



ETHICS COMMITTEE Minutes

**02 March 2021 9:30 – 11:00
MS Teams**

Attendees: Peggy Seriés (Chair), Lexi Birch-Mayne, Kianoush Nazarpour, Arno Onken, 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 – Ongoing, action carried forward. • PS/VL to push for clarification on issues and implications surrounding Privacy Shield and data management. – UoE DPO has been contacted but no new information has been provided. Action carried forward • Issue of university wide DPIA for Qualtrics to be raised in discussions with the DPO. Action carried forward (as above) • New RT functionality for approving ethics applications - Ongoing, action carried forward • KV to investigate if Qualtrics can automatically classify applications under the ethics level framework and if this information can be fed into RT. Level framework is not currently embedded but it may be possible to implement dependant on what the level framework is. Action complete. • PS to press College to provide detailed guidance on the ethics level framework. An enquiry has been sent but still awaiting a response. Action carried forward. • VL to find the ethics self-assessment form to source guidance. The document has been retrieved from archive but its use will dependant on guidance from college. Action complete. • KN to draft webinar/workshop on ethical research and source potential speakers. Workshop has not been written yet but some speakers have been sourced though more are needed. Action carried forward. • VL to investigate problem with ethics application email notifications. The issue was to do with which email was registered in Qualtrics. This has now been resolved. Action complete. 	KV PS/VL PS/VL SB KV PS KN VL
3.	Application review – standing item. There was a discussion concerning what to do about so called ‘dead’ applications; that is, applications that have been open for some time	



	<p>pending an action or response from the applicant which seems to be non-forthcoming. It was agreed that if there was no response after a period of time (approx. 3 months but largely dependent on the application) then a final reminder should be sent to the applicant noting that ethics has not been approved and the case will be closed if there is no response. The application should then be set to 'Stalled' in RT.</p> <p>A second discussion was had concerning whether it is in the remit of the EC to ensure researchers are conducting appropriate risk assessments for their research. It was agreed that while reviewers do not need to go over risk assessments in detail they do need to ensure researchers are conducting them if they feel there may be a risk to researchers or study participants. A copy of the risk assessments should be added to ethics applications in these cases.</p> <p>To promote this some information concerning health and safety should be added to the ethics webpages. Action: VL to add link on the ethics website to the University's health and safety pages.</p>	VL
4.	<p>Ethics workshops – standing item</p> <p>It was noted that the School has requested the Chair of the REC create a series of regular training workshops on ethics for staff and students in the school. Currently there are no actions arising from this item but the Chair may ask for input from the rest of the committee in the future.</p>	
5.	<p>AOB</p> <p>There was a discussion on what to do when researchers do not follow the standard PIS template and what degree of flexibility reviewers should allow on what information can be missed out? The committee are happy for amendments to be made to the PIS but the information that is in the template is important and should be included in any final PIS in some way.</p>	
6.	<p>Date of next meeting: Tue 06 April 09:30-11:00</p>	