



## ETHICS COMMITTEE Minutes

02 June 2020 9:30 – 11:00

Blackboard Collaborate (virtual session)

Attendees: Peggy Seriés (Chair), Chris Lucas, Arno Onken, Lexi Birch-Mayne, Kami Vaniea, Victoria Lindström, Sam Bishop (secretary).

No.	Item	Paper
1.	Approval of Previous Minutes Approved	
2.	Matters Arising from previous meeting <ul style="list-style-type: none"><li>● <b>Advice on group applications</b> – Not completed, action carried forward.</li><li>● <b>Qualtrics PDF functionality</b> – partially completed by CS from computing support but will need access to the form submission project in Qualtrics. <b>Action: KV/MW to grant CS access to Qualtrics</b> – Not completed, action carried forward.</li><li>● <b>Wording on prior REC approval in Qualtrics</b> – Not completed, action carried forward. Carried forward</li><li>● <b>Ethics procedure training</b> – on agenda</li><li>● <b>COVID-19 guidance email</b> – PS to send to research staff, completed.</li><li>● <b>PS to resend ethics guidance email to MSc students</b> – completed</li><li>● <b>VL to update parent information sheets and resource webpages to include statement on requesting verbal or written consent from children depending on age</b> – completed</li><li>● <b>VL to make requested edits to social/secondary data webpages and then publish</b> - completed</li></ul>	(KV)  (KV/MW)  (KV/CL/ MW)
3.	Application review – standing item  While there were no specific matters arising from the application review the committee asked for the issue of workload to be noted. Due to the current COVID-19 situation many members of the committee are finding their workload unmanageable, particularly in the areas of teaching and exam marking, which is having an adverse effect on their ability to meet their Ethics Committee obligations.	
4.	Ethics committee training  A potential source of training for Ethics Committee members has been sourced by the Head of Research Services. ARMA (Association of Research Managers and Administrators) offer a half day workshop for ethics training.	



	<p>The committee cautiously welcomed the opportunity but asked for some clarification on the details of the workshop and whether ARMA could tailor the training to Informatics specific ethics cases.</p> <p>The committee agreed that a potential window for training could be the last week of August or the first in September (between the dates of the 24<sup>th</sup> August and 4<sup>th</sup> September)</p> <p><b>Action: VL to contact ARMA representative to seek more details on the training workshop and whether the training can be tailored to cover Informatics specific case studies.</b></p>	(VL)
5.	<p>FAQs from Ethics at Research Day (11 May 2020)</p> <p>A number of frequently asked question arose concerning ethics at Informatics Research Day and via the ethics RT system. These included: -</p> <ul style="list-style-type: none"><li>○ Collaboration w other HEI where different parts of research project done at different HEIs (e.g. medical vs AI) .</li><li>○ Dual use issues even when not working w human data – link into dual use and export controls (Keith Edwards is champion) . Make sure that a text box is added to Qualtrics form to make sure that applicants actually say what their research/issue is.</li><li>○ (via ticket) Research which may inform strategy, especially current with reference to COVID-19 modelling research</li></ul> <p>The committee devised some answers/clarification to these questions and agreed that they should be posted on the Ethics website as a FAQs page which can be added to if any further common questions arise.</p> <p><b>Action: VL to distribute draft FAQs and answers to committee for approval, and then publish on FAQs page of the Ethics website.</b></p>	(VL)
6.	<p>AOB</p> <p>There were no other matters arising.</p>	
7.	<p>Date of next meeting: Tuesday 4/8/20 subject to availability.</p>	