

- 2 In respect of proposed dealings requiring licensing by the Regulator, the GTRC will provide its assessment of the dealing on the OGTR licence application form and assist with the submission of the application to the Regulator and communicate the outcome to the project supervisors.
- 3 Inspect and recommend for certification to the Regulator, physical containment facilities before they are used for work involving GMOs.
- 4 Conduct annual inspections of PC3 facilities and all OGTR-certified facilities at and above level PC2 and oversee the follow-up of corrective actions.

All declarations of conflict of interest are recorded in the minutes of the meeting at which the declaration is made.

The member who has declared a conflict of interest is excluded from the deliberations and assessment of the matter by the UNSW GTRC.

If there are insufficient members in attendance with relevant qualifications and experience, the final recommendation for a proposal is postponed until the views of additional members have been sought or until the next meeting of the UNSW GTRC.

4.5. Attendance at Meetings

Members are appointed to the UNSW GTRC due to their relevant expertise and as such, must be present at meetings of the UNSW GTRC where their expertise is required in respect of assessments of particular proposed dealings. If members cannot attend meetings where their expertise is required, they will notify the GTRC Coordinator within RECS as soon as possible.

Although membership to the UNSW GTRC is voluntary, members are deemed to have vacated office if they are absent without leave for three consecutive meetings. The UNSW GTRC records absences and apologies are lodged by a member who is unable to attend a meeting. The UNSW GTRC may consider granting leave of absence when a member has missed two consecutive meetings and seeks leave (in writing) to miss a third meeting giving reasons for each absence. Leave of absence may be granted for one or more meetings at the discretion of the Presiding Member of the UNSW GTRC. The Presiding Member will report this to the DVCRE or PVC(R).

The UNSW GTRC may co-opt and invite non-members to meetings to provide expert advice outside the scope of knowledge of the Committee. Such invitees will not vote in any decisions of the UNSW GTRC.

4.6. Quorum and Decision-

overseas authority provides the review, approval and monitoring of the research according to the *Act* and

