

<b>SOP Title:</b>	Ethics Advisory Board
<b>Partner Responsible:</b>	Ethics Manager, EAB members
<b>SP / WP / Task Involved:</b>	SP12, EAB
<b>Current status</b>	Active

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<b>Abstract:</b>	SOP defines the role and processes of the Ethics Advisory Board
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### Document Status

Date	Comments
	Initial draft
15.06.2015	Approval by EAB
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## 1 Function

The Ethics Advisory Board (EAB) is an independent body that advises the HBP Science and Infrastructure Board (SIB) and Directorate (DIR) on specific ethical, regulatory, social and philosophical issues raised by research that is being undertaken or planned under the auspices of the Human Brain Project.

The advisory status of an EAB recommendation implies that individual researchers, investigators, laboratories and institutions will retain their legal responsibilities under the terms of local, national and international regulations, as well as professional obligations in place from time to time.

The EAB will advise on its own initiative as well as upon requests made by researchers, or other members of HBP, about specific ethical, regulatory, and social issues arising from their research undertaken within the HBP or by collaborators.

Once established, the EAB will also work closely with the Ombudsperson of the HBP who will be invited to join the EAB meetings on a regular basis.

## 2 Implementation

### 2.1 Membership

The Ethics Advisory Board (EAB) is an independent body that advises the HBP Science and Infrastructure Board (SIB) and Directorate (DIR) on specific ethical, regulatory, social and philosophical issues raised by research that is being undertaken or planned under the auspices of the Human Brain Project.

#### *2.1.1 Appointment of New Members*

New members will be proposed by the EAB when expertise on the committee does not match the need for core competency, or when the number of members falls below 13.

Members of the EAB will be appointed for a renewable term of three years. The first term of office for members of the EAB will officially start at the HBP Summit in September 2015.

When new members are appointed, their three year term begins at the time of appointment.

The EAB appoints new members on the basis of their competency in the relevant subject. The EAB shall document its choice(s) of the new member(s) and state the basis for selection in each case. This statement is forwarded to SIB and DIR for comment. When the new

appointment has been discussed in SIB and DIR and comments have been taken into account the EAB forwards the proposal of a new appointment to the Stakeholder Board for ratification. The term of office of the new member commences at the first EAB meeting after ratification.

### ***2.1.2 End of Membership***

EAB members who come to the end of their tenure can ask to remain on the Board. The EAB can decide to extend their term with a simple majority vote. Membership will also end if members participate less than 3 times in the regular meetings over a period of 2 years.

### ***2.1.3 Declaration of Interests, Recusal***

EAB members have to declare potential conflicts of interest. Where issues are discussed that may involve a conflict of interest, the affected member shall recuse herself / himself from the discussion.

Conflicts of interest can be reported in oral or written form and should be noted in the minutes of the relevant meeting.

### ***2.1.4 Ex Officio Members***

The Ombudsperson shall be an ex officio member who attends meetings of the EAB as a non-voting participant.

## **2.2 Leadership and Internal Decisions of the EAB**

### ***2.2.1 Chairs of the EAB***

The EAB has a Chair and a Vice Chair. The EAB will elect its Chairs from among its members. The tenure of the chairs is two years, renewable for a further two years. The Chairs have the following roles:

- Representation of the EAB to the HBP and external bodies
- Organising representation of the EAB at annual and ethics reviews
- Organising the working structure of the EAB (e.g. thematic groups, core group)
- Communicating relevant information to the EAB members
- Working with the Ethics Manager and the Ethics Management team in planning and executing meetings, agendas etc.
- Ensuring quality assurance for EAB opinions or other official statements

### ***2.2.2 Attendance***

Meetings of the EAB will be attended by:

- EAB Chairs and members
- ex Officio members
- HBP Ethics Manager

- Representatives of the Ethics Management team
- SP12 directors or members (where requested)
- Further invited participants where required

### **2.2.3 Internal Decisions**

Decisions of the EAB are made by consensus, wherever possible. Where no consensus can be reached and a decision has to be made, the members of the EAB can make majority decisions. Each member has one vote which can be transferred to a proxy.

The EAB is quorate if at least  $\frac{2}{3}$  of its members are present or can vote by proxy. If a meeting of the EAB is not quorate, votes can be held electronically after the meeting.

Votes only have binding force if they were announced in the agenda or through alternative means at least one week prior to the meeting. Where it becomes clear during a meeting that a vote is required, the vote can be held electronically after the meeting. This should normally happen within two weeks of the meeting.

Where decisions have to be made and no meeting is planned, the Chairs can call for a vote using appropriate electronic or other means one week after the decision to vote.

## **2.3 Working Principles**

### **2.3.1 Communication**

The EAB uses an electronic mailing list to communicate all information relevant to all of its members. All members should be kept up to date electronically and should receive the HBP newsletter.

### **2.3.2 Meetings**

The EAB will have three meetings per year. One of these meetings will be co-located with the HBP summit.

The agenda of the meeting will be shared with EAB members at least two weeks prior to the meeting.

The EAB Chairs will additionally have a teleconference with the Ethics Manager on a monthly basis or, if on an “as needed basis” if the workload does not justify monthly meetings. At least one teleconference will be organized in due course before the regular EAB meetings.

Meetings are scheduled with the Ethics Manager in consultation with the Chairs.

### **2.3.3 Confidentiality of Meeting Material**

Although EAB members are subject to a confidentiality agreement with the HBP, the guiding principle is transparency.

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## 2.4 Collaboration with the HBP

### ***2.4.1 Relationship with the HBP***

Under authority delegated by the SIB, and coordinated with the Ethics Manager, the EAB may communicate with individual researchers, and should enjoy open access to communication about the project.

The collaboration between the EAB with the DIR, SIB and SP12 is facilitated by the Ethics Manager, who normally coordinates communications regarding requests of the EAB. However, the EAB is privileged to communicate with these bodies directly.

The EAB's access to SP12 scientific and engagement data and results, and other information and resources, is managed by the SP12 Ethics Manager. The EAB has the right to access all material of the HBP that is available on EMDESK and in relevant repositories, such as Collabs. In anticipation of its deliberations, EAB may advise that SP12 scientific attention be brought to specific areas of special interest, which may call upon scientific research, public engagement or philosophical inquiry.

The Ethics Manager holds a subcontracting budget that can be used to acquire additional expertise required by the EAB in a short timeframe.

The EAB may recommend to the SIB or DIR to review, monitor or audit specific aspects of the research. Such a recommendation should be made in writing and will normally be communicated to them via the Ethics Manager. The SIB or DIR commits itself to responding to such a recommendation in writing within 4 weeks.

### ***2.4.2 Relationship with Rapporteurs***

The Ethics Manager will oversee that each subproject in the HBP appoints at least one Ethics Rapporteur (ER) to liaise that researcher's own SP and the EAB.

### ***2.4.3 EAB's Role in Compliance Management***

The EAB will have full access to all judgments by authoritative bodies responsible for vetting research, which may pertain to any part of the HBP, typically via the Compliance Management process.

Where ethics approval and compliance has been acquired outside of the jurisdiction of European Member States or where no ethics approval has been gained but the research has been identified by the Compliance process as requiring ethics approval, the EAB can be asked to provide advice to the researchers in charge of the research activity.

The request for advice is normally raised by a member of the Ethics Management team and forwarded to the Chair of the EAB. The aim of this process is to help the PI in question to gain ethics approval from a competent local or national authority. The PI remains responsible for gaining ethics approval and implementing it.

Details of the ethics compliance process is given in the [Compliance Management SOP](#).

#### **2.4.4 Review of SOPs and Ethics Management Processes**

The Ethics Manager will coordinate the planning and implementation of Standard Operating Procedures.

Included as SOPs are written recommendations that modify, stop, or hold in abeyance research work.

### **2.5 EAB Opinions**

Subject to confidentiality agreements, the EAB may disseminate opinions and seek to motivate opinion through publishing summaries of its deliberations, opinions and recommendations. All EAB opinions will be made available on the EAB webpage, which is part of the HBP website.

Where the EAB disagrees on specific issues, opinions can contain majority and minority views.

EAB Opinions are forwarded to the SIB and / or DIR for acknowledgement.

### **2.6 Publications by EAB Members**

EAB members as independent experts in the various fields of the HBP may publish in this context. Their publications can serve as documentation of the underlying arguments for particular decisions.

Where a publication implies that it is the opinion of the EAB, or refers to certain SPs, respective members should be consulted and invited to review before submission.

Where a publication expresses personal opinions that is not supported by an official EAB Opinion but could be interpreted as originating from the HBP, EAB members should make it clear that they are writing in a personal capacity.

Further details of publication procedures can be found here: [EAB Publication Etiquette](#)

## **3 Review Schedule**

This SOP will be reviewed on a yearly basis by the EAB.

## **4 Appendix A: List of EAB Members**

[Current Overview of EAB Members \(October 2016\)](#)