



## Ethics Committee Minutes

Tuesday 28<sup>th</sup> August,

Venue: Pennsylvania Convention CENTER (PCC)

Room: Meeting Room 3

Time: 15.30-17.00

**Chair:** Nina Davis

**Members:** Tamara Dickinson, Cristina Naranjo Ortiz, Heidi Moosdorff-Steinhauser

**Apologies:** Elise De, Martha Spencer, Ruwan Fernando, Alvaro Bedoya Ronga, Chris Chatterton, Ryuji Sakakibara,

**Also in Attendance:** Avicia Burchill

1. Committee picture was not taken because of limited number of members present. Instead, informal photos were taken for the microsite.

**ACTION POINT:** Informal photos from the meeting are to be added to the EC microsite.

2. Approval Florence minutes and minutes from teleconference 28 April

The minutes were reviewed and approved.

**ACTION POINT:** All committee members to check their membership record to ensure their contact details are correct.

### 3. Committee Terms of Office

- Cristina Naranjo Ortiz stepping down in 2019 – ND asked if she could stay on as Board representative but CN is already rep on two other committees. CNO said she would check into this.

- Chris Chatterton, Martha Spencer, Ryuji Sakakibara, Tamara Dickinson – 1<sup>st</sup> term completed, will need to confirm whether they would like to renew for a second term

TD confirmed would like to continue

*Post script notes: Martha Spencer confirmed her renewal*

A discussion was held concerning the in-activity of certain committee members and AB explained the procedure set out in the bylaws to start the removal of committee members.



**ACTION POINT: Office to send procedure for removal of committee members**

ND mentioned that ED asked if she should step down because of multiple conflicts with other ICS responsibilities but ND explained that she didn't want her to resign as she always contributes, especially in teleconferences, and is an invaluable resource.

**ACTION POINT: ICS Office to send list of education committee scientists**

#### 4. **EC Terms of Reference** (attached)

The terms of reference were reviewed and ND noted that she would like to broaden the educational remit of the EC to include workshops etc

**ACTION POINT: ND to amend TOR and circulate to the committee to review before sending to the board for approval.**

5. Workshop update (Heidi). Everyone is encouraged to attend on Thursday, 30 August - Time: 1400-15:30

6. Other Ethics activities at ICS 2018: [Ethics Eposter session](#) Friday, 31 August 12.35-13.30.

No award will be given this year but we should still support.

#### 7. **Awaiting action**

- a. Approval of SOP and publication on microsite and other relevant areas of the ICS website

ND wanted to create a document that would govern our activities and to help the next chair. ND has drafted this but it needs to be sent to the office for clarification on some points and any suggested additions/corrections.

**ACTION POINT: ND to circulate her SOP for the Ethics Committee to the office to review.**

- b. Needs assessment (with ICS Office) regarding ethics-related activities and educational materials for the Core Curriculum that would be of benefit to the membership. ND would like to find out what the membership thinks about what the Ethics Committee should do.

**ACTION POINT: EC and ICS Office to construct and send out a survey with questions so that the EC can focus their activities and better align with the interests of the membership.**

- c. ND has volunteered to do a video based on the workshop in Bristol 8<sup>th</sup> November. ND explained that she will await workshop in Philly and then produce content. Projects for 2018-2019 and specifically, ICS 2019

8. **Workshop topic** – ND requested that EC members think about “hot topics” in medical ethics or other subject matter that would be appropriate for next year's workshop.



9. EC members are also requested to propose other activities we might sponsor, e.g. a debate and/or a roundtable. AB reminded the group that these ideas need to be written up and submitted ASAP to the Program Committee and Scientific Committee.
10. **White paper topic/report.** Need topic and volunteer(s) to prepare a proposal for Trustees review.

*Post script notes: Later in the meeting, Alex Digesu brought up the topic for consideration by EC members.*

**ACTION POINT:** Need to set up teleconference soon to determine project(s) for the upcoming year.

**ACTION POINT:** In preparation for the teleconference, letter needs to be obtained from Alex Digesu

#### **11. Teleconferences**

- a. Weekends vs weekdays: It is clear that we have had the best attendance on the weekends primarily because everyone can control their schedules. Therefore, it is agreed that teleconferences will continue to be held on weekends.
- b. Teleconferences vs WebXs – ND indicated that she prefers the former. There was no consensus one way or the other, so it was decided to proceed with teleconferences for now. The ICS Office has had discussions with the Trustees regarding the difficulties that we had over the past several months in joining the teleconferences,. Hopefully, these will be resolved going forward.
- c. Proposed dates for teleconferences October 20/21 or 26/27, early-mid-December, mid-March and June 15 (advance planning)

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Nina S. Davis", with a long horizontal flourish extending to the right.

Nina S. Davis, M.D., FACS

Ethics Committee Chair