



ETHICS COMMITTEE
Minutes
04 July 2023 MS Teams

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

Apologies: 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.	<p>Matters arising from previous meeting</p> <ul style="list-style-type: none"> • Study plan advice qualtrics form – Ongoing. BR to make further changes to form in line with the proposed changes to the level 1 PIS sub-template. Action pending. • AI interaction with hate speech on social media project – Ongoing. UH followed up with Lotte Segal (lead of SPS ethics) and is now in the process of organising a meeting. Action: UH to organise a meeting with Lotte. • White paper – Ongoing. There are no new updates. • Autumn workshop – Ongoing. Atoosa Kasirzadeh has confirmed to give ethics seminar in September and REC have agreed to the date 26/09/2023. Committee agreed to advertise the workshop in September when the students return. Action: UH to book a space to hold the workshop. • Universal deadline for student ethics applications – Ongoing. The committee will liaise with the Undergraduate Coordinator to decide on a deadline for applications. Action: PS to email Siddarth Narayanaswamy. ABM to follow-up if not resolved before the end of the academic year. • Level one applications PIS sub-template – Ongoing. BR has received feedback on the simplified level one application sub-template. Action: BR to apply feedback and send the form to Data Protection Officer for review. • Potential level 3 application – Resolved. PS discussed this application with the project supervisor and reported to the committee that the student submitted application was submitted without the supervisor’s involvement. Therefore, the supervisor was not able to correct the issues in the application that caused it to flag in correctly as level 3 in the system. • Level one application awaiting review – Resolved. 	<p>BR</p> <p>UH</p> <p>UH</p> <p>PS, ABM</p> <p>BR</p>
3.	Application review – standing item	

	<ul style="list-style-type: none"> • Process for an application to be resubmitted with changes – Ongoing. UH received an application with multiple ethical concerns. UH advised the applicant that the project would need significant revision and did not approve the application. A revised application will need to be resubmitted. Committee discussed the administration process for a rejected application and general related admin processes for ticket organisation and searches. Action: VL to provide UH with guidance on the process of rejecting an application in RT. BR to share guidance on the use of saved searches in RT to the rest of the committee. 	VL, BR
4.	<p>Ethics Workshops – standing item</p> <ul style="list-style-type: none"> • HoS, Jane Hillston, asks the committee to increase awareness of ethics. Committee discussed further workshops and other measures to achieve this and concluded a spring workshop in 2024 could be arranged. There was also a discussion regarding the importance of UG4 students being made aware of ethics and if there could be further resources developed to aid with this such as a quiz. There will be further discussion on this at a future meeting. 	
5.	<p>Ethics Approval Letter Template</p> <ul style="list-style-type: none"> • PS raised that PLoS ONE now requires a signed letter as proof of ethics approval and queried if the automatic approval email should be changed to produce a letter with the relevant information included. Committee discussed the possibility, with VL highlighting that the current metadata recorded in applications would not be sufficient to do this. BR suggested to continue producing letters on an ad hoc basis. Committee agreed to continue with the current process and create letters as required. 	
6.	<p>Annual Report for Strategy Committee</p> <ul style="list-style-type: none"> • PS produced a report for 2022 and shared it with the committee for input. Structural issues, such as the unclear levels of responsibility and role of the ethics committee were raised as challenges to be stressed in the report. Committee also agreed to change the timeframe of the report to the academic year for 22/23. Action: PS to amend the report and circulate with the committee. VL to produce a data report on ethics applications for the academic year 22/23. 	PS, VL
7.	<p>AOB</p> <ul style="list-style-type: none"> • Summer meetings. REC agreed that there will be no meeting in August. 	
8.	<p>Date of next meeting: Tuesday 05 September 2023, 0930-1100</p>	