



## ETHICS COMMITTEE Minutes

06 October 2020 9:30 – 11:00

Blackboard Collaborate (virtual session)

Attendees: Peggy Seriés (Chair), Lexi Birch-Mayne, Arno Onken, Kianoush Nazarpour, 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"><li>• <b>Qualtrics PDF functionality</b> Update from KV on Qualtrics PDF upload (KV) – ongoing, action carried forward.</li><li>• <b>PS to send out communication pointing towards to Ethics FAQs</b>– not complete, action carried forward.</li><li>• <b>PS to send out training email inviting wider audience (research staff and supervisors) to attend</b> – complete</li><li>• <b>VL to prompt PS to email new post holders concerning EC membership</b> – complete.</li><li>• <b>VL to report back to the EC when clarification on the implications of the European Court ruling has been obtained</b> – on agenda under Privacy Shield update</li></ul>	KV PS
3.	Application review – standing item There were no matters arising from the item.	
4.	Ethics training <ul style="list-style-type: none"><li>• ARMA ethics training (10<sup>th</sup> September 2020)<ul style="list-style-type: none"><li>- The ethics training delivered was reviewed by the committee. Feedback from attendees has been collated and sent back to the ARMA representative.</li><li>- The committee agreed that the supplementary training material provided should not be made available on InfWeb. The material was interesting from an experienced ethicist’s point of view but it was set at too slow a pace, was very dry and not appropriate for a wider audience</li></ul></li><li>• Learn Ethics course.<ul style="list-style-type: none"><li>- Maria Wolters had offered to put together an online course for ethics on the Learn platform but due to current workload pressures this is now unfeasible so has been deferred to a future date.</li></ul></li><li>• As a result of the discussions on training the committee agreed to add a new standing item to the agenda for future meetings. This will</li></ul>	



	<p>consist of a committee member bringing an application to each meeting for discussion. It is hoped that this will disseminate knowledge and foster good practice amongst reviewers. This new item would be in addition to the current application review item which is primarily there to help with problematic cases.</p> <p>It was noted that due to the pressures of delivering teaching amongst the current pandemic it might not be possible to add this item to the agenda straight away.</p> <ul style="list-style-type: none"> <li>• There were significant discussions amongst the committee concerning the barriers to training, for both the committee and the wider Informatics community, and uncertainty over procedure and remit. It was agreed that these concerns and issues should be included in the annual ethics report to the Strategic Committee. <b>(See item 6 for action point.)</b></li> </ul>	
5.	<p>Privacy Shield updates</p> <ul style="list-style-type: none"> <li>• An update on Privacy Shield was given and its implications for the ethics procedure. Some edits will have to be made in the Qualtrics application form concerning DPIAs but clarification is still pending on the use of Amazon/Google servers. <b>Action: PS/VL to push for clarification on issues and implications surrounding Privacy Shield and data management.</b></li> </ul>	PS/VL
6.	<p>Format of the first annual ethics committee report</p> <ul style="list-style-type: none"> <li>• The committee is due to send its first annual report to the school Strategic Committee (SC) in December. The committee agreed that details of barriers to training and uncertainty of procedure and remit (see item 4) should be included as well as issues such as enforcement powers (or the lack of), workload and the committee's role in data management.</li> <li>• A draft of the report should be brought to the November meeting for review by the Ethics Committee before submission to the SC  <b>Action: PS, with input from KN, to provide a draft of the annual ethics committee report to the November EC meeting for review.</b></li> </ul>	PS/KN
7.	<p>AOB</p> <ul style="list-style-type: none"> <li>• The committee agreed to move future virtual meetings to MS Teams now that functionality has improved on the platform.</li> </ul>	
8.	<p>Date of next meeting: Tuesday 03 November, 9:30 – 11:00</p>	