

ETHICS UNIT MEETING FEBRUARY 21, 2024

MEETING MINUTES

1. Attendance

Chair: Tran Thi Lan Huong - Director, Human Resources

Secretary: Phan Xuan Phuong - Senior Officer, Human Resources

Attended

1. Pham Thanh Thuy - Manager, Human Resources
2. Nguyen Thi Minh Thu - Manager, Human Resources
3. Nguyen Dieu Trang - Associate Manager, Human Resources
4. Nguyen Thi Minh Loan - Senior Officer, Human Resources
5. Tran Phuong Thuy - Officer, Human Resources

Absent with apologies

2. Meeting minute and action points

	<i>*Passed</i>
	<i>*Follow-up actions needed</i>
	<i>*Did not pass</i>

No.	Agenda item	Decision	Discussion	Action Required
1	Welcome & confirmation of minutes from previous meeting		- The Chair confirms the minutes from the previous Senate meeting with all members. The minutes were sent to all members for review and have been signed by the Chair. No question/comment was raised regarding the minutes.	
2	Review previous action points		- Outstanding Action Point #1: Need to work with ICT to find a solution to store HR data and policies.	

No.	Agenda item	Decision	Discussion	Action Required
3	<i>Highlight report from Meetings</i>		The ICT support staff has recommended several platforms for data storage, including Microsoft Lists, Microsoft SharePoint, local drives, and an internally coded page. After discussing the pros and cons of each option, the Unit team has decided to opt for a simpler platform like Microsoft Lists due to current time and resource constraints. Phuong from HR will upload the policies to Microsoft Lists for the Unit's review next month.	Phuong to upload the policies to Microsoft Lists

On behalf of Ethics Unit

Tran Thi Lan Huong
Chair of Ethics Unit
British University Vietnam