



ETHICS COMMITTEE Minutes

03 May 2022 9:30 – 11:00
MS Teams

Attendees: Peggy Seriès (Chair), Arno Onken, Björn Ross, Kami Vaniea, Kia Nazrapour, Sam Bishop, Andrew Castle (Secretary).

Apologies: Lexi Birch-Mayne

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">Ethics level framework implementation in Qualtrics – Action ongoing, action carried forward. To be able to implement the ethics level into the Qualtrics application form a clear matching between the framework and the application questions needs to be carried out. SB has agreed to do this, though may need assistance for some statements. Action SB to conduct a matching between the ethics level framework and ethics application so KV can implement it into Qualtrics.IPP Ethics module – Ongoing. BR has created a 15 minute video that provides ethics training for IPP (MSc) students. Committee members have been asked to watch the video, provide feedback and agree on if the video should be posted on the Ethics webpages as a general resource. If there is agreement for the video to be displayed publicly a decision on where it should be hosted needs to be made and the video will need to be edited to remove reference to IPP. Action – BR to distribute IPP video to all committee members for feedback. SB to place video on Ethics webpage once feedback has been gathered and placement agreed.Ethics Workshop – BR has been in touch with Shannon Vallor, the Baillie Gifford Chair in Ethics of Data and Artificial Intelligence at EFI, who has agreed to participate at an ethics workshop in September. SV has noted she will be available during the last week in September but a firm date has yet to be agreed. This workshop will be mandatory for CDT students, though all other students will be encouraged to attend. The intention will be to hold	<p>SB/KV</p> <p>BR/SB/All committee</p>



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	<p>a hybrid event with people attending both in person and online. Action – BR to ask Shannon Vallor for her preference of the specific date.</p> <ul style="list-style-type: none"> Draft University Research Ethics Policy – PS, who has been attending REIRG meetings, noted that the policy document is improving and is becoming more precise. PS disseminated to the Committee for feedback. Action – All committee members to send any feedback regarding the Draft University Research Ethics Policy to PS. 	<p>BR</p> <p>All committee members</p>
3.	<p>Application review – standing item REC members agreed no specific applications required committee discussion.</p>	
4.	<p>Ethics workshops – standing item Discussed in matters arising from previous meeting.</p>	
5.	<p>AOB</p> <ul style="list-style-type: none"> Qualtrics application form – It was noted that Qualtrics currently assigns a reference number of the form [year/5-digit #]. This can be confusing for applicants as quite often the year part is dropped and as the year part of the number requires updating manually it is quite often wrong. The committee agreed to change the format to be just a random 6-digit number. Action - KV to amend Qualtrics to assign applications only a 6-digit number as a reference. It was noted that the auto reminder in RT is not working that sends reviewers an email if an application has been left unattended after 10 working days. Action- SB to contact computing support to resolve the issue with RT reminders.. It was noted that the monthly ethics drop-in sessions are very poorly attended. In an attempt to boost engagement the sessions should be more widely advertised. Action - PS to send reminder emails concerning the Ethics drop-in sessions. It was noted that only the only REC member with Qualtrics access rights is KV. While a couple of prior REC members could act as a back-up, an additional member with training and access rights should be considered. 	<p>KV</p> <p>SB</p> <p>PS</p>
6.	<p>Date of next meeting: Tuesday 7 June 2022, 0930-1100, MS Teams</p>	



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