

Global Ethics Learning Hub

(GELH)

Terms of Reference



Pakistan Institute of Living and Learning

Terms of References

Aim

The Global Ethics Learning Hub (GELH) aims to oversee and provide guidance on the ethical conduct of all relevant research activities within Pakistan Institute of Living and Learning (PILL) and uphold guiding principles of ethical integrity and good governance. As described in PILL's

Ethics Policy, GELH aims to facilitate sound decision making that respects the values, concerns, and interests of the organization and society at large.

Objectives

- To foster an awareness of ethical principles and practices in research, in social science, medical and education field, health care and management.
- To facilitate excellence in human research and best practices for the well-being of the participants.
- To facilitate ethics approvals and permission of all projects and research activities within PILL.
- To maintain a record of ethics approval letters/amendments and permission letters of all projects.
- To ensure that all projects adhere to ethical principles in order to protect the dignity, rights and welfare of research participants.
- To initiate and inform debate on ethical issues within research, organization and wider society.
- To provide guidance on the ethical issues and ethical dilemmas related to research projects, employees and/or the organization.
- To keep track of ethical standards of all publication-related activities emerging from PILL projects.
- To develop mentorship programs for junior researchers.
- To develop a toolkit based on standard ethical guidelines for sound ethical decision making.
- To act as an advocate for the research interests of PILL.
- To review information sheets and consent forms of ongoing projects.
- To conduct quarterly quality audits.
- To conduct regular ethics training.
- To horizon scan good practice nationally and internationally and cascade within PILL ▪
To keep track of updates in regulations from health, research, social and policy perspective.

Membership of GELH

The group will consist of:

- A chair, appointed by the executive board;
- Individual members appointed by the executive board following discussion with the chair;
- By invitation: The chair may invite members of other PILL committees or other PILL members to attend all or part of a meeting to assist it with its discussions on a particular matter.

Member appointments

- The membership shall be determined by the PILL executive board, based on the recommendations of the chair – taking account of appropriate diversity and representation necessary to deliver the group’s remit, and subject to specific requirements or directions made by the executive board;
- Members shall be appointed for a period of two years, with a possibility of renewal for a further two years. During this time a member may resign or be replaced by the executive board.
- Selection of members should be based on their record (i.e., ethical practices), based on their contribution to field through research.

Chair

Dr Rakhshi Memon

Members

- Muqaddas Asif
- Ameer B. Khoso
- Dr Noor-ul-Zaman
- Prof. Salman Shahzad
- Prof. Mowadat Hussain Rana
- Dr Ayesha Ahmad
- Jahanara Miah
- Bushra Ali

Non-Voting Members

- Zaib-un-Nisa
- Hifza Malik
- Neha Omar
- Dr Mueen Abid
- Maryam Riaz

Co-opt Members

- Service users
- Prof. Nusrat Husain
- Prof. Zainab Zadeh
- Prof. Imran Chaudhry

Quorum

Minimum of 50% of the membership including the chair

All members will have to attend 70% of the meetings to be part of this group.

Decision making

All major decisions to be approved by unanimous agreement, that is, 70% of members are in favour.

Relationships and accountabilities with the executive board and the Board of Trustees

- GELH is directly accountable to the executive board for its performance in exercising the functions set out in these terms of reference;
- GELH shall embed the PILL's corporate standards, priorities and requirements, e.g. equality and human rights through the conduct of its business.
- GELH will provide quarterly reports to the executive board and report annually to the board of trustees

Procedure of meeting

GELH will meet on a weekly basis. Action notes will be taken at each meeting.

Review

These terms of reference shall be reviewed annually by the executive board and The Global Ethics Learning Hub.

Next meeting time

Meetings will be held weekly; every **Wednesday, 12:00 Noon UK time (04:00PM PKT).**