



## ETHICS COMMITTEE Minutes

**01 June 2021 9:30 – 11:00  
MS Teams**

**Attendees: Peggy Seriés (Chair), Lexi Birch-Mayne, Arno Onken, Kami Vaniea, Björn Ross, 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.	<p>Matters Arising from previous meeting</p> <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> - The committee reviewed the framework during the meeting and suggested edits.</li> </ul> <p><b>Action:</b> VL to distribute framework to committee for approval once edits have been finalised.</p> <p><b>Action:</b> VL to send KV list of types of vulnerable participants for inclusion on the Ethics Qualtrics form.</p> <p><b>Action:</b> All committee members to source suitable application examples of the different framework levels to be displayed on Infweb and added to an example bank to aid reviewers.</p> <ul style="list-style-type: none"> <li>• <b>Ethics level framework implementation in Qualtrics.</b> – Dependant on actions above, action carried forward.</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> - See agenda item 4</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> - See agenda item 4</li> <li>• <b>VL to report to committee on RT auto-reminders when computing support reply</b> Action completed</li> </ul>	<p>KV</p> <p>VL/ All REC members</p> <p>VL/KV</p> <p>All REC members</p> <p>KV</p>



	<ul style="list-style-type: none"> <li>Section to be drafted concerning mass class applications for inclusion on Ethics FAQs. Action completed.</li> </ul>	
3.	<p>Application review – standing item</p> <p>There were no matters arising from this agenda item.</p>	
4.	<p>Ethics workshops – standing item</p> <p>Research day workshop – The committee felt that this worked well and could be repeated in the future.</p> <p>Ethics training for students – PS noted that she had started discussions with the DoT about incorporating ethics training for students (UG &amp; PG) into the curriculum. Some ideas have been put forward but this requires more discussion.</p> <p><b>Action:</b> PS to invite the Director of Teaching to an Ethics Committee meeting to discuss ethics training for students.</p>	PS
5.	<p>Report on survey of research active staff</p> <p>VL presented the results of a survey [papers 5.1, 5.2] that asked Informatics’ research staff about their experience of Ethics within the School. Due to time constraints there was not enough time to go over all the recommendations of the report but the topics below were discussed. The rest of the report will be discussed at the next REC meeting.</p> <p>Currently the REC has a relatively low profile and there is a perception of the committee as a regulator of a ‘box-ticking’ exercise or research-prohibitive process. To help change this the report made a number of suggestions to increase engagement with staff and students around Ethics as good research practice. The following actions were proposed: -</p> <p><b>Action:</b> All committee members to send a short blurb about themselves and their experiences of ethics to VL to be added to the Infweb Ethics pages.</p> <p><b>Action:</b> VL/SB to set up a weekly Ethics ‘office hour’ where a member of the REC will be available to answer any queries on ethics. Initially this will be a MS Teams meeting (Mondays, 4pm-5pm) that people can drop in on but will become a physical office hour once COVID-19 restrictions have eased.</p> <p><b>Action:</b> PS to advertise the Ethics office hour to research staff.</p> <p>In addition to perceptions of the REC amongst current staff it was noted that with no mention of ethics and the REC in new starts induction packs culture of not caring about ethics is being promoted from the very start of researcher’s careers.</p> <p><b>Action:</b> PS to create an overview of ethics for inclusion in new starter’s induction packs.</p>	<p>All REC members</p> <p>VL/SB</p> <p>PS</p> <p>PS</p>



6.	<p>AOB</p> <p>DPIA for Amazon Mechanical Turk – Victoria Dishon, IT Liaison Officer for CSE, will help complete a DPIA on Amazon Mechanical Turk but has requested volunteers from Informatics and a representative from Inf computing support to help with the process. Three members of the REC put themselves forward but questioned whether anybody from CS was needed considering the technical expertise of the REC members.</p> <p><b>Action:</b> VL to liaise with VD to find a suitable time to complete the AMT DPIA and ask CS whether they need to be involved.</p>	VL
7.	Date of next meeting: 6th July 2021, 0930 - 1100	