



ETHICS COMMITTEE

Minutes

06 April 2021 9:30 – 11:00

MS Teams

Attendees: Peggy Seriés (Chair), Kianoush Nazarpour, Arno Onken, Kami Vaniea, Victoria Lindström, Sam Bishop (secretary).

Apologies: Lexi Birch-Mayne, Chris Lucas

No.	Item	Action
1.	Approval of Previous Minutes The minutes of the previous committee were approved as a fair representation of the meeting.	
2.	<p>Matters Arising from previous meeting</p> <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 will come to next ethics committee meeting to deliver training on DPIAs as included in the Ethics process. There will be an opportunity to ask questions about the implications of storing data outside the EEA given the recent privacy shield ruling. Action complete. • Issue of university wide DPIA for Qualtrics to be raised in discussions with the DPO. As above. Action complete. • New RT functionality for approving ethics applications – Action complete. • PS to press College to provide detailed guidance on the ethics level framework. CSE has replied stating that there is no College wide standard framework, though this could change with the future Infonetica implementation, and frameworks should be decided upon at school level. The Committee agreed that the previous framework should be updated and used. Action complete. New Action: Previous Informatics Ethics framework to be updated and, pending Committee approval, published on InfWeb as well as implemented in Qualtrics. • Ethics level framework implementation in Qualtrics. Cannot be completed until ethics level framework has been finalised. Action carried forward. • KN to draft webinar/workshop on ethical research and source potential speakers. KN now has now sourced full rota for talks on research day and the workshop is ready, pending DoR approval, for inclusion during Research Day. Action complete. 	<p>KV</p> <p>VL</p> <p>KV</p>



	<ul style="list-style-type: none">• VL to add link on the ethics website to the University's health and safety pages. Action complete.	
3.	<p>Application review – standing item</p> <p>As a result of this item the committee agreed to source some example consent forms and PIS to post on InfWeb as an aid for students making ethics applications. KV shared example materials shared for HCI with committee during meeting. Action: PS to review shared material and confirm with VL when to post examples student ethics applications on InfWeb. Further pedagogical materials to be produced as part of wider strategy for training Ethics to UG/PGT students (item 4).</p> <p>In addition the workflow for dealing with level 2 ethics applications was discussed and a procedure agreed. Action: VL to write up agreed level 2 workflow and distribute to committee members.</p>	PS VL
4.	<p>Ethics workshops – standing item</p> <p>In addition to the Research Day workshop the committee will be required to deliver ethics training to students. It was agreed that this should be a compulsory part of the students' research education. The best way to ensure all students do the training would be to build it into current compulsory parts of their degrees; be it the Honours projects for undergraduates or the compulsory courses IPP and IPR for masters students. It was noted that there is currently some ethics training provided but this would need to be expanded upon. Action: PS to review current ethics materials for students and then consult the Hours projects' coordinator and IPP/IPR COs on implementing more extensive ethics training.</p>	PS
5.	<p>Large group / whole class applications</p> <p>Due to time constraints this item was moved to a future committee meeting.</p>	
6.	<p>AOB</p> <p>VL put in request to computing support (CS) to see if auto-reminders can be added to RT to help reviewers deal with outstanding applications. VL will report back to the committee upon hearing back from CS. Action VL to report to committee on RT auto-reminders when computing support reply.</p>	VL
7.	Date of next meeting: Tuesday 4 th May 2021	