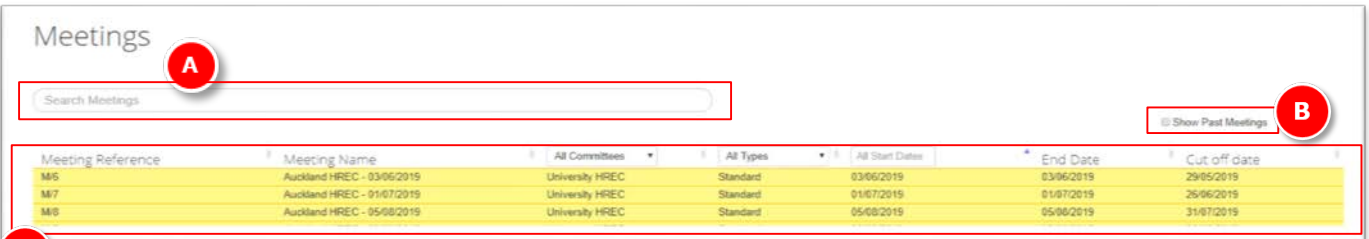


## 1. Introduction

Committee members can view applications for Committee approval via Infonetica Ethics RM together with any comments or recommendations by reviewers. The Committee agenda can also be viewed electronically.

## 2. Meeting dashboard

Committee meetings appear on a Dashboard. An email notification will be sent out to all Committee members regarding the upcoming meeting.



The screenshot shows a 'Meetings' dashboard with a search bar (A) and a 'Show Past Meetings' checkbox (B). Below is a table of meetings:

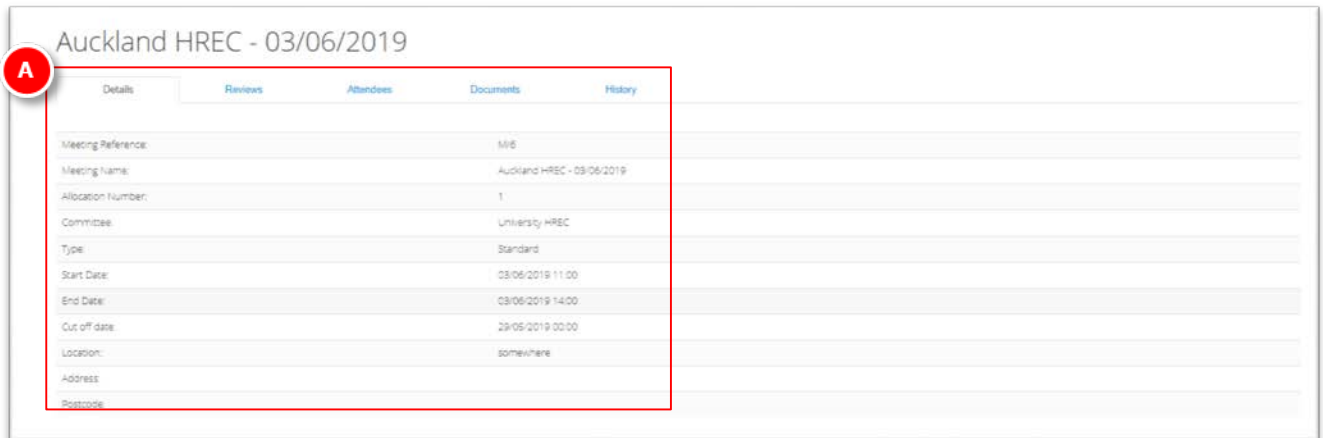
Meeting Reference	Meeting Name	All Committees	All Types	All Start Dates	End Date	Cut off date
M6	Auckland HREC - 03/06/2019	University HREC	Standard	03/06/2019	03/06/2019	29/05/2019
M7	Auckland HREC - 01/07/2019	University HREC	Standard	01/07/2019	01/07/2019	26/06/2019
M8	Auckland HREC - 05/08/2019	University HREC	Standard	05/08/2019	05/08/2019	31/07/2019

A. The search box can be used to find a specific meeting by entering details such as date, reference, committee name

B. Details of past meetings can be seen by clicking on the **Show Past Meetings** tick box

C. Click on the meeting to see details of applications and the meeting agenda

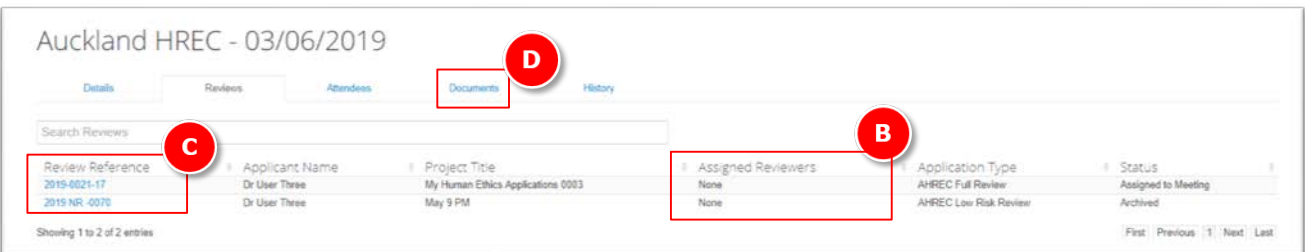
## 3. Meeting details



The screenshot shows the 'Auckland HREC - 03/06/2019' meeting details page. The 'Details' tab is selected (A). The page displays the following information:

Meeting Reference:	M6
Meeting Name:	Auckland HREC - 03/06/2019
Allocation Number:	1
Committee:	University HREC
Type:	Standard
Start Date:	03/06/2019 11:00
End Date:	03/06/2019 14:00
Cut off date:	29/05/2019 00:00
Location:	somewhere
Address:	
Postcode:	

A. The Details tab shows the Dashboard information about the meeting but also the location



The screenshot shows the 'Auckland HREC - 03/06/2019' meeting details page with the 'Reviews' tab selected (B). The 'Documents' tab is also visible (D). The 'Reviews' section shows a search bar (C) and a table of reviews:

Review Reference	Applicant Name	Project Title	Assigned Reviewers	Application Type	Status
2019-0021-17	Dr User Three	My Human Ethics Applications 0003	None	AHREC Full Review	Assigned to Meeting
2019 NR -0070	Dr User Three	May 9 PM	None	AHREC Low Risk Review	Archived

Showing 1 to 2 of 2 entries

B. The **Reviews** tab shows whether an application has been reviewed and by whom

C. Click on the **Review Reference** link to see comments and recommendations from the reviewer

D. Click on the **Documents** tab to see the agenda

## 4. The agenda

Work Area

### Auckland HREC - 03/06/2019

Details | **Reviews** | Attachments | Documents | History

#### Agenda and Minutes

File Name	Type	Date	Version	View	Delete
Test Agenda	Agenda	24/05/2019	Published Version 1	<a href="#">View</a> <a href="#">Download</a>	

Meeting Documents

Note: There are currently no documents listed.

Meeting Agenda

Auckland HREC - 03/06/2019

Chairperson: [Name]

Members: [List of names]

Agenda Items

- A. Click on the **Download** button to view the agenda
- B. Click on the **Meetings** action button to go back to the Meetings Dashboard