BOURNEMOUTH UNIVERSITY **CONFIRMED**

SENATE (with Board representation)

UNIVERSITY RESEARCH ETHICS COMMITTEE (UREC)

MINUTES OF A MEETING HELD ON 23 JUNE 2010

Present:	Dr R Chapman (Chair) Dr J Cobb; Mr J Francis; Mr D Gobbett; Dr I Hanson; Dr P Lugosi; Dr G Roushan;
In Attendance:	Dr C Dickson (Secretary); Mr J Parry (UKRIO); G Rayment (Committee Clerk).
Apologies:	Prof J Fletcher; Prof P Hardwick; Dr M Hind; Dr P Johnstone; Dr D Lilleker; Dr B Newland.

ACTION

1. **MINUTES OF PREVIOUS MEETING (14 April 2009)**
   Minutes of the previous meeting were approved as an accurate record.

2. **MATTERS ARISING**

2.1 Matters arising had been actioned or were dealt with under other agenda items (below)

3. **TRAINING FOR ETHICS REPRESENTATIVES**

3.1 The Chair welcomed James Parry, Acting Head of the UK Research Integrity Office (UKRIO), who gave a presentation on the role of UKRIO.

3.2 UKRIO is an advisory body supported by Government and Research Councils UK, but which maintains strict independence from its funding bodies. They provide advice on research conduct, training, publish standards and collect data on research conduct. Their main aims are to promote good research governance and share good practice, as well as providing confidential advice on specific cases. The support they provide is free and they have a wide-ranging client base including HE, the NHS and private sector organisations although 50% of cases are related to the health and Biomedical research. The advice offered by UKRIO is not statutory, with legal responsibility for employee misconduct resting with employers. UKRIO maintains a Register of Advisers who are experts in the field of research integrity and can offer advice on specific queries. Anyone wishing to apply to be listed on the Register should contact UKRIO.

3.3 Mr Parry highlighted some survey findings on research misconduct which showed that misconduct in research 'is not rare' and can have wide-ranging and damaging consequences, whilst often being difficult to detect and investigate. He discussed the reasons for promoting good conduct in research and gave examples of the advice and guidance offered by UKRIO. Mr Parry also summarised UKRIO's work on providing standards for research and distributed copies of the Code of Practice for Research.

3.4 In terms of education & training services, UKRIO provides training on the principles of good practice and has run successful courses in collaboration with King's College London. Further events will be scheduled for the coming academic year.

3.5 Dr Dickson provided a brief summary of the history of the University Research Ethics Committee (UREC), its membership and main activities to date including the Code of Practice. UREC had received general training in research ethics issues had been provided by Keele University in 2007. Since then, there had been a number of membership changes and the Code of Practice (and checklist) had been introduced. Therefore, further training was required. Members were invited to comment.

3.6 The Chair noted that the distinction between 'Governance' and 'Ethics' was clearer in the health sector and Mr Parry suggested that issues relating to ethical reviews needed to be firmly embedded in the research governance process. Members discussed the implementation of the Code of Practice and the Checklist. Dr Hanson pointed out that the checklist was now being completed by all PG and UG students undertaking research in the School of Conservation Sciences. The checklist had also been included in the Dissertation Handbook. To date only 2 queries had been raised. It was suggested that some training or advice on how checklists were implemented in other organisations would be helpful. The previous training provided by Keele had been quite general in nature about defining and approaching ethical issues, including a number of case studies. Members felt that in addition to this some training which included information on processes would be helpful.

3.7 Members considered School specific issues, such as the challenges in communicating the importance of ethical issues to students of subjects such as engineering. It may be appropriate in these cases to consider providing some School specific training or advice. Members also discussed the ongoing issues relating to insurance and suggested that advice on how other organisations approach this would be helpful. Members were invited to submit any further issues concerning requirements for training or advice to Dr Dickson. She will then share a summary of the issues with Mr Parry for further consideration. **CD**

4. REVISED TERMS OF REFERENCE

4.1 The Chair proposed that detailed discussion on this item be deferred to the next meeting in view of the fact that key members of the sub-group which had re-drafted the document were not present. In general terms he welcomed the proposed changes in terms of process, but felt that further work was needed to address the wider issues of the UREC role, particularly in terms of research governance. He would circulate his own comments on the draft to members for consideration. Mr Francis also offered to provide comments on the draft. **RC/JF**

5. ANY OTHER BUSINESS

5.1 Dr Roushan circulated a short summary of the outcomes from the sub-group meeting on Data Storage issues. Members discussed the proposals including the proposed security measures (such as whether password protection was adequate security or whether some form of encryption was required) and the need to ensure that legal and contractual obligations were met. It was agreed to add this to the agenda for the next meeting.

5.2 Members considered the possibility of providing the ethics checklist in electronic format. The form could be designed in such a way as to avoid the completion of any unnecessary or irrelevant questions (similar to the formats used for on-line surveys). This would be considered further at the next meeting.

Date of next meeting

The next meeting will take place at 12.30pm on Wednesday 24 November 2010.

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Geoffrey Rayment
Committee Clerk
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Approved as a true and accurate record:

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Dr R Chapman (Chair)   Date:……………………