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| **Committee:** | Southern Health and Disability Ethics Committee |
| **Meeting date:** | 09 October 2018 |
| **Meeting venue:** | Sudima Hotel, Christchurch Airport, 550 Memorial Drive, Christchurch |

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| **Time** | **Item of business** |
| 11:30am | Welcome |
| 11:35am | Confirmation of minutes of meeting of 11 September 2018 |
| 11:40am | General business:   * Noting section |
| 11:45am | i 18/STH/200  ii 18/STH/190  iii 18/STH/197  iv 18/STH/198  v 18/STH/199  x 18/STH/204  vii 18/STH/201  viii 18/STH/202  ix 18/STH/203 |
| 3:55 – 4:00pm | Review of approved studies (see over for details) |
| 4:05pm | Meeting ends |

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| **Member Name** | **Member Category** | **Appointed** | **Term Expires** | **Apologies?** |
| Ms Raewyn Idoine | Lay (consumer/community perspectives) | 27/10/2015 | 27/10/2018 | Present |
| Dr Sarah Gunningham | Non-lay (intervention studies) | 27/10/2015 | 27/10/2018 | Present |
| Dr Nicola Swain | Non-lay (observational studies) | 27/10/2015 | 27/10/2018 | Present |
| Dr Devonie Waaka | Non-lay (intervention studies) | 13/05/2016 | 13/05/2019 | Present |
| Assc Prof Mira Harrison-Woolrych | Non-lay (intervention studies) | 27/10/2015 | 27/10/2018 | Present |
| Mrs Sandy Gill | Lay (consumer/community perspectives) | 30/07/2015 | 30/07/2018 | Present |
| Mrs Kate O’Connor | Lay (ethical/moral reasoning) | 14/12/2015 | 14/12/2018 | Present |

## Welcome

The Chair opened the meeting at 11:30am and welcomed Committee members.

The Chair noted that it would be necessary to co-opt members of other HDECs in accordance with the Standard Operating Procedures. Mrs Sandy Gill and Mrs Kate O’Connor confirmed their eligibility, and were co-opted by the Chair as members of the Committee for the duration of the meeting.

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 11 September 2018 were confirmed.

## New applications

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| **1** | **Ethics ref:** | **18/STH/200** |
|  | Title: | A STUDY OF ATEZOLIZUMAB PLUS BEVACIZUMAB IN PATIENTS WITH SOLID TUMOURS |
|  | Principal Investigator: | Professor Ed Gane |
|  | Sponsor: | Covance New Zealand Limited |
|  | Clock Start Date: | 27 September 2018 |

Professor Ed Gane was present by teleconference 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 Study

1. The study is an open-label, multicentre, multinational, multi-treatment arm study to evaluate the safety and efficacy of Atezolizumab taken in combination with Bevacizumab and/or with other treatments in patients with solid tumours.

Summary of ethical issues (resolved)

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

1. The Committee asked if the study drugs would be available on compassionate grounds after the study has ended. The Researcher stated that they would be available as long as participants are benefitting from the drugs.
2. The Committee noted that under New Zealand law that it is not possible to consent for an unborn child’s participation in research. The mother’s consent for her participation covers the unborn child’s participation and once the child is born alive then the parents will need to consent for the child’s participation. The Committee suggested submitting a consent form for the child’s participation as an amendment after the study has been approved, should a pregnancy occur.

Summary of ethical issues (outstanding)

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

1. The Committee queried why such a large international trial has an internal data safety monitoring committee as standard practice would be to have the committee be external. There did not appear to be reference to an Internal Data Safety Monitoring Committee in the protocol. The Researcher explained that the study sponsor has a large internal committee but agreed that this differs from standard practice for phase II trials. The Committee asked that the Researcher provide more information about the data safety monitoring arrangements for the study including a justification for the use of an internal data safety monitoring committee; the likely composition of the committee; the plan for scheduled meetings; and the circumstances that may trigger unscheduled meetings. *(Ethical Guidelines for Intervention Studies para 6.50).*
2. The Committee stated that commercial reasons are not a valid stopping criteria and that this should be removed from the protocol. (*Ethical Guidelines for Intervention Studies* *paras 5.41 & 6.65*)
3. Please amend the information sheet and consent form, taking into account the suggestions made by the Committee (*Ethical Guidelines for Intervention Studies* *para 6.22*).
4. The Committee requested that only participant’s study number and year of birth be used on samples going overseas. Please amend the study protocol taking into account the suggestions made by the Committee. (*Ethical Guidelines for Intervention Studies* *para 5.41*)

The Committee requested the following changes to the Participant Information Sheet and Consent Form:

1. Remove the section(s) seeking consent for the unborn child’s participation.
2. Please use the HDEC reproductive risks statement which can be found on our website.
3. Remove references to withdrawal having to be in writing in the pregnant partner information sheet as this is not required in New Zealand.

Decision

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

* Please amend the information sheet and consent form, taking into account the suggestions made by the Committee (*Ethical Guidelines for Intervention Studies* *para 6.22*).
* Please amend the study protocol taking into account the suggestions made by the Committee. (*Ethical Guidelines for Intervention Studies* *para 5.41*)

This following information will be reviewed, and a final decision made on the application, by Ms Raewyn Idoine and Dr Sarah Gunningham.

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| **2** | **Ethics ref:** | **18/STH/190** |
|  | Title: | Biomarker guided treatment following a heart attack |
|  | Principal Investigator: | Professor Rob Doughty |
|  | Sponsor: |  |
|  | Clock Start Date: | 27 September 2018 |

Professor Rob Doughty was present by teleconference 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 Study

1. The study is a feasibility study that investigates a biomarker-guided risk management approach to patients who are at high risk of recurrent heart events.

Summary of ethical issues (resolved)

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

1. The Committee noted that Māori are a high-risk group for cardiac issues such as myocardial infarction and often struggle to access services. The Committee asked what would be done to ensure Māori are recruited into the study. The Researcher explained that they will be recruiting inpatients, not outpatients, so they will not be approaching Maori in the community.

Summary of ethical issues (outstanding)

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

1. Please amend the information sheet and consent form, taking into account the suggestions made by the Committee (*Ethical Guidelines for Intervention Studies* *para 6.22*).

The Committee requested the following changes to the Participant Information Sheet and Consent Form:

1. Both arms of the study are referred to as ‘group 1’, please amend this.
2. The Committee suggested using the diagram from the study protocol but with lay language to explain the randomisation process and study plan for each group.
3. Please include the side effects of medicines in the risks section, for example of high dose beta blockers. The Committee noted that it should be explained that only those who are near the top dose may experience the side effects.
4. Please check the information sheet for typos or grammatical errors.
5. Please make informing participant’s GPs non-optional.
6. Include that participant’s biomarker results will be entered into their medical records.
7. Please explain that the information going into the study database will be the results of testing of all samples but this information will only be released to the investigators after 3 months.

Decision

This application was *approved with non-standard conditions* by consensus. The non-standard conditions are:

* Please amend the information sheet and consent form, taking into account the suggestions made by the Committee (*Ethical Guidelines for Intervention Studies* *para 6.22*).

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| **3** | **Ethics ref:** | **18/STH/197** |
|  | Title: | Outcomes of serial casting for ITW |
|  | Principal Investigator: | Dr Nichola Wilson |
|  | Sponsor: |  |
|  | Clock Start Date: | 27 September 2018 |

Dr Nichola Wilson was present by teleconference 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 Study

1. The study investigates the outcomes of serial casting for idiopathic toe walking.

Summary of ethical issues (resolved)

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

1. Since there is no evidence of the benefit of serial casting, the Committee queried why there is no control group of children with idiopathic toe walking who were merely observed. The Researcher explained that they believe that serial casting is better than no treatment and so to not do nothing would mean that there was not equipoise between arms.
2. The Committee asked if the study will be introduced to potential participants after serial casting is suggested as a treatment option. The Researcher explained that once the serial casting option has been chosen, families will be sent an information sheet and serial casting hand-out and then receive a follow-up phone call.
3. The Committee noted that the researchers had responded to the comments made in the peer review.

Summary of ethical issues (outstanding)

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

1. Please amend the information sheet and consent form, taking into account the suggestions made by the Committee (*Ethical Guidelines for Intervention Studies* *para 6.22*).
2. The Committee suggested that a control group could be created based on those who refused or did not receive casting.
3. Please amend the study protocol taking into account the suggestions made by the Committee. (*Ethical Guidelines for Intervention Studies* *para 5.41*)

The Committee requested the following changes to the Participant Information Sheet and Consent Form:

1. Add a lay friendly title to all information sheet titles.
2. Explain on the children’s assent forms that they can say no even if their parents say yes.
3. Remove the ACC statement from assent forms.
4. Please remove references about information going into a thesis from assent forms.
5. Add that ultrasounds do not hurt to assent forms.
6. Proofread adult forms to avoid mixing up “my” and “my child”
7. Please add an information sheet, assent form, and consent form for controls and their parents.

Decision

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

* Please amend the information sheet and consent form, taking into account the suggestions made by the Committee (*Ethical Guidelines for Intervention Studies* *para 6.22*).
* Please amend the study protocol taking into account the suggestions made by the Committee. (*Ethical Guidelines for Intervention Studies* *para 5.41*)

This following information will be reviewed, and a final decision made on the application, by Ms Raewyn Idoine and Associate Professor Mira Harrison-Woolrych.

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| **4** | **Ethics ref:** | **18/STH/198** |
|  | Title: | A clinical trial to assess the safety and efficacy of seladelpar in patients with primary biliary cholangitis (PBC) and an inadequate response to, orintolerance to, ursodeoxycholic acid (UDCA). |
|  | Principal Investigator: | Dr Jing Hieng (Jeffrey) Ngu |
|  | Sponsor: | CymaBay Therapeutics, Inc. |
|  | Clock Start Date: | 27 September 2018 |

Dr Jing Hieng (Jeffrey) Ngu was not present 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 Study

1. The study is a clinical trial to assess the safety and efficacy of seladelpar in patients

with primary biliary cholangitis (PBC) and an inadequate response to or

intolerance to ursodeoxycholic acid (UDCA).

The Committee requested the following changes to the Participant Information Sheet and Consent Form:

1. Please re-write the section on alcohol consumption to explain that participants may not increase their alchohol consumption but may maintain their current level or reduce it.
2. Please remove the interpreter statement.
3. Please simplify the footnotes.
4. Please simplify the schedule of assessments and use lay language. The Committee suggested using the patient information leaflet as a guide.
5. Please include the list of restricted medications in the letter to participant’s GPs.
6. Please make informing participant’s GPs non-optional.
7. Please remove unnecessary clauses from the pregnant partner information sheet e.g. compensation clause.
8. Please create a consent form for parents to consent for newborn child’s participation once the child is born.

Decision

This application was *approved with non-standard conditions* by consensus. The non-standard conditions are:

* Please amend the information sheet and consent form, taking into account the suggestions made by the Committee (*Ethical Guidelines for Intervention Studies* *para 6.22*).

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| **5** | **Ethics ref:** | **18/STH/199** |
|  | Title: | Comparison of nicotine blood levels obtained with e-cigarette and traditional cigarette products, in healthy adult smokers. |
|  | Principal Investigator: | Dr Chris Wynne |
|  | Sponsor: | JUUL Labs Inc |
|  | Clock Start Date: | 27 September 2018 |

Dr Chris Wynne was present in person for discussion of this application.

Potential conflicts of interest

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

Dr Devonie Waaka declared a conflict of interest and did not assess this application. The Chair determined that she may remain but not participate in the discussion.

Summary of Study

1. The study is an open label, randomized crossover study comparing nicotine pharmacokinetics of seven electronic cigarette products and one traditional cigarette across two delivery (10 puff and ad-libitum) conditions, in healthy adult smokers.

The Committee requested the following changes to the Participant Information Sheet and Consent Form:

1. Please shade out food columns in the information sheet and consent forms.
2. The Committee queried the lack of a Māori tissue statement in the Participant Information Sheet. The committee recommended the following statement: “*You may hold beliefs about a sacred and shared value of all or any tissue samples removed. The cultural issues associated with sending your samples overseas and/or storing your tissue should be discussed with your family/whanau as appropriate. There are a range of views held by Māori around these issues; some iwi disagree with storage of samples citing whakapapa and advise their people to consult prior to participation in research where this occurs. However, it is acknowledged that individuals have the right to choose.”*
3. Please explain the ENDS acronym at first use.

Decision

This application was *approved with non-standard conditions* by consensus. The non-standard conditions are:

* Please amend the information sheet and consent form, taking into account the suggestions made by the Committee (*Ethical Guidelines for Intervention Studies* *para 6.22*).

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| **6** | **Ethics ref:** | **18/STH/204** |
|  | Title: | A research project testing the ability of intravenous FDY-5301 compared to placebo to prevent muscle wasting and weakness (sarcopenia) |
|  | Principal Investigator: | Dr Nigel Gilchrist |
|  | Sponsor: | CRO |
|  | Clock Start Date: | 27 September 2018 |

Dr Nigel Gilchrist was present in person 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 Study

1. The study investigates the ability of intravenous FDY-5301 compared to placebo to prevent muscle wasting and weakness (sarcopenia).

Summary of ethical issues (resolved)

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

1. The Committee noted that the application form implied that all entitlements patients would normally be entitled to under ACC would not be available. The Researchers stated that this was an error and that all participants in the study would be entitled to full ACC equivalent compensation from the study sponsor.

Summary of ethical issues (outstanding)

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

1. Please provide details of the Data Safety Monitoring plans and include this in the study protocol. *(Ethical Guidelines for Intervention Studies para 6.50).*
2. Please clarify if there will be any restrictions on the publication of negative results. *(Ethical Guidelines for Intervention Studies paras 7.17 & 7.18).*

The Committee requested the following changes to the Participant Information Sheet and Consent Form:

1. Add that participants GPs will be informed of any clinically significant results of study tests.
2. Please fix the footer merging into text.
3. Please include that samples will be stored with participants’ years of birth.
4. Please re-word the MRI paragraph in the benefits section for clarity.
5. Please simplify the language throughout the information sheet e.g. the three potential categories on page 7.
6. Please create a lay title for the information sheet.

Decision

This application was *approved with non-standard conditions* by consensus. The non-standard conditions are:

* Please amend the information sheet and consent form, taking into account the suggestions made by the Committee (*Ethical Guidelines for Intervention Studies* *para 6.22*).
* Please add details of the Data Safety Monitoring plans in the protocol *(Ethical Guidelines for Intervention Studies para 6.50).*

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| **7** | **Ethics ref:** | **18/STH/201** |
|  | Title: | MAGNOLIA Study |
|  | Principal Investigator: | Dr David Simpson |
|  | Sponsor: | BeiGene, Ltd |
|  | Clock Start Date: | 27 September 2018 |

Dr David Simpson was present via teleconference 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 Study

1. The study is a phase 2, open-label study of zanubrutinib (bgb-3111) in patients with relapsed or refractory marginal zone lymphoma.

Summary of ethical issues (outstanding)

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

1. Please amend the information sheet and consent form, taking into account the suggestions made by the Committee (*Ethical Guidelines for Intervention Studies* *para 6.22*).
2. There did not appear to be reference to a Data Safety Monitoring Committee in the protocol, though this was referenced in the application. Please provide details of the Data Safety Monitoring plans for the study, including the type of Committee that will be used (internal v independent); and the charter for the committee with regards scheduled meetings and triggers for unscheduled meetings. *(Ethical Guidelines for Intervention Studies para 6.50).*
3. Please justify the inclusion of participant initials in forms sent to the study sponsor as this makes the information being sent to the sponsor highly identifiable. *(Ethical Guidelines for Intervention Studies para 7.11).*
4. The Committee stated that commercial reasons are not a valid stopping criterion and that this should be removed from the participant information sheet. (*Ethical Guidelines for Intervention Studies* *paras 5.41 & 6.65*)

The Committee requested the following changes to the Participant Information Sheet and Consent Form:

1. Add a lay study title that explains the project.
2. The Committee queried the lack of a Māori tissue statement in the Participant Information Sheet. The committee recommended the following statement: “*You may hold beliefs about a sacred and shared value of all or any tissue samples removed. The cultural issues associated with sending your samples overseas and/or storing your tissue should be discussed with your family/whānau as appropriate. There are a range of views held by Māori around these issues; some iwi disagree with storage of samples citing whakapapa and advise their people to consult prior to participation in research where this occurs. However, it is acknowledged that individuals have the right to choose.”*
3. Correct the emergency services number to the New Zealand number.
4. Please refer to New Zealand in the Future Unspecified Research information sheet, not Australia.
5. Please explain if any genetic analysis will be performed as part of the Future Unspecified Research information sheet.
6. Please use Statistics New Zealand's ethnicity classifications when collecting ethnicity data to ensure the options available are suitable for New Zealand participants. These classifications are: New Zealand European, Maori, Samoan, Cook Islands Maori, Tongan, Niuean, Chinese, Indian, Other (such as Dutch, Japanese, Tokelauan) please state.
7. The Committee noted that the information sheet recommends contraception methods (injectable or implantable) that use only a single hormone, which are not available in New Zealand. Please suggest methods that use two hormones. The Committee recommended the HDEC contraception template as a guide, this can be found on the HDEC website.

Decision

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

* Please amend the information sheet and consent form, taking into account the suggestions made by the Committee (*Ethical Guidelines for Intervention Studies* *para 6.22*).
* Please provide details of the Data Safety Monitoring plans *(Ethical Guidelines for Intervention Studies para 6.50).*

This following information will be reviewed, and a final decision made on the application, by Ms Raewyn Idoine and Dr Nicola Swain

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| **8** | **Ethics ref:** | **18/STH/202** |
|  | Title: | Randomised controlled trial of prescription charges |
|  | Principal Investigator: | Professor Pauline Norris |
|  | Sponsor: | University of Otago |
|  | Clock Start Date: | 27 September 2018 |

Professor Pauline Norris was present by teleconference 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 Study

1. The study is a randomised controlled trial of the impact of removing prescription charges for people with low incomes and high health needs, on hospital bed-days

Summary of ethical issues (resolved)

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

1. The Committee queried the rationale of targeting patients who take either antipsychotic or diabetes medications. The Researchers explained that persons who take these medications often take multiple types of medication and so if they come from a low socioeconomic background then they may struggle to pay for them all.

Summary of ethical issues (outstanding)

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

1. The Committee asked that the Researchers consider what risks there are in people who have previously not been taking their medication, which may potentially lead to doctors increasing the dose, beginning to take their medications now. (*Ethical Guidelines for Intervention Studies* *paras 5.41 & 3.8*)
2. Please amend the information sheet and consent form, taking into account the suggestions made by the Committee (*Ethical Guidelines for Intervention Studies* *para 6.22*).
3. The Committee queried how the recruitment process would work. The Researcher explained that they will hold community meetings to explain the project. Interested persons can then approach the researchers and ask questions, or consent to participation. The Committee asked that the recruitment process be described in much greater detail in the study protocol. (*Ethical Guidelines for Intervention Studies* *para 5.41*)
4. The Committee asked that a process be developed for what happens in the event that participants become distressed when completing the questionnaires. Please include this in the protocol. (*Ethical Guidelines for Intervention Studies* *para 5.41*)
5. Please describe what the seminars will cover in the study protocol. (*Ethical Guidelines for Intervention Studies* *para 5.41*)
6. Please describe what procedures the study has in place to manage confusion and frustration that may arise for participants in the control arm of the study, or those who attend the meetings and are ineligible due to not having the ailments included. (*Ethical Guidelines for Intervention Studies* *para 5.41*)

The Committee requested the following changes to the Participant Information Sheet and Consent Form:

1. Remove that participants must live in a 9 or 10 deprivation index neighbourhood as this could cause significant stigma and whakamā for participants.
2. Please simplify the language throughout the information sheet.
3. Please add the study name to the footer.
4. Please add a Māori cultural support service number to the end of the information sheet.
5. Please provide the advertising material so that the Committee can review it.

Decision

This application was *declined* by consensus, as the Committee did not consider that the study would meet the following ethical standards.

* The study protocol omits key information about the study. Please amend the study protocol taking into account the suggestions made by the Committee. (*Ethical Guidelines for Intervention Studies* *para 5.41*)
* Please amend the information sheet and consent form, taking into account the suggestions made by the Committee (*Ethical Guidelines for Intervention Studies* *para 6.22*).

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| **9** | **Ethics ref:** | **18/STH/203** |
|  | Title: | Māori Experiences and Perceptions in Aged Residential Care |
|  | Principal Investigator: | Ms Karen Keelan |
|  | Sponsor: |  |
|  | Clock Start Date: | 27 September 2018 |

Ms Karen Keelan was present in person 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 Study

1. The study investigates the experiences and perceptions of Māori who live in Aged Residential Care.

Summary of ethical issues (resolved)

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

1. The Committee noted that this study uses kaupapa Māori methodology and the high value of the study. The Committee commended the Researcher on the quality of their application.
2. The Committee noted that references to proxy consent in the participant information sheet were in error and did not refer to actual proxy consent for research; which is illegal in New Zealand. The Committee asked that this be removed from the information sheet.
3. The Committee asked how participant interviews would be done and if the participants would have the opportunity to have support persons or whānau present. The Researcher explained that as this study uses kaupapa Māori methods then they will be working with participants in the most appropriate way for that individual.

The Committee requested the following changes to the Participant Information Sheet and Consent Form:

1. Please remove references to proxy consent from the information sheet.
2. Please remove yes/no tickboxes from the consent form except for items where ticking no would not exclude someone from participation.
3. Please explain that the voucher for participation will be 1 per individual and their whānau and therefore will need to be divided between them.
4. Please provide independent Māori cultural support contact details for participants in Canterbury and Tairāwhiti.
5. Please create a footer that includes page numbers and the study title.

Decision

This application was *approved with non-standard conditions* by consensus. The non-standard conditions are:

* Please amend the information sheet and consent forms, taking into account the suggestions made by the committee *(Ethical Guidelines for Observational Studies para 6.10)*

## General business

1. The Committee noted the content of the “noting section” of the agenda.
2. The Chair reminded the Committee of the date and time of its next scheduled meeting, namely:

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| **Meeting date:** | 13 November 2018, 11:45 AM |
| **Meeting venue:** | Sudima Hotel, Christchurch Airport, 550 Memorial Drive, Christchurch |

The following members tendered apologies for this meeting.

* Associate Professor Mira Harrison-Woolrych

1. **Problem with Last Minutes**

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

The meeting closed at 4:15pm.