



## ETHICS COMMITTEE

### Minutes

### 12 June 2023 MS Teams

**Attendees:** Peggy Seriès (Chair), Alexandra Birch-Mayne, Arno Onken, Victoria Lindström, Katarina Scaife (Secretary).

**Apologies:** Kia Nazarpour, Uta Hinrichs, Björn Ross

	Summary	ACTION
1.	Approval of Previous Minutes One correction to change Ethics Presentation on Research Day to Ethics Research Lunch.	KS
2.	Matters arising from previous meeting <ul style="list-style-type: none"><li>• <b>Study plan advice qualtrics form – Ongoing.</b> BR to test the form to ensure it correctly imports to RT and a PDF copy is produced. <b>Action pending.</b></li><li>• <b>AI interaction with hate speech on social media project – Ongoing.</b> UH followed up with Lotte Segal (lead of SPS ethics) but has not received a reply yet. <b>Action:</b> UH to follow up with Lotte again.</li><li>• <b>White paper – Ongoing.</b> ABM revised the white paper and PS has sent it to Jane Hillston for review.</li><li>• <b>Autumn workshop – Ongoing.</b> Atoosa Kasirzadeh has confirmed to give ethics seminar in September and REC have agreed to the date 26/09/2023. <b>Action:</b> UH to begin organising event and fix the date as 26/09/2023.</li><li>• <b>Undergraduate projects without ethics approval – Ongoing.</b> VL checked 20-25 honours project dissertations and found two potential cases where the projects may not have received the required ethics approval. Some of the dissertations are now marked for deletion and will need to be prioritised. <b>Action:</b> VL to review those marked for deletion as soon as possible.</li><li>• <b>Universal deadline for student ethics applications – Ongoing.</b> PS will seek advice from Siddarth Narayanaswamy regarding an appropriate deadline for Ethics applications for student honours projects. <b>Action:</b> PS to email Siddarth Narayanaswamy.</li><li>• <b>Workload and committee members for next academic year – Resolved.</b> ABM contacted the potential incoming committee members about their indicated participation in the next academic year, but has not received any responses. It is assumed that all indicated new members will be joining the committee in 23/24.</li></ul>	BR UH UH VL PS

	<ul style="list-style-type: none"> <li>• <b>Research Ethics Committee report to Strategy Committee – Ongoing.</b> PS found there are some updates to report to the Strategy committee. <b>Action:</b> PS to draft a REC report for Strategy Committee and distribute over email for comment.</li> <li>• <b>Teams drop-in sessions – Resolved.</b> VL has organised a new meeting series to remove Sam Bishop as organiser and updated InfWeb</li> <li>• <b>Ethics level blurbs on example projects – Resolved.</b> BR produced the blurbs for the ethics level examples. VL completed the edits in Infweb.</li> <li>• <b>Level one applications PIS sub-template – Ongoing.</b> BR has created the simplified level 1 ethics application form sub-template and sent to VL, ABM and PS. <b>Action: VL to review and clarify any questions with BR and then send suggested amended form to Data Protection Office for review.</b></li> </ul>	PS    VL
3.	<p>Application review – standing item</p> <ul style="list-style-type: none"> <li>• <b>Potential level 3 application.</b> A potential level 3 application was received and VL flagged to the committee to review. Committee agreed that the application is likely a level 2 and should be treated as such. <b>Action:</b> VL to process application as a level 2 and assign for review.</li> <li>• <b>Pending level 1 application.</b> VL raised that a student has followed up about the status of their level 1 application. <b>Action:</b> PS will review the application and correspond with the student.</li> </ul>	VL   PS
4.	<p>Ethics Workshops – standing item</p> <ul style="list-style-type: none"> <li>• Autumn workshop discussed in matters arising.</li> <li>• As the next chair of REC, ABM suggests having a short informal meeting with PS to discuss the running of workshops. <b>Action:</b> PS and ABM to arrange a meeting.</li> </ul>	ABM & PS
5.	<p>Infonetica update</p> <ul style="list-style-type: none"> <li>• VL attended the Infonetica demonstration presented by Charlotte Smith (CAHSS). Infonetica appears to be an overall improvement over RT as an ethics application processing platform. AO queried if levels will be flagged in Infonetica applications. VL queried this at the demo and was informed they intend to add this function, but due to schools possessing different framework requirements for determining ethics levels a streamlined function in Infonetica may not work as well. It's estimated that Infonetica pilot version will be launched in September at the earliest.</li> </ul>	
6.	<p>AOB</p> <ul style="list-style-type: none"> <li>• <b>Summer meetings.</b> REC agreed that there will be no meeting in August.</li> </ul>	
7.	<p><b>Date of next meeting:</b> Tuesday 04 July 2023, 0930-1100</p>	