



ETHICS COMMITTEE

Minutes

01 September 2020 9:30 – 11:00

Blackboard Collaborate (virtual session)

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

No.	Item	Action
1.	Approval of Previous Minutes The minutes of the previous committee were approved as a fair representation of the meeting.	
2.	Matters Arising from previous meeting <ul style="list-style-type: none"> ● Qualtrics PDF functionality – partially completed by CS from computing support but will need access to the form submission project in Qualtrics. Action: KV to email CS to prompt resolution of task. ● Wording on prior REC approval in Qualtrics –The one complaint that prompted this action has been resolved and no other problems have arisen. Action dropped. ● PS to send out communication pointing towards to Ethics FAQs. Not completed, action carried forward ● KV to correct information on Qualtrics automatic reply. Completed. ● KV to edit page in Qualtrics to indicate another step is needed to complete applications. Completed ● VL to send new case studies to ARMA representative. Completed ● VL to action agreed changes to PIS/consent forms and FAQs on Ethics webpages. Completed. ● VL to liaise with computing support to resolve RT issues. Not completed but the relevant committee member is currently managing so action should be considered completed unless it becomes a problem again. 	(KV) (PS)
3.	Application review – standing item No matters arising	
4.	19/20 Application numbers and workload The committee were given the figures for the total amount of ethics applications they are dealt with in the 2019/20 academic year. The committee noted that while the workload for the EC in itself is relatively manageable it does become problematic when combined with their other duties in the school.	



	<p>The matter of so-called ‘zombie’ applications was raised. This is where an application is made, the reviewer then asks for clarification and/or amendments before they can give approval but the applicant then never replies. These applications can take a significant amount of committee members’ time to resolve and are one of the main culprits for heavy workload issues. The committee noted that without any enforcement powers they cannot really see any way in which this problem can be resolved.</p>	
5.	<p>AOB</p> <ul style="list-style-type: none"> • Committee membership 2020/21 – Chris Lucas has been excused of EC duties until February 2021 but the committee will be gaining a new member, Kia Nazarpour, from September 2020. • Ethics training scheduled for 10 Sept 2020, 10am-12pm. Action: PS to send out email inviting wider audience (research staff and supervisors) to attend. • Additional membership – It was noted that there had been some changes to the post holders of some of the ‘In attendance’ members of the committee. Communications should be extended to these new additions notifying them of their EC membership. Action: VL to prompt PS to email new post holders concerning EC membership. • A possible issue has arisen with a European Court ruling on the transfer of data to US based servers. At the moment it is unclear how this will impact the Ethics procedure in the school so clarification is being sought. Action: VL to report back to the EC when clarification on the implications of the European Court ruling has been obtained. 	<p>PS</p> <p>VL/PS</p> <p>VL</p>
6.	Date of next meeting: Tue 06 October 9:30 – 11:00	