



## ETHICS COMMITTEE

### Minutes

### 02 May 2023 MS Teams

**Attendees:** Peggy Seriès (Chair), Björn Ross, Uta Hinrichs, Alexandra Birch-Mayne, Victoria Lindström, Katarina Scaife (Secretary).

**Apologies:** Arno Onken, Kia Nazarpour

	Summary	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>Study Plan Advice Qualtrics Form – Ongoing.</b> BR successfully imported and tested some of the functionalities of the new form and VL now has access to the form. <b>Action:</b> BR to test the form to ensure it correctly imports to RT and a PDF copy is produced.</li><li>• <b>AI Interaction with hate speech on social media project – Ongoing.</b> UH contacted Lotte Segal (lead of SPS ethics) to arrange a meeting and awaits a reply. <b>Action:</b> UH to follow up with Lotte.</li><li>• <b>White paper – Ongoing.</b> PS reported to committee the feedback received from Jane Hillston (Head of School) on the white paper proposal. The school supports the project, but suggested the scope of the paper should be broadened and requested a more detailed costing. Committee discussed how widen the scope by extending the applicability of the paper to university level, and possibly beyond. BR suggested opening the lines of communication with other ethics committees across the university. The white paper take precedence over the previously discussed May workshop, which the committee agreed would not take place this year. <b>Action:</b> ABM to produce a more detailed costing and rewrite the proposal to widen the scope of the project beyond the School.</li><li>• <b>Autumn Workshop – Ongoing.</b> UH contacted Atoosa Kasirzadeh about being a speaker at the workshop with a proposed date and awaits a response. <b>Action:</b> UH to follow-up with Atoosa Kasirzadeh in PPLS.</li><li>• <b>Application reference number in documents – Resolved.</b> VL has implemented the changes to the template PIS documents on the Ethics pages.</li></ul>	BR  UH  ABM  UH
3.	Application review – standing item <ul style="list-style-type: none"><li>• Nothing to discuss.</li></ul>	

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>Survey invitations without ethics approval</p> <ul style="list-style-type: none"> <li>PS reported on the April meeting (not quorate as only PS and BR available) attended by the current and incoming UG coordinators Siddharth Narayanaswamy and Hiroshi Shimodaira. There is no defined approach to identify, investigate and penalise cases where students have proceeded without Ethics approval for their projects. Committee agreed that the lack of ethics approval for UG projects should be quantified to gauge the prevalence of UG projects going ahead without approval. <b>Action:</b> VL to contact ITO regarding access to dissertations to gather the data to then analyse in summer.</li> <li>BR suggested (at April meeting) adding a box on the dissertation submission form where students can prove they have approval by filling in their Qualtrics ethics application number as a means of verification. The committee agreed that this would be good to implement for the next academic year. Siddarth agreed to implement the change.</li> <li>Discussion shifted to student awareness of ethics processes and last minute applications by students with imminent submission deadlines. UH proposed that a universal deadline be applied to Ethics applications that is well in advance of the submission deadline for undergraduate projects. Committee agreed this would be beneficial. <b>Action:</b> PS to email Siddarth Narayanaswamy for advice regarding an appropriate deadline for Ethics applications for student honours projects.</li> </ul>	<p>VL</p> <p>SN/HS</p> <p>PS</p>
6.	<p>UG projects without ethics approval</p> <ul style="list-style-type: none"> <li>Discussed above in survey invitations without ethics approval.</li> </ul>	
7.	<p>AOB</p> <ul style="list-style-type: none"> <li><b>Student research into ethics.</b> PS raises the student research and interest in ethics taking place within the school and suggests that some of what is produced, such as databases and platforms could be of use to the committee.</li> <li><b>Workload and committee members for next academic year.</b> PS asked the committee about changes in committee members and if there is an appropriate number of members to manage the workload. VL informed the committee of the potential new members joining next year, as listed on Theon. ABM is due to taken on chair role from Aug 2023. <b>Action:</b> ABM to contact the potential new members to confirm their participation.</li> <li><b>Research Ethics Committee report to Strategy Committee.</b> VL queried about giving an updated report from REC to the Strategy committee. The report could be updated to reflect changes in admin load, committee size and include the data on UG projects requiring ethics approval. <b>Action:</b> PS to draw on report submitted to CSE before submitting annual summary report to Strategy committee.</li> </ul>	<p>ABM</p> <p>PS</p>

	<ul style="list-style-type: none"> <li>• <b>Teams drop-in sessions.</b> VL also brought attention to the issue that Sam Bishop is still listed as the organiser for Teams drop-in sessions and that this needs to be changed. <b>Action:</b> VL to organise new meeting series to distribute to committee members and update on InfWeb.</li> <li>• <b>Ethics level blurbs on example projects.</b> VL raised the ongoing task to add blurbs to examples of previously completed projects at different ethics levels on the Inf-Ethics webpages. <b>Action:</b> BR to provide a blurb for a level two and a level one example and send to VL. VL to upload to InfWeb.</li> <li>• <b>Ethics presentation May research lunch.</b> In May, PS (to represent the committee), intends to organise a research lunch with a presentation and Q&amp;A session covering the topic of ethics in research and presenting case studies. <b>Action:</b> PS and UH to meet to discuss content and structure of the presentation and Q&amp;A.</li> <li>• <b>Level one applications PIS sub-template.</b> BR suggested that there needs to be a simplified version of a level one PIS template for studies which involve human participants yet do not gather any personal data. Committee agreed that this would be a helpful change. <b>Action:</b> BR to highlight the sections of the PIS template that refer to personal data use as not applicable. VL will produce a compressed form from this and send to the Data Protection Officer for review.</li> </ul>	<p>VL</p> <p>BR &amp; VL</p> <p>PS &amp; UH</p> <p>BR &amp; VL</p>
8.	<b>Date of next meeting:</b> Tuesday 06 June 2023, 0930-1100	