# ETHICS COMMITTEE

## Minutes

06 September 2022 9:30 – 11:00

MS Teams

Attendees: Peggy Seriès (Chair), Arno Onken, Kia Nazarpour, Lexi Birch-Mayne, Björn Ross, Uta Hinrichs, Sam Bishop, Andrew Castle (Secretary).

Apologies: Kami Vaniea

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| 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  
- **IPP Ethics module.** BR should have a revised version of the IPP introduction the research ethics video available to go online by mid-September. Once ready, BR to send video to SB who will add it to the webpage. **Action carried forward.**  
- **Draft University Research Ethics Policy** – PS noted that work on the new policy is coming to an end and is at the latter stages of review. PS will inform the committee when any other updates become available. It is also noted that feedback from Committee members continues to be welcome. **Action ongoing.**  
- **Monthly ethics drop-in sessions.** These are very poorly attended. To encourage greater engagement PS will send reminder emails. **Action completed** | BR/SB  
PS |
| 3.  | Application review – standing item  
There were no matters arising from this item. |  |
| 4.  | Ethics workshops – standing item  
- Discussion focused on the advertising the CDT/PhD workshop on the 27/09/2022 that will include a talk from Shannon Vallor. It was agreed that all students should be encouraged to attend, in addition to the CDT/PhD students.  
  **Action** – BR to arrange advertisement emails and booking arrangements for the CDT ethics workshop. | BR |
| 5.  | Research vs non-research ethics approval FAQ  
- The committee discussed the matter of research vs non-research ethics approval and what advice should be given to potential applicants on whether they need to apply for approval. BR noted that he had an example |  |
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|     | answer that, with minor modifications, could be used as an FAQ on the ethics webpages. It was agreed this answer would be distributed to the rest of the committee for review and, if approved, added to the ethics FAQ online.  
**Action** - BR to circulate an example answer to add to the FAQs. Once approved SB to add to ethics webpages. | BR/SB |
| 6   | Guidance on using Microsoft Forms for PIS  
- Prior to the meeting KV had highlighted an issue with the word cap on MS Forms being lower than the recommended PIS template. The rest of the committee had no specific experience with this issue so PS noted that she would discuss the matter further with KV.  
**Action**: PS to follow up with KV on the issue with using MS Forms for participant information sheets. | PS |
| 7   | AOB  
- There was a short discussion on succession planning for Committee membership. It was agreed that this was something that should be looked into further at a future meeting. |  |
| 8   | Date of next meeting: Tuesday 4 October 2022, 0930-1100 |  |