

 <b>NAZARBAYEV UNIVERSITY</b>	<b>Autonomous organization of education Nazarbayev University</b>		
	<b>Approving body:</b>	<i>Research Council</i>	
<b>Bylaws of Bio and Chemical Safety Committee</b>			
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<b>Initiator:</b>	<i>Ilesanmi Adesida, Provost Assel Narymbetova, Research Compliance Officer</i>		
<b>Related documents</b>	<i>Not available</i>		

## 1. General Provisions

1. The Bylaws of Bio and Chemical Safety Committee of the autonomous organization of education “Nazarbayev University” (hereinafter – the Bylaws) was developed in accordance with the Charter of autonomous organization of education “Nazarbayev University” (hereinafter - the University), the Bylaws of Research Council of the autonomous organization of education “Nazarbayev University” and internal documents of the University.

2. The Bio and Chemical Safety Committee of the autonomous organization of education “Nazarbayev University” (hereinafter – the “Committee”) is a constant working body overseen by Research Council of the autonomous organization of education “Nazarbayev University” (hereinafter – Research Council) and has the status of “subcommittee” that oversees the monitoring and assessment of the university’s generation, use and disposal of any materials that are considered a real or potential biological or chemical hazard to human, ecological and environmental health. It is responsible for the dissemination and recognition of best practices and serves as a source for policy and practice developments in this area.

3. The Committee’s activities shall be conducted in compliance with the Charter of the University, legislation of the Republic of Kazakhstan, Bylaws of the Research Council, these bylaws and internal documents of the University.

## 2. Definitions

4. Terms and abbreviations used in the Bylaws:



1) Initiator - a representative of the faculty members, an employee or student of the University or a person who has a research project, who submits the application for the consideration of the Committee.

2) Application - a package of necessary documents, which includes:

- The Application Form of the research project established by the Committee and submitted by the Initiator, in electronic and hard copy for consideration by the Committee;
- The Biological or Chemical Safety training certificate;
- Other documents that relate to submitted research application.

3) Approval of the Committee - approval of the Application by the Committee, which is the official confirmation that the proposed research project will be carried out in accordance with ethical standards while conducting research that contains the use and disposal of materials that are considered a real or potential biological or chemical hazard to human, ecological and environmental health.

4) The rejection of the Committee - rejection of the Application by the Committee, which is the official confirmation that the proposed research project will not be carried out in accordance with ethical standards while conducting research that contains the use and disposal of materials that are considered a real or potential biological or chemical hazard to human, ecological and environmental health.

5) Exemption from review - the Application is considered to be exempted from consideration if the Committee concludes that the research project described in the Application is not considered as potentially biologically or chemically hazardous to human, ecological and environmental health.

6) PI - the principle investigator, who is responsible for the content of the Application and package of the necessary documents. PI can be the Initiator.

7) Minimal risk research project refers to a research project, in which the probability and magnitude of possible biological or chemical danger in the research project is no greater than everyday life's one.

8) Maximum risk research project refers to a research project, in which the probability and magnitude of possible biological or chemical danger in the research project is greater than everyday life's one.

9) Expedited review - consideration of the Application for the minimal risk research project. The project is reviewed online by the Committee member without a convened meeting.

10) Full review - consideration of the Application for the maximum risk research project. The project is reviewed by a fully convened committee.

### **3. Mission**

5. The mission of the Committee is to monitor the research projects of the faculty members, employees and students of the University involved in conducting research



projects that contain the use and disposal of materials that are considered a real or potential biological or chemical hazard to human, ecological and environmental health, in order to verify compliance with ethical standards and their compliance with:

- 1) International standards of research ethics while conducting research that contains the use and disposal of materials that are considered a real or potential biological or chemical hazard to human, ecological and environmental health;
- 2) University rules and procedures, legislative regulatory requirements for conducting research that contains the use and disposal of materials that are considered a real or potential biological or chemical hazard to human, ecological and environmental health.

#### **4. Authorities**

5. The Committee has the right to:

- 1) review all research projects of the faculty members, employees and students of the University, who conducts research that contains the use and disposal of materials that are considered a real or potential biological or chemical hazard to human, ecological and environmental health;
- 2) determine the type of review (expedited review, full review, exemption from review), which is required within the framework of the submitted Application;
- 3) approve, reject, amend an Application or exempt it from review in order to protect the participants of the research project;
- 4) suspend the research project in cases of non-implementation of the Committee's recommendations or reject the Application for this research project;
- 5) require reports from the PI on the progress of the research project within the framework of the approved Application for it;
- 6) carry out the necessary monitoring of approved Minutes.
- 7) establish subdivisions of the Committee the University Schools to perform its functions and approve Bylaws for their activities that will be prepared in accordance with the current Bylaws.

#### **5. Functions**

7. The main functions of the Committee are:

- 1) review of the Initiator's Application to ensure the ethical conduct of research project that contain use and disposal of materials that are considered a real or potential biological and chemical hazard to human, ecological and environmental health through the compliance of research ethics principles;
- 2) review of all amendments and additions introduced by the Initiator in the Application upon its consideration by the Committee;



3) selective monitoring of approved by the Committee Applications in accordance with the degree of risk through regular reports submitted by PI and onsite visits to research project's facilities ;

4) provision of written notification to the Initiator in electronic form in case of non-compliance with the Application Form of the approved application. In order to send such a notice (with indication to whom) the Committee may need to clarify the situation and conduct an additional investigation. If such notification is received, the Initiator has to suspend the research project until the relevant investigation is completed;

5) submission of an annual report on its activities and / or report at the request of the Research Council;

6) formulation and dissemination principles, policies, procedures and guidelines of the Committee to the rest of NU Research Community;

7) interaction with procurement personnel to keep track of materials of interest to the Committee;

8) interaction with laboratory managers and heads of laboratories to keep track of materials of interest to the Committee.

## **6. The subdivisions of the Committee**

8. Relevant subdivisions in the University Schools can be created by the decision of the Committee.

9. The purpose of creation, the procedure for the formation, composition and competence of members of such subdivisions are determined by the Bylaws of these subdivisions, approved by the decision of the Committee and have to be developed in accordance with the current Bylaws.

10. Members of the Committee's subdivisions at the school level who are responsible for reviewing, approving and rejecting the Initiator's Application must be successfully trained on biological and chemical safety standards by the leading international companies or institutes.

## **7. Governance Principles**

11. The composition of the Committee is approved by the Research Council.

12. The Secretary of the Committee should be recommended by Provost from full-time employees of Office of the Provost and should be approved by the decision of Research Council . The Secretary is not a member of the Committee.

13. The Committee may entrust the consideration of the Application to its subdivision at the school level if it is a research project with a minimum risk or research project based on course work.

14. The Chair and all the other members of the Committee, with the exception of the independent expert, responsible for reviewing, approving and rejecting the Initiator's



Application, have to be successfully trained on biological and chemical safety standards by the leading international companies or institutes with submission of the official documents verifying the training completion.

15. Members have the right to submit questions for consideration by the Committee and have access to all materials of the Committee.

## **8. Membership**

16. The Committee is composed of the following members:

- 1) The Chair nominated by majority (more than half) of Committee members;
- 2) 1 (one) representatives from School of Medicine;
- 3) 2 (two) representatives from School of Science and Technology;
- 4) 3 (three) representatives from School of Engineering;
- 5) 1 (one) representative from National Laboratory Astana;
- 6) 1 (one) representative of the Faculty Senate appointed in accordance with the internal procedures of the Senate;
- 7) Health and Safety Department representative;
- 8) Core Facilities Office representative;
- 9) 1 (one) CF “UMC” representative;
- 10) An independent expert, who should not be an employee or relative of an employee of the University or its organizations, nor does he or she has a professional relationship with the University or its organizations.

17. The Committee reserves the right to propose additional members to the Committee on the recommendation of the Chair in order to share the workload associated with membership.

18. The Deputy Chair is elected by the Committee from among its members. The Deputy Chair shall act as Chair if the Chair is absent or declares a conflict of interest with the PI and / or the Initiator;

19. Members of the Committee are appointed for a three-year term, after which they can be reassigned for a similar period.

20. In the absence of a member of the Committee at two meetings of the Committee in a row during the academic year, the Committee, with the consent of the majority of the remaining members of the Committee, has the right to initiate the exclusion him or her from the Committee with subsequent notification to the supervisor of the member of the Committee and Research Council.

21. The Chair and members of the Committee have the right to voluntarily step down from membership in the Committee with a notification to the Chair and the Secretary of the Committee one month before the planned withdrawal.

## **9. Organization of the Committee's activities**



22. The Committee meets on a monthly basis during an academic year. Chair has the right to convene extra meetings and meetings in absentia by giving a notice in electronic form to the members of the Committee 5 working days prior to a scheduled meeting.

23. The Committee holds open and closed meetings. The decision to hold an open or closed meeting is taken by the Chair. When holding open meetings, all members of the University community may be present, except for the Initiator, the PI and the persons designated in the Application as participants of the research project. When holding closed meetings, only the members of the Committee can participate in them.

24. Meetings of the Committee are considered legitimate if half of the members of the Committee are present according to its composition.

25. Decisions of the Committee are taken by a simple majority of votes from the number of the present Committee members at the meeting. Each member has one vote. The right to vote cannot be transferred to other persons. If the votes are equal, the Chair's vote is decisive. The votes of abstaining members are not taken into account when calculating the number of votes required for adopting the decision of the Committee.

26. The decision taken at the in-person meeting or at the meeting of the Committee in absentia is formalized by the minutes of the Committee meeting, which is signed by the Chair and Secretary of the Committee. The decision taken at the meeting of the Committee in absentia is formalized by the decision of the Committee, which is signed by the Chair and Secretary of the Committee.

27. Examination of Applications with expedited review does not require the holding of meetings of the Committee. The review is conducted online. The approved Applications with expedited review are formalized by the Minutes of the expedited review meeting, which is signed by the Chair and Secretary of the Committee.

28. The Secretary of the Committee shall be responsible for the preparation, recording and storage of the minutes of the meetings of the Committee, as well as their documents to them. At the same time, the storage of minutes of the meeting is carried out both in print and in electronic form in the Office of the Provost, in accordance with the procedures and terms established by the University. The Secretary shall transmit the Committee's documents to the University archives in accordance with the established rules and stipulated deadline.

29. The Secretary of the Committee issues an extract from the minutes of the Committee on the request of the Initiator, the PI of the Application or interested persons of the University.

30. Issues that are not regulated by these Bylaws shall be considered by the Committee independently, in accordance with the University's Charter, legislation of the Republic of Kazakhstan and internal documents of the University.





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