



## ETHICS COMMITTEE Minutes

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

**Attendees:** Peggy Seriès (Chair), Arno Onken, Lexi Birch-Mayne, Uta Hinrichs, Victoria Lindström, Andrew Castle (Secretary).

**Apologies:** Björn Ross, Kia Nazarpour

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"><li><b>Draft University Research Ethics Policy</b> – 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. <b>Action ongoing.</b></li><li><b>Introduction to Ethics Video</b> – PS has discussed with Siddharth Narayanaswamy who has transmitted information to UG students about where to watch the video and why it is important. This was discussed further in the Ethics Workshops item. <b>Action Completed.</b></li></ul>	PS
3.	Application review – standing item <ul style="list-style-type: none"><li>There was discussion surrounding an application which stated it involved dealing with terrorist organisations, thus, would require review from the whole committee. It was agreed that this application did not directly involve research with terrorist organisations, and would be considered as a level 2 application.</li><li>There was also discussion on the recommended method for applying for Ethics approval for long-term and large-scale projects, particularly when the methodology and what data would be collected was not yet decided. Furthermore, there was conversation on what the Committee recommends when adding new people to a large-scale application and whether it is necessary to amend the application and PIS each time there is a new member of the project. It was agreed that it should not be necessary to alter the application and PIS each time an additional member. The</li></ul>	



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	<p>recommendation from the committee for such projects is to submit relatively general applications that could cover a number of possibilities. For large-scale projects it was suggested that the Committee consults with the PIs to give advice and to encourage large-scale projects to submit ethics applications. <b>Action:</b> ABM to create a draft of an FAQ regarding the application for long term and large-scale projects.</p>	ABM
4.	<p>Ethics workshops – standing item</p> <ul style="list-style-type: none"> <li>- It has been agreed that there should be a talk given to Staff and students regarding Ethics, similar to the talk given by Shannon Vallor to students on 27/09/2022. <b>Action Ongoing – PS to contact possible speakers.</b></li> <li>- PS has discussed the prospect of a quiz for the Ethics video that IPP students would be required to take with Aurora Constantin and cc'd Björn Franke, though, it is not to be the committee's initiative, PS is happy to create one. The decision on this has not yet been made.</li> </ul>	PS
5.	<p>MS Forms FAQ</p> <ul style="list-style-type: none"> <li>- PS and VL discussed the MS Forms issue with KV. PS created an FAQ for if an applicant wishes to use MS Forms for a survey. The Committee agreed that SharePoint is the recommended place for the PIS to be hosted when MS Forms is used and that this should be added to the FAQ. <b>Action:</b> VL to add the amendment to the FAQ to point to SharePoint as the place to host PIS forms if using MS Forms.</li> </ul>	VL
6.	<p>Amendments to tickets owned by former or absent REC members</p> <ul style="list-style-type: none"> <li>- There was discussion on the redistribution of tickets owned by former or absent REC members. It was agreed that these would be treated in a similar way to new tickets, they should be assigned to the next member on the list. The new reviewer should be notified that this is a previously approved application with small amendments. <b>Action:</b> VL to write up the RDM process for this.</li> </ul>	VL
7.	<p>AOB</p> <ul style="list-style-type: none"> <li>- Good Research Practice Week events taking place between 14/11/2022 and 18/11/2022. <b>Action:</b> PS to send round an email regarding talks and events to the Research Staff mailing list.</li> <li>- VL reminded the Committee to use the Approved status in RT to resolve a ticket as this sends an automatic message that advises applicants not to reply and includes links to the Ethics Webpages.</li> </ul>	PS
8.	Date of next meeting: Tuesday 13 December 2022, 0930-1100	