

Ministry of Health  
Executive Secretariat  
Department of Interfederative and Participatory Management  
Executive Secretariat of the National Health Council  
Brazilian National Committee of Ethics in Research

CIRCULAR LETTER No. 25/2022/CONEP/SECNS/DGIP/SE/MS

Brasília, October 17, 2022.

To the Coordinators, members and administrative staff of Research Ethics Committees - RECs.

**Subject: Holding REC/Conep System meetings in a virtual environment.**

Dear all,

1. Considering that the Brazilian National Committee of Ethics in Research (Conep) is responsible for establishing its own operating rules, as well as supervising the RECs under the terms of CNS Resolution No. 466 of December 12, 2012, CNS Resolution No. 370 of March 8, of 2007 and of Operational Standard No. 001 of 2013;
2. Considering [Ordinance GM/MS N. 913, of April 22, 2022](#), which provides for the termination of the Public Health Emergency of National Importance (ESPIN) as a result of human infection with the new coronavirus (2019-nCoV) and revokes Ordinance GM/MS No. 188, of February 3, 2020;
3. Conep establishes the following guidelines for RECs on holding meetings in a virtual environment.
4. It is at the discretion of the REC, to choose to hold the Collegiate meetings in total or partial virtual mode, according to its need.
5. In the case of the total or partial virtual modality, Conep establishes the following procedures and guidelines:
  - 5.1. As in face-to-face meetings, in virtual meetings, every precaution must be taken to ensure privacy, secrecy and confidentiality. Privacy is defined as the members participating in the meetings keeping themselves in a restricted environment, in order to avoid possible monitoring of the meetings by people outside the REC/Conep System.
  - 5.2. They must include, in the semi-annual reports of their activities,



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the qualitative and quantitative information of the meetings held in a virtual environment, together with the other mandatory information of the REC activities, and must additionally inform:

- I - The form of recording the attendance of the members in the meeting;
- II - The form of recording the meeting in minutes and the storage location;
- III - The complications that occurred during the meeting and the measures adopted.

5.3. RECs may choose to record Collegiate meetings.

6. Information about holding meetings in a total or partial virtual modality must be incorporated into the Internal Rules of Procedures of the REC, at the time of registration and accreditation, renewal, as well as the updating of REC data.

7. The provisions of items 1.1 to 1.10 of [GUIDELINES FOR CONDUCTING RESEARCH AND REC ACTIVITIES DURING THE PANDEMIC CAUSED BY THE SARS-COV-2 CORONAVIRUS \(COVID- 19\), of May 9, 2020](#), as well as the [Circular Letter no. 7/2020- CONEP/CNS/MS, of March 16, 2020](#) are hereby revoked.

Kind Regards,

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