



## ETHICS COMMITTEE Minutes

05 October 2021 9:30 – 11:00  
MS Teams

**Attendees:** Peggy Seriès (Chair), Arno Onken, Björn Ross, Sam Bishop (secretary).  
**Apologies:** Lexi Birch-Mayne, Kia Nazrapour, Kami Vaniea

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"><li><b>Qualtrics PDF functionality</b> – Ongoing, action carried forward.</li><li><b>Vulnerable participant list to be added to Qualtrics form</b> - Ongoing, action carried forward.</li><li><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. <b>Ongoing – KV to provide blurb and PIS (to be anonymised) for a first example (Level 1) and blurb to accompany existing PIS example. VL to add to Ethics webpages once received.</b></li><li><b>Ethics level framework implementation in Qualtrics</b> - Ongoing, action carried forward.</li><li><b>PS working with Jane and InfHR to review current induction packs and to provide material related to Ethics.</b> This will be straightforward but it still needs implementing. PS will circulate draft to REC members before confirming final copy for InfHR to use. Action carried forward. - Stament drafted passed by committee and will be passed onto HR</li><li><b>PS to send BF relevant text to include in project proposal form, to guide students and supervisors to accurately indicate whether ethical review is required for any given project. BF to incorporate in DPMT in liaison with relevant contact (Tom Spink)</b> – Ongoing, action carried forward.</li></ul>	<div>KV</div> <div>KV</div> <div>KV</div> <div>KV/SB</div> <div>PS</div> <div>PS</div>



	<ul style="list-style-type: none"> <li>• <b>PS to liaise with Aurora Constantin, Don Sanella and Maria Wolters to implement IPP Ethics module for next academic year</b> – Ongoing, action carried forward.</li> <li>• <b>PS to liaise with UG organiser (Barbara Webb) to confirm that UG presentations are due to come back in 21/22, and how Ethics component can be incorporated</b> – Ongoing, action carried forward. Details to added to form and webpage. Link should be added to form. Action completed</li> <li>• <b>SB to re-share the ethics report with the committee.</b> Completed</li> <li>• <b>SB to send a summary of the RECs responses to KQ</b> – Completed</li> <li>• <b>KN to draft an FAQ on the storage of consent forms. SB will add this to the ethics webpages once complete. Action carried forward.</b></li> </ul>	<p>PS</p> <p>PS</p> <p>KN/SB</p>
3.	Application review – standing item There were no matters arising from this item	
4.	Ethics workshops – standing item There were no matters arising from this item	
5.	College Ethics Report The deadline for the annual College Ethics report will be Monday 8 <sup>th</sup> November. <b>Action: PS to draft Informatics sections of the report before the next meeting in November for to allow comments from other committee members before submission.</b>	PS
6.	AOB <ul style="list-style-type: none"> <li>- Ethics material for new start welcome pack. PS presented the proposed ethics material for inclusion in new starts welcome packs. The committee approved the material.</li> </ul>	
7.	Date of next meeting: 02 November 2021, 0930 – 1100, MS Teams	