



Ethic Committee Meeting Minutes

Tuesday 4th February 2020, 9:30, IF – 1.16

Attendees: Peggy Serié (Chair), Lexi Birch-Mayne, Ian Simpson, Arno Onken, Kami Vaniea, Janet Ball, Victoria Lindström, Sam Bishop (secretary)

Apologies: Chris Lucas

Summary	ACTION
<p>Previous meeting Minutes from previous meeting were approved as a true representation of the meeting.</p>	
<p>Matters Arising from previous meeting</p> <ul style="list-style-type: none"> ● School DMP policy in relation to Ethics – on agenda ● Advice on group applications – pending ● External member invite - completed ● Qualtrics PDF functionality – Computing support have provided an update on the functionality. A link is provided in the email that is sent to RT and the pdf can be accessed via this. Action: VL/KV to test functionality in context of EC processes. ● Wording on prior REC approval in Qualtrics - pending ● Ethics guiding principles - Qualtrics update to “code” pending (KV/CL) Action: VL to resend email requesting action. ● PIS for children/young adults - HP now on leave but physical copies of suitable examples exist which could also be located in RT. VL to search for PIS in RT and/or transcribe physical copies. ● Ethics committee communications - completed. ● Timings of Ethics applications with regards to funded research – to be discussed when committee in full attendance, and with HoRS invited. Scheduled for March committee meeting. ● Feedback on Infonetica question set – pending, send to VL by end of Feb. <ul style="list-style-type: none"> ● Remove outdated information on Ethics page re where information is held - complete. ● Application numbers for REIG report - complete. 	<p>KV</p> <p>KV/VL KV</p> <p>VL/KV/CL</p> <p>KV/VL</p> <p>All committee members</p>
<p>Application review (standing item) During the course of the application review it was noted that to combat the increasing number of applications featuring the use of social media an outside expert (Zumin Zhao, PPLS) has been invited to attend a future meeting (March) to talk to the EC concerning the ethics of such research.</p>	
<p>Update on School DMP policy (IS) Iain Simpson (Deputy Director of Research) gave an overview and update of the school’s Research Data Management policy. The paper introducing the policy to Research Committee can be found here: - https://web.inf.ed.ac.uk/sites/default/files/atoms/files/rc060319_researchdatamanagement.pdf Some of the implications for the EC of the new policy are: -</p>	

	<ul style="list-style-type: none"> • IS noted that a small team/working group will be formed to help implement the policy across the school, it is asked that representatives from the EC should be part of this team. • It was noted that ethics applications and DMPs should go hand-in-hand as they both have implications on how the other may be completed. As a consequence it was felt that it would be important that there should be a single point of entry for researchers looking to complete either to help mitigate workload and possible confusion. 	
	<p>Ethics training for all staff Some of the main points raised were: -</p> <ul style="list-style-type: none"> • Any training on the ethics application procedure should wait until the application workflow has been finalised. Once the workflow is determined, presentations at events like the research day could suffice to inform colleagues of the local ethics process. It was noted that some external consultants provide training in the running of ethics committees, which may be of interest to the School. Action: JB to investigate possible consultants to provide ethics application procedure training, and send to IS. • For wider training on ethics in research the EC were in agreement that this should be delivered by peers (ideally by an EC member). Any such training should probably be made compulsory for research staff, it could take the form of a lecture series for which staff should be required to attend a prescribed amount per year. It was noted that this form of training would have workload implications for EC members all of whom do not currently have the resources to deliver such training. 	JB
	<p>AOB It was noted that an enquiry concerning ethics in a Train@ED fellowship had been made. Action: PS to look at case and advise whether an ethics application was needed.</p>	PS
	Date of next meeting: Tue 03 March 2020, 9:30 – 11:00.	