



## ETHICS COMMITTEE Minutes NOTES

**02 August 2022 9:30 – 11:00**  
**MS Teams**

**Attendees:** Peggy Seriès (Chair), Uta Hinrichs, Sam Bishop, Andrew Castle (Secretary).

**Apologies:** Arno Onken, Kia Nazarpour, Lexi Birch-Mayne, Björn Ross, Kami Vaniea

No.	Item	Action
1.	New committee member introduction <ul style="list-style-type: none"><li>Uta Hinrichs was introduced as a new member of the committee.</li></ul>	
2.	Approval of Previous Minutes The minutes of the previous committee were approved as a fair representation of the meeting.	
3.	Matters Arising from previous meeting <ul style="list-style-type: none"><li><b>IPP Ethics module – Ongoing.</b> <i>BR should have a revised version of the IPP introduction the research ethics video available to go online as soon as possible, initially meant to be in mid June. Once completed it will be hosted on the Inf ethics webpages. Action carried forward.</i></li><li><b>Draft University Research Ethics Policy</b> – <i>PS noted that work on the policy is still ongoing and she will inform the committee when any updates become available. Action carried forward.</i></li><li><b>Auto-Reminder in RT</b> – <i>Not heard from Computing Support, but the reminder does now work and the issue is resolved. Action Completed</i></li><li><b>Monthly ethics drop-in sessions.</b> <i>These are very poorly attended, therefore, to encourage engagement they should be advertised more widely. Action: PS to send a reminder email for the summer ethics drop in sessions.</i></li><li><b>Dealing with duplicate applications</b> - <i>Action: SB to amend ethics application allocation procedure to include a check for duplicate applications. Action Completed</i></li></ul>	BR  PS  PS
4.	Application review – standing item  There were not matters arising from this item.	
5.	Ethics workshops – standing item  Discussed in matters arising from previous meeting	
6.	Research vs non-research ethics approval FAQ	



No.	Item	Action
	Item moved to a future meeting for discussion	
7.	AOB <ul style="list-style-type: none"><li>• <b>Action:</b> SB to liaise with UH for an overview of the Committee and the application review process.</li></ul>	SB
8.	Date of next meeting: Tuesday 6 September 2022, 0930-1100	