

BBP Internal rules

Introduction

Given the interest of a number of biosafety professionals to organize themselves at the Belgian level, it has been agreed within the European Biosafety Association (“EBSA”) to constitute a working group (“WG”) dedicated to this purpose.

Article 1. Name

The Working Group is called “Belgian Biosafety Professionals” or short “BBP”. It is a Working group within EBSA and has no separate legal form.

The WG is entitled to use the EBSA logo on its communications.

Article 2. Location/Secretariat

As an EBSA WG the official address of BBP is the same as that of EBSA. Correspondence by mail can also be addressed to Belgian Biosafety Professionals, Kortrijksesteenweg 1007 - 9000 Gent, Belgium. Additional contact point(s), contact persons and a WG secretariat may be identified.

The secretariat is assured by the EBSA secretariat. However, BBP is free to seek additional resources at its own costs in order to cover specific tasks.

Article 3. Language

All internal documents will be prepared in English in order to limit translation costs and to foster international and scientific exchange. For external communications, e.g. with authorities, the appropriate language depending on the region will be used.

Article 4. Purpose

The BBP aims to provide a forum for biosafety professionals to exchange experience, developments and issues in biosafety practices and regulation in a Belgian context.

The following objectives are pursued:

- Promote awareness, knowledge and understanding of biosafety at regional/national Belgian level, thereby contributing to the European context
- Establish and communicate “Biosafety Practices” with the members
- Stimulate dialogue and discussion on new biosafety topics
- Develop and provide biosafety training material and activities
- Act as “focal point” for the collection of standpoints in relation to the development of regulation and standards on biosafety, biotechnology, transport and related activities

Belgian Biosafety Professionals

The Belgian Section of EBSA

Secretariat: 2Mpact nv

Mailing address: Kortrijksesteenweg 1007 - B-9000 Gent - Tel. + 32 9 233 48 66 - Fax + 32 9 233 51 19

e-mail: BBP@ebsaweb.eu

- Contribute to the practical implementation of regulations and ensure that new standards are science-based and represent “good practices”.
- Represent those active in the field of biosafety and related activities.
- Represent the members’ interest on all aspects of biosafety aiming to prevent damage to humans and the environment caused by biological material

Article 5. Membership

The number of BBP members is not limited.

BBP members can only be individual members. This means that individual contacts of a corporate member will be seen as individual members of BBP, with the same rights and obligations as any other individual member. As a consequence this also means that some contact people of a corporate member may join BBP as they meet all eligibility criteria, while others may be refused. Any individual EBSA member and EBSA corporate contact person can apply to join BBP. In addition, individuals may apply to join as a BBP member.

Candidatures for membership are evaluated by the Steering Team based on the following BBP membership criteria determined by the General BBP Meeting:

- A valid request as candidate member has been submitted by an individual or corporation.
- The candidate member is located in Belgium.
- The candidate member is professionally active in biosafety.
- The candidate member is not or is not part of an official decision making or executive body (e.g. permit delivering authorities, inspectors, etc.)

The Steering Team can allow exceptions from these criteria on a case-by-case basis.

By submitting a membership candidature the potential candidate declares to agree with the internal rules of the BBP.

The membership register is maintained by the EBSA secretariat.

Any individual representing a corporate member needs to be properly mandated to represent the member corporation. In case employment with the corporate member is terminated, then it is the sole discretion of the corporate member to indicate if the person continues to serve as its representative.

Article 6. Membership fee

The Steering Team together with the EBSA Council determines the annual membership fee. The membership fee is due on an annual basis and is not dividable.

Upon acceptance of a candidate member, the member will be invited to pay the appropriate membership fee. Only upon payment of the fee will the new member be entitled to membership benefits. In subsequent years a member is invited to renew membership by payment of the applicable fee.

Article 7. Resignation

Each member can resign from the BBP at any moment by a letter to the Steering Team.

In addition members that would be subject of the following situations will be considered *de facto* as resigning:

- a member that is no longer fulfilling the membership criteria
- a member that hasn't paid the membership fee upon first reminder
- a member that has acted against the internal rules of the BBP
- a member that has been refused as EBSA member.

The Steering Team acknowledges and/or decides on the resignation of a member and informs the resigning member thereof. The resigning member will no longer be entitled to members benefits from the date of confirmation of the resignation by the Steering Team.

In no case will the resigning member be entitled to claim even partially the membership fee of the year of resignation.

Article 8. General BBP Meeting

The General BBP Meeting is composed of all members of the BBP and is chaired by the Chairperson of the Steering Team.

The General BBP Meeting decides on the following elements provided they are coherent with the EBSA indications:

- changes to the internal rules;
- agreement to the BBP three year policy plan.

Members are invited to the General BBP Meeting by the Steering Team by letter, fax or e-mail at least 14 calendar days before the meeting. The invitation includes date, time, location and a proposal of agenda. Any member can propose additional agenda items until 7 calendar days before the meeting.

The General BBP Meeting will convene preferably at least once a year. Yet, it will be convened whenever at least one fifth of the members demand it. In such case, the Steering Team will organise the General BBP Meeting within the month following the request.

Each member has one vote at the Meeting. A member can be represented by another member provided a valid power has been presented. Any member can represent maximum 3 other members.

The General BBP Meeting decides by simple majority, irrespective of the number of members that are present and represented. Any change in the objectives of the BBP can only be decided by a majority of 4/5 of the votes present or represented at the meeting.

Article 9. Steering Team

The BBP Steering Team will ensure the practical management of the BBP. It will amongst other activities:

- prepare and supervise the organization of meetings and other activities
- interact with EBSA
- be responsible for BBP finances
- implement the strategic directions that are agreed with the members.

At least once annually the Steering Team will propose for confirmation the work and priority plan. The Steering Team can be assisted by task forces on specific topics. The Steering Team can act and refuse membership to individuals and corporations whose actions are deemed incompatible with the rules and goals of the BBP.

The Steering Team consists of 5 people, each holding a mandate for 2 years. After serving for 2 years, the mandate is open for election.

Each year the BBP members elect amongst the members, candidates to fill the expired mandates. Two months before the election, members will be given the opportunity to propose themselves as candidates. Members of the Steering Team of whom the mandate is expiring can renew their candidature.

One month before the election, the call for candidates will be closed and the list of candidates will be communicated to all members. The election will happen by secret voting either during a General BBP Meeting, by post or by electronic means.

Upon its election, the Steering Team will identify a Chairperson and a Secretary and will communicate it to the EBSA Council. The Chairperson or its designated representative will ensure communication with EBSA and will report BBP activities and future plans to the EBSA Council on a yearly basis.

Should during the mandate a Steering Team member be in the impossibility to complete his/her term, then that position remains open for the remainder of the period. In case the number of Steering Team members is equal or less than 3, then new Steering Team elections need to be conducted immediately.

Decisions are taken by the Steering Team by simple majority. In cases of equal number of votes, the vote of the Chairperson will be decisive.

The Chairperson can decide to invite "invited members" to the Steering Team based on a particular interest. This can be on an "ad hoc" or on a more permanent basis. However the invitation does not automatically provide a right or an obligation to assist in all Steering Team meetings and/or to contribute to all topics. Invited Steering Team members have no vote in the Steering Team.

Article 10. Representation and communication

Only the Chairperson and the Secretary of the Steering Team or their designated representatives can represent the BBP. No other member is entitled to communicate in whatever form on behalf of the BBP. Any proposal by a task force needs to be endorsed by the Steering Team before it can be externally communicated.

For other information (e.g. announcement of non-BBP events, contribution to projects, mailing of product information, etc.) to be distributed to BBP members, a clear proposal for such communication should be proposed to the Chairperson or the Secretary who will decide on the compatibility of the communication with the aims and interest of BBP.

In case of acceptance, clear distinction shall be made between information coming from BBP and information that is obtained from a third party and communicated via BBP.

In case third parties address individual or all BBP members without following the approach outlined before or in case BBP does not accept the proposed communication, there should be no mention of BBP in the message in order to avoid confusion.

Article 11. Task Force

The Steering Team can establish a task force to handle a particular topic. Any BBP member can propose topics for evaluation to the Steering Team. The Steering Team identifies the name of the Task Force, the remit of the Task Force and a Task Force leader.

The Task Force leader is free to invite both BBP and non-BBP members to contribute to the activities of the Task Force. The Task Force leader reports regularly and/or upon request to the Steering Team.

A Task Force leader and/or member are not allowed to represent BBP without prior confirmation according to article 9. The Steering team can replace the Task Force leader and/or dissolve the Task Force as it deems appropriate.

Article 12. Interaction with EBSA

Any change in internal rules will be communicated to the EBSA Council. Any change in internal rules, goals or positions of the BBP that is in contradiction with the EBSA governing rules, goals and positions is considered void until the contradiction is resolved.

As membership administration will be handled by the EBSA secretariat membership fees (of EBSA members and BBP members) will be channelled to the EBSA account. These fees will cover the basic support package that is agreed between EBSA and BBP on a yearly basis.

EBSA will maintain a budget line for BBP. BBP will strive to have the result on that budget line in balance or positive. To develop activities such as workshops, the BBP will ensure financing. Any income generated by BBP activities will be allocated to the budget line. The BBP Steering Team can freely decide within its mandate on how to use these financial resources. Should BBP decide

in future to establish in its own right, then the funds will be transferred by EBSA to the account indicated by BBP.

Whenever BBP intends to organize an event, EBSA can provide financial backing (e.g. by advance payment of a reservation) upon presentation of a budget for the event. It is recognized that not all activities can be self-supporting, yet in no way will EBSA be requested to invest in BBP.

In case BBP prefers to delegate the organization and handling of a meeting to a local organizer, an agreement needs to be established specifying the margin of the organizer and the fate of result in case of deficit as well as gain.

Article 13. Date of application

These internal rules have been agreed by the General BBP meeting held on November 24, 2015 and are effective henceforth.
