



## ETHICS COMMITTEE Minutes

04 May 2021 9:30 – 11:00  
MS Teams

**Attendees:** Peggy Seriés (Chair), Lexi Birch-Mayne, Chris Lucas, Kianoush Nazarpour, Arno Onken, Kami Vaniea, Victoria Lindström, Sam Bishop (secretary).  
**In attendance:** Janet Ball, Rena Gertz (item 1 only)

No.	Item	Action
1.	DPIA training by DPO	
2.	Approval of Previous Minutes The minutes of the previous committee were approved as a fair representation of the meeting.	
3.	Matters Arising from previous meeting <ul style="list-style-type: none"><li>• <b>Qualtrics PDF functionality</b> – Ongoing, action carried forward</li><li>• <b>Previous Informatics Ethics framework to be updated and, pending Committee approval, published on InfWeb as well as implemented in Qualtrics.</b> A draft framework has been created but it requires input from the whole committee to ensure suitability. Action carried forward.</li><li>• <b>Ethics level framework implementation in Qualtrics.</b> Action carried forward pending completion of framework.</li><li>• <b>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.</b> Not complete, action carried forward.</li><li>• <b>VL to write up agreed level 2 workflow and distribute to committee members.</b> Action completed</li><li>• <b>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.</b> Not complete, action carried forward.</li><li>• <b>VL to report to committee on RT auto-reminders when computing support reply.</b> No update from computing support yet, action carried forward</li></ul>	KV  All committee members  PS  PS  VL
4.	Application review – standing item There were not matters arising from this item.	
5.	Ethics workshops – standing item There were not matters arising from this item.	



6.	<p>Large group / whole class applications</p> <p>It was noted that there had been recent single application for ethics approval that covered all the projects conducted in an undergraduate class. The committee agreed this was good practice and should be promoted in the FAQ section of the Ethics webpages. <b>Action: Section to be drafted concerning mass class applications for inclusion on Ethics FAQs.</b></p>	PS
7.	<p>AOB</p> <p>Committee members were reminded that when reviewing applications and they come across a suitable case they should ask the relevant PI's permission to use the application as example cases.</p> <p>It was noted that a survey had recently been conducted that included interviews with research academics on their experiences of Data Management and Ethics within Informatics. The Ethics part of the subsequent report will be disseminated to the committee once complete.</p>	
8.	<p>Date of next meeting: Tuesday 01 June, 9:30-11:00</p>	