

SOP Title:	Ethics Rapporteur Programme
Partner Responsible:	Ethics Management
SP / WP / Task Involved:	All SPs
Current status	<b>Under consideration</b> / Active / Withdrawn

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### Document Status

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## 1 Problem statement

The Ethics Rapporteur (ER) Programme is a key component of the Ethics Management of the HBP, which aims to contribute to a broad uptake of principles and practices of responsible research and innovation (RRI) across the HBP.

The objective of the Ethics Rapporteur Programme is to deepen understanding of potential ethical and social implications of research and other work by the scientists and engineers in all the SPs, and to establish communication links that will help HBP achieve and maintain RRI goals. The program will enhance and formalise communication among the EAB, Ethics Management, and each SP, as well as cross-cutting SPs in the HBP.

The strategy is to establish rapporteurs within each SP in order to represent SP's work and to anticipate and address ethical and social issues. The Ethics Rapporteur is a principal contact for the respective SP, communicating technical programme issues and ethical concerns, and interacting regularly with ethics management and the Ethics Advisory Board (EAB).

The EAB will name, from among its members, a contact for each ER, who will together be primarily responsible for the communication between the EAB and the ER's SP. This document defines the details and practice of the ER programme.

## 2 Stakeholders

Stakeholders of the ER Programme and for whom this SOP is intended are:

- HBP SPs who are responsible to nominate and support the Ethics Rapporteur
- The EAB who will work with the ERs
- HBP Ethics Management in SP12
- The community of HBP and HBP infrastructure users
- The Public

## 3 Implementation

### 3.1 Remit

The ER Programme and its SP, EM and EAB participants identify and discuss ethical and social questions that arise from scientific or other activity of the HBP. Participants may choose to register ethical, regulatory, or social issues in the PORE, which will ensure the issues can be followed through to a result or disposition, and that such issues are placed on the Ethics Management Ethic Map. The Programme's remit is to establish roles and mechanisms to enable communication that will allow the SPs to reach out to the EAB and Ethics Management and vice versa. ER Programme participants may engage with Ethics Management in creating standard operating procedures. Overall, this will encourage and support ethical and social responsibility among the agents and activities of the HBP.

### 3.2 Membership

#### 3.2.1 *Appointment of New Members*

Members are appointed by procedure determined by each HBP subproject. Each SP should nominate one ER, and one alternate. Recommended characteristics for an Ethics Rapporteur include:

- good understanding of the research undertaken in their SP
- good working relationship with SP leaders and SP manager
- interest in social and ethical aspects of research
- availability and willingness to engage with the Ethics Rapporteur Programme

### **3.2.2 End of membership**

Membership in the Rapporteur Programme ends in these cases:

- The ER leaves the HBP
- The ER resigns for other reasons
- After evaluation, the rapporteur is unable to contribute adequately to the programme

## **3.3 Working Principles**

### **3.3.1 Communication**

A list of ERs and contact information for each will be hosted by SP12, and will be available to the HBP communication services. A list of EAB members and Ethics Management contact information will be available to all SPs through their ER as well as through other HBP documents and communications.

Communication with the ERs will be organised by the Ethics Management WP in SP12. When the communication is with the EAB, that committee's chair, or delegate, determines who among them will be the primary contact. These "matchups" are placed on a list maintained by the SP 12 Ethics management.

### **3.3.2 Meetings**

The ER Programme, which incorporates activities of the ERs, the EAB members, and the EM team, will co-host two, travel-to-site meetings per year at mutually agreed times, where it is expected that at least one rapporteur per SP is present, as well as a simple majority of EAB members, and of Ethics management team members.

No provision is made for travel meetings to support individual meetings of ERs and their EAB matchups. Teleconferencing is strongly encouraged.

### **3.3.3 Agendas**

Ethics Management, with input from the ERs, Ethics management and the EAB, will create the agenda for meetings of the rapporteurs.

Standing items on the agenda are:

- Reports from the SPs:
  - current research
  - future research being planned
  - actual and/or anticipated ethical and social issues, experience
- Review Ethics Map, PORE & relevant Standard Operating Procedures
- Ethics compliance overview
- Cross-cutting project views: creating community responsibility for RRI

### **3.3.4 Requests for appearances by non-members**

The ER Programme can invite external speakers from within the HBP as well as as non-HBP speakers to present topics of interest to the ERs.

### ***3.3.5 Responsibilities of Ethics Management***

The Ethics Management Work package is responsible for organising the meetings, invitations etc.

Costs for attending meetings will be paid by the rapporteur's SP.

### ***3.3.6 Collaboration of ERs with EAB and Ethics Management***

The EAB will communicate with the ERs in order to gain a better understanding of current work in the SPs. The EAB will identify at least one member of the EAB who will be the direct partner to communicate with the ER of that SP.

Ethics Management interacts with the ERs to develop and implement SOPs, register PORE cases, ensure compliance with regulatory requirements, gain an up to date picture of HBP activities, and establish an early warning system throughout the HBP.

## **4 Review schedule**

This SOP will be reviewed annually at the first ER meeting.