

# LABORATORY MANAGEMENT AND EQUIPMENT OPERATIONS WORKSHOP

15-19 JUNE 2015

## CONCEPT NOTE

<b>Title</b>	Introduction to Laboratory Management and Equipment Operations Training Workshop
<b>Background</b>	<p>Efficient management of any laboratory facility is necessary to ensure that quality and reliable research data is generated, and that resources are utilized cost effectively. Laboratory management practices must ensure compliance with and adherence to national, international and/or local standards, policies, protocols, legal and regulatory frameworks for health and safety. This may include bio containment, waste management, import and export of biological materials and other good laboratory practices. In addition the management of laboratory equipment is a core function and contributes significantly towards the success of any laboratory. Therefore, good laboratory management skills are necessary for personnel charged with management of these vital facilities.</p> <p>The Biosciences east and central Africa (BecA) regional research networks are key to improving agriculture and militate against food insecurity. Efforts being led by African scientists and other collaborators will impact positively if the laboratory environment where research is conducted is organized and conducive to address current challenges and advancement in research. There is therefore a need for personnel involved in laboratory management to be equipped with skills to manage and coordinate the various activities that contribute to a well run and safe laboratory. Such facilities will consequently lead to highly qualified laboratories that can be relied upon to address the challenges of food security in Africa.</p> <p>Many laboratories in the region and elsewhere are currently managed in an ad-hoc basis as not many institutions teach courses in laboratory management. The main expectation therefore is to have laboratories in the region being managed more professionally to ensure better research output.</p>
<b>Course Justification:</b>	Laboratory heads or supervisors, Scientists and Laboratory/research technicians.
<b>Target group</b>	All applicants must forward a nomination letter from their heads of departments or supervisors.
<b>Objectives</b>	The proposed course aims to cover the following scope, lab design and classification, lab information management system (LIMS), Lab quality control, Equipment operations and maintenance. Also included are laboratory health and safety, procurement procedures, shipping of biological samples and materials transfer agreements (MTA).

<p><b>Expected outputs and outcomes</b></p>	<p>Main course output:</p> <p>A Total of 25 scientists, laboratory heads/supervisors and laboratory/research technicians' trained.</p> <p>The expected immediate outcomes include:</p> <ol style="list-style-type: none"> <li>1) Improved understanding of laboratory biosafety and biosecurity requirements.</li> <li>2) Better skills on laboratory equipment operation and maintenance.</li> <li>3) Improved knowledge on laboratory health and safety regulations.</li> <li>4) Improved efficiency in procurement of laboratory supplies and shipment of dangerous and non-dangerous goods.</li> <li>5) Better skills in GLP practices including proper documentation and management of laboratory systems.</li> </ol>
<p><b>Key Dates</b></p>	<p>Workshop announcement date: 9<sup>th</sup> April 2015  Workshop date: 15-19 June 2015  Successful participants notified by: 15 May 2015</p>
<p><b>Workshop Venue</b></p>	<p>Rwanda Agricultural Board (RAB), Rubona Centre, Rwanda.</p>