Minutes of the CAPHRI Research Quality Assurance Committee,

1st September 2023

**Present:** Laure Wynants, David Shaw, Mark Spigt, Bart Penders, Tim Schouten, Bjorn Winkens, Carmen Dirksen

1. Committee procedures

LW welcomed TS, new PhD student member, to the committee.

DS reported that the official QAC procedures were presented to and accepted by the School Council.

2. Proposed change in audit process

DS has explained the QAC’s views on changing the audit procedure to CAPHRI management, who accepted the committee’s view on this. Therefore there will be no specific focus on external funded projects.

3. Audit updates

DS reported that since the last meeting 12 further projects have been audited. Response rates have improved with follow-up from CAPHRI administration. One researcher approached DS asking for project to be audited. The Committee agreed that this proactive approach should be encouraged among researchers. DS explained that he has collated information about the number of audit requests sent, replies received and audits conducted for the last four years to share with the CAPHRI external evaluation panel

BW asked what issues occur in the audits and the issue of logbooks came up. DS said that most projects only keep an informal logbook consisting of minutes of meetings. MS suggested that logbook phrasing should be changed on QAC webpages stating that minutes can also serve as a log book. LW raised the issue of some personal issues occurring in supervisory PhD meetings. BP suggested that the advice should be that decisions are documented but that any pastoral/ personal notes should be able to be redacted in case of future audit. DS said that after a project is complete the minutes/logbook should also be archived along with the project.

*Actions: DS to share audit data with CAPRHI management.*

 *DS to update logbook text on website.*

4. Approval of text data management options for website

DS updated the Committee; the text regarding data management options was added to website following committee approval.

5. Any other business

5a. Committee membership

BP announced that he is on research leave for a year from November but will return to the committee. Given overlapping expertise with DS no need for temporary replacement.

5b. New Quality Officer

DS raised the issue of his term as QO coming to an end in June 2024 and asked the committee for suggestions for the next QO. BP suggested two potential candidates from HES. MS suggested that CTCM might be able to take on the quality assurance/officer role within CAPHRI but that any decision would be for CAPHRI management rather than the QAC. CD said that any CTCM involvement would preferably be organized on FHML level, not on an institute level. DS said he would be happy to stay on the QAC as a regular member after stepping down as QO. LW suggested that this should be standard procedure and the committee concurred.

*Actions: DS to discuss QO replacement with CAPRHI management, informing them of different options.*

*DS to stay on QAC after term as QO ends.*

*DS to update QAC procedures.*

*CD to consider potential for CTCM involvement.*

5c. Non-WMO ethics review issues

MS asked about the issue of non-WMO statements being regarded as full ethics review. DS said that METC was piloting full review of non-WMO applications but that the timescale for this was unclear. MS remarked that researchers still find this issue confusing.

CD informed the committee that a new regulation is being prepared (currently in consultation round) commissioned by the ministry of health on harmonising (ethical) review of medical scientific non-WMO research. ). Furthermore, the fourth evaluation of the WMO law will be finalized this year, which may lead to WMO being expanded. CD also mentioned that UM/MUMC+ research code is being updated; how FHML-REC is situated should be included in that. BP responded that FHML REC is among stakeholders to be consulted.

*Action: DS to consult with METC and CTCM and update committee on this issue at next meeting of QAC.*

6. Next meeting.

The next meeting of the QAC will be in February 2024.