

The Northern Biological Safety Adviser/Officers Group: A suggested “Statement of Intent”

The Aims of the Steering Committee [The Committee]:

- To develop and maintain a forum for exchange of information, discussion and mutual professional development for those interested in biosafety and biosecurity centred on the northern part of Britain, [others are not excluded]. That forum to be known as **The Northern Biological Safety Adviser/Officers Group, [The Group]**.
- To co-ordinate position papers if/as necessary to The Group’s interests.
- Maintain continuity of The Committee and in turn The Group.
- To develop links and expand membership of those interested in biosafety and biosecurity within organisations.
- To develop links with other professional groups particularly at Regional and National level.

Mode of Operation:

- To maintain a voluntary Steering Committee comprising as a minimum three members and including a Convenor and a Deputy. The Convenor and Deputy may exchange roles after a year. All members of The Committee to act for initial two year periods but they may continue if circumstances dictate and that is in The Committee’s and The Group’s best interests. There is an option for co-opting additional members as necessary.
- The Committee to meet 2 times per year.
- To organise two meetings of The Group, [typically May and December]. Such meetings to rotate between Manchester, Newcastle, Glasgow and Edinburgh with provision for other centres as circumstances and opportunities permit. Typically meetings will alternate between England and Scotland and held on Fridays.
- Group Meetings to
 - to be arranged to maximise participation,
 - be based on single day events including travel as far as possible,
 - costs to be minimised,
 - consist of an approximately equal mix of formal Presentations/Workshops and Open Discussion,
 - Speakers to be given clear direction and guidance on expectations of their presentations,
 - Agendas to be prepared suitably in advance to facilitate members preparations and contributions,
 - Regulators to be invited on an occasional basis to give updates and Guidance but to be excluded from closed sections of meetings.
- To ensure minutes of Meetings of both The Committee and The Group are prepared, corrected, ratified and archived for future reference and are open to all members of The Group.
- To develop an Inventory of all members, [name, title, employing organisation and its address, business e-mail address, role].
- Membership of The Group expects individuals to participate at some meetings and discussion in verbal or electronic format, subject to employing organisation’s support.
- Meetings of The Group to be preceded by an update Report from The Committee.

- To appoint a raconteur, who is not a member of The Committee, one meeting preceding that for which such duties are required.

Immediate priorities:

- Develop and co-ordinate a strategy for expanding membership.
- Clarify membership.
- Responsibilities of membership - to participate and make suggestions.
- Clarify relationship of NBSA/O Group to ISTR, ?affiliation.
- Explore funding mechanisms to enable expenses for Speakers as necessary.

RWO [24/09/08, rev. 20/10/08]