



Ministry of Health  
executive Secretary

Department of Interfederative and Participatory Management  
Executive Secretariat of the National Health Council  
National Research Ethics Commission

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 - CEPs.

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

Dear Sirs,

Considering that it is the responsibility of the National Ethics Commission in 1. Research (Conep) the establishment of its own operating standards, as well as supervising the CEPs in accordance with CNS Resolution No. 466 of December 12, 2012, CNS Resolution No. 370 of March 8, 2007 and Operational Norm No. 001 of 2013;

2. Considering [Ordinance GM/MS No. 913, of April 22, 2022](#), which declares the closure of the Public Health Emergency of National Importance (ESPIN) due to human infection by the new coronavirus (2019-nCoV) and revokes Ordinance GM/MS nº 188, of February 3, 2020;

3. Conep establishes the following guidelines for CEPs on holding meetings in a virtual environment.

It is at the discretion of the CEP to choose to hold 4 meetings. Collegiate in virtual format, total or partial, depending on your needs.

5. When it comes to the virtual modality, total or partial, Conep establishes the following procedures and guidelines:

must Just as in face-to-face meetings, in meetings 5.1. virtual events, all precautions be taken to guarantee privacy, secrecy and confidentiality. Privacy is characterized when members participating in meetings remain in a restricted environment, in order to avoid possible monitoring of meetings by people outside the CEP/Conep System.

They must include, in their biannual reports, 5.2. activities, qualitative and quantitative information from meetings held in a virtual environment, together with other mandatory information on CEP activities, and must additionally inform:

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

5.3. CEPs can choose to record Board meetings.

6. Information on virtual meetings, whether total or partial, must be incorporated into the CEP's Internal Regulations, at the time of registration and accreditation, renewal, as well as CEP data updating.

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

Yours sincerely,

LAÍS ALVES DE SOUZA BONILHA Coordinator

of the National Research Ethics Commission Document signed electronically by Laís



**Alves de Souza Bonilha, Coordinator of the National Research Ethics Commission**, on 10/17/2022, at 6:02 pm, according to official time of Brasília, based on § 3 of art. 4th, of [Decree No. 10,543, of November 13, 2020](#); and art. 8th, of [Ordinance No. 900 of March 31, 2017](#).



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