

**Standard Operating Procedures**  
**IUTOX sponsored Risk Assessment Courses/Workshops**  
**Developing Countries**

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Future

Assignment : Move to Education Committee, effective April 1, 2010

In keeping with the IUTOX mission to improve human health through the science and practice of toxicology world-wide, risk assessment training has been a high priority for the IUTOX Executive Council during the 2007 – 2010 term.

As risk assessment is introduced into the registration process in developing countries there will be an increasing need for well-trained toxicologists to better understand the process leading to sound scientifically supported risk analysis and risk management decisions.

IUTOX will sponsor risk assessment training activities in developing countries in accordance with the following SOPs:

- 1) Proposals should be submitted to the IUTOX Executive Committee 12 months before the date of the proposed training (preference will be given to IUTOX member societies). Academic and government institutions may submit a proposal if a toxicology society has not yet been formed in their country as long as their interests support the risk assessment process.
- 2) The proposed training team should include international and in-country faculty.
- 3) IUTOX will help local organizers with the selection of the international faculty.
- 4) Local organizers are responsible for selecting local faculty members and ensuring they have the proper qualifications to serve as a trainer. Faculty must submit a CV in advance of appointment for review and acceptance by local organizers and IUTOX.
- 5) Local organizers select venue and dates in accordance with the faculty agenda and availability.
- 6) RASS training sessions must include at least four days of instruction. The final schedule and scope of training must be approved by the IUTOX Education Committee.
- 7) Local organizers recruit and select participants who should represent academia, government institutions and industry.
- 8) Local organizers are responsible for fundraising activities to support fellowships for participants who have no other means to attend. Fellowships are to be offered on a competitive basis and are not available for representatives from industry.
- 9) Local organizers are responsible for payment of all meeting expenses incurred by participants and faculty, including hotel fees, food and beverage, group excursions (if included) and travel costs, where necessary. Local organizers are responsible for establishing a budget, setting reasonable fees and raising the necessary funds to cover all meeting expenses.
- 10) IUTOX Secretariat will lend assistance where possible with potential international sponsors.

- 11) Local organizers will cover all faculty member expenses. Typically, no compensation is provided to the faculty.
- 12) The RASS structure provides the basis for the course curriculum, which provides time for ([www.iutox.org](http://www.iutox.org).) lectures on selected topics in toxicology with study cases and discussion.

## **Appendix 1**

### **Timeline**

<b>18 months</b>	Establish budget, start fundraising
<b>12 months</b>	Announce training and travel award availability
<b>8 months</b>	Application deadline
<b>6 months</b>	Invitation/travel awards to selected students. Preparation of study cases.
<b>3 months</b>	Information to students about travel arrangements and need for advance preparation.
<b>1 month</b>	Distribution of the student cases to faculty members and students.
<b>1 day</b>	Faculty meeting