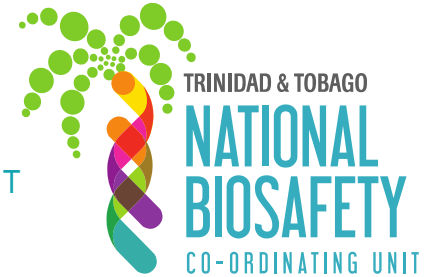




Government of the Republic of Trinidad and Tobago  
Ministry of Legal Affairs



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## **Guidelines for applying to the National Roster of Biosafety Experts**

The roster of experts on biosafety was established by the Conference of the Parties to the CBD that adopted the Cartagena Protocol on Biosafety in January 2000, to provide developing countries and countries with economies in transition with easy access to experts in fields relevant to ensuring the safe transfer, handling and use of living modified organisms (LMOs).

The specific mandate of the experts on the roster is to provide advice and other support to countries upon request in order to enable them to conduct risk assessments, make informed decisions, develop national human resources, promote institutional strengthening, and perform other functions associated with the trans-boundary movements of LMOs. The roster consists of individuals with **scientific and technical expertise, legal expertise, policy and regulatory expertise, biosafety systems development and implementation expertise**. Each of these broad areas of expertise comprises a number of experts specialized in various disciplines.

Persons interested in being nominated to the roster are asked to submit their curricula vitae for an initial pre-screening exercise. Those that are most qualified will be asked to complete an official nomination form.

## Minimum Requirements

- ✓ **Scientific and technical experts:** A postgraduate degree and five years of experience; Demonstrated professional experience, including: Peer-reviewed publications, including articles in internationally recognized journals; Non peer-reviewed publications and reports; Presentations at conferences, workshops and scientific/ technical symposia; Participation in relevant scientific and technical committees, expert panels or advisory bodies; and Project-related experience.
- ✓ **Legal experts:** A degree in law and five years of professional experience; Professional experience in relevant areas of expertise, including: In-depth knowledge of the Cartagena Protocol on Biosafety; Knowledge of biosafety issues; Familiarity with sector(s) related to the Protocol (e.g. international trade, environment, agriculture, etc.); National and/or international experience in the relevant area of expertise (e.g. participation in policy, legislative or regulatory development); Experience in drafting and/or reviewing national legislation related to issues under the Protocol; An understanding of developments in international law; An understanding of other international rights and obligations.
- ✓ **Policy and regulatory experts:** Undergraduate degree or equivalent and five years of professional experience; Professional experience in relevant areas of expertise, including: In-depth knowledge of the Cartagena Protocol on Biosafety; Knowledge of biosafety issues; Familiarity with sector(s) related to the Protocol (e.g. international trade, environment, agriculture, etc.); National and/or international experience in the relevant area of expertise (e.g. participation in policy,

legislative or regulatory development); Experience in policy formulation; and Experience working in a regulatory agency or agencies on issues related to the Protocol.

- ✓ **Biosafety systems development and implementation experts:** A university degree or equivalent and five years of experience in biosafety systems; Professional experience, including: Participation in and/or facilitation of biosafety activities (e.g. workshops, negotiations, advisory and technical bodies, steering committees at the local, national, sub-regional, regional and international levels); Experience with and knowledge of the Cartagena Protocol on Biosafety; Public awareness and participation; and Development and implementation of biosafety initiatives.

Not sure if you fit into any of these categories? See the complete list of areas of expertise at the end of this document.

## **Responsibilities of Experts on the Roster**

*Providing accurate information:* An expert nominated to the roster is required to ensure that the information provided on his/her nomination form is both complete and accurate. He/she must also agree to have the information provided publicly available via the BCH website after the nomination is completed.

*Accepting or rejecting assignments:* An expert on the roster has the right to accept or reject any proposed assignment. He/she is required to decline any assignment that may give rise to a real or perceived conflict of interest. Before commencing an assignment, experts must fill out a form in which they must

divulge any real or potential personal, institutional or professional conflict of interest. Experts should also be willing to help with training and capacity-building at the local level when there is a need.

*Acting in a personal capacity:* Each expert must act solely in his/her personal capacity, regardless of any institutional affiliation(s), whether government, industry, civil society or academic.

*Maintaining strict confidentiality:* An expert engaged to carry out an assignment is under obligation not to divulge confidential information obtained through or as a result of undertaking the assignment.

*Acting in a professional manner:* An expert selected from the roster is expected to comply with all applicable professional standards in an objective and neutral way and to demonstrate a high degree of professionalism in undertaking an assignment, including completion of the assignment in a timely fashion.

*Ensuring prior consent to the terms of reference:* Before embarking on an assignment, both the expert and the contracting Party must ensure that the terms of reference and the expected outputs are clearly stipulated, understood and agreed upon.

*Producing an end-of-assignment report:* Upon completion of an assignment the expert must produce and submit a report to the contracting Party. The report should include an overall assessment of the process, the results achieved, any obstacles encountered during the process and suggestions for future consideration on similar assignments.

## **Payment of Roster Experts**

All arrangements concerning fees and expenses associated with the assignment should be addressed in a contractual agreement between the parties prior to undertaking the project. Experts may choose to embark on an assignment on a pro bono basis or they may receive a payment from the Party who has hired them. If nations are in need of an expert but are unable to pay for one, they can receive funding from the Voluntary Fund if they meet the eligibility criteria.

## **Filling out the forms**

Persons that are successful at the initial screening process will receive an email informing him/her of his/her user name and password to fill out an online nomination form. After receiving his/her user name (registered e-mail) and password, the expert can then complete the nomination form online by following the steps below:

1. Sign into the Management Centre of the BCH at: <http://bch.cbd.int/management-centre>
2. Click Register a new record in the left-hand menu under the Management Centre section
3. Under Registering National Records, click the Biosafety Expert online common format and complete the form (note: fields with a red asterisk are mandatory)
4. After completing the form, click the Review button and review the information.

5. Click the button Save Changes and then click Submit for publishing.

The completed form will be sent to the BCH Focal Point for validation and submission to the BCH. The expert may update his/her online profile at any time by editing the published record. To do so, the expert must be signed-in to the BCH. The revised record will be sent back to the BCH Focal Point for validation and re-publishing

End

Prepared by N. Wright, September 2015

Secretariat of the Convention of Biological Diversity (2011). A Guide to the Roster of Biosafety Experts. Canada. Full text available on line.

<<http://bch.cbd.int/database/attachment/?id=10937>>

## KEY AREAS OF EXPERTISE

### A. SCIENTIFIC AND TECHNICAL EXPERTISE

- Agricultural economics
- Agrobiodiversity
- Agro-ecosystems
- Agronomy
- Animal breeding
- Animal health
- Animal nutrition
- Biochemistry
- Biodiversity
- Bioethics
- Bioinformatics
- Biotechnology
- Communication
- Containment
- Cost-benefit analysis
- Crop protection
- Database design and management
- Ecology
- Ecological genetics
- Ecotoxicology
- Entomology
- Environmental economics
- Environmental education
- Environmental impact assessment

- Environmental monitoring
- Epidemiology
- Evaluation
- Evolution
- Evolutionary ecology
- Extension
- Forest ecosystems
- Fresh water ecosystems
- Gender studies
- Gene ecology
- Gene flow
- Genetic engineering
- Genetics
- Genomics
- Health safety
- Haematology
- Human health
- Human nutrition
- Husbandry
- Information systems analysis
- Impact analysis
- Immunology
- Invasion biology
- Knowledge management
- Life cycle analysis
- LMO detection
- LMO documentation
- LMO identification



- Marine ecosystems
- Microbiology
- Molecular biology
- Mycology
- Pathology
- Pest management
- Physiology
- Plant breeding
- Plant health
- Population genetics
- Proteomics
- Risk assessment
- Risk management
- Risk communication
- Risk research
- Soil ecosystems
- Soil science
- Social impact assessment
- Statistics
- Sustainable development
- Surveillance
- Taxonomy
- Teaching
- Technology assessment
- Trade impact assessment
- Traceability
- Toxicology
- Virology

- Web-based learning
- Website design

#### Organism traits

- Abiotic stress tolerance (drought, heat, cold, etc.)
- Antibiotic resistance
- Biotic stress resistance (bacterial, fungus, nematode resistance)
- Herbicide tolerance
- Industrial traits (e.g. product quality)
- Insect resistance
- Marker genes
- Nutritional traits
- Performance traits (e.g. altered growth, yield)
- Pharmaceutical traits
- Virus resistance

#### B. LEGAL EXPERTISE

- Animal health issues
- Environmental justice
- Farmer's rights
- Food and feed safety
- Human health
- Indigenous peoples issues
- Intellectual property (patents, trademarks, confidential information)
- International environmental law
- International treaties and standards
- Legislative drafting and review
- Liability and redress

- Local community rights/issues
- National biosafety legal systems
- National environment legal systems
- National legislative analysis
- Phytosanitary issues
- Plant breeders' rights
- Plant genetic resources
- Plant protection
- Plant variety protection
- Public health
- Trade and business
- Trade agreements

### C. POLICY AND REGULATORY EXPERTISE

- Customs/border control
- Database management
- Emergency/contingency planning
- Enforcement/compliance/prosecutions
- Food and feed regulatory systems
- Field trial regulation/inspection
- Import/export control
- Identity preservation
- Laboratory quality audit and management
- Laboratory services (testing/diagnostics)
- LMO Audit/inspection/monitoring systems
- LMO detection and analysis
- LMO field monitoring

- Notifications handling/administration
- Plant protection/ quarantine
- Policy/programme development
- Policy analysis
- Public participation
- Regulations/guidelines development
- Regulatory compliance oversight
- Risk-assessment audit
- Risk-assessment advice
- Risk-management advice

#### D. BIOSAFETY SYSTEMS DEVELOPMENT AND IMPLEMENTATION EXPERTISE

- Administrative procedures and enforcement
- Agricultural and rural development
- Biodiversity policy
- Biosafety Clearing-House operations
- Biosafety legislation and regulation
- Biosafety policy
- Biotechnology policy
- Co-existence rules/measures
- Data management and information-sharing
- LMO decision-making
- LMO identification and documentation
- LMO import/export and transboundary movement oversight
- LMO monitoring for environmental impact
- LMO research and development
- LMOs traceability system development

- Poverty reduction, development and biosafety
- Project management
- Public awareness & participation
- Public information/communications
- Risk assessment and risk management
- Socio-economic considerations regarding LMOs
- Sustainable development and biosafety