IFBA Global Mentorship Program
Policies and Procedures

Title: IFBA Mentorship Program
Approved by: IFBA Board of Directors

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Supersedes: no previous versions

1.0 PURPOSE

The IFBA Global Mentorship Program serves as an international community engagement initiative to complement the IFBA Certification Program. The IFBA Global Mentorship Program matches biosafety professionals around the world according to professional discipline and geographic location, encouraging a consistent mentor-mentee relationship for the span of one year. Through this relationship, both mentors and mentees may gain invaluable professional experience, including consistent support of the mentee as they pursue their first or second IFBA Professional Certification. In this way, the IFBA Global Mentorship Program ensures sustainable and locally relevant professional support for biosafety professionals on an international scale.

2.0 SCOPE

This scope of this policy will cover the establishment and maintenance of the IFBA Global Mentorship Program, as well as the roles and responsibilities of its facilitators and participants.

3.0 TERMS and DEFINITIONS

“Mentor”: an individual who has committed to coaching, providing advice, and otherwise mentoring their ‘mentee’, as assigned by the IFBA Secretariat. A mentor has demonstrated exceptional drive and competency within their professional field, and holds at minimum two valid Professional Certifications issued by the IFBA.

“Mentee”: an individual who has committed to being mentored by their ‘mentor’, as assigned by the IFBA Secretariat. A mentee has demonstrated intent to pursue professional goals including, but is not limited to, obtaining IFBA-issued Professional Certifications.

“Mentoring”: a voluntary process by which matched mentor and mentee pairs focus on the professional goals of the mentee, fostering a sense of community and belonging in the biosafety community.
4.0 PROCEDURES

4.1 Mentor and Mentee Matching

Individuals interested in participating in the IFBA Global Mentorship Program either as a Mentor or Mentee must submit respective applications (Appendix A, Appendix B) to the IFBA Secretariat no later than March 1st of each calendar year. No late submissions will be considered by the IFBA Secretariat for matching. The Mentor and Mentee pair will remain matched for one year, unless an appeal is submitted by either half of the pair to the IFBA Secretariat for re-matching or withdrawal from the program.

Mentor and Mentee matching is conducted based on criteria including, but not limited to geographic location, culture, technical discipline, and sought professional development as indicated by the Mentee in their application (refer to Appendix A, Appendix B). The matching process is conducted by the IFBA Secretariat, with aid from National and Regional Member and Observer Organizations as required.

4.2 Application Requirements

Mentees of the IFBA Global Mentorship Program should satisfy the following criteria in order to participate in the program:

- Have, or intend to obtain, their IFBA Biorisk Management Professional Certification
- Participate in continued education or vocational experience in fields relevant to the application of principles of biosafety, biosecurity, and biorisk management, whether self-directed or otherwise
- Have not previously participated in the IFBA Global Mentorship Program as a Mentor
- Provision of the following documents to the IFBA Secretariat upon program application:
  - Completed Mentee Application Form (Appendix A)
  - Current CV (English or French only)
  - One letter of reference (referee should be a direct superior such as an employer or academic supervisor).
Mentors of the IFBA Global Mentorship Program should satisfy the following criteria in order to participate in the program:

- Have at least two (2) valid IFBA Professional Certifications, including a Biorisk Management Professional Certification
- Have engaged in at least 3-5 years of professional practice related to the fields of biosafety, biosecurity, and/or biorisk management
- Provision of the following documents to the IFBA Secretariat upon program application:
  - Completed Mentor Application Form (Appendix B)
  - Current CV (English or French only)
  - Two letters of reference providing proof of suitability for a peer mentor role (examples of referees include: employers, academic or professional supervisors, teachers, etc.

4.3 Roles and Responsibilities

The IFBA Global Mentorship Program intends to provide a flexible platform for matched Mentors and Mentees to discuss the professional goals of the Mentee, as well as any and all experiences or ideas related to biosafety and its related disciplines. While there are no specific projects for the Mentor and Mentee pair to complete together during the program, it is expected that each participant commits to a minimum, consistent level of contact with their matched partner of at least one exchange quarterly. Following each exchange, a single Progress Report Form (Appendix C) is to be completed by both the Mentor and Mentee and submitted to the IFBA Secretariat as proof of program participation.

Mentors are required to commit to the base level of contact with their Mentee for the duration of the program, as described above. Mentors are to provide their Mentees with support in the form of coaching, answering questions, and general guidance. Mentors are not expected to provide employment or business opportunities for their or any other Mentees. Mentors are not expected to, but are welcome to remain in consistent contact with Mentees following termination of the program cycle.

Mentees are required to commit to the base level of contact with their Mentor for the duration of the program, as described above. Mentees are expected to align their professional goals, including participation in the IFBA Certification Program, with the trajectory of the partnership between them and their Mentor. All Mentees are to submit a filled evaluation form regarding their Mentor at the end of the program cycle to the IFBA Secretariat. Engagement and participation in the IFBA Global Mentorship Program does not waive candidates of fees associated with IFBA Professional Certification or recertification.

Mentors and Mentees are welcome to apply and participate in the IFBA Global Partnership Program for multiple program cycles; however, they will not be re-matched to previous partners. Past mentors and mentees are welcome to stay in touch and otherwise collaborate with their past partners outside of the IFBA Global Partnership Program.
4.4 IFBA Professional Recertification Contribution

For specific criteria regarding the IFBA Professional Recertification policies and procedures, refer to the IFBA Recertification Requirements for each Professional Certification specialization, available on the IFBA website (www.internationalbiosafety.org). Participation in the IFBA Global Mentorship Program as a Mentor contributes two points per mentee per year towards recertification of any of the Mentor’s relevant IFBA Professional Certifications. To supplement completed Progress Reports, Mentors must include their Mentee’s filled evaluation form in their recertification application. The form’s responses must clearly outline the relevance of the Mentor and Mentee’s exchanges to the sought recertification (eg biosecurity mentoring contributes to recertification in biosecurity) or to the advancement of the Mentee’s career. Mentees may only serve as referees for their Mentors after six months of partnership. Only complete and detailed Progress Reports will be accepted as proof of participation in the IFBA Global Mentorship Program. Points towards recertification will not be awarded if Progress Reports have not been properly filled out and submitted on time to the IFBA Secretariat during the program cycle.
Appendix A – Mentee Application

IFBA Global Mentorship Program – Mentee Application

All prospective IFBA Global Mentorship Program Mentees must submit this completed form to the IFBA Secretariat (secretariat@internationalbiosafety.org) BEFORE March 1st to be considered for that calendar year’s mentorship cycle. No late submissions will be considered. Incomplete forms will not be considered.

Part A: Personal/Contact Information

Full Name: __________________________________________________________ Date: ______________________

Last                      First

Address: ____________________________________________________________

Street Address                  Apartment/Unit #

City                                    Country                                    ZIP Code

Phone: ___________________________ Email: __________________________________

Gender: ___________________________ Age: ________________________________

Part B: Professional Experiences and Goals

1. What are some of your professional or academic interests? How do they relate to the fields of biosafety, biosecurity, and/or biorisk management?

   Please include information such as your job title and organization.
2. **What type of IFBA Professional Certification do you intend on obtaining next? What do you expect to gain from obtaining a Professional Certification?**

3. **Do you plan on any academic or career changes in the next 1-3 years? If so, what changes are you hoping to pursue?**

4. **What are your expectations from a Mentor/Mentee partnership? What type of support are you looking for in a mentor?**

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**Part C: Statement of Commitment**

I, ________________, declare that all information in this document is accurate. I have read and understood the International Federation of Biosafety Association (IFBA)'s policy on the IFBA Global Mentorship Program (IFBA Mentorship Program 1.0). I commit to consistent participation in the program for its duration.

Signature: _________________________________________________________

Place, Date of Signature: ___________________________________________
Appendix B – Mentor Application

IFBA Global Mentorship Program – Mentor Application

All prospective IFBA Global Mentorship Program Mentors must submit this completed form to the IFBA Secretariat (secretariat@internationalbiosafety.org) BEFORE March 1st to be considered for that calendar year’s mentorship cycle. No late submissions will be considered. Incomplete forms will not be considered.

Part A: Contact and Reference Information

Full Name: ______________________________________________ Date: ______________

Last                              First

Address: ________________________________________________

Street Address                          Apartment/Unit #

____________________________________________

City                              Country         ZIP Code

Phone: ___________________________ Email: ___________________________

Gender: ___________________________ Age: ___________________________

Valid IFBA Certifications
(please list):

IFBA Candidate ID
(listed on your certificate):

Reference 1 - Name

Reference 1 – Relation to Candidate

Reference 2 - Name

Reference – Relation to Candidate
Part B: Professional Experiences and Goals

1. **What are some of your professional or academic interests? How to they relate to the fields of biosafety, biosecurity, and/or biorisk management?**
   *Please include information such as your current job title and organization.*

2. **Do you have any previous experience in mentorship or peer support? Why are you interested in becoming an IFBA Mentor?**

3. **What qualities, skills, or other attributes do you feel you have that would benefit your prospective Mentee?**
4. Briefly describe your past and present academic or professional goals. What was a strategy you used to reach that goal?

Part C: Statement of Commitment

I, ________________, declare that all information in this document is accurate. I have read and understood the International Federation of Biosafety Association (IFBA)'s policy on the IFBA Global Mentorship Program (IFBA Mentorship Program 1.0). I commit to consistent participation in the program for its duration.

Signature: __________________________________________

Place, Date of Signature: ___________________________________________________

***Please note that upon submission of this application, you must also attach the following to be considered for the program:

- Two (2) letters of reference from your specified referees
- A current copy of your CV
Appendix C – Progress Report

IFBA Global Mentorship Program – Progress Report Form

All Mentor/Mentee pairs enrolled in the IFBA Global Mentorship Program must fill out this form at each point of contact, with a minimum report submission every quarter (every three months) during the program cycle, with a minimum submission total of 4 reports per program cycle. Please submit all program reports to the IFBA Secretariat (secretariat@internationalbiosafety.org) before the last day of each quarter (3 months, 6 months, 9 months, and 12 months after being matched) for reports to be considered on time.

Date of Mentorship Exchange: _____________________________________________

Name (Mentor): _________________________________________________________

Name (Mentee):_________________________________________________________

Method of Contact (phone, email, etc.):____________________________________

Number of Contacts to date: _______________________________________________

1. What were some of the main topics discussed during the exchange? Please be specific.

2. How did the exchange further the Mentee’s understanding in the fields of biosafety, biosecurity, and/or biorisk management? What was the main ‘takeaway’ from the exchange in this area? Describe the importance of this exchange in relation to the above points.