



## Ethic Committee Meeting Minutes

### Tuesday 14<sup>th</sup> January 2020, 9:30, 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.	<b>Previous meeting</b> Minutes from previous meeting were approved as a true representation of the meeting.	
2.	<p>Matters Arising from previous meeting</p> <ul style="list-style-type: none"> <li>• <b>School DMP policy in relation to Ethics</b> - to be discussed, pending invite to dDoR. Action carried forward.</li> <li>• <b>Advice on group applications</b> – continuing, action carried forward.</li> <li>• <b>In attendance as required membership invites</b> – completed.</li> <li>• <b>External member invite</b> – Invite has been extended, awaiting reply. Action carried forward.</li> <li>• <b>Clarification on how/when to request more committee members</b> – Ideally January to inform duty allocation processes. Acknowledgement of potential in-year requirements being identified as year progresses. Membership increase should be touched upon in annual report to SC (on agenda).</li> <li>• <b>Qualtrics PDF functionality</b> – Currently under investigation by computing support. VL will report back with results once obtained, action carried forward.</li> <li>• <b>Wording on prior REC approval in Qualtrics:</b> not complete, action carried forward.</li> <li>• <b>Ethics guiding principles</b> – web updates complete. VL request in meeting that KV/CL edit form to refer to “guiding principles” rather than “code”. Action carried forward.</li> <li>• <b>PIS for children/young adults</b> – Request for templates has been made, awaiting reply. Action carried forward.</li> <li>• <b>Ethics committee communications</b> - Some clarification on content communications was sought but otherwise was to be carried out on day of meeting.</li> <li>• <b>Timings of Ethics applications with regards to funded research</b> – on agenda.</li> <li>• <b>Assigned additional application review</b> – there is still an outstanding application that requires a second review. In the absence of the two most appropriate committee members a request should be made to the committee’s internal advisor to assist.</li> </ul>	<p>VL</p> <p>KV</p> <p>PS</p> <p>VL</p> <p>KV</p> <p>KV/CL</p> <p>VL</p> <p>PS</p> <p>AO</p>

	<ul style="list-style-type: none"> <li>• <b>Duration of ethics approval statement on web</b> – completed.</li> </ul>	
3.	<p><b>Application review – standing item</b></p> <p>It was noted that one application requires to be reviewed by another committee member.</p> <p><b>Action</b> – PS to request KV advice on application.</p>	PS/KV
4.	<p><b>Timing of first annual report to Strategy Committee</b></p> <p>Membership increase should be touched upon in annual report to SC – the DoPS had suggested report should be presented to SC at the December meeting annually.</p> <p>The following was also noted from the SC minutes: “The Strategy Committee approved the remit and agreed that given there is no personnel overlap between SC and EC, EC should provide an annual report to SC which provided reflection on the effectiveness of the Committee in performing its Remit and any issues that need SC support/decision on. It was also agreed that the annual report is not the only mechanism to escalate any issues that need SC decision/support and issues should be raised via DoR, DoPS or HoS as necessary.”</p> <p>The committee agreed to the proposal.</p>	
5.	<p><b>Review of Infonetica draft questions</b></p> <p>Copies of the Infonetica draft questions were distributed to the committee. The committee should review the questions and feedback any comments to VL who will pass them on to the Infonetica working group. The initial deadline is the end of February but it is anticipated that this will be lengthy ongoing process.</p> <p><b>Action</b> – Committee members to review draft questions and feedback comments.</p> <p><b>Action</b> – VL to send communication to committee setting initial February deadline.</p>	<p>All members</p> <p>VL</p>
6.	<p><b>Ethics application workflow</b></p> <p>In the absence of some committee members the full discussion on this topic, as well as any actions, should be deferred to a future meeting, but the following points were raised:-</p> <ul style="list-style-type: none"> <li>• If the EC is only required to sign-off before data collection begins, then what happens in cases where a grant application is approved, grant is awarded, and then it is discovered that there are major ethical issues? In practice, most of the time it should be possible to adjust projects to mitigate the issues but in the small number of cases where this would not be possible the committee were unsure of what procedure should apply. It was agreed that someone with expertise on funding issues should be invited to further discussions.</li> </ul> <p><b>Action</b> – VL to invite HoRS to future committee meeting.</p> <ul style="list-style-type: none"> <li>• The Infonetica discussion had highlighted that all projects will be expected to complete an Infonetica application once the system is live. The argument is that there are always ethical implications, even if there are no human participants (e.g. plagiarism). The committee noted that this will likely have review workload implications.</li> <li>• It was noted that there is some outdated information on Ethics Procedure webpage with reference to where application information is held, and agreed that this should be removed.</li> </ul> <p><b>Action</b> – VL to edit Ethics Procedure webpage.</p>	<p>VL</p> <p>VL</p>
7.	<b>AOB</b>	

	<ul style="list-style-type: none"> <li>- Ethics report to College. Some final figures are needed to complete the report before it can be sent to College. <b>Action</b> – VL to collate figures and send to PS to enable completion of report.</li> <li>- The EARMA Ethics and Research Officers Network (ERION), a new Europe-wide online group for research ethics and integrity, was promoted to the committee. The group is free to join and committee members are encourage to take part. More information can be found at <a href="http://earma.wildapricot.org/event-3246242">http://earma.wildapricot.org/event-3246242</a>.</li> </ul>	VL
8.	Date of next meeting: Tue 04 Feb 2020, 9:30 – 11:00.	