

PROGRAMME

Laboratory Management and Equipment Operations Workshop
 Nelson Mandela African Institution of Science and Technology (NM-AIST)
 Arusha, Tanzania, 16th- 20th June 2014

Time	Activity	Location	Trainers/resource persons
Sunday 15th June			
All day	Arrival of participants		Valerian Aloo <i>Capacity Building Officer, BecA-ILRI Hub</i>
Day 1: Monday 16th June			
0715	Departure to Meeting Hall		
0800-0845	Registration	Meeting Hall	Valerian Aloo
0815-0845	Workshop Opening Welcome and overview of the BecA-ILRI Hub		NM-IST Dr Rob Skilton <i>Team Leader - Capacity Building, BecA-ILRI Hub</i>
0845-1000	<ul style="list-style-type: none"> Introductions (participants and trainers by name); Presentations by participants 	Meeting Hall	Timothy Kingori <i>Assistant Technology Manager, BecA-ILRI Hub</i> Valerian Aloo
1000-1015	Pre-workshop test for participants	Meeting Hall	Timothy Kingori
1015-1030	Tea/coffee		
1030-1100	<ul style="list-style-type: none"> Course outline, including outline of Day 1; Presentation 1 Principles of laboratory health and safety.	Meeting Hall	<i>Environment, Occupational Health & Safety Officer - Research, ILRI</i>
1100-1145	Presentation 2 Laboratory bio-containment for animal and plant research (biosafety and quarantine levels).	Meeting Hall	
1145-1230	Presentation 3 Laboratory design <ul style="list-style-type: none"> Introduction to laboratory design and classification processes; Criterion for laboratory building designs; Choice of location; Laboratory buildings; Bench, floor construction and 	Meeting Hall	Dr Rob Skilton

Time	Activity	Location	Trainers/resource persons
	<p>suitable materials for Biosafety Levels 1-3;</p> <ul style="list-style-type: none"> • Placement of equipment in laboratories & practical. 		
1230-1300	Question time		Timothy Kingori
1300-1400	Lunch		
1400-1530	<p>Presentation 4 Risk analysis process (risk assessment, mitigation and risk communication)</p>	Meeting Hall	Ephy Khaemba <i>Environment, Occupational Health & Safety / Research Compliance Manager, ILRI</i>
1530-1545	Tea/coffee		
1545-1630	<p>Presentation 5 Laboratory waste management</p>	Meeting Hall	Ephy Khaemba
1630-1700	<p>Presentation 6 Criteria for selection and use of Personal Protective Equipment (PPE)</p>	Meeting Hall	Ephy Khaemba
1700-1730	Question time and review of Day 1 activities	Meeting Hall	Timothy Kingori
1730	Departure from Meeting Hall	Reception	
Day 2: Tuesday 17th June			
0730	Departure to Meeting Hall	Reception	
0830-0900	Outline of Day 2 activities and question time	Meeting Hall	Timothy Kingori
0900-0930	<p>Presentation 7</p> <ul style="list-style-type: none"> • Chemical safety and choice of disinfectants. 	Meeting Hall	Ephy Khaemba
0930-1000	<p>Good laboratory Practice (GLP)</p> <ul style="list-style-type: none"> • Principles of GLP; • Personnel-organogram • Training and competency assesment • Development of laboratory management documents: (i)Laboratory manuals; (ii)Standard operating procedures (SOPs). 		
1000-1015	Tea/coffee		
1015-1115	Practical exercise 1: Workgroups on SOP writing.	Meeting Hall	Ephy Khaemba
1115-1155	<p>Presentations by participants</p> <ul style="list-style-type: none"> • 	Meeting Hall	Ephy Khaemba

Time	Activity	Location	Trainers/resource persons
1155-1230	Presentation 10 <ul style="list-style-type: none"> • Building security in GLP. • Occupational health programs for laboratory workers. 	Meeting Hall	Ephy Khaemba
1230-1300	Question time		Timothy Kingori
1300-1400	Lunch		
1400-1500	Presentation 11 Emergency response plans <ul style="list-style-type: none"> • Fire; • Spills; • Loss of bio-containment; • Incident and accident reporting. 	Meeting Hall	Ephy Khaemba
1500-1515	Tea/coffee		
1515-1615	Presentation 12 Research compliance <ul style="list-style-type: none"> • The roles of research compliance committees in research (Research Ethics Committee, Institutional Biosafety Committee, and Institutional Animal Care and Use Committee); • Regulatory requirements for importation and exportation of biological materials (permits); • Regulatory requirements for shipment of biological materials. 	Meeting Hall	Ephy Khaemba
1615-1700	Presentation 13 <ul style="list-style-type: none"> • Classification and types of biological safety cabinets; • Safe use of biological safety cabinets and fume hoods (video). 	Meeting Hall	Ephy Khaemba
1700-1730	Question time and review of Day 2 activities	Meeting Hall	Timothy Kingori
1730	Departure from Meeting Hall	Reception	
1830-2000	Cocktail reception		
Day 3: Wednesday 18th June			
0730	Departure to Meeting Hall	Hotel Reception	
0830-0900	Outline of Day 3 activities and question time	Meeting Hall	Timothy Kingori
0900-1000	Presentation 14 General principles of equipment	Meeting Hall	James Thuku

Time	Activity	Location	Trainers/resource persons
	maintenance.		
1000-1015	Tea/coffee		
1015-1245	Equipment practical session 1	Biotechnology Laboratories	James Thuku Evans Aseta Nyabuto Sam Chiera <i>Refrigeration Technician, ILRI Nairobi</i>
1245-1300	Group photo		
1300-1400	Lunch		
1400-1530	Equipment practical session 2	Biotechnology Laboratories	James Thuku Evans Aseta Nyabuto Sam Chiera
1530-1545	Tea/coffee		
1545-1700	Equipment practical session 3	Biotechnology Laboratories	James Thuku Evans Aseta Nyabuto Sam Chiera
1700	Departure from Meeting Hall	Reception	
Day 4: Thursday 19th June			
0730	Departure to Meeting Hall	Reception	
0830-0900	Outline of Day 4 activities and question time		Timothy Kingori
0900-1000	Presentation 15 Equipment specifications, installation and certification.		James Thuku
1000-1015	Tea/coffee		
1015-1115	Presentation 16 Setting up a preventative maintenance program for laboratory facilities and equipment: <i>the ILRI case study</i> .		Evans Aseta Nyabuto
1115-1200	Presentation 17 <ul style="list-style-type: none"> • Intellectual property rights and early safeguards of research inventions; • Material transfer agreements. 		Linda Opati <i>Intellectual Property/Legal Officer, ILRI</i>
1200-1230	Question time		Timothy Kingori
1230-1330	Lunch		
1330-1430	Lab tour		
1430-1500	Presentation 18 Overview of programmes at Nelson Mandela		Valerian Aloo
1500-1530	Working group: Management of shared facility		
1530-1600	Presentation by groups.		

Time	Activity	Location	Trainers/resource persons
1600-1700	Presentation 19 Bio-ethics in research and publications		TBD
1700	Departure from Meeting Hall		Valerian Aloo
Day 5: Friday 20st June			
0730	Departure to Meeting Hall	Hotel Reception	Valerian Aloo
0830-0900	Question time and outline of Day 5 activities		Timothy Kingori
0900-1030	Presentation 20 Laboratory information management system (LIMS) <ul style="list-style-type: none"> • Definition and use of LIMS in a laboratory setting; • Use of LIMS in equipment management; • Integration of LIMS to other internal systems; Application of LIMS in reagent and data management and electronic laboratory notebooks.	Meeting Hall	Absolomon Kihara <i>Bio-repository Manager, ILRI Nairobi</i>
1030-1045	Tea/coffee		Valerian Aloo
1045-1145	<ul style="list-style-type: none"> • Workgroup session • Development of tracking system (non-LIMS) 		
1145-1230	Presentation 21 Procurement and laboratory supply chain <ul style="list-style-type: none"> • Role of supply chain in research; • Pre-qualification and selection of suppliers; • Challenges in supply chain and how they affect laboratory supplies: <i>the ILRI case study</i>; • Stores and inventory management. 	Meeting Hall	Monica Njuguna
1230-1300	Question time	Meeting Hall	Timothy Kingori
1300-1400	Lunch and meet representatives of biotechnology and product distribution companies		Valerian Aloo
1400-1500	Presentation 22 Biotechnology and product distribution companies with a regional network: <ul style="list-style-type: none"> • 	Meeting Hall	Timothy Kingori Representatives of biotechnology and product distribution companies

Time	Activity	Location	Trainers/resource persons
1500-1515	Tea/coffee		Valerian Aloo
1515-1630	Final workshop discussion and assessments <ul style="list-style-type: none"> • Participants' views and feedback on the course; • Post-workshop test for participants; • Workshop assessment. 	Meeting Hall	Dr Rob Skilton Timothy Kingori
1630-1730	Closing ceremony <ul style="list-style-type: none"> • Workshop closing remarks; • Presentation of certificates. 	Meeting Hall	Dr Rob Skilton <i>Team Leader - Capacity Building, BecA-ILRI Hub</i>
1730	Departure from Meeting Hall	Reception	Valerian Aloo
1800-2100	Dinner for all participants, trainers and resource persons	Restaurant	Valerian Aloo
2100	Departure from Restaurant	Restaurant	Valerian Aloo
Saturday 22nd June			
	Participants leave		Valerian Aloo