

# Appendix 1: Ethics paperwork

## Article #9



[Redacted]

UWE REC REF No: [Redacted]

28<sup>th</sup> July 2021

[Redacted]

Dear [Redacted]

**Application title: The Benefits and Barriers of Implementing ISO 14001 in the Architecture, Engineering and Construction (AEC) Sectors**

Your ethics application has been considered by the Research Ethics Sub Committee (RESC) and, based on the information provided, has been given ethical approval to proceed with the following conditions:

1. Purposive sampling is to be used, however it is not clear these are contacts already known to the research team or whether there will be approaches via other mechanisms. It is not clear how many times a potential participant might be contacted with the invitation to take part. No more than 1 reminder might be appropriate. Some clarification on these aspects would be useful.
2. A challenge with this type of study is the timeline with respect to obtaining a sample and going through the successive rounds without too much data attrition. It would be useful for participants to have an indication that they might be asked to complete surveys spaced apart by two-weeks, or similar depending on the planned schedule. In general, the Participant Information sheet (PIS) does not provide participants with enough information on the research approach. You should assume participants won't know what a Delphi study is and should describe the approach including how many rounds of surveys they will be asked to complete, how they will do this and when (roughly). A minor revision to the PIS would be useful in these respects, so that participants are aware of the processes particularly as some participants will be naïve to Delphi methodology.
3. The application states "The research is not expected to contain personal data. Names of participants will not be collected/identified. Company names will also not be collected/identified." However, the data collection is via email utilising names and company names. Some clarification is needed on data storage and management.

4. The consent process needs some form of modification. In the consent form, [redacted] make it clear that participation is voluntary, there is a suggestion to change:

"This consent form has been given to you with a Participant Information Sheet and Privacy Notice. If you are happy to proceed and agree with the terms bulleted beneath, you are requested to copy the list into an email and send it to Rosemary Horry at

[redacted]. Receipt of your email will be deemed as your consent to take part in the study."

To:

"This consent form has been given to you with a Participant Information Sheet and Privacy Notice. Participation in this research is entirely voluntary. If you are happy to proceed and agree with the terms bulleted beneath, you are requested to copy the list into an email, to type in your name and the date in the appropriate places, and to send it to Rosemary Horry at [redacted]. Receipt of your email will be deemed as your consent to take part in the study."

5. The alternative suggestion is for consent to be obtained using a Qualtrics form. Clarification on the final proposed process of gaining consent is requested.

Please provide your responses on an annotated copy of this letter, and provide copies of revised documentation.

Please do not proceed with your research until:

1. you have full approval from RESC;
2. you have sought contractual advice from the UWE Contracts Team ([redacted]) if your research involves external funding and/or contracts with partner organisations;
3. you have sought advice from the UWE Data Protection Team ([redacted]) if your research involves data sharing with another organisation and/or individuals.

Please note: despite the easing of lockdown in England and across the devolved nations, you must continue to follow guidance as set by the UK Government and the relevant devolved administrations. If you have any questions about how this may affect starting your research project or for further information, please contact [redacted].

In the UK, face-to-face research and fieldwork can be undertaken but there should still be consideration of whether the activities could be delivered in an alternative way. There must still be appropriate mitigations related to Covid-19 risks included within risk assessments, including account taken of requirements from stakeholders. If you wish to undertake face-to-face research or fieldwork, you will need Senior Management approval from your Faculty, in line with Faculty requirements.

At the present time overseas travel on UWE business is not permitted. Please see the guidance at <https://intranet.uwe.ac.uk/tasks-guides/guide/coronavirus-advice#part6>. If you are planning any overseas activities involving personnel already located in the country concerned, then you must first contact [researchgovernance@uwe.ac.uk](mailto:researchgovernance@uwe.ac.uk). Please see [COVID guidance: FAQs on conducting face-to-face activity and fieldwork](#) (PDF).

The Faculty Research Ethics Committees (FRECs) and RESC are here to advise researchers on the ethical conduct of research projects and to approve projects that meet UWE's ethical standards. Please note that we are unable to give advice in relation to legal issues, including health and safety, privacy or data protection (including GDPR) compliance. Whilst we will use our best endeavours to identify and notify

you of any obvious legal issues that arise in an application, the lead researcher remains responsible for ensuring that the project complies with UWE's policies, and with relevant legislation. If you need [help](#) please contact the Contracts Team or Data Protection Team as above, or [safety@uwe.ac.uk](mailto:safety@uwe.ac.uk) for health and safety advice.

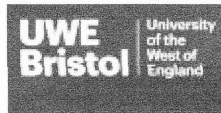
Yours sincerely



Deputy Chair, Faculty Research Ethics Committee

c.c.   


## Article #10



[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

UWE REC REF No: [REDACTED]

24<sup>th</sup> June 2022

[REDACTED]

Dear [REDACTED]

**Application title: How Do Architecture, Engineering and Construction (Aec) Organisations Engage With and Experience The Process Of Iso14001 Accreditation?**

Your ethics application was considered by the Faculty Research Ethics Committee and, based on the information provided, has been given ethical approval to proceed.

Please note that with the move towards living with COVID in England and across the devolved nations, guidance as set by the UK Government and the relevant devolved administrations has been updated, with much being removed in England by 1 April 2022. If you have any questions about how this may affect starting or continuing your research project or for further information, please contact [REDACTED]. For research governance guidance, please contact [REDACTED]. Please also refer to [UWE Bristol Coronavirus advice](#).

From Tuesday 1 March, the moratorium on UWE Bristol international travel has been lifted and travellers are now able to request permission to travel through a new online approval process. All applications for international travel must follow the new process with bookings to be made in liaison with the Finance Services team through the University's designated travel management company. Please see the guidance at <https://intranet.uwe.ac.uk/tasks-guides/Guide/travelling-on-university-business>.

The following standard conditions apply to all research given ethical approval by a UWE Research Ethics Committee:

1. You must notify the relevant UWE Research Ethics Committee in advance if you wish to make significant amendments to the original application: these include any changes to the study protocol which have an ethical dimension. Please note that any changes approved by an external research ethics committee must also be communicated to the relevant UWE committee.
2. You must notify the Faculty Research Ethics Committee if you terminate your research before completion.
3. You must notify the Faculty Research Ethics Committee if there are any serious events or developments in the research that have an ethical dimension.

Please ensure that before proceeding with your research:

- you have sought contractual advice from the UWE Contracts Team [Amy.Charles@uwe.ac.uk](mailto:Amy.Charles@uwe.ac.uk) if your research involves external funding and/or contracts with partner organisations;
- You have sought advice from the UWE Data Protection Team ([dataprotection@uwe.ac.uk](mailto:dataprotection@uwe.ac.uk)) if, in relation to collecting and/or sharing personal data, a third party (i.e. any person or institution extraneous to UWE) is involved in the research project.

Please note: The RESC is required to monitor and audit the ethical conduct of research involving human participants, data and tissue conducted by academic staff, students and researchers. Your project may be selected for audit from the research projects submitted to and approved by the RESC and its committees.

We wish you well with your research.

Yours sincerely

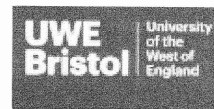


Chair, Faculty Research Ethics Committee

c.c. 

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## Article #11



Tel: [REDACTED]

UWE REC REF No: [REDACTED]

2<sup>nd</sup> December 2020

[REDACTED]

Dear [REDACTED]

**Application title: The Benefits and Barriers of Implementing ISO 14001 in the Architecture, Engineering and Construction (AEC) Sectors**

Your ethics application was considered by the Faculty Research Ethics Committee and, based on the information provided, has been given ethical approval to proceed, but please note the proviso below.

**Please note:** In light of the current situation regarding COVID-19, we can only authorise an immediate start for activities that do not breach either national laws or University policies, law and policy may change swiftly and frequently.

We are, however, continuing to scrutinise and grant ethical approval for activities that cannot take place at present, to ensure that once the situation changes and activities can go ahead, the research is not unnecessarily delayed.

What this means for your application:

1. If your application DOES NOT involve activities affected by the current crisis (e.g. online surveys or telephone interviews etc.) then you may start your research as soon as you receive this formal notification of your ethical approval;
2. If your application DOES involve activities affected by the current crisis then you must not start your research until you are lawfully and safely able to do so, and when it does not breach the University's policies. This will affect the dates you have supplied on your application form in relation to start and finish. When you have new dates, please can you write to us in order that we can add this information to your file.

If you are a doctoral student and this will affect your research timetable, please speak to your Director of Studies and the Graduate School for advice on how time delays will be supported by the University.

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The following standard conditions apply to all research given ethical approval by a UWE Research Ethics Committee:

1. You must notify the relevant UWE Research Ethics Committee in advance if you wish to make significant amendments to the original application: these include any changes to the study protocol which have an ethical dimension. Please note that any changes approved by an external research ethics committee must also be communicated to the relevant UWE committee.
2. You must notify the Research Ethics Sub-Committee (formerly UREC) if you terminate your research before completion.
3. You must notify the Research Ethics Sub-Committee if there are any serious events or developments in the research that have an ethical dimension.

Please note: The RESC is required to monitor and audit the ethical conduct of research involving human participants, data and tissue conducted by academic staff, students and researchers. Your project may be selected for audit from the research projects submitted to and approved by the RESC and its committees.

We wish you well with your research.

Yours sincerely



Chair, Faculty Research Ethics Committee

c.c. 