

RESEARCH ETHICS COMMITTEE (REC)

MEETING MINUTES

Friday 23rd October 2020 | 11:00am Online Videoconference (via Zoom)

PRESENT: **Geraldine Scanlon (Chair)**, Mark Philbin (Vice Chair), Adam Platt, Michael Parkinson, Ethna Regan, Joss Moorkens, Andy Healy, Mary Sharp, Melrona Kirrane, Damian O'Donohue, Audrey Bryan, Bert Gordijn, Gavin Brown, Brendan Egan, Kate Irving, Claire McCarrick, Ellen Drumm

APOLOGIES: Fiona Brennan, Peter Nowlan

REVIEWED BY:

AGENDA:			
1. AGENDA			
2. REC CHAIR UPDATE			
<ul style="list-style-type: none"> a. <i>Welcome to new REC members</i> b. <i>Research Committee (RC) update</i> c. <i>Consent of 16-18 year olds (without parental/legal guardian consent)</i> 			
3. APPROVAL OF MINUTES FROM MEETING OF 25th September 2020 & MATTERS ARISING FROM MINUTES OF THE PREVIOUS MEETING			
4. REVIEW OF RESEARCH PROPOSALS			
5. UPDATE FROM THE ANIMAL WELFARE BODY (AWB)			
6. AOB			
<ul style="list-style-type: none"> a. <i>REC framework (based on Satori framework) potential dates</i> b. <i>REC Chair sign-off of full review applications following applicant response to REC feedback.</i> c. <i>REC Calendar for meeting dates in 2021</i> d. <i>Thank you to Dr. Mark Philbin</i> 			
KEY COMMENTS/ACTIONS:			
Agenda No.	Comment/Decision	Action	Timescale
1.	Agenda Adopted	N/A	N/A
2.a.	The REC Chair introduced new REC members.	N/A	N/A
2.b.	<p>The REC Chair provided an update from the latest RC meeting.</p> <p>The REC Terms of Reference (ToR) have been revised and shared with the committee. Some faculties have deferred nomination of REC members until the ToR have been signed off. REC Chair is hopeful that the ToR will be approved by the RC at</p>	N/A	N/A

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	<p>their next meeting. Discussions around devolvement of research ethics review to faculties were raised during the RC meeting. The REC Chair and Secretary have had initial conversations with the DCU insurance manager and there do not seem to be any implications from an insurance perspective regarding devolvement. However, the REC Chair will be advising the RC of the importance of ensuring that accountability of local faculty review processes is robust.</p> <p>Compliments were again paid to REC for the continued facilitation of REC review during COVID-19.</p>		
2.c.	<p>The REC Chair brought to the attention of the committee a recent example where a researcher wanted to include 16-18 year-olds in a research project, without obtaining parental consent.</p> <p>After seeking legal advice, it was confirmed that 16-18 year-olds could provide consent themselves, if no personal or sensitive data was being collected and where the anticipated risk to participants was very low.</p> <p>Other possible scenarios where parental consent for 16-18 year-olds could be problematic would be in situations where it breaches the child's confidentiality or puts the child at risk/harm.</p> <p>Moving forward, similar applications would be dealt with on a case-by-case basis. The DCU Child Protection guidelines will be updated by the Office of the Chief Operations Officer to reflect this possibility and facilitate this change. Ultimately, however, the REC will be guided by the legal advice, in this regard, for each individual project.</p>	N/A	N/A
3.	Minutes from previous full	N/A	N/A

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	<p>committee meeting (25th September 2020) were approved.</p> <p>Outstanding applications are awaiting responses from applicants.</p> <p>Total of 14 amendments to existing protocols which have been approved in the period of the 25th September 2020 – 23rd October 2020.</p>	N/A	N/A
		N/A	N/A

4. REVIEW OF RESEARCH PROPOSALS: All REC Ref Numbers highlighted in **RED** were applications reviewed outside of usual REC meeting dates.

REC Ref No.	Comments	Decision
2020_203	Approved	Approved
2020_204	Requires clarification(s)	Pending Clarification(s)
2020_205	Requires clarification(s)	Pending Clarification(s)
2020_206	Requires clarification(s)	Pending Clarification(s)
2020_207	Approved	Approved
2020_208	Requires clarification(s)	Pending Clarification(s)
2020_209	Requires clarification(s)	Pending Clarification(s)
2020_210	Requires clarification(s)	Pending Clarification(s)
2020_211	Requires clarification(s)	Pending Clarification(s)
2020_212	Requires clarification(s)	Pending Clarification(s)
2020_213	Approved	Approved
2020_214	Requires clarification(s)	Pending Clarification(s)
2020_215	Requires clarification(s)	Pending Clarification(s)
2020_216	Requires clarification(s)	Pending Clarification(s)
2020_217	Requires clarification(s)	Pending Clarification(s)
2020_218	Requires clarification(s)	Pending Clarification(s)
2020_219	Requires clarification(s)	Pending Clarification(s)
2020_220	Requires clarification(s)	Pending Clarification(s)
2020_221	Requires clarification(s)	Pending Clarification(s)
2020_222	Approved	Approved

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2020_223	Requires clarification(s)	Pending Clarification(s)	
2020_224	Approved	Approved	
KEY COMMENTS/ACTIONS:			
Agenda No.	Comment/Decision	Action	Timescale
5.	No AWB meeting since the last REC meeting.	N/A	N/A
6.a.	The REC Chair will disseminate a Doodle Poll for potential dates, after further discussion.	N/A	Not defined
6.b.	<p>Due to the heavy workload of the REC, and in order to reduce the email traffic to REC members and allow for feedback to applicants to be provided promptly, the REC Chair proposed that they sign-off full committee review applications, following applicant response to REC feedback.</p> <p>REC members would be copied into the email responses between the applicant and the REC for transparency purposes but, unless explicitly stated by the REC member in their feedback, the REC Chair would sign-off on applications following the applicant's response to REC. This approach was welcomed by the committee.</p>	REC administrator to facilitate the new process.	Implement with immediate effect.
6.c.	The REC Calendar for meeting dates in 2021 were presented to the committee for comment.	The updated REC calendar will be uploaded to the REC website.	As soon as possible
6.d.	The REC thanked Dr. Mark Philbin for his diligent contributions to the REC during his tenure, both as a member of REC and in his capacity as Vice-Chair.	N/A	N/A
	Next REC Committee meeting scheduled for 20th November 2020	N/A	N/A