



1. Terms of reference

The UNSW human research advisory panel must operate following the terms of reference outlined in the UNSW Human Research Ethics [Procedure](#).

2. Membership

2.1. Panel Composition

2.1.1. Convenor

A convenor or convenors with suitable leadership expertise within the school or faculty and current research experience will be appointed for a term of 3 years. Responsibilities of the panel convenor include:

- Facilitating the review of negligible and low-risk research consistent with the National Statement, relevant legislation, and UNSW human research guidelines.
- Chairing of scheduled panel meetings, structuring panel reviews, and ensuring that consensus is established when recommending decisions.
- Facilitating the review of human research review guidelines and forms by the panel.
- Reviewing negligible risk research, modifications, and executive submissions weekly.
- Ensuring that human research defined as more than low risk is referred to the human research ethics committee.
- Considering expressions of interest and recommending the appointment of new members.
- Liaise with the Human Ethics Team on matters relating to the following:
 - Panel concerns regarding the human research review process.
 - Researcher complaints regarding the review of human research.
 - Concerns or complaints about the conduct of or approved research
 - Non-compliance matters.
- Participating in human research training or education sessions on an annual basis.

2.1.2. Panel Members

Panel membership comprises of a panel convenor and a minimum of two researchers with a current appointment within the school or faculty and research experience relevant to the ethics applications submitted for review. Responsibilities of the panel members include:

- Facilitating the review of negligible and low-risk research consistent with the National Statements on Ethical Conduct in Human Research, relevant legislation, and UNSW human research guidelines.
- Attending and participating in scheduled panel meetings, providing review comments, and working toward consensus during decision-making processes.
- Facilitating the review of human research review guidelines and forms by providing feedback.
- Ensuring that human research defined as more than low risk is referred to the human research ethics committee.
- Participating in human research training or education sessions on an annual basis.

2.2. Appointment of a panel convenor

2.2.1. Recruitment of a convenor

Panel convenors are identified using a call for expression of interests. The human ethics team will provide schools or panel administrators with recruitment materials to disseminate.

2.2.2. Convenor expression of interest

Expression of interest submissions must be provided following the membership expression of interest [guidance](#).

2.2.3. Interview process

Expressions of interest will be collated and disseminated to a recruitment panel for consideration. A recruitment panel will interview potential convenors. The human research team will provide a template of interview questions. The panel administrator will schedule and notify applicants of interview times. The interview panel will consist of the following or their nominated representative. The recruitment panel will be asked to agree upon a chairperson and interview questions:

- Human Research Presiding Member;
- Director, Research Ethics Compliance Support;
- Head of school or faculty.

2.2.4. Recommendation to appoint a convenor.

The interview panel must provide the human ethics team with any recommendation to appoint new convenors. The human ethics team will give this recommendation to the Deputy Vice-Chancellor Research. The chairperson of the interview panel will notify any unsuccessful applicants in writing.

2.2.5. Term of appointment

A letter of appointment will be sent to each member recruited to the panel. Members will be appointed for three years with the possibility of a further term following this period.

2.2.6. Induction

New convenors are required to complete a new member induction process with the Human Ethics Team before commencing.

2.2.7. Resignation

Convenors intending to resign must advise in writing to the human ethics team at the earliest time point possible.

2.3. Appointment of panel members

2.3.1. Recruitment of new members

New members are identified using a call for expression of interests. The human ethics team will provide schools or panel administrators with recruitment materials to disseminate.

2.3.2. Expression of interest submission

Expression of interest submissions must be provided following the membership expression of interest [guidance](#).

2.3.3. Recommendation to appoint new members.

Expressions of interest will be collated and disseminated to an appointment panel for consideration. The recruitment panel will consist of the panel convenor, the human research presiding member, the Director of RECS or the Human Research Manager. The appointment panel will decide whether to conduct interviews with potential members. Upon completing this process, the human ethics team will forward recommendations to appoint any new members to the Deputy Vice-Chancellor Research. The human ethics team will notify any unsuccessful applicants in writing.

2.3.4. Term of appointment

A letter of appointment will be sent to each member recruited to the panel. Members will be appointed for three years with the possibility of a further term following this period.

2.3.5. Induction

New members are required to complete a new member induction process before commencing.

2.3.6. Resignation

Resignation can be advised in writing to the human ethics team.

3. Panel Meeting Proceedings

3.1. Meeting conduct

- Meetings will be held online, in person or virtually, according to the Human Research Ethics [Procedure](#) requirements.
- A register of attendance, apologies, conflicts of interests received from panel members. Minutes from previous meetings must be accepted, or revision must be requested. The panel administrator is responsible for recording the decisions of the panel.
- Any general business items will be tabled for discussion. The panel administrator will record the outcome of these discussions within the meeting minutes.
- Panel discussion and decision about the ethics submission's ethical acceptability will be made based on all members' consensus. The secretariat will record all outcomes and conclusions.

3.2. Conflict of Interest

- Panel members are to disclose a conflict of interest for any projects that they are a listed investigator. If a conflict of interest is disclosed, members must exclude themselves from the projects discussions and decision-making processes during meeting proceedings.
- Panel members disclose any potential conflict of interest that may influence the decision-making process excluding themselves from the projects' review.

4. Recording of decisions in meeting minutes

The decision agreed upon by the panel must be recorded for each project in the meeting minutes. The following decisions

4.1. Recommended for approval.

The research proposal has met all National Statement's requirements on Ethical Conduct in Human Research, relevant legislation, and UNSW human research guidelines. All applicable letters of support and governance approvals have been provided.

4.2. Recommended for approval (with conditions)

The research proposal has met all National Statement requirements, relevant legislation, and UNSW human research guidelines. Letters of support, in-country or another ethics committee approval ethics or governance approvals are to be established and provided to the panel.

4.3. Subject to

The application, project description or recruitment materials must be revised to address points raised by the panel, or additional documentation must be provided before approval is issued. The revised submission is assigned for executive review.

4.4. Deferred

The application requires significant revisions to the application form. Project description or recruitment materials must be revised to address points raised by the panel, or additional documentation must be provided before approval is issued. The revised submission is assigned to for executive review.