



Ministry of Health
Executive Secretariat of the National Health Council
National Research Ethics Commission

CIRCULAR LETTER No. 1/2022/CONEP/SECNS/MS

Brasília, February 7, 2022.

To the Coordinators of the Research Ethics Committees.

Subject: Use of an electronic mail system (e-mail) to send administrative documents from the Research Ethics Committees (CEP).

1. In order to speed up the process of accreditation and renewal of accreditation of Research Ethics Committees (CEP), as well as to maintain the regular functioning of CEPs, the National Research Ethics Commission (Conep) comes, for through this Circular Letter, instruct on the need to **use an electronic mail system (e-mail)** to send documents, namely: initial registration request; accreditation and renewal of accreditation of CEPs; activity reports and/or data change communications; recess; vacation; meeting calendar; responses to the pending issues listed; among others.
2. Therefore, it is up to the CEP, when necessary, to forward all documents, **in PDF format**, to the email address conep.cep@saude.gov.br.
3. Files attached to the e-mail must allow the use of the "copy" and "paste" features on any word or part of the text. Documents in Word or Excel format will not be accepted. In the case of signed documents, **two versions are requested to be sent:**
 - a) The version to be registered, duly signed, scanned and sent as an attachment to the email message, so that it is possible to identify the signature(s);
 - b) The version **in PDF format** that allows "copy" and "paste" features.
4. It is the duty of interested parties to keep their email addresses updated in the CEP/Conep System. contact the CEP.
5. It is advisable to periodically consult Conep's guiding documents, available at <http://conselho.saude.gov.br/comites-de-etica-em-pesquisa-conep?view=default>.
6. Conep counts on the collaboration of the institutions and CEPs involved and thanks

everyone's commitment in advance.

Yours sincerely,

JORGE ALVES DE ALMEIDA VENANCIO

Coordinator of the National Research Ethics Commission



Document signed electronically by **Jorge Venâncio, Administrator**, on 02/13/2022, at 11:33 pm, according to official Brasília time, based on § 3 of art. 4th, of [Decree No. 10,543, of 13 November 2020](#); and art. 8th, of [Ordinance No. 900 of March 31, 2017](#).



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National Research Ethics Commission - CONEP

SRTV 701, Via W 5 Norte, lot D Edifício PO 700, 3rd floor - Bairro Asa Norte, Brasília/DF, CEP 70719-040

Website - saude.gov.br