

A Guide to the Roster of Biosafety Experts



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A GUIDE TO THE ROSTER OF BIOSAFETY EXPERTS

Secretariat of the Convention on Biological Diversity

Secretariat of the Convention on Biological Diversity



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Executive summary

The roster of experts was established in 2000 by the first extraordinary meeting of the Conference of the Parties to the Convention on Biological Diversity at the adoption of the Cartagena Protocol on Biosafety 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).

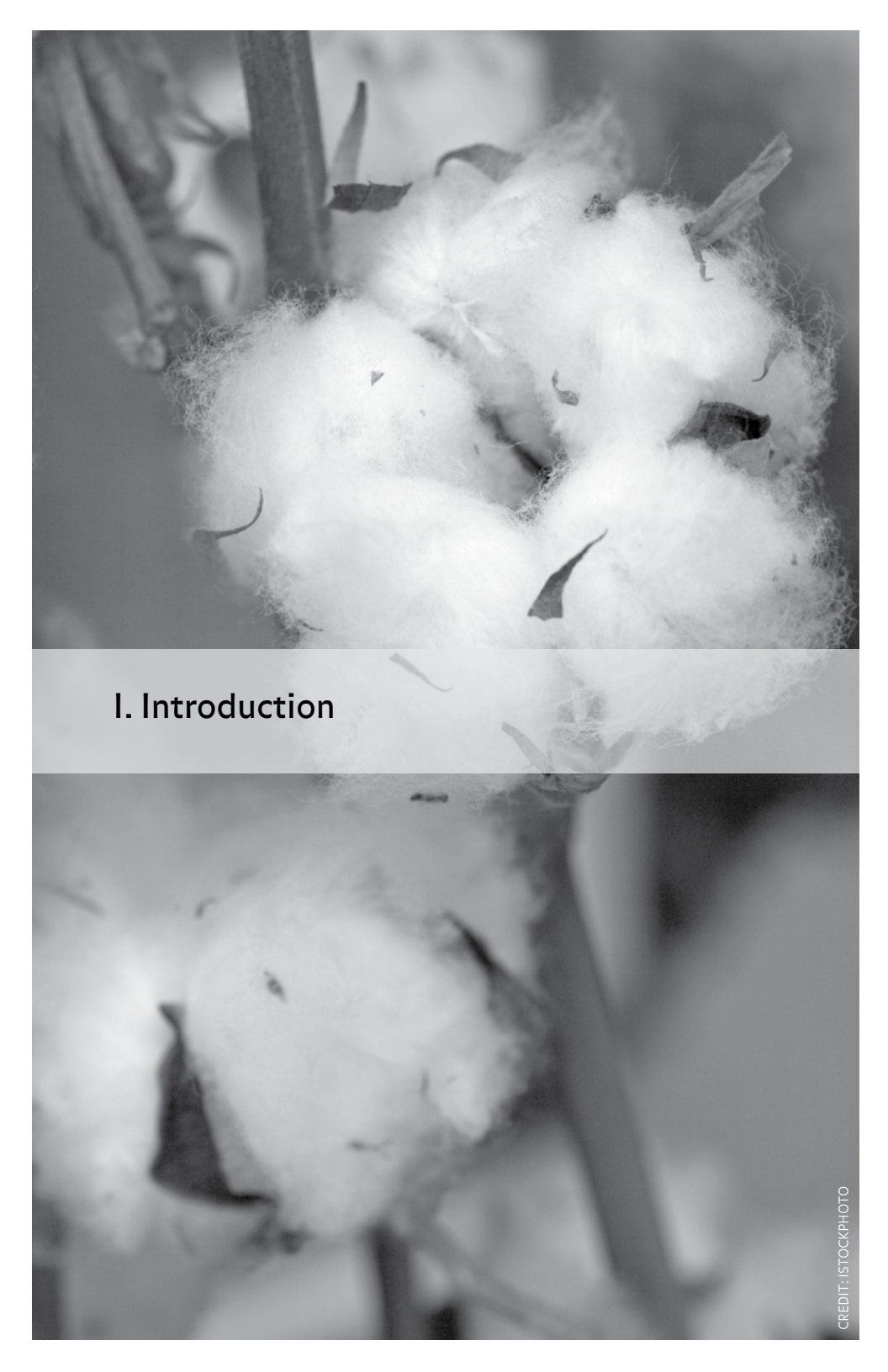
The specific mandate of the experts on the roster is to provide advice and other support to countries upon request in order to enable them to conduct risk assessments, make informed decisions, develop national human resources, promote institutional strengthening, and perform other functions associated with the transboundary 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.

The Roster is administered and maintained by the Secretariat of the Convention on Biological Diversity. It is accessible mainly via the internet-based Biosafety Clearing-House (BCH). It can also be accessed through a CD-ROM available from the Secretariat upon request.

In 2002, the Conference of the Parties to the Convention on Biological Diversity in its decision VI/29 also established, on a pilot basis, a Voluntary Fund to assist developing country Parties and Parties with economies in transition to pay for the use of experts selected from the roster.

This guide has been produced to serve as a quick reference to the roster of experts and the Voluntary Fund for the roster. It describes the nature, role and operational procedures for the roster. Specifically, it outlines, among other things, the minimum requirements for an expert to be nominated to the roster, the process for nomination of experts to the roster and the procedures for searching and engaging experts from the roster. It also outlines the responsibilities of the experts, the nominating Governments and the Secretariat. Furthermore, the guide describes the Voluntary Fund for the roster, including the eligibility criteria for support from the Fund, the funding application and approval process and the timelines for processing the request and reporting on the use of the grant.

A black and white photograph of cotton bolls on a branch. The cotton is fluffy and white, contrasting with the dark, woody branches and some dark leaves. The image is split horizontally by a semi-transparent grey band containing the title.

I. Introduction

Background

The roster of biosafety experts was established by the first extraordinary meeting of the Conference of the Parties to the Convention on Biological Diversity (ExCOP) which took place in Montreal, from 24 to 29 January 2000, to adopt the Cartagena Protocol on Biosafety. This was in light of the fact that many developing countries and countries with economies in transition lacked the capacity to effectively deal with the relatively new and complex technical biosafety issues. It was considered imperative to put in place a mechanism that would enable those countries to easily access individuals with expertise and professional experience related to the Protocol, particularly in fields relevant to risk assessment and risk management.

In its decision EM-I/3, the ExCOP agreed that the experts on the roster would be nominated by Governments and that the roster would be regionally balanced. The ExCOP also requested the Executive Secretary to explore ways and means of obtaining financial resources to enable developing country Parties and Parties with economies in transition to make full use of the roster of experts. Furthermore, it called upon Parties to promote regional cooperation and invited international organizations, particularly those of the United Nations system, to provide support for the roster.

The use of experts from the roster was considered as an interim approach, providing Parties with necessary external capacities to implement the Protocol until national and regional capacities are in place. The first version of the roster of experts was launched by the Secretariat in 2000.

At its first meeting in 2004, the Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on Biosafety (COP-MOP) adopted Interim Guidelines for the Roster, which described its overall general operational framework and modalities and administrative responsibilities. At its fourth meeting in 2008, COP-MOP adopted the substantive guidelines for the roster, including specific criteria and minimum requirements for experts to be nominated to the roster and a revised nomination form. Subsequently, the roster was completely revamped and refilled with new experts nominated by Governments in accordance with the new criteria and minimum requirements.

Mandate of the roster of experts

The mandate of the roster of experts is to provide advice and other support, as appropriate and upon request, to developing country Parties, in particular the least developed and small island developing States among them, and Parties with economies in transition, to undertake the following tasks associated with the transboundary movements of LMOs:

- ▶ conduct risk assessments,
- ▶ make informed decisions,
- ▶ develop national human resources, and
- ▶ promote institutional strengthening.

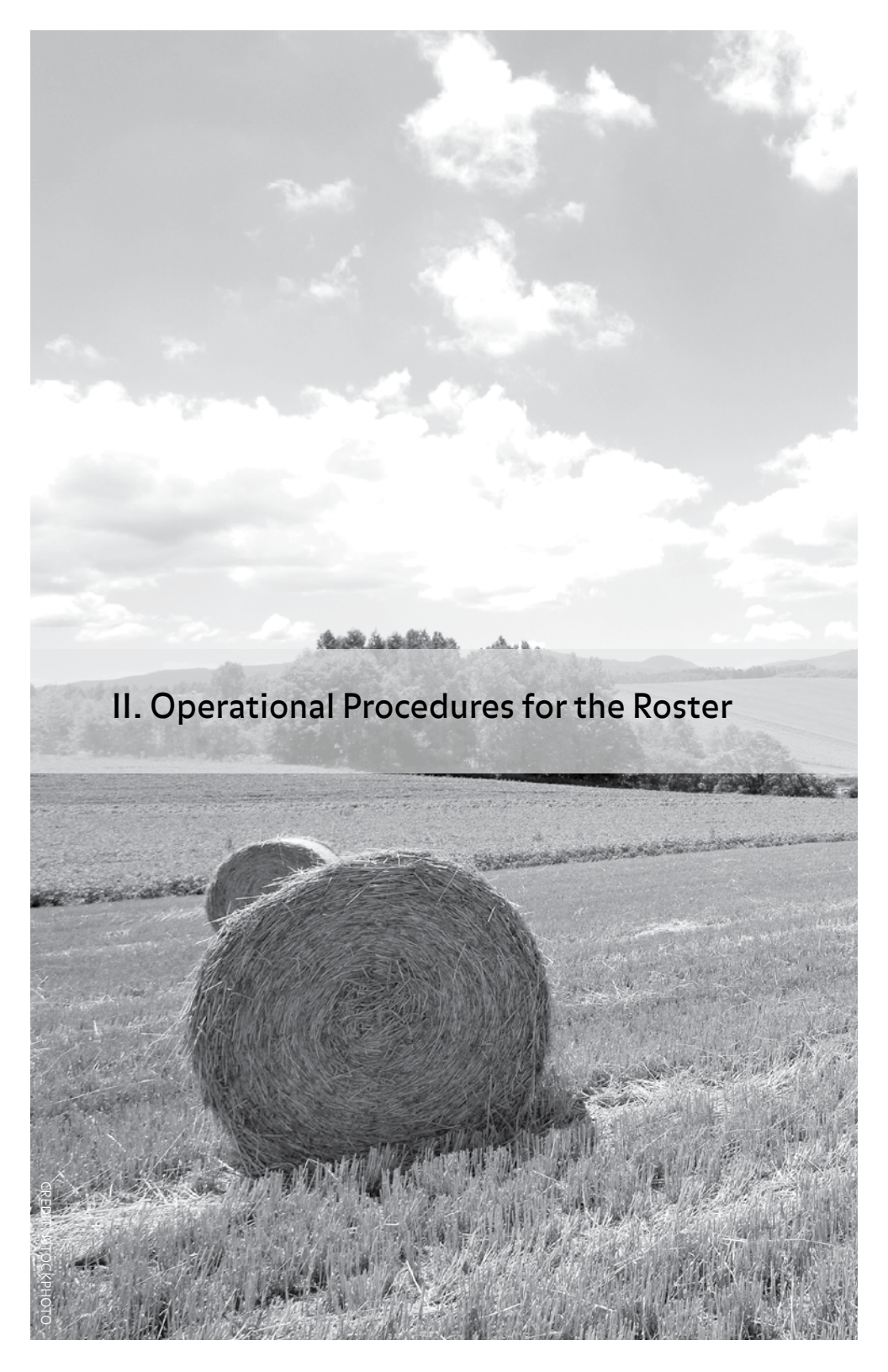
The experts on roster are also mandated to perform other functions that may be approved by COP-MOP, particularly in the field of capacity-building.

Administration of the roster

The roster of experts is administered and maintained by the Secretariat through the Biosafety Clearing-House (BCH). Governments are responsible for nominating experts to the roster and for ensuring that the information for each expert is accurate and up to date.

The Secretariat provides the following administrative services:

- ▶ Establishing and reviewing, as necessary, the nomination form;
- ▶ Maintaining a searchable database of the roster through the BCH to allow easy access to and search of the roster;
- ▶ Maintaining a soft copy of the roster on CD-ROM, updated at least once a year, and distributing it upon request; especially to Parties that don't have regular access to the BCH;
- ▶ Preparing for each regular meeting of COP-MOP reports on the operations of the roster (including the number of experts nominated to the roster; composition of the roster by region, gender and discipline; and information on the experts selected from the roster and the reports on their assignments) in order for COP-MOP to monitor/evaluate the performance of the roster;
- ▶ Assisting Parties, upon request, in identifying appropriate experts from the roster;
- ▶ Assisting Parties, upon request, in confirming the availability of experts for assignments and facilitating initial contact between a Party seeking assistance with the identified expert; and
- ▶ Performing such other administrative functions set out in the guidelines for the roster or decisions of COP-MOP.



II. Operational Procedures for the Roster

Nominating individuals to the roster of experts

Nominations to the roster

The experts are nominated to the roster by Governments. Nominees must possess the highest professional qualifications and expertise in the fields for which they are nominated. The nominating government bears the responsibility of ensuring that nominees meet the established requirements and for verifying the validity of information provided by the experts in the nomination form.

Each Government can nominate up to 50 experts but no more than five experts per area of specialization. Governments are encouraged to nominate experts from a wide range of professional backgrounds, taking into account also the need for gender balance. Governments are also encouraged to consider nominating active retired experts with eminent knowledge and experience, and experts with no institutional affiliations. They may also nominate experts from other countries, including their nationals in the diaspora, who meet the established requirements.

Governments might wish to invite interested individuals who believe they meet the criteria and minimum requirements set by COP-MOP to submit their curricula vitae and after the initial pre-screening exercise ask those that are most qualified to complete the nomination form.

Requirements for an expert to be nominated to the roster

To be nominated to the roster, experts must meet the criteria and minimum requirements set out below. Governments are urged to nominate experts that possess the highest professional qualifications and expertise in the fields for which they are nominated.

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, subregional, 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.

Nomination process

Experts are nominated to the roster by the Cartagena Protocol National Focal Point of a Government using a standard nomination form (see a copy in annex 1 to this guide). The form can be downloaded at: <http://bch.cbd.int/resources/common-formats/>.

A nominating government may encourage an individual, who they believe to be a competent candidate, to apply for an expert position by first creating a user account for each expert and then having him/her fill out the form found in annex 1.

The candidate should specify his/her areas of expertise, qualifications, professional experience and other relevant information. The nominating government must then verify that the information provided on the nomination form is complete and accurate before submitting this form to the Secretariat. Governments are encouraged to submit the nomination forms electronically through the Management Centre of the BCH at: <http://bch.cbd.int/managementcentre/edit/biosafetyExpert.shtml>.

Instructions for online nomination of experts to the roster

Process for creating an expert user account by the BCH NFP

To make nominations online, the National Focal Point must ask the BCH National Focal Point (if different) to provide each nominated expert with a BCH user account to enable him/her to complete the nomination form online through the Management Centre of the BCH. The procedure for doing so is as follows:

1. Log onto the BCH Management Centre at: <http://bch.cbd.int/managementcentre/>;
2. Click **User Administration** on the left hand side of the menu under the **Administration section** (see image 1 below);
3. Click **Create an account** (image 1);
4. Fill out the profile information of the expert, including his/her name, e-mail, etc. (image 2);
5. In the **Access control** menu, under **Roles**, select **National Expert** and click the green **ADD** button. The designation **National Expert** will appear in the **Selected Roles** box (image 3);
6. Save the information provided by clicking the **Save Profile** button (image 2). The expert will receive an email informing him/her of his/her user name and password.

Image 1

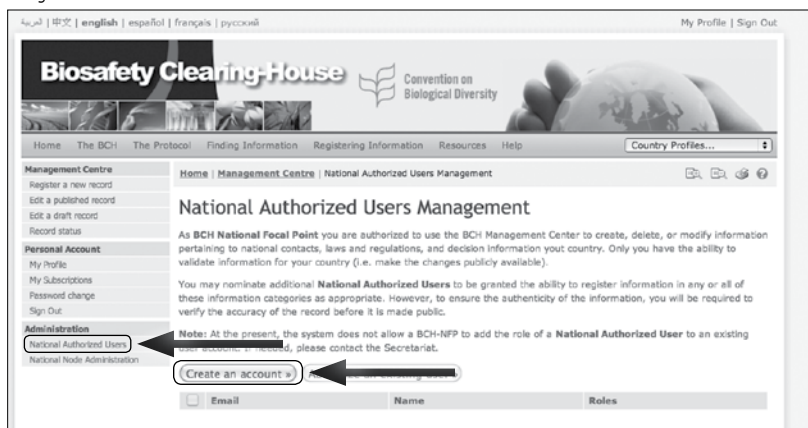


Image 2

العربية | 中文 | english | español | français | русский

My Profile | Sign Out

Biosafety Clearing-House

Convention on Biological Diversity

HomeThe BCHThe ProtocolFinding InformationRegistering InformationResourcesHelpCountry Profiles...

Management Centre

Register a new record

Edit a published record

Edit a draft record

Record status

Personal Account

My Profile

My Subscriptions

Password change

Sign Out

Administration

National Authorized Users

National Node Administration

Home | Management Centre | National Authorized Users Management | National Authorized User

National Authorized User

Save profile »Delete profile

Identification

Account ID

For normal mode, enter a valid email address.

For virtual mailbox mode, choose a unique account ID (without @).

Cc (optional)

Contact details

| Name | Title | Firstname | Lastname |
|-----------------------------------|----------------------|---------------------------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Designation <input type="text"/> | | | |
| Department <input type="text"/> | | | |
| Organization <input type="text"/> | | | |
| Address: <input type="text"/> | | | |
| City: <input type="text"/> | | State/Province: <input type="text"/> | |
| Country: <input type="text"/> | | Zip/Postal code: <input type="text"/> | |
| Phone: <input type="text"/> | | Fax: <input type="text"/> | |
| Language: <input type="text"/> | | <input type="text"/> | |
| Time Zone: <input type="text"/> | | <input type="text"/> | |

Access Control

Government (optional)

Image 3

Access Control

Government (optional)

User Group Name (optional)

Roles

Available Roles

National Authorized User for all records

National Authorized User for Contact Details c

National Authorized User for Decisions only

National Authorized User for Laws and Regula

National Expert

National Node (Web Service)

ADD

DEL

Selected Roles

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Completion of the nomination form by the expert

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/managementcentre> (If you forget your password, click the button **Forgot your password?** and a temporary password will be sent to your registered email address);
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.

Process for submitting and publishing the expert nomination by the NFP

1. Once the expert has completed his/her nomination form, he/she should submit it to the National Focal Point for validation;
2. After verifying that the information on the nomination form is complete and accurate, the National Focal Point has to submit the completed form to the Secretariat by clicking the **Submit** button;
3. The Secretariat then verifies that the information provided on the nomination form is complete. If the nomination form is complete and the information provided is accurate, then the expert candidate is accepted and the information found on the nomination form is published. However, if the submitted form is incomplete, the form is returned to the National Focal Point for further review and re-submission.

The experts can remain on the roster for a period of up to four years. At that point, the nominating country may re-nominate an expert if it wishes to do so. Two reminders concerning the expiration of the expert's record is sent out to the National Focal Point of the nominating government. If there is no response, the expert is removed from the roster.

Using the roster of experts

Methods for choosing an expert from the roster

Direct contact with the expert

Parties looking for experts to undertake assignments can go directly to the BCH website (<http://bch.cbd.int/database/experts>) and search the roster database on their own. This process is explained in the next section.

After identifying the expert, the Party can contact and negotiate with the expert directly. When a Party contacts and hires an expert directly it must inform the Secretariat accordingly. This allows the Secretariat to compile and maintain a full record of the operations of the roster.

Contact through the Secretariat

Alternatively, Parties looking for experts may ask the Secretariat to assist them in identifying and proposing names of experts from the roster that could perform the desired tasks.

The Secretariat may also facilitate the initial contact between the Party seeking assistance and an expert, if the Party so requests.

Searching the roster of experts

The information maintained in the roster of experts is publicly available.

1. To access the BCH, go to the Biosafety Clearing-House homepage: <http://bch.cbd.int/> (image 4);
2. On the BCH homepage, in the **Finding Information** dropdown menu (green horizontal menu) click **roster of experts** to access the roster of experts search page (image 5);

The roster of experts Database allows individuals to search the roster in many different ways. One can search roster by country or region, name of expert, areas of expertise or by keywords.

Image 4



Image 5



Search categories

When you click the **Roster of Experts** tab, an initial screen with various search fields (see below) appears.

Image 6

Choose fields as needed to narrow search results. If no category is selected to narrow the search for a particular field, a default value of "all" will be used. Search »

| | |
|---------------------------------------------------------|------------------------------------------------------------------------|
| Geographical areas | Select a country <Any> |
| | Select region <Any> |
| Experts | <All> |
| Main area of expertise | <Any> |
| Date of record | <All> |
| Keyword search | Enter keywords. Separate words with AND or OR. <input type="text"/> |
| Browse all records » Search » | |

Geographical Area

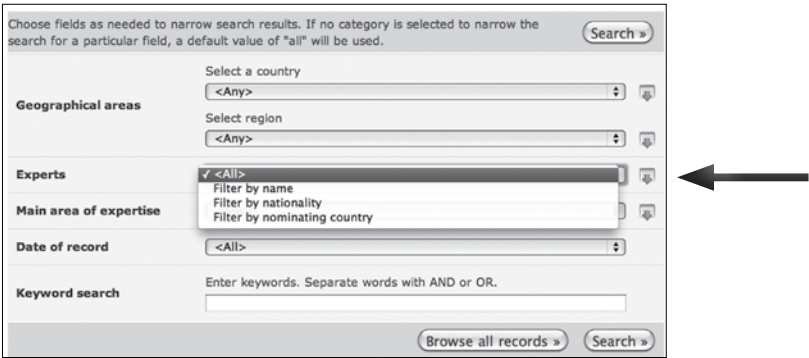
You can search the roster either by selecting a specific country or a geographic region from the drop down box. Each option will bring you to a page which contains a list of experts from the country or region selected.

- ▶ If you wish to select multiple countries or regions, click the box with the downward green arrow located to the right of the drop down box (which turns red after clicking it) and then select multiple countries/regions while pressing the ctrl key.
- ▶ To return to the single country/region search, click the box with the upward red arrow located on the right of the drop down box.

Experts

The expert category can be searched in three ways: by name, nationality and/or nominating country.

Image 7



To search for an expert by name:

1. Click **Filter by Name** from the dropdown menu;
2. Type in the specific name of the expert in the new box that will appear below the **Filter by Name** box. (You may type "AND" between names in order to search several experts by name at the same time. You may also type "OR" between experts' names in order to search for one expert or another.)

To search for an expert by nationality:

Select **Filter by Nationality** from the dropdown menu and select the desired nationality from the additional drop down menu.

To search for an expert by nominating country:

Select the **Filter by Nominating Country** from the drop down menu and select a country from the additional drop down menu.

With all the above three filter options, you can select multiple options by clicking on the box with a green arrow located on the right hand side and then making the desired multiple selections while pressing the “ctrl” key.

Main area of expertise

You can also search the roster by the expert’s main area of expertise as follows:

- ▶ Select a category of area of expertise from the dropdown menu;
- ▶ To select multiple areas of expertise from the dropdown menu, click the box with the green downward arrow on the right hand side; press and hold the “ctrl” key; and then click the various areas of expertise to you wish to add to the search.

Date of record

You can search the roster by the date when the experts were added to the roster:

1. Select a time period from the dropdown menu (the options range from “since the last day” to “since last year”).
2. Click the search key to find the list of results.

Keyword search

You may also perform a key word search by typing in keywords they may find useful in finding their desired expert. You can also use connecting terms such as “AND” and “OR” to narrow their search. You can search the database by using full terms so long as you use quotation marks around the terms.

Individuals may also search the entire database by selecting **Browse all Records**. This produces a list of all the experts.

Expert search results

After searching the database using any of the above methods and filter options, a list of expert names will appear and the individual is then able to select the desired expert’s name;

After opening the expert’s profile, the following information is displayed:

- ▶ Brief resume;
- ▶ Personal information, including: the name, title, gender, nationality(ies) and contact information: mailing address, phone number, fax number and email address;
- ▶ Current employer as well as the previous employment record. This information includes: the dates of employment, employer’s name and contacts, the job title, main areas of responsibility, and notable accomplishments;
- ▶ Educational history including: the degree(s) earned and the granting institutions, and the dates;

- ▶ Broad area of expertise and the specific disciplines/field(s) of specialization;
- ▶ Professional achievements: publications, awards, professional memberships or participation in advisory bodies or technical processes;
- ▶ Language skills;
- ▶ Professional referees;
- ▶ Brief evaluation reports by Parties and Governments on previous assignments undertaken.

Responsibilities and liabilities

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.

Responsibilities of the nominating Governments

Ensuring nomination of qualified experts: Governments are required to ensure that their nominees meet the above-mentioned criteria and minimum requirements as set by COP-MOP and possess the highest professional qualities and expertise in the fields for which they are nominated.

Nominating candidates with different expertise and backgrounds: Governments are encouraged to include in their nominations, candidates with diverse professional backgrounds, also taking into account the need for gender balance. Candidates could be chosen from national or subnational governments, research or academic institutions, industry, civil society, or non-governmental organizations.

Verifying accuracy of information on the nomination form: Governments are also responsible for verifying that the information provided by the experts on the nomination forms is complete and accurate before submitting them to the Secretariat.

Ensuring regular update of their experts' profiles: Governments are required to ensure that the records of their nominated experts in the roster are kept up-to-date. They have to undertake a general review of the expert's profile at least every two years.

Responsibilities of the Secretariat

Ensuring the completeness of the nomination forms: The Secretariat is responsible for ensuring that the nomination forms it receives from the National Focal Points are complete and that the experts nominated meet the criteria and minimum requirements. Any form that is incomplete and/or does not meet the criteria and minimum requirements has to be returned to the nominating government.

Maintaining the roster in the BCH: The Secretariat is responsible for administering the roster. This includes maintaining the roster database in the BCH and reminding Governments to urge their nominated experts to keep their records in the roster up-to-date. It is also responsible for producing and distributing, upon request, a CD-ROM version of the roster to Governments, especially those that do not have regular access to the BCH.

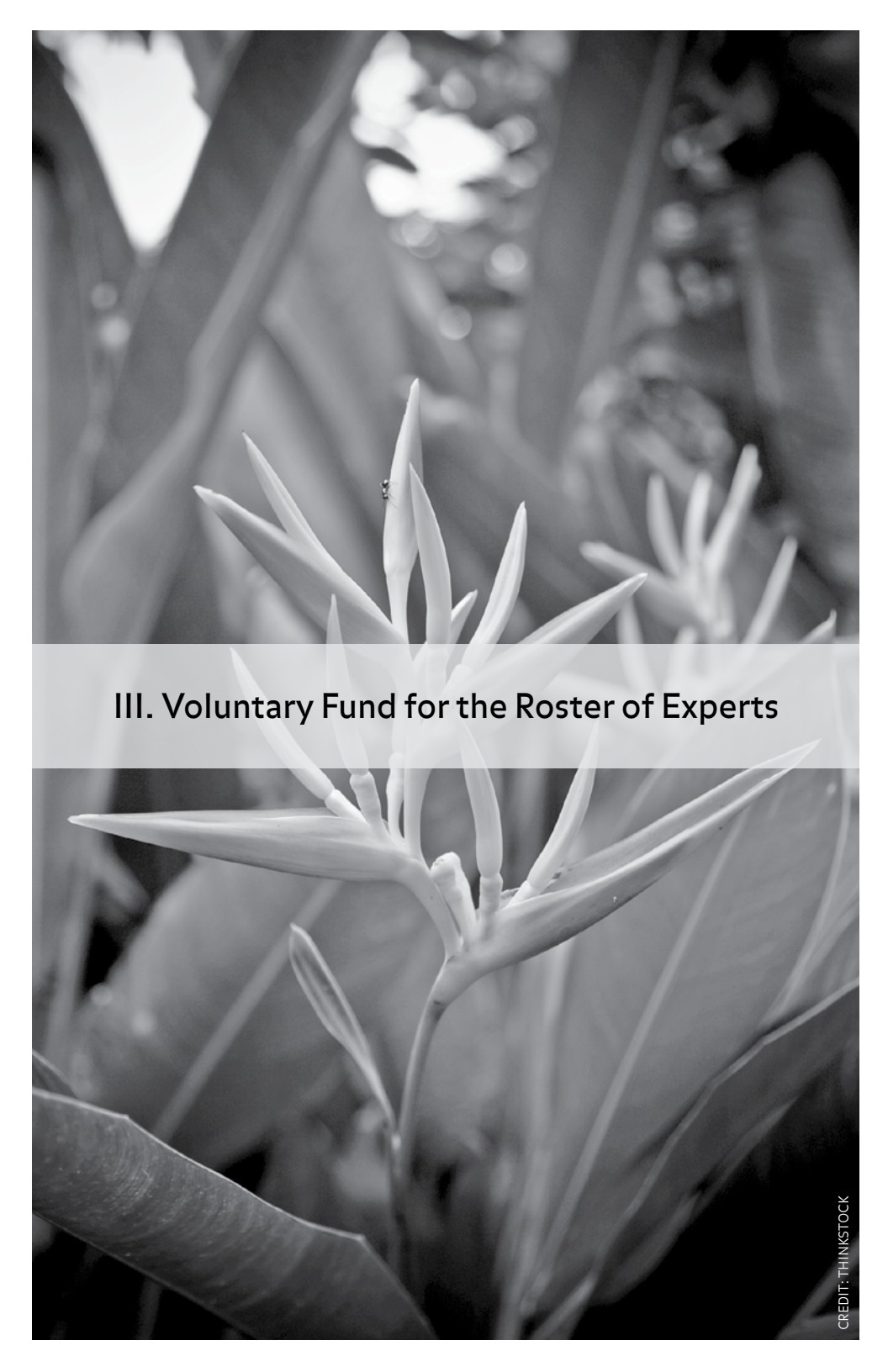
Facilitating access to experts by Governments: The Secretariat may, upon request, assist Governments seeking experts from the roster to identify suitable candidates in a specific area(s) of expertise and facilitate initial contact between a Party seeking assistance and the expert identified from the roster.

Preparing reports on the status and operations of the roster: The Secretariat is responsible for preparing reports on the operations of the roster (including the number of experts nominated to the roster; the regional, gender and discipline breakdown of the roster; information on the experts selected from the roster and reports on the assignments undertaken) for consideration by COP-MOP and for posting on the BCH. It is also responsible for organizing the periodic independent reviews of the operation of the roster.

Payment of roster members

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. The information concerning the process of application as well as who can qualify for the funding is provided in the section below.



III. Voluntary Fund for the Roster of Experts

Introduction

In April 2002, the sixth meeting of the Conference of the Parties to the Convention on Biological Diversity established, on a pilot basis, a Voluntary Fund for the Roster of Experts to help developing country Parties to the Protocol and Parties with economies in transition to pay for the services of experts selected from the roster. The Fund relies on voluntary contributions from Governments, intergovernmental and non-governmental organizations and other interested donors.

The Voluntary Fund is administered by the Secretariat in accordance with the guidelines adopted by COP-MOP and the Financial Rules and Regulations of the Convention and of the United Nations. The Secretariat receives voluntary contributions to the Fund from the sources mentioned above and, upon request, distributes the available funds to Parties in line with the eligibility criteria, procedures and guidelines set out below.

The eligibility criteria

Eligible countries

Only developing country Parties, in particular the least developed and small island developing States among them, and Parties with economies in transition, are eligible to receive grants from the Voluntary Fund.

Eligible activities

Requests for grants from the Voluntary Fund must be related to the use of experts from the roster for purposes of providing advice and support to enable Parties to undertake the following activities associated with transboundary movements of living modified organisms:

- ▶ conduct risk assessment
- ▶ make informed decisions
- ▶ develop national human resources and
- ▶ promote institutional strengthening

The experts could also be hired to perform other activities approved by COP-MOP, particularly in the field of capacity-building. The activities carried out with support from the Fund should be complementary to, and not duplicate, the assistance provided through the financial mechanism.

Eligible costs

Eligible costs include professional fees, travel expenses, and other costs related to the use of experts. Grants from the Voluntary Fund cannot be used to support

broader activities or projects not directly associated with the use of experts selected from the roster. The professional fees for the experts must be in line with the general United Nations daily rates. Exceptions may be approved in cases where the normal daily rate for an expert from a particular country exceeds the United Nations daily rate. The travel expenses are also subject to the United Nations rules concerning travel. Travel by air must be by the most direct and economical route.

Criteria for assessing the funding requests

The funding requests made by the eligible Parties are assessed on the basis of the following criteria:

- Regional balance

Preference is given to requests from Parties in regions where the Voluntary Fund has been underutilized.

- Satisfactory compliance for previous grants

Consideration of new funding requests is conditional upon satisfactory compliance with outstanding reporting requirements for previous grants to the same Party under the Voluntary Fund.

- Timing of receipt of the request

Requests are assessed on a first-come-first-served basis. However, if the number and value of requests is high in relation to the funds available, the COP-MOP Bureau may advise the Secretariat to gather all requests over a specified time period so that all can be assessed simultaneously.

- Other criteria

COP-MOP may approve any other criteria.

Allocation limits under the Voluntary Fund

- Maximum amount per funding request

Subject to the availability of funds, the maximum amount to be requested from the Fund should not exceed US\$20,000.

- Maximum disbursement per Party per year

Subject to the availability of funds, the maximum amount to be disbursed from the Fund to any one Party cannot exceed US\$ 50,000 in a calendar year.

Funding application and approval procedures

The following are the main steps involved in the application for, processing/disbursement of, and reporting relating to the grants from the Voluntary Fund:

Making a funding request

An eligible Party that wishes to apply for support from the Voluntary Fund must complete and submit to the Executive Secretary of the CBD the Funding Request Form contained in annex 2 below (also downloadable at: http://bch.cbd.int/protocol/cpb_roster.shtml). The form must be signed off by both the competent national authority and the National Focal Point for the Cartagena Protocol on Biosafety and should be submitted to the Secretariat, via email or fax, at least 60 days before the intended commencement date of the assignment to be undertaken by the expert(s).

Within 14 days, the Secretariat sends to the requesting Party a letter acknowledging receipt of the funding request and, if necessary, brings to the attention of the Party any missing information or points out any criteria or guidelines not fully adhered to.

Processing of the funding request

Within 30 days, the Secretariat, in consultation with the COP-MOP Bureau assesses and evaluates the funding request on the basis of the criteria mentioned above and in accordance with the overall guidelines for the Voluntary Fund, and communicates to the requesting Party the decision on whether the request has been approved or not.

If funding is approved, the Secretariat prepares a memorandum of understanding, based on the template attached as annex 3, and sends a signed copy to the recipient Party for counter-signature within 30 days of receipt of the application.

The recipient Party should sign and return the memorandum of understanding within 30 days of receiving it from the Secretariat.

Within 30 days of receiving the signed memorandum of understanding from the recipient Party, the Secretariat disburses 50 per cent of the approved funds to the bank account specified by the recipient Party in the memorandum of understanding.

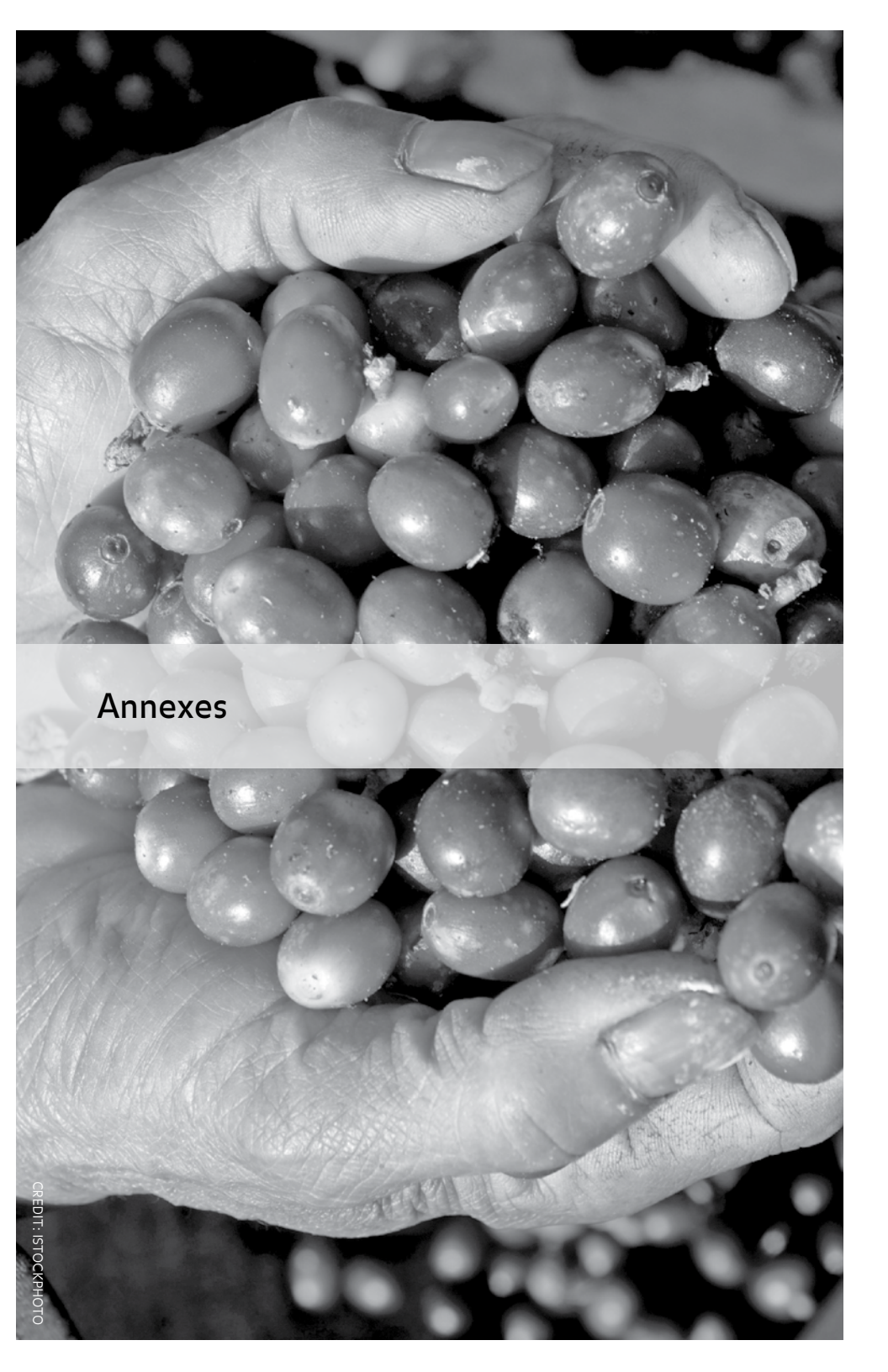
Reporting

Within three months after the assignment has been completed, the recipient Party must submit to the Executive Secretary a copy of the final report of the expert(s) and an evaluation/appraisal of the expert using the standard reporting form (annex 4) endorsed by both the Competent National Authority and the National Focal Point.

Upon receipt of the final expert's report and the assessment report from the recipient Party, the Secretariat transfers the outstanding balance to the bank account that was specified in the memorandum of understanding.

Finally, the Secretariat makes all the submitted reports on assignments available through the BCH.

Once a year, the Secretariat includes in its fourth Quarterly Report a summary on the status of the use of the Voluntary Fund. The Secretariat also prepares and submits to each regular meeting of COP-MOP a report on the status and operations of the Voluntary Fund. The information in those reports includes: a listing of the amounts granted to various Parties, the purpose and outputs of the assignments undertaken, the timeframe of the assignments, a synopsis of the assignments as well as the allocation reports and financial statements in accordance with the Financial Rules of the Convention. These reports are also made available through the Biosafety Clearing-House.



Annexes

Annex 1

NOMINATION FORM FOR THE BIOSAFETY ROSTER OF EXPERTS

Fields/sections marked with an asterisk () are mandatory.*

I. BRIEF PROFILE (150 words)*

II. BASIC PERSONAL INFORMATION*

Please provide full names rather than only acronyms or initials.

| | | | |
|--------|------------------------------------|------------------------------|--------|
| Title: | <input type="checkbox"/> Ms. | <input type="checkbox"/> Mr. | Other: |
| | <input type="checkbox"/> Professor | <input type="checkbox"/> Dr. | <hr/> |

Name:

Employer / Organization:

Job Title:

Address:

Telephone:

Facsimile:

Email:

Web Site:

Year and Place of Birth:

| | | |
|---------|-------------------------------|---------------------------------|
| Gender: | <input type="checkbox"/> Male | <input type="checkbox"/> Female |
|---------|-------------------------------|---------------------------------|

Nationality:

Second Nationality:

III. DETAILS OF CURRENT EMPLOYMENT*

Start Date of Employment (year):

Organization Type:

- ☐ Academic
- ☐ Government
- ☐ Inter-Governmental Organization (IGO)
- ☐ Industry
- ☐ Non-Governmental Organization
- ☐ Other: _____

Name of organization and the Department/Division/Unit

Name of supervisor

Main areas of responsibility:
(Briefly describe how your work relates to the area(s) of expertise for which you're being nominated)

Specific biosafety-related duties
(Briefly describe the duties/tasks performed and indicate the average % time spent on each)

Main relevant accomplishments

IV. EMPLOYMENT HISTORY*

Main countries or regions worked:

Please give details of previous employment beginning with the most recent previous employer.

Previous Employer 1

Name, address and contact details of the employer / organization:

Name and title of supervisor:

Job title:

Duration of time employed:

Main areas of responsibility:
(Briefly describe how your work related to your area(s) of expertise)

Main relevant accomplishments:

Previous Employer 2

Name, address and contact details
of the employer / organization:

Name and title of supervisor:

Job title:

Duration of time employed:

Main areas of responsibility:
*(Briefly describe how your work related
to your area(s) of expertise)*

Main relevant accomplishments:

Previous Employer 3

Name, address and contact details
of the employer / organization:

Name and title of supervisor:

Job title:

Duration of time employed:

Main areas of responsibility:
*(Briefly describe how your work related
to your main area of expertise)*

Main relevant accomplishments:

Other Relevant Work Experience (Consulting Experience)

Description of the consultancy:
*(Briefly describe how the work undertaken
relates to your main area of expertise)*

Responsibilities:
*(Briefly describe your specific responsibilities
and how they relate to your area(s) of expertise)*

Main relevant accomplishments:

Other relevant work experience
(Volunteer work experience)

Description of work done:
*(Briefly describe how your work related
to your main area of expertise)*

Responsibilities:
*(Briefly describe how your work
relates to your main area of expertise)*

Main relevant accomplishments :

V. EDUCATION

*Formal education**

Primary degree or other academic distinction
and the subject* (e.g. *BSc. in Microbiology*):

Name of academic institution:

Dates (from/to):

Academic supervisor:

Second degree or other academic distinction
and the subject* (e.g. *MSC. in Microbiology*):

Name of academic institution:

Dates (from/to):

Academic supervisor:

Third degree or other academic distinction
and the subject* (e.g. *PhD in Microbiology*):

Name of academic institution:

Dates (from/to):

Academic supervisor:

Other professional qualifications
(List 3 other relevant specialized training and certifications obtained)

VI. AREAS OF EXPERTISE*

BROAD AREA OF EXPERTISE

Specify your main area of expertise:

1. Scientific and technical expertise
 - ☐ Botany, forestry and plant agricultural sciences
 - ☐ Zoology, aquaculture and animal agricultural sciences
 - ☐ Microbial sciences
 - ☐ Human health sciences
 - ☐ Ecological and environmental sciences
 - ☐ Socio-economic sciences
 - ☐ Information and communication technology
 - ☐ Biosafety Clearing-House
2. Legal expertise
3. Policy and regulatory expertise
4. Biosafety systems development and implementation expertise

(Please select only one of the above areas of expertise)

SPECIFIC FIELD OF EXPERTISE

(Please indicate up to a maximum of three specific field(s)

of expertise or discipline(s) under your respective broad area of expertise):

A. Scientific and technical expertise

- | | | |
|---------------------------------------------------|-------------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Agricultural economics | <input type="checkbox"/> Epidemiology | <input type="checkbox"/> Marine ecosystems |
| <input type="checkbox"/> Agrobiodiversity | <input type="checkbox"/> Evaluation | <input type="checkbox"/> Microbiology |
| <input type="checkbox"/> Agro-ecosystems | <input type="checkbox"/> Evolution | <input type="checkbox"/> Molecular biology |
| <input type="checkbox"/> Agronomy | <input type="checkbox"/> Evolutionary ecology | <input type="checkbox"/> Mycology |
| <input type="checkbox"/> Animal breeding | <input type="checkbox"/> Extension | <input type="checkbox"/> Pathology |
| <input type="checkbox"/> Animal health | <input type="checkbox"/> Forest ecosystems | <input type="checkbox"/> Pest management |
| <input type="checkbox"/> Animal nutrition | <input type="checkbox"/> Fresh water ecosystems | <input type="checkbox"/> Physiology |
| <input type="checkbox"/> Biochemistry | <input type="checkbox"/> Gender studies | <input type="checkbox"/> Plant breeding |
| <input type="checkbox"/> Biodiversity | <input type="checkbox"/> Gene ecology | <input type="checkbox"/> Plant health |
| <input type="checkbox"/> Bioethics | <input type="checkbox"/> Gene flow | <input type="checkbox"/> Population genetics |
| <input type="checkbox"/> Bioinformatics | <input type="checkbox"/> Genetic engineering | <input type="checkbox"/> Proteomics |
| <input type="checkbox"/> Biotechnology | <input type="checkbox"/> Genetics | <input type="checkbox"/> Risk assessment |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Genomics | <input type="checkbox"/> Risk management |
| <input type="checkbox"/> Containment | <input type="checkbox"/> Health safety | <input type="checkbox"/> Risk communication |
| <input type="checkbox"/> Cost-benefit analysis | <input type="checkbox"/> Hematology | <input type="checkbox"/> Risk research |
| <input type="checkbox"/> Crop protection | <input type="checkbox"/> Human health | <input type="checkbox"/> Soil ecosystems |
| <input type="checkbox"/> Database design | <input type="checkbox"/> Human nutrition | <input type="checkbox"/> Soil science |
| <input type="checkbox"/> and management | <input type="checkbox"/> Husbandry | <input type="checkbox"/> Social impact assessment |
| <input type="checkbox"/> Ecology | <input type="checkbox"/> Information systems analysis | <input type="checkbox"/> Statistics |
| <input type="checkbox"/> Ecological genetics | <input type="checkbox"/> Impact analysis | <input type="checkbox"/> Sustainable development |
| <input type="checkbox"/> Ecotoxicology | <input type="checkbox"/> Immunology | <input type="checkbox"/> Surveillance |
| <input type="checkbox"/> Entomology | <input type="checkbox"/> Invasion biology | <input type="checkbox"/> Taxonomy |
| <input type="checkbox"/> Environmental economics | <input type="checkbox"/> Knowledge management | <input type="checkbox"/> Teaching |
| <input type="checkbox"/> Environmental education | <input type="checkbox"/> Life cycle analysis | <input type="checkbox"/> Technology assessment |
| <input type="checkbox"/> Environmental impact | <input type="checkbox"/> LMO detection | <input type="checkbox"/> Trade impact assessment |
| <input type="checkbox"/> assessment | <input type="checkbox"/> LMO documentation | <input type="checkbox"/> Traceability |
| <input type="checkbox"/> Environmental monitoring | <input type="checkbox"/> LMO identification | <input type="checkbox"/> Toxicology |

| | | |
|------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> Virology | <input type="checkbox"/> Antibiotic resistance | <input type="checkbox"/> Marker genes |
| <input type="checkbox"/> Web-based learning | <input type="checkbox"/> Biotic stress resistance (bacterial, fungus, nematode resistance) | <input type="checkbox"/> Nutritional traits |
| <input type="checkbox"/> Website design | <input type="checkbox"/> Herbicide tolerance | <input type="checkbox"/> Performance traits (e.g. altered growth, yield) |
| <input type="checkbox"/> Others (please specify) | <input type="checkbox"/> Industrial traits (e.g. product quality) | <input type="checkbox"/> Pharmaceutical traits |
| Organism traits | <input type="checkbox"/> Insect resistance | <input type="checkbox"/> Virus resistance |
| <input type="checkbox"/> Abiotic stress tolerance (drought, heat, cold, etc) | | <input type="checkbox"/> Others (please specify) |
| <hr/> | | |
| B. Legal expertise | | |
| <input type="checkbox"/> Animal health issues | <input type="checkbox"/> International treaties and standards | <input type="checkbox"/> National legislative analysis |
| <input type="checkbox"/> Environmental justice | <input type="checkbox"/> Legislative drafting and review | <input type="checkbox"/> Phytosanitary issues |
| <input type="checkbox"/> Farmers rights | <input type="checkbox"/> Liability and redress | <input type="checkbox"/> Plant breeders' rights |
| <input type="checkbox"/> Food and feed safety | <input type="checkbox"/> Local community rights/issues | <input type="checkbox"/> Plant genetic resources |
| <input type="checkbox"/> Human health | <input type="checkbox"/> National biosafety legal systems | <input type="checkbox"/> Plant protection |
| <input type="checkbox"/> Indigenous peoples issues | <input type="checkbox"/> National environment legal systems | <input type="checkbox"/> Plant variety protection |
| <input type="checkbox"/> Intellectual property (patents, trademarks, confidential information) | | <input type="checkbox"/> Public health |
| <input type="checkbox"/> International environmental law | | <input type="checkbox"/> Trade and business |
| | | <input type="checkbox"/> Trade agreements |
| | | <input type="checkbox"/> Others (please specify) |
| <hr/> | | |
| C. Policy and regulatory expertise | | |
| <input type="checkbox"/> Customs/border control | <input type="checkbox"/> Laboratory quality audit and management | <input type="checkbox"/> development |
| <input type="checkbox"/> Database management | <input type="checkbox"/> Laboratory services (testing/diagnostics) | <input type="checkbox"/> Policy analysis |
| <input type="checkbox"/> Emergency/contingency planning | <input type="checkbox"/> LMO Audit/inspection/monitoring systems | <input type="checkbox"/> Public participation |
| <input type="checkbox"/> Enforcement/compliance/prosecutions | <input type="checkbox"/> LMO detection and analysis | <input type="checkbox"/> Regulations/guidelines development |
| <input type="checkbox"/> Food and feed regulatory systems | <input type="checkbox"/> LMO field monitoring | <input type="checkbox"/> Regulatory compliance oversight |
| <input type="checkbox"/> Field trial regulation/inspection | <input type="checkbox"/> Notifications handling/administration | <input type="checkbox"/> Risk-assessment audit |
| <input type="checkbox"/> Import/export control | <input type="checkbox"/> Plant protection/ quarantine | <input type="checkbox"/> Risk-assessment advice |
| <input type="checkbox"/> Identity preservation | <input type="checkbox"/> Policy/programme | <input type="checkbox"/> Risk-management advice |
| | | <input type="checkbox"/> Others (please specify) |
| <hr/> | | |
| D. Biosafety systems development and implementation expertise | | |
| <input type="checkbox"/> Administrative procedures and enforcement | <input type="checkbox"/> LMO decision-making | <input type="checkbox"/> Project management |
| <input type="checkbox"/> Agricultural and rural development | <input type="checkbox"/> LMO identification and documentation | <input type="checkbox"/> Public awareness & participation |
| <input type="checkbox"/> Biodiversity policy | <input type="checkbox"/> LMO import/export and transboundary movement oversight | <input type="checkbox"/> Public information/communications |
| <input type="checkbox"/> Biosafety Clearing-House operations | <input type="checkbox"/> LMO monitoring for environmental impact | <input type="checkbox"/> Risk assessment and risk management |
| <input type="checkbox"/> Biosafety legislation and regulation | <input type="checkbox"/> LMO research and development | <input type="checkbox"/> Socio-economic considerations regarding LMOs |
| <input type="checkbox"/> Biosafety policy | <input type="checkbox"/> LMOs traceability system development | <input type="checkbox"/> Sustainable development and biosafety |
| <input type="checkbox"/> Biotechnology policy | <input type="checkbox"/> Poverty reduction, development and biosafety | <input type="checkbox"/> Others (please specify) |
| <input type="checkbox"/> Co-existence rules/measures | | |
| <input type="checkbox"/> Data management and information-sharing | | |
| <hr/> | | |

VII. PUBLICATIONS*

List your three most important and relevant publications (in particular those related to your main field of expertise):

1.
2.
3.

List other publications (*please list complete citations of all peer-reviewed articles, books, book chapters, conference papers and other publications; you may send a file if the list is long*):

1.
2.
3.

VIII. AWARDS AND PROFESSIONAL MEMBERSHIPS

List up to 3 most relevant scientific/professional awards received:

List relevant professional societies or organizations in which you have membership, (e.g. Member or Chairperson of the International Society for Biosafety Research (ISBR) since 2001):

List relevant technical committees, expert panels or advisory bodies on which you have served and briefly describe your specific responsibilities:

IX. KNOWLEDGE OF LANGUAGES*

Mother tongue:

☐ Arabic ☐ English ☐ Russian
☐ Chinese ☐ French ☐ Spanish
Other: _____

Other languages (spoken):

☐ Arabic Excellent/Good/Fair
☐ Chinese Excellent/Good/Fair
☐ English Excellent/Good/Fair
☐ French Excellent/Good/Fair
☐ Russian Excellent/Good/Fair
☐ Spanish Excellent/Good/Fair
Other: _____

Other languages (read):

☐ Arabic Excellent/Good/Fair
☐ Chinese Excellent/Good/Fair
☐ English Excellent/Good/Fair
☐ French Excellent/Good/Fair
☐ Russian Excellent/Good/Fair
☐ Spanish Excellent/Good/Fair
Other: _____

Other languages (written):

- ☐ Arabic
☐ Chinese
☐ English
☐ French
☐ Russian
☐ Spanish

Other: _____

Excellent/Good/Fair
Excellent/Good/Fair
Excellent/Good/Fair
Excellent/Good/Fair
Excellent/Good/Fair
Excellent/Good/Fair
Excellent/Good/Fair

X. REFERENCES*

Please give name and detailed contact information for key professional references.

Reference 1:

Reference 2:

Reference 3:

XI. ANY OTHER RELEVANT INFORMATION

Please list any other information relevant to your role as an expert.

XII. CONFIRMATION AND AGREEMENT*

I hereby confirm that the above information is correct and agree for its inclusion in the roster of experts on biosafety under the Cartagena Protocol on Biosafety and the Convention on Biological Diversity. I have no objection to this information being made publicly available.

Signature: _____ Date: _____

XIII. CONFIRMATION BY THE NOMINATING GOVERNMENT*

This section must be completed by a national focal point

| | |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Government: | |
| Name of government representative: | |
| Focal point type: | <input type="checkbox"/> Cartagena Protocol on Biosafety national focal point <input type="checkbox"/> Biosafety Clearing-House national focal point <input type="checkbox"/> CBD national focal point |
| Date: | |
| Signature: | |

Annex 2

REQUEST FORM FOR FUNDING FROM THE PILOT PHASE OF THE VOLUNTARY FUND FOR THE ROSTER OF EXPERTS

Requesting Party:

Name(s) and organization(s) of the expert(s):

Purpose of the assignment:

Specific activities of the assignment:

Start date:

End date:

Expected costs (US dollars) (attach more details if necessary):

| Item | Rate and # Units | Total |
|--------------------------------------------|------------------------------|-------|
| Professional fees ¹ | _____ days @ \$ _____ /day | |
| Travel | | |
| Accommodation and subsistence ² | _____ nights @ \$ _____ /day | |
| Other (specify): | | |
| Other (specify): | | |
| TOTAL | | |

¹ Standard United Nations rates should be used; other rates must be justified and are subject to approval by the Executive Secretary.

² Standard United Nations rates will apply.

Representative of Competent National Authority

Name: _____

Organization: _____

Signature: _____

Date: _____

National Focal Point

Name: _____

Organization: _____

Signature: _____

Date: _____

Please return to:

Secretariat of the Convention on Biological Diversity

413 Saint-Jacques St, suite 800

Montreal, Quebec, Canada

H2Y 1N9

Tel.: 1 514 288-2220

Fax: 1 514 288-6588

Email: secretariat@cbd.int

Website: www.cbd.int, <http://bch.cbd.int>

Annex 3

MEMORANDUM OF UNDERSTANDING SUPPORT FROM THE PILOT PHASE OF THE VOLUNTARY FUND FOR THE ROSTER OF BIOSAFETY EXPERTS

1. This memorandum of understanding is made between **The Secretariat of the Convention on Biological Diversity** (the Secretariat), and **The [NAME OF THE MINISTRY OR AGENCY]** of the Government of [COUNTRY] (the Recipient), which is the competent national authority with respect to implementation of the decisions of the Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on Biosafety (COP-MOP).
2. This Memorandum of Understanding addresses the responsibilities of both the Secretariat and the Recipient regarding the use of the pilot phase of the Voluntary Fund for the Roster of Experts on Biosafety to fund the use of the following expert(s) for the following period:

Name(s) and organization(s) of expert(s): _____

Start date: _____ End date: _____

3. The approved request for funding, attached herewith, shall constitute the mutually agreed purpose and specific activities of the assignment to be undertaken and the funding support to be provided under this memorandum of understanding.
4. The Secretariat agrees to fulfill its obligations with respect to the modalities for application, processing of requests, disbursement of funds, and reporting as specified in the interim guidelines for the pilot phase of the Voluntary Fund for the Roster of Experts on Biosafety contained in decision BS-I/4 of COP-MOP.
5. The Recipient agrees to fulfil her obligations with respect to the modalities for application, processing of requests, disbursement of funds, and reporting as specified in the interim guidelines for the pilot phase of the Voluntary Fund for the Roster of Experts.
6. It is the responsibility of the Recipient, in discussion with the expert, to ensure that the terms of reference and the expectations are clear and understood by the expert and, that they are provided in writing to the expert at the outset of the assignment.
7. Specific conditions agreed to under this memorandum of understanding are the following:
 - a. In accordance with the Guidelines of the pilot phase of the Voluntary Fund for the Roster of Experts, the Secretariat will, upon receipt of the counter-signed

copy of this Memorandum, transfer 50 per cent of the approved funds (US\$...) to the bank account specified below. The balance will be transferred to the same account upon receipt of the final report of the expert.

- b. The approved funding shall be used only for the purpose and activities as specified in the funding request form, in accordance with the Financial Rules of the Convention on Biological Diversity and the Financial Regulations and Rules of the United Nations.
- c. The Recipient shall submit a copy of the final report of the expert to the Executive Secretary immediately upon completion of the assignment but not later than three months after completion of the assignment, and shall report on the assignment using the attached reporting form (Annex 4).

SIGNATURES

For the Secretariat

Name:

Signature:

Date:

For the Recipient

Name:

Signature:

Date:

BANK ACCOUNT DETAILS FOR TRANSFER OF FUNDS

Bank Name:

Brand ID/Number:

Swift/Sort Code:

Completing mailing and street address:

Account name:

Account number:

Currency:

Annex 4

REPORTING FORM FOR WORK SUPPORTED BY THE PILOT PHASE OF THE VOLUNTARY FUND FOR THE ROSTER OF EXPERTS ON BIOSAFETY

Requesting Party:

Competent national authority (Name and contact details):

A. Specifications of the assignment

Name(s) and organization(s) of the expert(s):

Purpose of the assignment:

Specific activities of the assignment:

Start date:

End date:

B. Assessment

Is the final report(s) of the work of the expert(s) attached?

☐ Yes ☐ No

Was the work finished in the time specified?

☐ Yes ☐ No

If no, why not?

Did the work and associated products fulfil the purpose of the assignment?

☐ Yes ☐ No

If no, why not?

Please report on the overall quality and standard of work performed by the expert(s)

C. Signatures

Representative of Competent National Authority

Name:

Organization:

Signature:

Date:

National Focal Point

Name:

Organization:

Signature:

Date:



Secretariat of the Convention on Biological Diversity

World Trade Centre

413 St. Jacques Street West, Suite 800

Montreal, Quebec, Canada H2Y 1N9

Phone: +1 (514) 288 2220

Fax: +1 (514) 288 6588

E-mail: secretariat@cbd.int

Website: www.cbd.int, <http://bch.cbd.int>

