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| **Committee:** | Central Health and Disability Ethics Committee |
| **Meeting date:** | 26 April 2022 |
| **Zoom details:** | https://mohnz.zoom.us/j/96507589841 |

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| **Time** | **Review Reference** | **Project Title** | **Coordinating Investigator** | **Lead Reviewers** |
| 12:00pm - 12:30pm | 2022 FULL 11532 | A clinical trial to evaluate the efficacy of ISIS 678354 among patients with elevated levels of triglyceride | Dr. Jocelyne Benatar | Mrs Helen Walker & Dr Patries Herst |
| 12:30pm - 1:00pm | 2022 FULL 12615 | A Phase 1 Study to Evaluate the Safety and Tolerability of Orally Administered JNJ-64457744 | Prof Edward Gane | Ms Jessie Lenagh-Glue & Dr Patries Herst |
| 1:00pm - 1:30pm | 2022 FULL 11019 | Australasian Paediatric Endocrine Group Patient Registry (APR) | Dr Craig Jefferies | Dr Cordelia Thomas & Ms Julie Jones |
| 1:30pm - 2:00pm | 2022 FULL 12523 | VLS-01-101: A Study to Assess Two Formulations of VLS-01 (VLS-01-BU and VLS-01-IV) in Healthy Participants | Dr Christian Schwabe | Ms Jessie Lenagh-Glue & Dr Peter Gallagher |
| 2.00-2.30pm |  | *Break* |  |  |
| 2:30pm - 3:00pm | 2022 FULL 12641 | STRIDE-3- V116 in Pneumococcal Vaccine-naïve Adults | Dr Jackie Kamerbeek | Mrs Helen Walker & Ms Albany Lucas |
| 3:00pm - 3:30pm | 2022 EXP 12543 | 12176 - Text based support following a suicide attempt - new application | Dr Lillian Ng | Mrs Helen Walker & Dr Peter Gallagher |
| 3:30pm - 4:00pm | 2022 FULL 12496 | ECMT-154™ for the Topical Treatment of Eczema in children | Dr Gabby Shortt | Dr Cordelia Thomas & Ms Albany Lucas |

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| **Member Name** | **Member Category** | **Appointed** | **Term Expires** | **Apologies?** |
| Mrs Helen Walker | Lay (Consumer/Community perspectives) | 22/05/2018 | 22/05/2020 | Present |
| Mrs Sandy Gill | Lay (Consumer/Community perspectives) | 22/05/2020 | 22/05/2023 | Apologies |
| Dr Patries Herst | Non-lay (Intervention studies) | 22/05/2020 | 22/05/2023 | Present |
| Dr Cordelia Thomas | Lay (the Law) | 20/05/2017 | 20/05/2020 | Present |
| Dr Peter Gallagher | Non-lay (Health/Disability service provision) | 22/05/2020 | 22/05/2023 | Present |
| Ms Julie Jones | Non-lay (Intervention studies) | 22/05/2020 | 22/05/2022 | Present |
| Ms Albany Lucas | Non-lay (Observational studies) | 22/12/2021 | 22/12/2024 | Present |
| Ms Jessie Lenagh-Glue | Lay (Ethical/Moral reasoning) | 22/12/2021 | 22/12/2024 | Present |

## Welcome

The Chair opened the meeting at 11.30am and welcomed Committee members, noting that apologies had been received from Ms Sandy Gill.

The Chair noted that the meeting was quorate.

The Committee noted and agreed the agenda for the meeting.

## Confirmation of previous minutes

The minutes of the meeting of 22 March 2022 were confirmed.

## New applications

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| **1** | **Ethics ref:** | **2022 FULL 11532** |
|  | Title: | A clinical trial to evaluate the efficacy of ISIS 678354 among patients with elevated levels of triglyceride |
|  | Principal Investigator: | Dr Jocelyne Benatar |
|  | Sponsor: | Ionis Pharmaceuticals, Inc. |
|  | Clock Start Date: | 14 April 2022 |

No Researcher was present via videoconference for discussion of this application.

Potential conflicts of interest

The Chair asked members to declare any potential conflicts of interest related to this application.

No potential conflicts of interest related to this application were declared by any member.

Summary of outstanding ethical issues

The main ethical issues considered by the Committee and which require addressing by the Researcher are as follows.

1. The Committee noted the inclusion of questionnaires that ask about the participant’s mental health. The Committee requested further information around how quickly the scores are seen and what is done to provide support to those whose answers flag concerns for depression or anxiety. This should also be outlined in the participant information sheet (PIS)
2. The Committee noted that a pregnant participant/partner participant information sheet/consent form should only be submitted as an amendment in the event that a pregnancy occurs so it can be fit-for-purpose. The Committee also noted that the document in its current form does not meet the standards and referred the Researcher to the [HDEC templates](https://ethics.health.govt.nz/guides-templates-and-forms/participant-information-sheet-templates/) for guidance.
3. The Committee noted that while travel cost reimbursement is acceptable, the commitment from participants could warrant more of a koha. The Committee asked if the Researchers and Sponsor could consider this.
4. The Committee noted that the insurance names the territory as Australia, with the New Zealand site in a footer. Please clarify and ensure this means that New Zealand is covered under the insurance.
5. The Committee asked for clarification around the answer to B.21.1 that states that study participants will often be approached by study coordinators. The Committee queried specifically what is meant by “often” and how study coordinators are going to know about these potential participants.

The Committee requested the following changes to the Participant Information Sheet and Consent Form (PIS/CF):

Main PIS

1. The Committee noted that the PIS needs to be specific to the New Zealand context. Please review if the MRI and home-care option will be done in New Zealand. If not, please remove.
2. Further, please identify if the refunding company is also available in New Zealand and remove reference if not.
3. The Committee noted that positive HIV, Hepatitis B and C results **must** be reported to the Medical Officer of Health in New Zealand.
4. Regarding the last line of page 7, the Committee queried what will be done about serious test results that require actioning.
5. On page 11, please add “with your permission” to the end of the following statement: ‘Information about your pregnancy and its outcome will be collected and used to learn more about the effects of the study drug on pregnancy’.
6. On page 15, please note that the sponsor cannot stop the trial for financial reasons so that reference should be removed.
7. The Committee queried if the future related research in the consent form is related to the optional Future Unspecified Research (FUR) PIS. If it is, please remove this point from the main CF.
8. The Committee noted that the Early Termination Visit is strongly worded as mandatory, but participants once they exit the study have no obligation for further follow up. Please soften the language around this.
9. Please clarify what “usual doctor” refers to on page 13, such as GP, study doctor, specialist, etc.
10. Under Security and Storage of Your Information, please use future tense consistently (i.e., ‘will be’) as some is written in current tense (i.e., ‘is’)
11. The Committee noted that withdrawing from the study does not have to be in writing and can be verbal.
12. The Committee noted that the PIS is unnecessarily gendered and can be made shorter removing references to sex/gender, or making gender-neutral (i.e., “if you are female and you miss a period.”)

FUR PIS

1. There are two separate cultural statements. Please remove duplication and integrate the two.

**Decision**

This application was *provisionally approved* by consensus, subject to the following information being received:

1. Please address all outstanding ethical issues, providing the information requested by the Committee.
2. Please update the participant information sheet and consent form, taking into account feedback provided by the Committee. *(National Ethical Standards for Health and Disability Research and Quality Improvement, para 7.15 – 7.17).*

After receipt of the information requested by the Committee, a final decision on the application will be made by Mrs Helen Walker and Dr Patries Herst.

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| **2** | **Ethics ref:** | **2022 FULL 12615** |
|  | Title: | A Phase 1 Study to Evaluate the Safety and Tolerability of Orally Administered JNJ-64457744 |
|  | Principal Investigator: | Prof Edward Gane |
|  | Sponsor: | Janssen-Cilag New Zealand Ltd. |
|  | Clock Start Date: | 14 April 2022 |

Professor Edward Gane, Courtney Rowse, Sharmin Bala and Helen Zhao were present via videoconference for discussion of this application.

Potential conflicts of interest

The Chair asked members to declare any potential conflicts of interest related to this application.

No potential conflicts of interest related to this application were declared by any member.

Summary of resolved ethical issues

The main ethical issues considered by the Committee and addressed by the Researcher are as follows.

1. The Committee clarified that the e-consent process involves information provided to a group, but the participants being seen individually to give their consent.

Summary of outstanding ethical issues

The main ethical issues considered by the Committee and which require addressing by the Researcher are as follows.

1. The Committee asked for assurance that the current insurance is sufficient given the risk the study poses.
2. 8.4 of the Data Management Plan should clarify that there is a separate consent form for Part 2 and only when this has been consented to will Future Unspecified Research (FUR) will occur.
3. The Committee noted the following about the advertisements:
   1. Please make it clear that women of child-bearing potential are not able to be participants.
   2. Please clarify that one of the cohorts is for Asian or Asian-descent participants.

The Committee requested the following changes to the Participant Information Sheet and Consent Form (PIS/CF):

All

1. Please clarify what ‘fully vaccinated’ against COVID-19 means, i.e. 2 doses, 2 doses and booster, etc.
2. Table of study details should mention fasting prior to dosing.
3. Please state a karakia will not be available at time of sample destruction and consider whether one can be offered at time of collection.

PIS Part 1

1. On page 2, states cohorts A-F: second line: each cohort consists of participants. Please add 8 participants.
2. On page 3, the paragraph under cohort J starts with ‘Toto’. Please amend to ‘to’.
3. On page 9, under contraception for females, exclusion of childbearing potential should be stated at the start of this paragraph, rather than towards to end. Please also state that post-menopausal status will need to be confirmed.
4. On page 12 under 5.3: ‘To protect your privacy, your samples will be labelled with the study number and your participant number.’ Please clarify the difference between these two.
5. Please ensure it is stated in the main body of the PIS about contacting the GP about their participation in the study.
6. Please clarify who the impartial witness is i.e., family member, friend, research nurse, etc.
7. If the study is stopped due to health and safety issues, please state whether a participant will receive full reimbursement as though the study was completed.

PIS Part 2

1. Under 2.1, the final bullet point needs clarification around what the study doctor will discuss if the potential participant cannot take part.

**Decision**

This application was *provisionally approved* by consensus, subject to the following information being received:

1. Please address all outstanding ethical issues, providing the information requested by the Committee.
2. Please update the participant information sheet and consent form, taking into account feedback provided by the Committee. *(National Ethical Standards for Health and Disability Research and Quality Improvement, para 7.15 – 7.17).*
3. Please update the study protocol, taking into account the feedback provided by the Committee. (National Ethical Standards for Health and Disability Research and Quality Improvement, para 9.7).

After receipt of the information requested by the Committee, a final decision on the application will be made by Ms Jessie Lenagh-Glue and Dr Patries Herst.

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| **3** | **Ethics ref:** | **2022 FULL 11019** |
|  | Title: | Australasian Paediatric Endocrine Group Patient Registry (APR) |
|  | Principal Investigator: | Dr Craig Jefferies |
|  | Sponsor: |  |
|  | Clock Start Date: | 14 April 2022 |

No Researcher was present via videoconference for discussion of this application.

Potential conflicts of interest

The Chair asked members to declare any potential conflicts of interest related to this application.

No potential conflicts of interest related to this application were declared by any member.

Summary of outstanding ethical issues

The main ethical issues considered by the Committee and which require addressing by the Researcher are as follows.

1. The Committee noted that the information sheets for participants 12-15 is almost identical to the 16+. If the 12-15 participant information sheet/consent form (PIS/CF) is almost identical to the 16+ PIS, then the 12-15 PIS is either not required or should be simplified to be more appropriate for ‘older children’. The Committee recommended the use of “younger children” and “older children” sheets for appropriate levels of understanding, rather than assigning age brackets. Younger children may require assent, while older children may be able to consent for themselves if competent due to the nature of the study.
2. The Committee requested more contact methods are used for continued consent once the young people are 16 (i.e., email through parents). Further, consent cannot be assumed if no response is received. Consent must be given, or the data removed from the registry.
3. The Committee noted it is unclear how parents/guardians and study doctors are assessing competency of 16- and 17-year-olds to determine if parent/guardian consent is required for an incompetent 16- or 17-year-old. How this is managed and assessed needs to be documented.
4. Participants must consent for themselves if competent. If a person is incompetent, the Care of Children Act (2004) continues to apply until they are 18 at which stage the Protection of Personal and Property Rights Act (1988) applies. At that stage the parents can’t consent on their behalf unless they are appointed by the Family Court as the Welfare Guardian. Please ensure that the consent forms allow for an 18-year-old to consent for themselves, a simplified consent that is appropriate for the participant population may be provided.
5. The Committee recommended that the 16-18 information should be for participants, with a separate parental/guardian information sheet if someone is deemed not competent or if parental/guardian consent is required.
6. The withdrawal of information form should be modified to allow competent participants to sign for themselves. Currently it is aimed only at parents/guardians. The Committee also noted that withdrawal does not need to be in writing and can be verbal.

The Committee requested the following changes to the Participant Information Sheet and Consent Form (PIS/CF):

All

1. Please ensure all PISs have page numbers.
2. Please ensure there is a Māori cultural statement regarding the information being taonga.

16-18-year-old PIS

1. Please review for lay-language and simplify where possible.
2. Please ensure that the participant age bracket and the consenting requirements match the legal requirements as described above.

**Decision**

This application was *provisionally approved* by consensus, subject to the following information being received:

1. Please address all outstanding ethical issues, providing the information requested by the Committee.
2. Please update the participant information sheet and consent form, taking into account feedback provided by the Committee. *(National Ethical Standards for Health and Disability Research and Quality Improvement, para 7.15 – 7.17).*
3. Please update the study protocol, taking into account the feedback provided by the Committee. (National Ethical Standards for Health and Disability Research and Quality Improvement, para 9.7).

After receipt of the information requested by the Committee, a final decision on the application will be made by Dr Cordelia Thomas and Ms Julie Jones.

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| **4** | **Ethics ref:** | **2022 FULL 12523** |
|  | Title: | VLS-01-101: A Study to Assess Two Formulations of VLS-01 (VLS-01-BU and VLS-01-IV) in Healthy Participants |
|  | Principal Investigator: | Dr Christian Schwabe |
|  | Sponsor: | Novotech (New Zealand) Limited |
|  | Clock Start Date: | 14 April 2022 |

Dr Christian Schwabe, Professor Suresh Muthukamaraswam, Courtney Rowse, Malik El-Badri and Julia O’Sullivan were present via videoconference for discussion of this application.

Potential conflicts of interest

The Chair asked members to declare any potential conflicts of interest related to this application.

No potential conflicts of interest related to this application were declared by any member.

Summary of resolved ethical issues

The main ethical issues considered by the Committee and addressed by the Researcher are as follows.

1. The Committee clarified that the e-consent process is to provide group information, but participants are consented individually.
2. The Committee was assured that facilitators have some form of psychiatric training and are clinically trained.
3. The Committee was given the rationale behind 45 being the cut-off age, which was commented to be out of caution to avoid any other variables that can be age-related that could interfere with interpretation of results.
4. Appendix 1 of the privacy policy is broader than the information provided in the participant information sheet (PIS) and Data Management Plan (DMP). The Researchers assured the Committee that the information in the DMP and PIS are correct to New Zealand and Appendix 1 is International.
5. The Committee queried the 100kg cut-off for weight. After discussion, the Committee was satisfied by the rationale.

Summary of outstanding ethical issues

The main ethical issues considered by the Committee and which require addressing by the Researcher are as follows.

1. Please outline rationale for refraining from any medications and note exceptions to these medications.

The Committee requested the following changes to the Participant Information Sheet and Consent Form (PIS/CF):

1. Please include an acknowledgement of the cultural significance of touching the head.
2. Please check wording of “This will not affect your routine treatment/medical care which you may otherwise receive, or with NZCR” as this statement seems incomplete.

**Decision**

This application was *approved* by consensus, subject to the following non-standard conditions:

* please address all outstanding ethical issues raised by the Committee
* please update the Participant Information Sheet and Consent Form, taking into account the feedback provided by the Committee. *(National Ethical Standards for Health and Disability Research and Quality Improvement, para 7.15 – 7.17).*

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| **5** | **Ethics ref:** | **2022 FULL 12641** |
|  | Title: | STRIDE-3- V116 in Pneumococcal Vaccine-naïve Adults |
|  | Principal Investigator: | Dr Jackie Kamerbeek |
|  | Sponsor: | Merck Sharp & Dohme (Australia) Pty Ltd |
|  | Clock Start Date: | 14 April 2022 |

Dr Richard Stubbs, Khay Leong, and Katie Kennett were present via videoconference for discussion of this application.

Potential conflicts of interest

The Chair asked members to declare any potential conflicts of interest related to this application.

No potential conflicts of interest related to this application were declared by any member.

Summary of resolved ethical issues

The main ethical issues considered by the Committee and addressed by the Researcher are as follows.

1. The Committee clarified that the compensation statement denoting “trial visits” include on-site visits only. The reimbursement for travel is not taxable however tax would apply to the payments for participation.
2. The Committee clarified that the representation of certain ethnicities would not be targeted as it is an international study. The researchers agreed to attempt to increase Māori and Pasifika participation if possible.
3. The Committee queried the availability of identifiable data to the sponsor representative. This was clarified to only be the on-site monitor.
4. The Committee clarified that a device would be provided in the absence of ownership by participants. There would otherwise be an app to be downloaded by participants. Access to the internet would not be provided and as such would be a requirement. The Committee suggested including this in the participation sheet.

Summary of outstanding ethical issues

The main ethical issues considered by the Committee and which require addressing by the Researcher are as follows.

1. The Committee noted that any reimbursement needs to be explained as taxable and indicate that the participant will need to handle the tax payments themselves.
2. The Committee requested removal of the gendering in all forms as terms such as ‘father’ and ‘Mother’ can and should be replaced with ‘parenting’ or ‘parent’.

The Committee requested the following changes to the Participant Information Sheet and Consent Form (PIS/CF):

1. On pages 11 and 12 there are multiple different phrases used to describe different medical professionals, please amend this to refer to doctors in more concise terms.

**Decision**

This application was *approved* by consensus, subject to the following non-standard conditions:

* please address all outstanding ethical issues raised by the Committee
* please update the Participant Information Sheet and Consent Form, taking into account the feedback provided by the Committee. *(National Ethical Standards for Health and Disability Research and Quality Improvement, para 7.15 – 7.17).*
* please update the study protocol, taking into account the feedback provided by the Committee. *(National Ethical Standards for Health and Disability Research and Quality Improvement, para 9.7).*

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| **6** | **Ethics ref:** | **2022 EXP 12543** |
|  | Title: | 12176 - Text based support following a suicide attempt - new application |
|  | Principal Investigator: | Dr Lillian Ng |
|  | Sponsor: |  |
|  | Clock Start Date: | 14 April 2022 |

Dr Lillian Ng and Danielle Diamond were present via videoconference for discussion of this application.

Potential conflicts of interest

The Chair asked members to declare any potential conflicts of interest related to this application.

No potential conflicts of interest related to this application were declared by any member.

Summary of resolved ethical issues

The main ethical issues considered by the Committee and addressed by the Researcher are as follows.

1. The Researcher clarified that each participant would have a psychiatric assessment to determine their competence prior to being approached for recruitment into the study.
2. The Committee clarified that both participants who self-harmed and attempted suicide would be assessed to determine eligibility into the study.
3. The Committee clarified that this would be a study to determine the participants’ experience and engagement with the use of text messaging as currently there is no such service available.
4. The Committee clarified that there would be a research assistant recruiting the participants and an information sheet will be provided. Verbal consent would then be sought for participants to receive the text messages and use of medical information. An information sheet and consent form will later be provided to consent for interviews.
5. The Committee clarified that there would be consultation about the length, message and language of the text messages with the peer support people who would have lived experience of attempting suicide.
6. The Committee clarified that the mental health assessment team on site would be assessing participants for competency to consent.
7. The Committee queried what the measurement would be in terms of the evaluation of the intervention. The researcher specified that there would be a qualitative interview to examine the experience of engagement followed by a thematic analysis.

Summary of outstanding ethical issues

The main ethical issues considered by the Committee and which require addressing by the Researcher are as follows.

1. The Committee requested a review by a second independent peer reviewer to address the safety of the study in particular whether receiving the text messages could be triggering for patients.
2. The Committee noted that the letter of invitation did not request access to participants’ health information.

The Committee requested the following changes to the Participant Information Sheet and Consent Form (PIS/CF):

1. Please ensure participants give consent to access their records and to contact the general practitioner (GP).
2. Please provide a Māori cultural statement acknowledging that the taonga of information and potential whakamā in participants.
3. Please review for grammar and consistency in sentences.
4. Please include footers and page numbers.

**Decision**

This application was *provisionally approved* by consensus, subject to the following information being received:

1. Please address all outstanding ethical issues, providing the information requested by the Committee.
2. Please update the participant information sheet and consent form, taking into account feedback provided by the Committee. *(National Ethical Standards for Health and Disability Research and Quality Improvement, para 7.15 – 7.17).*
3. Please update the study protocol, taking into account the feedback provided by the Committee. (National Ethical Standards for Health and Disability Research and Quality Improvement, para 9.7).

After receipt of the information requested by the Committee, a final decision on the application will be made by the full committee.

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| **7** | **Ethics ref:** | **2022 FULL 12496** |
|  | Title: | ECMT-154™ for the Topical Treatment of Eczema in children |
|  | Principal Investigator: | Dr Gabby Shortt |
|  | Sponsor: | Medical Research Institute of New Zealand |
|  | Clock Start Date: | 14 April 2022 |

Dr Gabby Shortt and Georgina Bird were present via videoconference for discussion of this application.

Potential conflicts of interest

The Chair asked members to declare any potential conflicts of interest related to this application.

No potential conflicts of interest related to this application were declared by any member.

Summary of resolved ethical issues

The main ethical issues considered by the Committee and addressed by the Researcher are as follows.

1. The Committee discussed whether the payment to pharmacy could be considered inducement. The time investment was justified by the researcher as per former studies.
2. The Committee queried the use of general practitioners and their clinics as referral sites.
3. The Committee clarified that the parents were not direct participants despite their involvement. Please consider rewording to “your child has been asked to participate in the study…” to more clearly state this to the parents.
4. The Committee clarified that access to internet to fill out the survey was necessary at this stage of development of the project but that alternative options to complete the survey may be considered.
5. The Committee clarified that while participants may not have bleach baths whilst taking part in the study they may swim in chlorinated pools.
6. The Committee noted that the insurance was seemingly low, however the researcher explained this was the recommendation from the insurance company.

Summary of outstanding ethical issues

The main ethical issues considered by the Committee and which require addressing by the Researcher are as follows.

1. The Committee noted that there was a statement about poor health literacy among Pacific peoples and would suggest removal of it as it is inappropriate and patronising.
2. Please consider amending the poster to clarify the direction of the arrow between the eczema affected skin and the unaffected skin.
3. The Committee noted there were an abundance of happy presenting faces in the assent forms that could prove coercive, especially to young children.
4. The Committee requested clarity on the reimbursement be sought from the Researcher’s institution as travel reimbursement is not taxable.

The Committee requested the following changes to the Main Participant Information Sheet and Consent Form (PIS/CF):

1. Please amend statements referring to “you” with “your child”
2. Please amend the mention of $300 reimbursement to specify that the koha tax would be handled by the researchers.
3. Please consider using the same expression when referring to the medical practitioner.

The Committee requested the following changes to the Assent Forms:

1. Please reword all occurrences of statements such as, “no one will be angry with you”.
2. Please consider only having a younger child and an older child information sheet to base things on competency rather than a numerical age.
3. Please consider including a koha directly for the child rather than through the parent.
4. Please consider including a Māori cultural statement in the older child PISCF.
5. Please replace ‘clavicle’ with ’collarbone’.
6. Please include an amendment to the statement concerning the contact of a GP to state “with your consent” as this is optional.
7. Please consider using the same expression when referring to the medical practitioner.
8. Please clarify consenting around whose data is being collected and make it clear where the information is specifically about the child and amend as needed.

**Decision**

This application was *provisionally approved* by consensus, subject to the following information being received:

1. Please address all outstanding ethical issues, providing the information requested by the Committee.
2. Please update the participant information sheet and consent form, taking into account feedback provided by the Committee. *(National Ethical Standards for Health and Disability Research and Quality Improvement, para 7.15 – 7.17).*
3. Please update the study protocol, taking into account the feedback provided by the Committee. (National Ethical Standards for Health and Disability Research and Quality Improvement, para 9.7).

After receipt of the information requested by the Committee, a final decision on the application will be made by Dr Cordelia Thomas and Ms Albany Lucas.

## General business

1. The Chair reminded the Committee of the date and time of its next scheduled meeting:

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| **Meeting date:** | 24 May 2022 |
| **Zoom details:** | To be determined |

1. **Review of Last Minutes**

The minutes of the previous meeting were agreed and signed by the Chair and Co-ordinator as a true record.

1. **Matters Arising**
2. **Other business**
3. **Other business for information**
4. **Any other business**

The meeting closed at 4.10pm