



## ETHICS COMMITTEE Minutes

07 February 2023 9:30 – 11:00  
MS Teams

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

### Apologies:

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>Autumn Ethics Workshop – Ongoing.</b> All members of the committee are requested to suggest speakers for the workshop/lecture in the autumn.</li><li>• <b>May Ethics Workshop / Project</b> - The Committee discussed the focus of the Workshop planned for May. It was broadly agreed that this should be an event, with the intention of providing advice for the production of guidance related to AI and Ethics, and Large Language Models. The discussion evolved to the idea that a dedicated project into the topic of Large Language Models, AI, and Ethics would be a more effective way of tackling this issue. A researcher would be employed for at least a couple of days a week to create a white paper as part of the School's strategic direction. The Committee agreed that this project would be more useful than the workshop, thus, the workshop would be postponed until a later date, while the feasibility of the project was further explored. <b>Action</b> – ABM to write a first draft of a proposal to the Head of School for this project, with the support of other members of the Committee.</li><li>• <b>Study Plan Advice Qualtrics Form</b>– VL has received template of Qualtrics form from Maria Wolters as the original survey owner. This should be imported to Informatics-managed Qualtrics universe to set up a new form, which can in turn be managed and edited by select committee members (BR and ABM volunteered previously). <b>Action:</b> BR to import the new survey form that the current Committee can control into Qualtrics. If he cannot, computing support may be able to help.</li></ul>	All Members  ABM/all members  BR
3.	Application review – standing item	



No.	Item	Action
	<ul style="list-style-type: none"> <li>- UH and ABM raised an application that they are reviewing. The project involves AI interaction with hate speech on social media. The participants are those who use hate speech, and they would not be asked for consent to be part of the study. UH &amp; ABM requested advice in dealing with the lack of informed consent in the study. The committee suggested that the applicants asks for retrospective consent, or that an individual, or another College/School Ethics committee is asked for advice. <b>Action:</b> UH and ABM to consult someone outside the school for further advice (e.g. SPS Ethics committee), the REC would veer to approve but further advice is recommended.</li> </ul>	UH/ABM
4.	<p>Ethics workshops – standing item</p> <p>Discussed in matters arising from previous meeting.</p>	
5.	<p>Research Lunch Planning</p> <ul style="list-style-type: none"> <li>- VL raised a discussion she had with the School’s Deputy Director of Research, Ajitha Rajan, regarding an Ethics focused Research Lunch. The committee supports this idea, PS and UH volunteered to give presentations. Preliminary thoughts are for them to give examples of applications and discuss the University’s Research Ethics Policy. A date has not been set though it would be preferable to be April onwards.</li> </ul>	
6.	<p>AOB</p> <ul style="list-style-type: none"> <li>- BR raised a query from Keith Edwards, senior BDE, regarding the alignment of REC policy with the University’s Research Data Management policy. Specifically if the REC should require and review Research Data Plans. VL informed that the RDM policy sits together with the Ethics policy and they do not clash. The Committee agreed that it is not the role of the REC to enforce the RDM policy or to insist on a Research Data Management Plan.</li> <li>- VL raised the process for applications with pending documentation and if it should be amended to notify the reviewer when the documentation is submitted. It was agreed that VL would send a notification to let the reviewer know when documents have been received. <b>Action</b> – It was agreed that this would be part of the process going forward.</li> <li>- VL noted that work on the University Ethics Policy is complete. <b>Action:</b> VL will add links to the new Ethics policy to the Ethics Committee webpage.</li> <li>- VL raised that a retention policy should be in place in line with the new Ethics policy, this should be discussed at a future meeting.</li> </ul>	<p>VL</p> <p>VL</p>
7.	Date of next meeting: Tuesday 07 March 2023, 0930-1100	