



ETHICS COMMITTEE Minutes

01 February 2022 9:30 – 11:00
MS Teams

**Attendees: Peggy Seriès (Chair), Lexi Birch-Mayne, Arno Onken, Björn Ross, Kami Vaniea
Kia Nazrapour, Sam Bishop, Andrew Castle (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.Ethics level framework implementation in Qualtrics. The remaining part of this action is to match up the ethics application questions in Qualtrics to the ethics level framework and use Qualtrics to automate the assigning of an ethics level to each application. KV agreed to do this matching. ACTION: KV to match the ethics level framework with ethics application questions to automate the assigning of an ethics level to each application in Qualtrics.IPP Ethics module. This action is still ongoing but BR has agreed to allow the use of his CDT ethics video and Q&A for IPP, PS will assist with the delivery of this. It was noted, if they are appropriate, these materials could be circulated more widely and even hosted on the ethics webpages.BR to organise, in conjunction with the CDTs, a workshop on ethics. Action ongoing. A framework for a workshop has been put together and BR will organise and deliver the workshop at some point in April or June. BR noted that he may put out a doodle poll to ascertain a suitable date. It was noted that the CDTs will help advertise the events.Draft University Research Ethics Policy. PS reported back to the committee on the status on the new University Policy on Research Ethics and Integrity. The Research Ethics and Integrity Review Group (REIRG) have been working on the policy but progress has been slow. PS will distribute a copy of the draft policy at a later date. Action ongoing.	<div>KV</div> <div>KV</div> <div>PS, BR</div> <div>BR</div> <div>PS</div>



No.	Item	Action
3.	Application review – standing item There were no matters arising from this item.	
4.	Ethics workshops – standing item Discussed in matters arising from previous meeting.	
5.	Qualtrics: vulnerable age cap It had been noted that the current ethics application has been set to indicate that vulnerable participants are those aged 18 years and under, which is not in line with GDPR, and should indicate the age cap as being aged 15 years and under. ACTION: KV to change vulnerable age cap on Qualtrics application form from 18 years old to 15 years old. This action was completed during the course of the committee meeting.	
6.	AOB There was no other business	
7.	Date of next meeting: Tuesday 1 st March 2022, 0930 – 1100, MS Teams	