

Ethics Committee

Terms of Reference & Membership



Terms of Reference

On Ethics the Committee shall:

1. Reflect on the ethical implications of activities undertaken by the IES, or under the auspices of the IES

- Consider the ethical implications to research or activities involving humans or animals, and the processing of personal data carried out by the IES or under the auspices of the IES, that has been assessed by the research/project lead and deemed subject to an ethics review process
- Receive and advise on all relevant documentation associated with these activities
- Carry out its responsibilities and seek clarification from external expert bodies, as necessary, on matters of ethical review policy and practice, and advice where necessary to comply with external regulations and/or guidance on the ethical conduct
- Advise on the ethical conduct, disseminate information on the proper ethical conduct and provide an avenue for the spread of good ethical practice
- Consider requests from external researchers wishing to work in partnership with the IES

2. Monitor and audit the ethical conduct of research and other activities conducted by IES staff and activities associated with the IES

- Ensure any changes to research methods or proposed plans to activities are evaluated for further ethical implications and processed via the ethics committee where necessary
- Monitor and develop mechanisms to provide ethical advice to lead researcher, or main point of contact, during the lifetime of their activity, including touch points for them to report on their activity, as deemed necessary relative to their ethical assessment

3. Review ethical policies, procedures, documents, templates and guidelines

- Recommend changes to any template documents, policies and procedures to strengthen and improve the ethics review process and enhance the ethical commitment of the IES, including a review of our membership Code of Conduct.
- Ensure active consideration of equality, diversity and inclusion in the conduct of its business

4. Enable commitment to full ethical compliance

- Identify and, where appropriate, assist with the provision of training and ethical review for committee members
- Provide support to the lead researcher or main point of contact for the body of work, particularly where circumstances might challenge their academic freedom, or intellectual property rights, or put them or their team in emotional, psychological or physical danger.

Operational details

- The Chair of the committee will be appointed by the IES Council Chair
- All other members can apply through a transparent and open process, to be shortlisted by IES CEO and Programme Lead, appointed by Chair of the Committee. These positions are open to all applicants and we would particularly encourage a diverse range of candidates of different genders, ethnicities and backgrounds to apply.
- Quorum is four individuals from the membership, which must include at least one independent, external member.
- Split decisions will be decided by the chair.
- The Committee has the power to co-opt any additional members to help with the tasks listed above as they see fit. These individuals will act in an advisory role and will not have voting rights.
- Meetings will be on an ad-hoc basis.
- Term will be for one year, at which point a review will be held on the needs and requirements of the committee
- The Chair of the committee will report to the IES Council