

UNIVERSITY RESEARCH ETHICS COMMITTEE

Minutes of the fifty-fifth meeting of the University Research Ethics Committee, held 26 January 2012

Present: Peter Hobson (Deputy Chair), Sheila Bannerman, Brian Betts, Laurence Brooks, Federico Ferretti, Mary Pat Sullivan, Zidong Wang, Mary Liddell (Secretary)

Apologies: David Anderson-Ford, Craig Best, Barry Edwards, Joan Gandy, James Wood

Reserved (FOI) Release date

464. Declarations of interest

There were no declarations of interest.

Action:

465. Minutes

The minutes of the fifty-fourth meeting held on 24 November 2011 were RECEIVED and ACCEPTED as a true record.

Action:

466. Matters arising

466.1. Electronic submission system for research ethics (460.1)

There was no further progress on this item.

Action: DA-F

466.2. Papers before Council (460.3)

There was no further progress on this item.

Action: ML

466.3. Amended expedited review form for SHSSC (461)

The amended form had not yet been resubmitted for approval.

Action:

466.4. Review of SRECs (453.6)

The Terms of Reference for the review had been revised, and sent to Heads of Schools. The review team was to contact the Research Ethics Officer in each School and set up a time and date for the review to take place.

Action: Review Team

467. Review of Committee Terms of Reference

The terms of reference were reviewed and some minor changes suggested. The Secretary would draft the revised terms of reference and provide them to the Committee for the meeting in March.

Action: ML

468. Promulgation strategy for Ethical Framework

The Committee was reminded that Council had tasked the Committee with promulgating the ethical framework. A number of suggestions were made, including:

- Publishing the framework in University and School student handbooks, Leading Edge, IntraBrunel and University and UREC webpages;
- Holding a student competition (possibly within the School of Engineering's Department of Design) for ideas for publicising the framework. Amazon vouchers would be provided as prizes.

Action: ML, DA-F

469. Annual report to Council and Senate

A draft of the UREC's annual report was presented to the Committee. It was suggested that the on-going update of Committee documents should be included. It was also suggested that the number of applications for research ethics approval considered in School RECs should be included.

The Secretary agreed to re-draft the report.

Action: ML

470. Any other business

470.1. Establishment of the Health Research Authority

The Secretary reported on the establishment of the Health Research Authority. This is an NHS organisation tasked with protecting the interests of patients and the public in health research. NRES has transferred to the HRA, but the NRES website is still active, and anyone wishing to submit an NRES application would still need to use the IRAS application form.

The Deputy Chair requested that this information be included in the Question-Specific Guidance document.

Action: ML

470.2. Legal risks to University and researcher

The following question was asked: What were the legal risks to the University and the researcher, if, for the purposes of the project, the researcher was making contact with people who were engaged in illegal activity? What were the researcher's responsibilities if illegal activity was observed in the course of the research?

The Secretary agreed to put this question to the Legal Officer.

Action: ML

471. Meeting dates

29 March 2012

24 May 2012

26 July 2012

All meetings start at 1000.

ML/30 Jan 12

RESEARCH ETHICS COMMITTEE – JANUARY 2012 – ACTION SHEET

Minute	Item	Action	Action by
453.1	Electronic submission system for research ethics	Report on pilot project with NRES	DA-F
460.3	Papers before Council	Revise Ethical Framework	ML
		Post Ethical Framework on web	ML
		Amend wording of visa requirements	ML
		Incorporate visa requirements into application form and Code	ML/DA-F
466.4	Review of SRECs	Contact REOs in Schools	DA-F/PH/JG/JW
467	Review of Committee Terms of Reference	Make amendments and distribute	ML
468	Promulgation strategy for Ethical Framework	Arrange for publication	ML/DA-F
469	Annual report to Council and Senate	Amend report and distribute	ML
470.1	Establishment of HRA	Include info in QSG	ML
470.2	Legal risks to University and researcher	Obtain guidance from Legal Officer	ML