



ETHICS COMMITTEE Minutes

02 November 2021 9:30 – 11:00
MS Teams

Attendees: Peggy Seriès (Chair), Lexi Birch-Mayne, Arno Onken, Kia Nazrapour, Björn Ross, Kami Vaniea, 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.Action: 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. Ongoing – KV to provide blurb and PIS (to be anonymised) for a first example (Level 1) and blurb to accompany existing PIS example. SB to add to Ethics webpages once received.Ethics level framework implementation in Qualtrics - Ongoing, action carried forward.PS working with Jane and InfHR to review current induction packs and to provide material related to Ethics. Action completedPS 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) – Ongoing, action carried forward.PS to liaise with Aurora Constantin, Don Sanella and Maria Wolters to implement IPP Ethics module for next academic year – Ongoing, action carried forward. This year first pass with just lecture, future video with quiz. Ps asked for volunteers – currently PS is slated to do but depending on workload KV may be able to help.KN to draft an FAQ on the storage of consent forms. SB will add this to the ethics webpages once complete. Action carried forward.	<div>KV</div> <div>KV</div> <div>KV</div> <div></div> <div>PS</div> <div>PS</div> <div>KN</div>



	<ul style="list-style-type: none">• PS to draft Informatics sections of the report before the next meeting in November for to allow comments from other committee members before submission. On agenda	
3.	Application review – standing item There were no actions arising from this item.	
4.	Ethics workshops – standing item The content of the 2022 ethics workshop was discussed and who was going to give talks at the event. There was some discussion of exploring the possibility of inviting the EFI Director of Data and AI ethics, Shannon Vallor, to give a talk as well as the possibility of co-hosting the event with a CDT. Action: BR to approach the CDT organisers to explore the possibility of co-hosting the ethics workshop with a CDT.	BR
5.	College Ethics Report PS presented a draft of the annual ethics report sent to College. The committee approved the draft.	
6.	AOB There was no other business.	
7.	Date of next meeting: 07 December 2021, 0930 – 1100, MS Teams	