



ETHICS COMMITTEE Minutes

03 November 2020 9:30 – 11:00
MS Teams

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

Apologies: Kianoush Nazarpour

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 Update from KV on Qualtrics PDF upload (KV) – ongoing, action carried forward.• PS to send out communication pointing towards to Ethics FAQs– not complete, action carried forward.• PS/VL to push for clarification on issues and implications surrounding Privacy Shield and data management. – There has been some dialogue with the Data Protection Officer (DPO) concerning this but there is still much uncertainty and clarification is needed. This should be carried forward as a rolling action.• In addition to clarification on Privacy Shield it was also noted that it would be really beneficial to have a university wide DPIA done for the use of Qualtrics. This would eliminate the need for one to be done every time Qualtrics is used in research. Action: Issue of university wide DPIA for Qualtrics to be raised in discussions with the DPO.• PS, with input from KN, to provide a draft of the annual ethics committee report to the November EC meeting for review - On agenda	KV PS PS/VL PS/VL
3.	Application review – standing item There were no matters arising from this item.	
4.	Draft Ethics Committee report A draft of the EC’s report to the School’s Strategic Committee (SC) was presented. The report gives an overview of what the committee has been doing since its inception in October 2019, the improvements that have been made to the ethics process as well as the challenges the committee faces.	



	<p>The committee agreed that the report covered the main points that they wanted to convey to the SC but there were a number of recommendations that should be added.</p> <p>Action: Committee recommendations to be added to the draft report and recirculated for approval.</p> <p>It was noted that the report may require some revising once the SC confirm the timing and format of their next meeting and what they require from the EC report. Clarification on these issues should be sought from the School's Dops.</p> <p>Action: VL to follow up with the Dops concerning the timing and format of Strategic Committee and what they require from the EC report</p>	<p>PS</p> <p>VL</p>
5.	<p>AOB</p> <p>There were no other matters arising.</p>	
6.	<p>Date of next meeting: Tuesday 01 December, 9:30 – 11:00</p>	