



06 September 2022 9:30 – 11:00
MS Teams

Apologies: Kami Vaniea

[illegible]



No.	Item	Action
	<p>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.</p> <p>Action - BR to circulate an example answer to add to the FAQs. Once approved SB to add to ethics webpages.</p>	BR/SB
6.	<p>Guidance on using Microsoft Forms for PIS</p> <ul style="list-style-type: none">- 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. <p>Action: PS to follow up with KV on the issue with using MS Forms for participant information sheets.</p>	PS
7.	<p>AOB</p> <ul style="list-style-type: none">• 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	