



## ETHICS COMMITTEE Minutes

13 December 2022 9:30 – 11:00  
MS Teams

**Attendees:** Peggy Seriès (Chair), Lexi Birch-Mayne, Björn Ross, Arno Onken, Andrew Castle (Secretary).

**Apologies:** Kia Nazarpour, Uta Hinrichs, Victoria Lindström

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 informed the Committee that the Draft University Policy has reached its final stage and is with the University Executive. It was also noted that there is debate on giving retrospective ethics approval, with the draft wording in the policy stating that it would not ordinarily be considered. <b>Action ongoing.</b></li><li><b>MS Forms FAQ</b> – Action: VL to add the amendment to the FAQ to point to SharePoint as the place to host PIS forms if using MS Forms. <b>Action Completed</b></li><li><b>Ethics Workshop</b> – There was discussion on whether to have one workshop next year for staff and students, scheduled in the autumn. Or to have two, one in the Spring and one in the Autumn, one for staff and one for students. The Committee agreed on one Ethics Workshop in the autumn of 2023. Preparations for this workshop are ongoing, PS has not yet contacted a potential speaker to give a talk at the workshop. <b>Action Ongoing.</b></li><li><b>Long-term and large-scale Project FAQs</b> – Upon further investigation ABM considers the question to already be answered by some answers in the already existing FAQs, thus no additional FAQ is required. <b>Action Completed.</b></li></ul>	
3.	Application review – standing item <ul style="list-style-type: none"><li>There was debate on the capability of the REC to consider projects outwith those directly affecting human participants, this is specifically a question when it comes to large-scale projects and what the role of the REC is when it comes to projects focused on AI. This linked to discussion on best practice in dealing with applications that no member of the Committee has</li></ul>	



No.	Item	Action
	<p>specific expertise or skills in reviewing. It was concluded that the best way would be to involve others and gain recommendations from colleagues who do have skills in these fields.</p> <ul style="list-style-type: none"><li>- The Committee decided to hold a workshop around May 2023 involving the wider Informatics research community, including PhD students and staff, to build guidelines and recommendations on Ethics approval for projects involving the creation of machine learning models. <b>Action:</b> ABM to lead preparations for this workshop with BR to support, BR to specifically help with guest list.</li></ul>	ABM/ BR
4.	<p>Ethics workshops – standing item</p> <ul style="list-style-type: none"><li>- Discussed in matters arising from previous meeting.</li></ul>	
5.	<p>Study Plan Advice</p> <ul style="list-style-type: none"><li>- VL created an FAQ to give advice on the study plan mentioned in the Qualtrics Ethics form and on the Webpage, having received a query from an applicant on the subject. The committee agreed that the purpose is to encourage applicants to think of their research and that the FAQ drafted by VL was suitable. The Committee also agreed that the section mentioning this in the form should be rephrased to provide more clarity. This discussion uncovered that no current member of the committee has training or even access to Qualtrics and therefore, cannot change the form.</li><li>- <b>Action</b> - PS to work with VL to add the rephrased sentence to the form and to gain access to the Qualtrics system.</li></ul>	PS/VL
6.	<p>AOB</p> <p>No other business was discussed.</p>	
7.	<p>Date of next meeting: Tuesday 07 February 2023, 0930-1100</p>	