this item it was noted that some committee members have not been receiving email notifications of application status updates (merged tickets). This will be investigated. Action – Request Child/Young Adult PIS template from experienced PIs to add to Ethics webpages. Action – Investigate issue with RT ticketing system.</p>	VL VL
7.	<p>Qualtrics PDF attachments CL (not present at meeting) had performed some testing of the Qualtrics pdf functionality with poor results. The committee were surprised by this as the new version of Qualtrics had been purchased specifically for this functionality. It was questioned whether CL had been given access to the correct version of Qualtrics. This should be checked with CL and the Head of Computing to ensure correct version of Qualtrics is deployed. Action – Check with CL and Head of Computing to see if correct version of Qualtrics is being used.</p>	VL
8.	<p>Schedule for ethics communications The following schedule was agreed upon for communications from the EC on ethics procedures: -</p> <ul style="list-style-type: none"> ● Oct-Dec – UG4 and UG5 project. These communications should also be sent to project supervisors as they are responsible for the application submission (via teaching-staff and research-staff mailing lists). 	

	<ul style="list-style-type: none"> • Feb – MSc projects. As with the UG projects all supervisors should be included in this communication (via teaching-staff and research-staff mailing lists). • All researchers – communications should be sent out anytime there are updates to the ethics procedure/information (via teaching-staff and research-staff mailing lists). <p>It was noted that communications that need to be sent out before the end of the year should be temporarily delayed until the Guiding Principles and Statement on Re-approval have been added to the ethics webpages.</p> <p>Action – PS to send out ethics communications for UG4/5 and all researchers once VL has updated ethics webpages.</p> <p>Action – PS to schedule ethics communications for MSc projects for Feb 2020</p>	PS PS
9.	<p>AOB</p> <p>Cases where researches are unsure how to complete the ethics approval application were discussed. The Committee agreed that applicants should endeavour to complete applications but highlight any uncertainty over specific parts at point of submission. Completing the application means that it can be assigned to a committee member who can then address any concerns.</p> <p>Action – Guidance should be added to the Ethics webpages advising applicants to this effect.</p>	VL
10.	Date of next meeting: Tue 14 th January 2020, 09:30 – 11:00 (IF-1.16)	