

Please return this questionnaire to peter.giere@mfn.berlin until Friday, March 29 2019. Thank you!

Questionnaire regarding the ABS management in CETAF institutions

This questionnaire is used in preparation for the ABS representatives training in Stockholm, April 1st, 2019. Future reference and circulation of the data beyond the CETAF ABS core group will only be made anonymously.

Multiple answers are possible

1. Implementation:

- a. Which of the following elements would you consider useful in the implementation of ABS procedures in your institution. N.B.: please use "other" for the elements used for the introduction if your institution has already implemented these procedures.

- training, workshop
- information provided on staff assembly
- written document to members of staff
- written document to members of staff – receipt documented by signature
- information provided to line managers for dispersal
- other, please specify _____

- b. Is your institution aware of the CETAF Code of Conduct?

- yes
- no
- I am, but I am not sure about my institution
- other, please specify _____

- c. Does your institution have Implemented any ABS measures (preliminary ABS procedures)?

- ABS procedures in place
- preliminary ABS procedures in place
- currently developing ABS procedures
- no procedures yet (**please continue with section 2, compliance**)
- other, please specify _____

- d. do your institution's ABS procedures relate to the CETAF Code of Conduct?

- policy is based on COC
- policy makes reference to COC
- policy does not acknowledge COC
- other, please specify _____

Please return this questionnaire to peter.giere@mfn.berlin until Friday, March 29 2019. Thank you!

e. does your collection / file / data management system include data on ABS?

yes, please specify system

no

other, please specify _____

f. how do you deal with ABS related documents?

central repository

documents remain with respective member of staff

combination, e.g. copy in central repository

other. Please specify _____

g. Who is authorized to sign ABS related documents in your institution

only authorized personnel/administration

all scientists

other, please specify _____

2. Compliance:

a. Which ABS-checkpoints would you consider suitable to establish a successful ABS management? Please note: if your institution already has implemented ABS procedures, please state checkpoints in "other" (if applicable).

no

yes (please specify)

for collecting material

for utilization

for incoming material

for outgoing material

other, please specify: _____

b. How does your institution ensure staff compliance with ABS regulation?

checkpoints (see above)

compliance is not checked

other, please specify _____

c. Has your institution already been in touch with the competent authority?

yes, we contacted them

yes, they contacted us

yes, they contacted us for a risk approached check of compliance

no