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CONFERENCE OF THE PARTIES TO THE CONVENTION
ON BIOLOGICAL DIVERSITY SERVING AS THE
MEETING OF THE PARTIES TO THE CARTAGENA
PROTOCOL ON BIOSAFETY

Fourth meeting
Bonn, 12-16 May 2008
Item 6 of the provisional agenda*

STATUS OF CAPACITY-BUILDING ACTIVITIES

Note by the Executive Secretary

Addendum

REPORT ON THE ROSTER OF BIOSAFETY EXPERTS

I. INTRODUCTION

1. In paragraph 14 of decision EM-I/3, the Conference of the Parties to the Convention on Biological Diversity established a roster of experts nominated by Governments, in fields relevant to risk assessment and risk management related to the Protocol, to provide advice and other support, as appropriate and upon request, to developing country Parties and Parties with economies in transition, to conduct risk assessment, make informed decisions, develop national human resources and promote institutional strengthening, associated with the transboundary movements of living modified organisms.

2. At its first meeting, held in February 2004 in Kuala Lumpur, the Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on Biosafety (COP-MOP) adopted, in decision BS-I/4, Interim Guidelines for the Roster of Experts describing the administrative and operational modalities for the roster. It also adopted Interim Guidelines for the Pilot Phase of the Voluntary Fund for the Roster, which was established by the Conference of the Parties to the Convention on Biological Diversity at its sixth meeting (in decision VI/29) to assist developing country Parties and Parties with economies in transition to pay for the use of experts selected from the roster. The guidelines require the Executive Secretary to submit, for consideration at COP-MOP meetings, a report on the status and use of the roster as well as a report on the status, operation and use of the pilot phase of the voluntary fund. Furthermore, in paragraph 10 of decision BS-I/4, the COP-MOP decided that the pilot phase of the voluntary fund for the roster would last for a period of four years and requested the Executive Secretary

* UNEP/CBD/BS/COP-MOP/4/1.

on its completion to provide the COP-MOP with an evaluation of its performance along with recommendations for any necessary future action.

3. At their third meeting, the Parties considered a number of measures aimed at improving the use and effectiveness of the roster. In paragraphs 1 and 2 of decision BS-III/4, COP-MOP requested the Liaison Group on Capacity-Building for Biosafety to develop, for consideration at its fourth meeting, draft criteria and minimum requirements (including minimum qualifications or experience), for experts to be included in the roster of experts and to explore the possibility of establishing a quality control mechanism for the roster, and if feasible, propose modalities for such a mechanism.

4. In accordance with the decisions referenced above, the present note provides a report on the status and use of the roster in section II, including the total number of nominated experts and the composition of the roster by regional coverage, gender and discipline. Section III provides a report on the status, operation and use of the pilot phase of the voluntary fund for the roster and an evaluation of its overall performance since its establishment. Section IV discusses measures for improving the roster, including the draft criteria and minimum requirements for experts to be nominated to the roster and elements of a quality control mechanism for the roster, which were proposed by the Liaison Group on Capacity-Building for Biosafety pursuant to the request by the COP-MOP. Section V presents elements of a possible draft decision. A draft revised nomination form for the roster and the revised Interim Guidelines for the Roster of Experts, which take into account the draft criteria and minimum requirements and the quality control measures for the roster proposed by the Liaison Group, are presented as annex IV and annex III, respectively.

5. The Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on Biosafety is invited to consider the information provided in the present note and provide, as appropriate, further guidance regarding the future implementation of the roster of experts and the pilot phase of the voluntary fund for the roster.

II. REPORT ON THE STATUS AND USE OF THE ROSTER OF EXPERTS ON BIOSAFETY

6. Since the third meeting of the Parties, the roster of experts continued to grow. As of 31 December 2007, it contained 644 experts nominated by a total of 80 Parties and other Governments. The regional breakdown was as follows:

<i>Region</i>	<i>No. of Governments making nominations</i>	<i>No. of experts nominated</i>	<i>Percentage of total number of nominations</i>
Africa	22	209	33%
Asia and the Pacific	19	137	21%
Central and Eastern Europe	13	90	14%
Latin America and the Caribbean	14	75	12%
Western Europe and Others	12	133	21%
TOTAL	80	644	100%

7. The composition of the roster by gender was follows:

Gender	Number of Experts	Percentage of total no. of experts
Female	145	23%
Male	409	64%
Not yet specified	90	14%

8. The composition of the roster by the main areas of expertise was as follows:

<i>Area of expertise</i>	<i>No. of experts*</i>	<i>Percentage of the total number of experts in the roster*</i>
Legislation and regulation	222	35%
Risk assessment and risk management	460	71%
Social and economic sciences	110	17%
Institutional development	198	31%
Teaching and training	201	31%
Public awareness and participation	121	19%
Data management and information-sharing	88	14%
Research and development	153	24%

* It should be noted that many experts have indicated multiple areas of expertise.

9. The roster of experts has remained largely underutilized over the last two years. The Executive Secretary received two requests by developing country Parties for assistance from the voluntary fund for the roster of experts to pay for the use of experts selected from the roster but this was not possible because of lack resources in the voluntary fund. No other requests were received from Parties for assistance in identifying experts from the roster or facilitating contacts with experts in the roster. As well, the Secretariat received no reports from any Government on assignments carried out by experts selected from the roster.

III. REPORT ON THE STATUS, OPERATION AND USE OF THE PILOT PHASE OF THE VOLUNTARY FUND FOR THE ROSTER OF EXPERTS AND AN EVALUATION OF ITS OVERALL PERFORMANCE

10. The Voluntary Fund for the Roster of Experts was established, on a pilot-phase basis, by the Conference of the Parties in decision VI/29, paragraph 27. Subsequently, in accordance with decision BS-I/4, it was made a component of the Special Voluntary Trust Fund (BH Trust Fund) for the Additional Voluntary Contributions in Support of Approved Activities effective 1 January 2005.

11. Following its establishment, the voluntary fund received a contribution of US\$ 62,240 from the United Kingdom of Great Britain and Northern Ireland in 2003. However, due to a lack of requests for assistance from the fund at that time, this contribution was re-allocated at the request of the donor to other activities under the Protocol. As discussed in the previous section, the Secretariat received requests from two developing country Parties for assistance from the fund but there was no money to support those requests. In this regard, the Executive Secretary sent letters to national focal points of developed country Parties soliciting contributions for the voluntary fund. However, no positive response was received.

12. In paragraph 10 of decision BS-I/4, the COP-MOP decided that the pilot phase of the voluntary fund for the roster would last for four years (i.e. up to February 2008) and requested the Executive Secretary on its completion to provide the COP-MOP with an evaluation of its performance along with recommendations for any necessary future action. From the foregoing review, it is clear that the pilot phase of the voluntary fund did not perform as effectively as had been anticipated and no useful operational experience was gained. Over the last four years, the fund has had no money to support developing country Parties and Parties with economies in transition to pay for the use of experts selected from the roster. This situation was influenced by a number of factors. First, the fund was set back by the initial lack of requests for assistance from countries and the subsequent re-allocation of the first contribution to the fund to other activities. This could have sent a wrong signal to developed countries Parties and other donors that perhaps the roster was not a priority need. On the other hand, when requests for assistance were subsequently received, developed countries Parties and other donors did not respond. In the end, the fund remained inactive.

13. The COP-MOP may wish to revive the Voluntary Fund for the Roster of Experts as part of broader efforts to reinvigorate the roster. In this regard, during each biennium, COP-MOP may wish to allocate a certain amount from the core budget (BY Trust Fund) towards assisting developing country Parties and Parties with economies in transition to pay for the use of experts selected from the roster. This would help to ensure availability of some start-up money in the voluntary fund. In addition, COP-MOP may wish to again invite developed country Parties and other donors to make contributions to the voluntary fund in light of the new measures to enhance the use and effectiveness of the roster.

IV. MEASURES FOR IMPROVING THE ROSTER OF EXPERTS

14. Pursuant to the request in paragraphs 1 and 2 of decision BS-III/4, the Liaison Group on Capacity-building developed, for consideration at the present meeting of the COP-MOP draft criteria and minimum requirements including minimum qualifications or experience for experts to be nominated to the roster of experts and elements of a quality control mechanism for the roster. The Liaison Group took into account the views and suggestions that were submitted by Parties, other Governments and relevant organizations. This section summarizes the recommendations of the Liaison Group. The full reports of the fourth and fifth meetings of the Liaison Group are available as information documents UNEP/CBD/BS/COP-MOP/4/INF/7 and UNEP/CBD/BS/COP-MOP/4/INF/8, respectively.

A. Criteria and minimum requirements for experts to be nominated to the roster of experts

15. In considering the criteria and minimum requirements for experts to be nominated to the roster, the Liaison Group noted that the minimum level of qualification and professional experience required would depend on the type of expertise or profession. For example, it was observed that different minimum qualifications and experience might be required for a microbiologist as compared to an information technology (IT) expert or a legal expert. Therefore the Liaison Group was of the view that it may not be appropriate to develop a universal set of criteria and minimum requirements applicable to all areas of expertise. In this regard, the Liaison Group proposed to structure the roster into the following four broad categories of expertise:

- (a) Scientific and technical expertise;
- (b) Legal expertise;
- (c) Policy and regulatory expertise; and
- (d) Biosafety systems expertise.

16. The proposed minimum requirements (academic qualification and professional experience) for each of the above categories are contained in annex I. The Liaison Group also identified specific fields of expertise and disciplines under each of the four categories, which are presented in annex II.

17. The proposed criteria for nomination to the roster are possession of the specified minimum academic qualifications and demonstrated professional experience and competence in a relevant field or discipline under one of the above four broad categories of expertise.

B. Elements of a quality control mechanism for the roster

18. In paragraph 2 of decision BS-II/4, the Parties requested the Liaison Group to explore the possibility of establishing a quality control mechanism for the roster, and if feasible, propose modalities for such a mechanism for consideration at the fourth meeting of the Parties to the Protocol, taking into account the suggestions made during the internal review of the roster.

19. The Liaison Group considered proposals contained in the submissions made by Parties, other Governments and relevant organizations and recommended the following quality control measures and mechanisms for the roster of experts:

(a) All nominated experts should be required to provide adequate and accurate information using the common nomination form in order to assist the nominating Governments to accurately determine their areas and level of expertise;

(b) The nomination form should include mandatory fields that all experts must complete before their nomination is accepted. The mandatory fields should cover the minimum requirements (academic and professional qualifications and experience) for the different categories of expertise as contained in the annex;

(c) The nominated experts should be required to choose only one of the broad categories of expertise and only up to a maximum of three specific fields of expertise or disciplines within the respective broad category;

(d) All experts should be required to submit their full curriculum vitae (CV) together with the nomination form, which would be downloadable from the roster website;

(e) All experts should also be required to provide at least three independent references who can vouch for their expertise;

(f) The nominating Governments should ensure that the experts nominated meet all the criteria and minimum requirements under the respective category of expertise. They should also verify that the information submitted on the nomination forms is complete and accurate before submitting the nominations to the Secretariat;

(g) The Secretariat should check all nomination forms for completeness and ensure that the criteria and minimum requirements are met before the nomination is posted on the roster. The Secretariat should be authorized to return to the nominating governments nomination forms that are incomplete and/or do not meet the criteria and minimum requirements;

(h) Governments using experts from the roster should be required to submit evaluation reports on the assignments undertaken by the experts. Those reports should form part of the expert's profile in the BCH and should be made publicly available through the Biosafety Clearing-House. For ease of reference, the Secretariat should develop a common format for the evaluation reports;

(i) Governments should require their experts to keep their information in the roster up-to-date and should undertake, or require the experts to undertake, a general review and update of their information every two years;

(j) Experts should be maintained on the roster for a period of up to four years. After that period, Governments may re-nominate an expert in accordance with the criteria and minimum requirements. Two reminders should be sent to the respective national focal points and if no action is taken, the names of the experts should be automatically removed from the roster;

(k) Following adoption of the new criteria and minimum requirements and the quality control mechanism, the COP-MOP should request Governments to withdraw their experts currently listed on the roster and make fresh nominations in accordance with the new criteria and minimum requirements.

20. Taking into account the above-mentioned criteria and minimum requirements and quality control measures, the Liaison Group proposed a number of changes to the interim guidelines for the roster of experts, as well as the nomination form for the roster, which were adopted by the first meeting of the COP-MOP in decision BS-I/4, annex I. The proposed changes to the interim guidelines for the roster are contained in annex III to this note and the draft revised nomination form for the roster is contained in annex IV.

21. The COP-MOP is invited to consider and adopt, as appropriate, the draft criteria and minimum requirements and quality control measures proposed by the Liaison Group on Capacity-Building for Biosafety as well as the revised interim guidelines for the roster of experts and the nomination form for the roster.

V. CONCLUSION AND RECOMMENDATIONS

22. The roster of biosafety experts is an important tool for assisting developing country Parties and Parties with economies in transition to strengthen their capacities for the effective implementation of the Protocol. To date, however, its use has been limited partly due to the fact that many developing countries and countries with economies in transition ratified the Protocol only recently and have just completed developing their draft national biosafety frameworks. As most countries are embarking on the implementation of their national biosafety framework, it is expected that many will require experts from the roster to assist them in the implementation process.

23. In this regard, the Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on Biosafety is invited to consider the proposals made in this note and adopt, as appropriate, a decision along the following lines in order to strengthen the roster:

(a) Adopt the criteria and minimum requirements for experts to be nominated to the roster of experts, contained in annex 1 below;

(b) Adopt also the revised guidelines for the roster of experts, as well as the nomination form for the roster contained in annexes III and IV, respectively;

(c) Decide to revamp the current roster of experts and request Parties and other Governments to make fresh nominations in accordance with the new criteria and minimum requirements, using the revised nomination form;

(d) Request the Executive Secretary to delete all existing records in the roster of experts within three months and replace them with new nominations from Parties and other Governments;

(e) Urge Parties and other Governments to ensure that their nominees meet the criteria and minimum requirements and possess the highest professional qualities and expertise in the fields for which they are nominated and to verify that the information submitted on the nomination forms is complete and accurate before submitting it to the Secretariat;

(f) Authorize the Secretariat to check all nomination forms for completeness and return to the nominating governments any nomination forms that are incomplete and/or do not meet the criteria and minimum requirements;

(g) Decide that experts shall be maintained on the roster for a period of up to four years, after which Governments may re-nominate the same or new experts, as appropriate;

(h) Request Parties and other Governments to keep the information on their nominated experts in the roster up-to-date and to undertake, or require the experts to undertake, a general review and update of their information every two years;

(i) Request the Executive Secretary to produce and disseminate to all Parties, other Governments and relevant organizations a simple "Guide to the Roster of Biosafety Experts", to further sensitize them as to the nature, role and operational procedures for the roster, including the new minimum requirements for the experts to be nominated to the roster and the measures to enhance its quality;

Voluntary Fund for the Roster of Experts

(j) Decide to revitalize the pilot phase of the Voluntary Fund for the Roster of Experts;

(k) Decide also to include a budget line for the roster of experts in the BY Trust Fund of the Protocol to provide seed funding to assist developing country Parties and Parties with economies in transition to pay for the use of experts selected from the roster;

(l) Invite developed country Parties and other donors to make contributions to the Voluntary Fund.

Annex I

DRAFT CRITERIA AND MINIMUM REQUIREMENTS FOR DIFFERENT CATEGORIES OF EXPERTS TO BE NOMINATED TO THE ROSTER

I. SCIENTIFIC AND TECHNICAL EXPERTS

Minimum academic and professional qualifications:

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;
- Project-related experience; and
- Academic level teaching experience.

II. LEGAL EXPERTS

Minimum academic and professional qualifications:

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.

III. POLICY AND REGULATORY EXPERTS

Minimum academic and professional qualifications;

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.

IV. BIOSAFETY SYSTEMS DEVELOPMENT AND IMPLEMENTATION EXPERTS

Minimum academic and/or professional qualifications:

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.

*Annex II***AREAS OF EXPERTISE****I. SCIENTIFIC AND TECHNICAL EXPERTISE****Field of Expertise**

1. Botany, forestry and plant agricultural sciences
2. Zoology, aquaculture and animal agricultural sciences
3. Microbial sciences
4. Human health sciences
5. Ecological and environmental sciences
6. Socio-economic sciences
7. Information and communication technology
8. Other

Disciplines

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

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

II. LEGAL EXPERTISE**Field of expertise**

1. Biosafety legal systems
2. Intellectual property
3. International environmental law
4. International standards and instruments
5. Liability and redress
6. National legal systems
7. Trade
8. Other

Specific areas of expertise/disciplines

- Animal health
- Environmental justice
- Farmers 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
- Trade and business
- Trade agreements
- Others (please specify)

III. POLICY AND REGULATORY EXPERTISE**Field of expertise**

1. Policy/regulation development
2. Policy/regulatory administration and coordination
3. Scientific and technical support
4. Operations planning and management
5. General program support

Specific areas of expertise/disciplines

- 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

IV. BIOSAFETY SYSTEMS DEVELOPMENT AND IMPLEMENTATION EXPERTISE

Field of expertise

1. Biosafety regulatory processes and systems
2. General technical expertise
3. Development and associated policies/processes
4. Other

Specific areas of expertise/disciplines

- 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

Annex III

**PROPOSED REVISIONS TO THE INTERIM GUIDELINES FOR THE ROSTER OF
BIOSAFETY EXPERTS²**

A. *Mandate of the roster*

1. The mandate of the roster of experts shall be 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 conduct risk assessment, make informed decisions, develop national human resources and promote institutional strengthening, associated with the transboundary movements of LMOs. Moreover, the roster of experts should perform all other functions assigned to it by the Conference of the Parties serving as the meeting of the Parties to the Protocol in future, in particular in the field of capacity-building.
2. The roster of experts is an instrument to build capacities and to aid developing country Parties, in particular the least developed and small island developing States among them, and Parties with economies in transition until adequate capacities have been built.

B. *Administration of the roster*

3. The Secretariat of the Convention/Protocol shall administer the roster. These functions will include:
 - (a) Establishing and reviewing, as necessary, the nomination form;
 - (b) Maintaining an appropriate electronic database to allow easy access to the roster;
 - (c) Maintaining a **soft paper copy of the roster on CD-ROM**, updated at least once a year; ~~of the roster and distribute it upon request;~~
 - (d) Advising ~~the Parties~~ **Conference of the Parties serving as the meeting of the Parties to the Protocol** on coverage of all areas of expertise available through the roster, and on regional and gender balances on the roster ~~from time to time~~;
 - (e) Assisting Parties, on request, in identifying appropriate experts; and
 - (f) Performing such other administrative functions as are set out in these guidelines or as directed by the Conference of the Parties to the Convention serving as the meeting of the Parties to the Protocol in other decisions;
 - (g) **Assisting Parties, upon request, in** ~~verifying the availability of experts as necessary.~~

C. *Access to the roster*

4. Access to the roster should be maintained through the Biosafety Clearing-House (via the Internet or non-electronic means). **Every two years, t**~~The Secretariat will produce publish once a year a written CD-ROM version of the roster for distribution to Parties, upon request, along with a description of how the different Internet search fields can be used to aid Parties to identify needed expertise. A Party may request any updated version in~~ **between these publications.**

^{2/} The proposed new text is highlighted in “bold” and the deleted text is “struck through”.

D. Membership on the roster of experts

1. Nomination of members

5. Roster members shall be nominated by Governments **in accordance with the criteria and minimum requirements (contained in appendix [...])**. Governments are responsible for ensuring that nominees **meet the criteria and minimum requirements and** possess the highest professional qualities and expertise in the fields for which they are nominated. **Governments are also responsible for validating the accuracy of information provided in the nomination form.** ~~Parties~~ Governments should consult with relevant stakeholders and seek interested individuals, including from national and sub-national governments, research and academic institutions, industry, **civil society**, ~~and~~ non-governmental organizations **and intergovernmental organizations (e.g. OECD, CGIAR centres, etc)** for the purpose of providing balanced, high-quality nominations.

6. ~~The Parties~~ **Governments** are encouraged to consider **active** retired experts with accumulated knowledge and experience, and with no current institutional affiliations, as potential nominees.

7. **Governments may nominate experts from other countries, including their nationals in the diaspora, who meet the criteria and minimum requirements.**

2. Mechanism for nomination

8. The nomination form attached to these guidelines as appendix 1 shall be used for all nominations. Electronic submissions of the form are encouraged. Nominating governments should ensure ~~that the accuracy of the information submitted on all nomination forms~~ **is complete, accurate and meets the criteria and minimum requirements.** The Executive Secretary will undertake periodic review of the nomination form with input from governments, in particular review **the specific areas of expertise under the broad categories, of expertise and make necessary revisions to the nomination form.**

9. **In accordance with the quality control mechanism for the roster**, governments shall endeavour to keep their nominations to the roster of experts up-to-date **and shall undertake a general review and update of the records of their nominees every two years.** ~~Parties shall use their national reports to the Cartagena Protocol on Biosafety to confirm their nominations and, if necessary, update information of individual experts. Non Parties are invited to confirm and update information with the same periodicity.~~ **Experts shall be maintained on the roster for up to four years. After that period, governments may re-nominate their experts in accordance with the criteria and minimum requirements.** Two reminders shall be sent to the respective national focal points and if no action is taken, the names of the experts will be automatically removed from the roster.

~~3. Maximum number of nominations~~

~~10. Each Government is recommended not to nominate more than 50 experts, and not more than five experts per area of specialization (as this term is used in the nomination form) may be nominated.~~

3. Balanced representation

11. All Governments are encouraged to nominate experts and to encourage regional balance in the roster. Governments should utilize regional centres of excellence in developing countries, in particular the least developed and small island developing States among them, and countries with economies in

transitions, as sources for the nomination of experts. The Secretariat will ensure that the roster database allows for a regional breakdown of roster members as a primary “filter” in searching the list of members.

12. Governments are encouraged to promote gender balance in their nominations, ~~as well as ensure appropriate expertise for assessments with respect to Article 26 of the Cartagena Protocol.~~

13. The Executive Secretary shall **prepare a report annually to the Parties** on the sectoral, regional and gender ~~balances in~~ **composition of the roster for consideration by the** Conference of the Parties serving as the meeting of the Parties to the Protocol at its regular meetings.

4. Required information on experts

14. Information required for each nominee is **defined in the criteria and minimum requirements contained in the annex and** set out in the nomination form. The Secretariat shall ensure each form is complete prior to listing a nominee on the roster.

5. Institutions

15. Involving experts from existing and independent institutions with relevant expertise in biosafety would allow access to a wide base of multidisciplinary knowledge. Therefore, experts are ~~invited~~ **required** to indicate on the nomination form whether they are members of any institution.

E. Scope of expertise required

16. The areas of expertise required for members of the roster are identified **in the criteria and minimum requirements contained in the annex and** on the nomination form in appendix 1.

~~17. The areas of expert advice and support that may be provided through the roster are set out in the indicative list contained in appendix 2 to these guidelines.~~

F. Choice of experts for assignments

1. Choice by requesting Party

18. The choice of experts for any given assignment is to be made by the requesting Party.

2. Assistance by Secretariat

19. When requested by a Party seeking an expert, the Secretariat shall provide assistance to the Party to identify experts listed in the specific area(s) of expertise in the roster. Where feasible, the Secretariat should include a list of potential experts that reflects regional and gender participation.

3. Secretariat facilitating initial contact

20. The Secretariat may facilitate the initial contact of a Party seeking assistance with any expert on the roster, **upon request**. When ~~direct contact is made by a Party~~ **contacts to an expert directly**, the Party ~~shall should~~ report the contact and its result to the Secretariat in order to ~~ensure that~~ **compile and maintain** full records on the operations of the roster ~~can be maintained~~.

G. Obligations of individuals on the roster

1. Ensuring complete and accurate information on nomination forms

21. Experts are responsible ~~to ensure~~ **for ensuring** that the information on their nomination form is complete and accurate.

2. Agreement to release nomination form information to the public

22. All information on the nomination form should normally be made available to the public, including on the Biosafety Clearing-House, after a nomination is completed. However, a roster member may request the non-disclosure of direct contact information (telephone, address, fax and e-mail) if she or he chooses.

3. Acceptance or refusal of a request for assistance/advice

Members of the roster may accept or reject any proposed assignment.

4. Declining to act if there is a real or perceived conflict of interest

23. Experts should decline any assignment where an assignment may raise a real or perceived conflict of interest. Prior to undertaking any assignment through the roster or being put forward on a secretariat shortlist, each roster member will complete a conflict of interest declaration, indicating if they have any personal, institutional or other professional interests or arrangements that would create a conflict of interest or that a reasonable person might perceive ~~creates~~ **as creating** a conflict.

24. If the declaration raises concerns, the Secretariat or Party concerned may seek further information from the expert. If legitimate concerns remain, it is recommended that any judgments as to whether a conflict exists should err on the side of caution, consistent with maintaining the highest level of credibility of the roster process.

5. Acting in a personal capacity

25. Each expert shall act solely in his or her personal capacity, regardless of any other governmental, industry, organizational or academic affiliation.

6. Exhibiting highest professional standards

26. Any expert carrying out an assignment is expected to comply with all applicable professional standards in an objective and neutral way and to exhibit a high degree of professional conduct in undertaking an assignment. These standards should extend to any discussions that assist a Party in choosing an expert. Experts are expected to perform their duties in a timely manner.

7. Contributing to training of local personnel when possible

27. Experts may be asked, when appropriate, to contribute to on-the-ground-training and capacity-building of local personnel as part of their assignment.

8. *Confidentiality and transparency*

28. Unless otherwise authorized by the requesting Party concerned, experts on the roster undertaking assignments shall not divulge confidential information obtained through or as a result of performing their duties. Confidentiality should be as stipulated in the agreement between the Party and the expert.

29. The final written advice of the expert shall be made available through the Biosafety Clearing-House, respecting confidential information.

9. *Setting clear expectations*

30. It is the responsibility of the Party and the expert to ensure that the expectations and terms of reference of the Party are clear and that these have been understood by the expert.

10. *Submitting a report*

31. Brief reports should be prepared by the expert following completion of the assignment, including overall assessment of the process, the results achieved and constraints encountered, as well as suggestions that might be considered for future assignments.

H. *Payment of roster members*

1. *Pro bono assignments*

32. Any expert may choose to undertake an assignment on a *pro bono* basis. The same principles relating to conflict of interest, acting in a personal capacity, and other obligations under section G would apply to such *pro bono* assignments.

2. *Secondment*

33. Any organization may permit experts affiliated with it to undertake an assignment as a secondment from their usual duties. Transparent and full disclosure of any such arrangements should be made. No government or institution is obligated to cover any or all of the cost of a nominated expert.

3. *Payments fixed by contract with requesting Party*

34. Legal arrangements for fees and/or expenses associated with an assignment should be addressed in contractual agreements between the Party and the expert in question.

I. *Liability*

35. Decisions taken by the requesting Party on the basis of advice provided will be the sole responsibility of the Party.

1. *Liability of nominating Party*

36. Nominating governments shall not be liable for the personal conduct, inputs or results arising from or connected with the work of an expert it has nominated.

2. *Liability of the Secretariat*

37. The Secretariat shall not be liable for, or subject to any legal process arising from or connected with, the use or advice of an expert from the roster.

3. *Liability of experts*

38. Liability of the expert and the applicable law should be addressed in the contract between the Party seeking assistance and the expert.

J. *Reports*

39. Parties **and other Governments using experts from the roster** are ~~encouraged~~ **required** to provide the Secretariat with an evaluation of the advice or other support provided by experts and the results achieved. Such evaluations should be made available through the Biosafety Clearing-House **and shall form part of expert's profile**.

40. ~~Once a year, the Quarterly Report prepared by t~~ The Secretariat ~~will include a section~~ **shall prepare, for each regular meeting of** Conference of the Parties serving as the meeting of the Parties to the Protocol, a report on the operations of the roster. ~~, which should~~ **The reports shall** include factual information on the number of experts on the roster; **as well as** regional, gender; **and** discipline breakdowns of the roster. **The reports shall also include information on** direct contacts initiated by Parties and their results or contacts facilitated by the Secretariat and their results, including the individual experts contracted by each requesting Party, a note on the topic and description of the assignment, results of the work undertaken and the availability of written products. These reports ~~shall~~ **shall** be made available through the Biosafety Clearing-House.

K. *Periodic review*

41. The operation of the roster ~~shall~~ **shall** be subject to independent periodic reviews. ~~The first review should take place in two years.~~ **The P**periodic reviews ~~shall~~ **shall** ~~should then~~ take place **every five years** in accordance with Article 35 of the Protocol. These periodic reviews ~~shall~~ **shall** be broad-based, looking at appropriate balances in the roster membership, its uses, successes, failures, quality control of roster assignments, the need for additional advisory services in administering the roster, and other possible recommendations for revisions to the mandate or these rules of procedure to respond to the findings.

Annex IV

DRAFT REVISED NOMINATION FORM FOR THE BIOSAFETY ROSTER OF EXPERTS³
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: Ms. Mr. Other: _____
 Professor Dr.

Name:

Employer / Organization:

Job Title:

Address:

Telephone:

Facsimile:

Email:

Web Site:

Year **and Place of Birth:**

Gender: Male Female

Nationality:

Second Nationality:

III. DETAILS OF CURRENT EMPLOYMENT*

Start Date of Employment (year):

^{3/} The proposed new additions are highlighted as **BOLD** text. The proposed deletions are struck through.

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:

Address:

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:

Address:

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

Main Relevant Accomplishments

Other Relevant Work Experience

(e.g. 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
(e.g. 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
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*

/...

- Adult education
- Agricultural economics
- Agrobiodiversity
- Agro-ecosystems
- Agronomy
- Animal breeding
- Animal health
- Biochemistry
- Biodiversity
- Bioethics
- Bioinformatics
- Biotechnology
- Communication
- Containment
- Cost-benefit analysis
- Crop protection
- Database design and management
- Ecology
- Ecological genetics
- Ecotoxicology
- Education
- 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
- Hematology
- Human health
- 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
- 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
- Farmers 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
- Trade and business
- Trade agreements
- Others (please specify)

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 | • Data management and information-sharing | • Poverty reduction, development and biosafety |
| • Agricultural and rural development | • LMO decision-making | • Project management |
| • Biodiversity policy | • LMO identification and documentation | • Public awareness & participation |
| • Biosafety Clearing-House operations | • LMO import/export and transboundary movement oversight | • Public information/ communications |
| • Biosafety legislation and regulation | • LMO monitoring for environmental impact | • Risk assessment and risk management |
| • Biosafety policy | • LMO research and development | • Socio-economic considerations regarding LMOs |
| • Biotechnology policy | • LMOs traceability system development | |
| • Co-existence rules/measures | | |

- Sustainable development and biosafety

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):

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 (Speaking) Arabic: NA/Excellent/Good/Fair
 Chinese: NA/Excellent/Good/Fair
 English NA/Excellent/Good/Fair
 French NA/Excellent/Good/Fair
 Russian NA/Excellent/Good/Fair

	Spanish <input type="checkbox"/>	NA/Excellent/Good/Fair
	Other: _____	NA/Excellent/Good/Fair

Reading:

Arabic:	<input type="checkbox"/>	NA/Excellent/Good/Fair
Chinese:	<input type="checkbox"/>	NA/Excellent/Good/Fair
English	<input type="checkbox"/>	NA/Excellent/Good/Fair
French	<input type="checkbox"/>	NA/Excellent/Good/Fair
Russian	<input type="checkbox"/>	NA/Excellent/Good/Fair
Spanish	<input type="checkbox"/>	NA/Excellent/Good/Fair
Other:	_____	NA/Excellent/Good/Fair

Writing:

Arabic:	<input type="checkbox"/>	NA/Excellent/Good/Fair
Chinese:	<input type="checkbox"/>	NA/Excellent/Good/Fair
English	<input type="checkbox"/>	NA/Excellent/Good/Fair
French	<input type="checkbox"/>	NA/Excellent/Good/Fair
Russian	<input type="checkbox"/>	NA/Excellent/Good/Fair
Spanish	<input type="checkbox"/>	NA/Excellent/Good/Fair
Other:	_____	NA/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 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:	
