

Dear XXX

**Appointment as a University of Fort Hare Health Research Ethics Committee (UFH HREC)
Chairperson**

It is with great pleasure to inform you that you have been appointed as a member of the University of Fort Hare Health Research Ethics Committee (UFH HREC). Your term of appointment commenced on 1st June 2018, and it is a three-year term, renewable for not more than two terms.

Your responsibilities as a member of the UFH HREC are varied; however, your primary role is to take part in the ethics review of research proposals, as well as contribute to the broader development of the research ethics policy and processes of the UFH HREC.

You will not receive payment for being a member but may claim reasonable travel expenses for attendance of UFH HREC meetings or any other agreed events, subject to the standard procedures and policies of the University of Fort Hare. The university has a professional indemnity cover in which the aforementioned committee member is indemnified in respect of any claim related to his/her activities as a committee member.

All the necessary information regarding the committee's membership, functions, and responsibilities is attached.

Any other questions or clarifications regarding this appointment may be sourced from the administration office of UFH HREC (Phone: +27 043 704 7585 or email aokeyo@ufh.ac.za).

We take this opportunity to wish you a very welcoming and workable ethics-interactive relationship.

Sincerely

Deputy Vice-Chancellor: Research, Partnership and Innovation

CONFIDENTIALITY AGREEMENT FOR MEMBERS OF THE UNIVERSITY OF FORT HARE HEALTH RESEARCH ETHICS COMMITTEE (UFH HREC)

I, the undersigned _____ (hereinafter referred to as “the UFH HREC member”) hereby agree to the following:

The UFH HREC applied for registration and obtained such with registration number: REC- 100118-054. The UFH HREC is comprised of appropriately qualified professionals saddled with the responsibility of reviewing proposals for research for human participants. The work of the UFH HREC is a critical scientific evaluation of the ethical aspects of research proposals submitted by researchers for ethical clearance.

The Members of the UFH HREC and supporting administrative staff hereby agree to abide by the provisions of this Agreement for the duration of their service to and on the UFH HREC.

1. INTERPRETATION

Unless interpreted in a different context:

“Confidential Information” shall mean certain proprietary or confidential information that UFH HREC member acknowledges as being confidential. Such information includes all study protocols of the research and associated documentation. The Confidential Information may be conveyed in written, graphic, oral, or physical form.

"Results" shall mean all results or findings obtained and conclusions reached during the contingency of the Project.

2. CONFIDENTIALITY

The UFH HREC member undertakes that he/she will treat as confidential all information labeled as Confidential Information including all results generated from any proposal and/or project, including any information whether of a technical or scientific nature or otherwise relating to the research proposals reviewed by the UFH HREC as a whole or communicated to him/her hereunder or otherwise in connection with the UFH HREC member's role on the UFH HREC.

Upon acceptance of this appointment, the UFH HREC member agrees that he/she will maintain the confidentiality of research documents, and any other information including discussions of the research ethics committee session. It is required that the UFH HREC member will not divulge any information gained after his/her being the UFH HREC member. This condition covers both during and after the appointment.

The UFH HREC member agrees that he/she will not disclose such information to any person, any legal entity, or the media, and will not use such information other than for this Agreement.

2.1 Confidential information shall not include:

- a.) The information which at the time of disclosure is published or otherwise generally

Available to the public, or later becomes generally available to the public otherwise than through any act or omission on the part of the UFH HREC member; or

- b.) The information which the UFH HREC member can show by written records and to the satisfaction of the Disclosing Party was in his/her possession at the time of disclosure and which was not acquired directly or indirectly from the Disclosing Party; or
 - i. Information rightfully acquired from a *bona fide* third party who did not obtain it under a pledge of secrecy to the disclosing Party; or
 - ii. The information which is or had been independently generated or developed by the Recipient which can be shown by written records and to the satisfaction of the Disclosing Party; or
 - iii. The information which is required to be disclosed by law or valid order of a court of competent jurisdiction or the request of any governmental or other regulatory authority, in which event the parties hereto shall use their best endeavors to seek confidential treatment of such information.

THUS, DONE SIGNED AND AGREED

Signed at _____ on the _____ day of 20 _____

Full names: _____

Signature: _____