



## **Guidelines for applicants for designations as FAO Reference Centres for Diagnostics of Disease of Interest**

1. Name and address of the institute (email address, website, fax and phone numbers).
2. Name and contact information of the director/head of the institute.
3. Legal status and governance arrangements of the institute specifying in particular whether the institute is a government or public institution.
4. Source of funding.
5. Number of staff members, including expert(s) in the relevant field with brief curriculum vitae.
6. Description of facilities and level of biocontainment where work is conducted.
7. Mandate, areas of expertise and activities of the institute.
8. Experience in diagnostics of the disease:
  - a) Approximate number of annual submissions per technique; tabulate data of national and international submissions (with details on countries) in the last two (2) years and beyond.
  - b) Diagnostic expertise; next generation diagnostic techniques, genomic sequence, agent characterization, multiplex assays.
  - c) Development of an annual proficiency testing scheme for specific disease of expertise, mainly limited to animal diseases.
9. Quality assurance and accreditation:
  - a) List of accredited assays with their associated standard operating procedures (SOPs) and date of accreditation.
  - b) Name of accreditation body.
  - c) Existing expertise in providing quality control training.
  - d) Production and distribution of proficiency panels; provide list of assays and countries supported in the last three years.
  - e) Willingness to share accredited SOPs with others; provide list of laboratories and countries which benefited in the last three (3) years.
10. Examples of timely technical support to other diagnostic laboratories, institutes, reference centres and countries, including joint/collaborative projects, in regard to assay trouble shooting, interoperation of results and development of SOPs.
11. Bench and field training provided at national and international levels in the past three years. List of languages by which training can be provided.
12. Production of diagnostic reagents and present inventories to supply reagents to developing and in-transition countries.
13. Applied and academic research activities spanning various aspects of the disease, including epidemiology

of the disease(s). Indicate national and international collaborations particularly with developing countries.

14. Expertise in the disease diagnostic assay development and validation.

15. Expertise in vaccine development and validation, transmission to manufacturers and/or quality control testing.

16. Capability and certification for timely receiving diagnostic specimens and shipping dangerous goods.

17. List of abstracts and peer-reviewed publications concerning the specific disease/subject area during the last three (3) years.

18. List the proposed areas of collaboration for the designation as FAO Reference Centre, aligned with the demonstrated expertise of your institute.

19. The extent and history of collaborations with FAO (projects, consultations, training, technical and scientific advice etc.)

20. Anticipated benefits and envisaged future collaboration with FAO as an FAO Reference Centre.

21. Any other relevant information.

Together with the application, please also send the signed Declaration of Interests.

Kindly note that designations will be governed by the Terms and Conditions of the Designation to be signed by FAO and your institute. The text of these Terms and Conditions is available here:

<https://www.fao.org/animal-health/fao-reference-centres/evaluation-criteria/>

For any correspondence related to this matter, please write to:

For applications relating to animal disease: [NSA-Reference-Centre@fao.org](mailto:NSA-Reference-Centre@fao.org)