PRAIRIE RECOMMENDING COMMITTEE FOR PULSE AND SPECIAL CROPS

Operating Procedures

Approved February 25, 2010

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1. TERMS OF REFERENCE

The Prairie Recommending Committee for Pulse and Special Crops (PRCPSC) also referred to as the "Committee" is responsible for the testing and evaluation of pulse and special crop candidate cultivars for registration in western Canada.

The PRCPSC has several mandates:
a) To act as a forum for exchange of information relevant to the development of improved cultivars of pulse and special crops for western Canada.

b) To advise regulatory agencies regarding legislation and regulations governing pulse and special crop breeding and cultivar production.

c) To establish guidelines and co-ordinate trials to evaluate the performance of potential cultivars of pulse and special crops.

d) To advise on the performance of lines in registration trials and make recommendations, based on the decision of the Committee to support or object to candidate cultivars for registration, to the Variety Registration Office, Canadian Food Inspection Agency.

2. COMMITTEE STRUCTURE AND MEMBERSHIP

2.1 Structure and Operation

The PRCPSC consists of an Executive and three Evaluation Teams that are responsible for the assessment of agronomic performance, disease resistance and end-use quality.

- *Executive Committee*
  - Chair and Secretary/Treasurer
  - Evaluation Team Chairs

- Evaluation Teams
  - Breeding and Agronomy (ETA)
  - Disease (ETD)
  - Quality (ETQ)

2.2 Membership

There are two types of membership within the PRCPSC.

- Full Members (voting privileges)
- Associate Members (non-voting)

All new members are nominated by a voting member of the PRCPSC and are approved by majority vote of the committee. Individuals who do not qualify for Full or Associate

memberships, but are interested or otherwise involved with the process, may attend the meetings (please see section 2.5 Observers).

2.2.1 Full (Voting) Members

Full members of the PRCPSC consist of individuals actively engaged in the development and/or evaluation of potential pulse and special crop cultivars for western Canada and who possess the expertise to do so. Voting privileges on an Evaluation Team are based on the area of expertise.

In addition to committee members with scientific expertise, there are other positions that are allocated to producer organizations and the like. Example:

- Producers
- Farmer organization members
- Canadian Seed Growers' Association

Alternate representatives for members from producer organizations can be named at the same time as the original representative, but only one can vote. The initial period of participation is three years

It is expected that members will vote impartially and attend the annual meeting regularly. If a voting (Breeding and Agronomy, Disease or Quality Evaluation Team) member does not participate in at least two of three annual meetings in a row, their name will be removed from the membership list.

2.2.2 Associate (Non-Voting) Members

Associate members are individuals with a legitimate interest in the activities of the committee, such as: the Canadian Food Inspection Agency (CFIA), Agriculture and Agri-Food Canada administrators, Provincial Government administrators, University administrators or business managers whose organizations are active in cultivar production, development or evaluation. Associate Members do not have voting privileges but are allowed a voice during Committee and Evaluation Team meetings. The appointment of Associate Members is subject to Committee approval.

2.3 PRCPSC Executive

The PRCPSC Executive consists of the PRCPSC Chair and Secretary/Treasurer and the Chairs of each Evaluation Team. The PRCPSC Chair and Secretary/Treasurer are elected from among the voting membership of the PRCPSC. The PRCPSC Chair will also be considered the Chair of the Breeding & Agronomy Evaluation Team. The individual executive members are chosen from the list of voting members of the Committee. All positions are for a three-year, renewable term and commence on April 1. Although not a formal member of the Executive Committee, a financial auditor is elected each year from the membership.

In circumstances where a Chair is unavailable to act in the official capacity of the position, the PRCPSC Executive members will appoint a temporary Chair from the membership of the Committee. Where the Secretary is unavailable, the Chair will appoint a temporary Secretary from among the membership of the Committee.

2.4 Meetings

The PRCPSC normally meets annually in February at a location determined at the previous meeting. The Executive meets during these meetings and as necessary for business related to PRCPSC operations.

Meetings are open to all interested parties. Committee or Evaluation Teams may, by a majority vote, create 'in camera' portions of meetings as necessary.

The normal sequence for the February annual meeting is as follows (logistics may result in changes):

- Executive Committee
- Evaluation Teams may meet if necessary
- Crop Coordinators of each crop discuss registration trial procedures with interested parties
- Entire Committee
- Executive Committee

Extra-ordinary meetings may be called on 30 days notice or less upon the consensus of the membership. Normal quorum restrictions, as documented in section 3.1.3, apply to extra-ordinary meetings. The request for an email vote is considered an extra-ordinary meeting.

2.5 Observers

Meetings are open to all interested parties. All observers must make a request to the Chair to attend meetings and are to be identified at the start of the meetings.

3. THE REGISTRATION PROCESS

3.1 Recommendation for Full Registration

Before a candidate cultivar can be registered, it must have a recommendation from a recognized recommending committee, such as the PRCPSC. Recommendations to “support” or “object to” a candidate cultivar are made on the basis of information provided to the Committee via the registration trials and evaluation by the Evaluation Teams.

The principle of merit is used by the Committee in its decision regarding the support of a candidate for registration. A candidate has merit when, considering all traits including agronomic performance, disease reaction and end-use quality; it has the potential to be equal to or superior to the appropriate check cultivar(s). The number of years, locations, checks, fees and conduct of trials are included in the individual Registration Trial Guidelines.

The sponsor will provide a “Request for Support of Registration” and a written summary to the Committee members no later than the Monday, one week prior to the start of annual PRCPSC meeting. The Committee may refuse to consider a request on the grounds of late circulation, illegibility or inaccuracy. The Committee may suspend a particular guideline to allow consideration of a candidate by a two-thirds majority vote. The rationale for such action and the record of the empowering vote will form part of the recorded decision.

Recommendations to support the registration of a candidate cultivar are in effect for two years from April 1, following the annual meeting where the support was given. An additional 6 months of support can be granted, at the request of the sponsor, via a letter to CFIA from the Secretary of the Committee. If more than 2.5 years have elapsed, the sponsor must make an application for the renewal of support, which must then be presented to the Committee for its decision.

3.1.1 Role of the Evaluation Team

Each Evaluation Team (Breeding & Agronomy, Disease, Quality) will consider the merit of candidate cultivars proposed for registration. The recommendation arising from this evaluation, and its basis, will be provided verbally to the Committee at the time of candidate deliberations by the Evaluation Team Chair, on the basis of the established guidelines documented under 3.1.3.1 of these guidelines. It is expected that the Disease and Quality Evaluation Teams will meet as necessary to discuss changes to the Evaluation Team recommendation guidelines and to elect a Chair.

3.1.2 Role of the Committee

The purpose of the Committee is to provide a recommendation to “support” or “object to” the application for registration of a candidate cultivar of pulse and special crops, based on information provided by the registration trials and interpretation of the data by the Disease and Quality Evaluation Teams.

It is the responsibility of the Committee Secretary to inform the Registrar, Variety Registration Office, Canadian Food Inspection Agency, in writing of the decision of the Committee with copies to the sponsor, and Committee Chair. The recommendation of the Disease and Quality Evaluation Teams will also be provided to the sponsor and to the Variety Registration Office.

3.1.3 Voting Procedures

Voting is valid only when a quorum is present. The quorum for Evaluation Team and Committee meetings shall be fifty percent of the voting members. It is expected that all members will vote impartially.

Voting for candidate cultivars is by secret ballot. All other voting is done by show of hands unless otherwise requested. The Chair is allowed to actively participate in the discussions and is entitled to vote. A simple majority will constitute a positive recommendation. In the event of a tie, a revote will be conducted in which the Chair will not cast a vote.

In extra-ordinary circumstances and at the discretion of the pertinent Chair, votes may be conducted using regular mail, facsimile or electronic mail. The quorum for this type of vote shall be a response from fifty percent of the voting members.

Where the number of abstentions is equal to or greater than one-third of the votes cast, the Chair will ask for a revote. If the revote results in the number of abstentions being equal to or greater than one-third of the votes cast, the Chair will file a report stating that no recommendation could be made.

3.1.3.1 Evaluation Team Votes

The Evaluation Team Chairs will decide on the recommendation on the basis of the following

guidelines:

- Support: the candidate's total attributes for the traits being considered are an improvement over those of the check cultivar(s) and/or an improvement over those specified in agreed-to performance guidelines.

- Do Not Object: the candidate's attributes for the traits being considered are similar to those of the check cultivar(s).

- Object: the candidate's attributes for the traits being considered are inferior to those of the check cultivar(s).

- Abstain: abstentions are only expected in the case of an openly declared conflict of interest or in the absence of information on which to base a decision.

3.1.3.2 Committee Votes

At the Committee level, members will consider the overall attributes of the candidate (the balance of agronomic, disease and quality traits) based on information provided by the registration trials and interpretation of the data by the Disease and Quality Evaluation Teams. Deficiencies in one characteristic may be compensated for by strength in another, e.g.: lower yield for earlier maturity, lower yield for higher quality. It is recognized that certain quality related regulatory requirements are not subject to such trade-offs.

Reports from the Disease and Quality Evaluation Teams will be presented orally by the Chair or the Chair's designate of the Evaluation Team. A motion to support the registration of the candidate cultivar follows. The case for support is then presented by the breeder or designate. Following discussion, all members (including the proposer if an eligible voting member) will cast a vote.

Votes are cast in three categories (Support, Object, Abstain) based on the data supplied. Members are reminded that at Committee deliberations, abstentions are expected only in the case of an openly declared conflict of interest.

If erroneous data or omission of pertinent data is used as a basis of decision, the sponsor may call for a re-vote. This request must be in writing with an explanation and a new supporting document. The Chair and Secretary will determine in consultation with the Executive if there was an omission or error and if this information may have changed the original decision. If so, the Committee will be informed and a re-vote will be conducted. If the PRCPSC meetings have concluded, the vote will be carried out using regular mail, facsimile or electronic mail.

Any disagreement with interpretation of procedure will be raised at the Committee meeting and settled by a majority vote.

3.2 Appeal of Committee Recommendation

If the sponsor wishes to contest the decision of the Committee, a written application must be directed to the Chair of the PRCPSC. This application shall indicate the basis of the appeal and include a copy of the data package prepared for the line in question. If the PRCPSC meeting is still in session, the appellant (sponsor) shall be given the opportunity to present their case personally to the Appeal Committee of the PRCPSC, which is made up of the chair of the

PRCPSC; the chairs of the Disease and Quality Evaluation Teams of the PRCPSC; and two additional members - one selected by the appellant and one selected by the Chair of the PRCPSC. The two additional members do not have to be chosen from the membership of the PRCPSC, but would have the necessary expertise to deal with the appeal. The chair of the Appeal Committee will be the chair of the PRCPSC. The appellant cannot be a member of the Appeal Committee. If the Chair of the PRCPSC is the appellant, then the Secretary will become the Chair. If either of the Chairs of the Evaluation Teams is the Appellant, then the Chair of the PRCPSC shall chose another member from that particular Evaluation Team, to be on the Appeal Committee. Following presentation of the arguments, the appellant will withdraw and a vote will be conducted. There will be a non-refundable $100 fee for this level of appeal. If the appeal is lodged after the PRCPSC meeting has adjourned, the appellant will make the case in writing through the PRCPSC Chair, with the vote of the Appeal Committee being conducted by regular mail, facsimile or electronic mail. There will be a non-refundable $200 fee for this level of appeal. In either case, the decision will be based on a simple majority of the five members on the Appeal Committee. The appellant will be informed of the decision and its rationale in writing within 30 days.

If the appellant wishes to appeal further, an additional non-refundable fee of $1,000 will be levied and used to pay the expenses of the Appeal Board. A three-person Appeal Board will be selected: one by the appellant, one by the PRCPSC Chair and one agreed upon by both the appellant and the PRCPSC Chair. The Appeal Board will choose its own Chair and determine its own procedures.

3.3 Recommendation for Interim Registration

An interim registration is normally granted for either of two reasons:

- production of grain or other commodity for market acceptability tests; or
- emergency/crisis reasons (e.g. - disease).

An interim registration gives all the rights/privileges of full registration, but for a specified period of time only. It may be granted initially for a period of up to three years, but unless requested by the Committee, a variety will be granted a one year registration. An interim registration may be renewed for additional periods, to a maximum total life of five years.

Recommendation procedures are the same as with full registration (section 3.1) with the exception that the decision to register can be made on the basis of a minimum of one year's variety registration trial data.

3.4 Contract Registration

Contract Registration is available for candidate cultivars where biochemical or biophysical characteristics distinguish them from the majority of registered cultivars of the same kind or species. Further, it must be shown, through a scientific process that these characteristics have the potential to cause an adverse affect (harm) on the identity of other registered cultivars or the progeny thereof may be detrimental to human health or the safety of the environment. Thus, to qualify for Contract Registration, the owner/sponsor of the cultivar must demonstrate the possibility of industry harm if granted an unrestricted registration. Contract registration is only a possibility for varieties which may cause harm based on the scientific assessment of the quality, agronomics and disease reaction of the variety, not based on socio-economic factors. Contract registration is not to be used as a substitute for traditional forms of registration (full or

interim) in situations where the Committee has objected to the registration of the candidate cultivar based on deficiency in merit. However, the Committee may suggest that the candidate be considered for Contract Registration where there is rationale to do so. In this case, an extra-ordinary meeting of the Contract Registration Committee (CRC) of the PSCPRC may be required to consider the case and determine if the required scientific conditions for Contract Registration have been met.

Contract Registration may be requested as an interim contract registration for an initial period of up to three years, with a maximum total life of five years or as full contract registration, in which there is no time restriction. Renewal of Interim Contract Registration requires the recommendation of the appropriate CRC and approval by the Variety Registration Office.

For more information on Contract Registration, please refer to the PRCPSC Contract Registration Operating Procedures.

3.5 Use of Discretion

It is critical that Evaluation Teams and Committee use good judgement when dealing with their Operating Procedures. Under extenuating circumstances, it may be necessary for the Committee to temporarily disregard its approved procedures. This should not be a common occurrence. The Committee should proceed very carefully when deviating from their operating procedures. Any proposed suspension of procedures must be put to a vote with a two-thirds or greater majority required for the motion to carry.

The Committee must notify the Variety Registration Office of any candidate cultivars supported where their rules have not been adhered to and include the reasons for the special consideration.

3.6 Application for Registration

Applications for registration of the recommended candidate should be submitted on the *Variety Registration Application Form* available from the Variety Registration Office, or from the Canadian Food Inspection Agency's web site (www.inspection.gc.ca). The application, along with other required supporting documentation, reference samples and the prescribed fee, must be sent to:

> Variety Registration Office
> 59 Camelot Drive
> Ottawa, ON, K1A 0Y9
>
> Telephone: (613) 773-7116 until July 2011, (613) 773-7149 after July 2011.
> Facsimile: (613) 773-7144

For further information, refer to the most recent publication of the *"Procedures for the Registration of Crop Varieties in Canada",* which is available from the CFIA Variety Registration Office (please see below for contact information) or their web site (www.inspection.gc.ca).

CFIA Contact Information:

Mr. Mark Forhan
A/Chief
mark.forhan@inspection.gc.ca
Tel: (613) 773-7148

Ms. Sima Vyas
Variety Registration Officer
sima.vyas@insepction.gc.ca
Tel: (613) 773-7151

Ms. Robin Sampson
Variety Registration Project Coordinator
robin.sampson@inspection.gc.ca
Tel: (613) 773-7146

Ms. Cindy Pearson
A/National Manager:
cindy.pearson@inspection.gc.ca
Tel: (613) 773-7116 until July 2011
(613) 773-7149 after July 2011.

4. CONDUCT OF CO-OPERATIVE & OTHER REGISTRATION TRIALS

4.1 General Conduct of Trials

The conduct of registration trials is the jurisdiction of the PRCPSC. Registration trials are replicated multi-location yield tests and other ancillary tests as may be sanctioned by the Committee. The official co-operative tests will include the word 'registration' in their names, to clarify the function of these tests. The purpose of the registration trials is to provide data for evaluation by the Committee and Evaluation Teams. The operation of the registration trials is the responsibility of the co-operators in the test, subject to the approval of the Committee. Co-operators are those scientists, field trial managers and sponsors who agree to conduct the registration trials. The over-riding principle is the use of the democratic principle in all Committee decisions.

Test co-ordinators are appointed by the co-operators in the test, subject to approval by the Committee. Co-ordinators are responsible, at the direction of the co-operators, for deciding on admission of new entries, general co-ordination of the test, for compiling and analyzing the data, and for preparation and distribution of an annual report. A current list of co-ordinators can be obtained from the PRCPSC Secretary.

Claims relating to candidate cultivars based on data generated outside of the co-operative registration trial system must be substantiated (data interpreted) in writing by relevant experts, groups or associations. Procedures leading towards such claims must be sanctioned by such relevant individual or body and accepted by the Committee prior to testing for registration.

As a general principle the following guidelines apply for co-operative registration trials:

a) Locations: Locations are determined by the test co-operators. They may be conducted by the private or public sector and are chosen to represent areas of adaptation for the crop.

b) Acceptance of entries for testing: As a general principle, six station years of data from the area of its intended commercial production, along with that of appropriate check cultivars, are required for entry in co-operative tests. An entry must meet the minimum criteria for quality, disease resistance and agronomic performance. Requirements for specific crops can be obtained from the test co-ordinator. Transgenic material must meet field testing requirements (unconfined environmental release requirements of the Canadian Food Inspection Agency) for such material before acceptance into co-operative registration tests. An organization wishing to obtain registration trial data on a variety with only a confined environmental release, can set up its own private registration trial. The Committee's registration trial guidelines must be followed as to the number of years, locations, checks, and conduct of trials. The procedures leading up the production of private registration trial data must be accepted by the Committee prior to the planting of any field trials. The co-operative registration trial co-ordinator or their designate should be given access to the private trial sites. The data from the private registration trials must be made available to the Committee on an annual basis according to the timelines of the appropriate crop registration guidelines.

c) Limits on entry numbers: Every attempt is made to accept all qualified entries. However, resource restrictions require limits to be imposed. Acceptance is determined by the cooperators, subject to approval by the Committee.

d) Security of entries: Test co-ordinators and co-operators will take reasonable precautions to ensure the security of entries and will not distribute seed for purposes other than registration testing without the consent of the owner.

e) Check varieties: Check varieties are chosen by the co-operators to represent specific classes, types and adaptation, subject to approval by the committee. Check varieties are normally the best commercially available cultivars for each class or type. In some instances checks are chosen to provide a basis of comparison for quality or disease evaluation. Candidate cultivars will be compared to the appropriate check of their class at the time of consideration. Note that this may not be the same check as the one used when the line was entered into test. The check cultivars may change, but the performance of the line relative to the original check cultivars would still be considered. The candidate will not be compared to other lines in the test for registration recommending purposes.

f) Disposition of entries: The owner of a line can withdraw it at any time. Lines are retained in the registration trials based on the request of the owner and the approval of the cooperators. A line will only be kept in trials for a year beyond the minimum testing requirement upon agreement of the Committee.

g) Fees: The PRCPSC may establish a fee structure and a mechanism for handling the fees to ensure that they are applied to the costs of operating the tests. Such fees are subject to annual review. Contact the test co-ordinator for details.

h) Condition of acceptance of a candidate cultivar for testing: It shall be a condition of acceptance of a candidate cultivar for testing, that the party submitting the candidate cultivar agrees that the testing and evaluation procedures used by the PRCPSC are appropriate and that these testing and evaluation procedures, however defined, shall not justify an appeal of

the Committee decision.

i) Limitation of liability: It shall be a condition of acceptance of a candidate cultivar for testing that the party submitting the candidate cultivar acknowledges that neither the PRCPSC nor its members and agents shall in any way be liable for any error or omission occurring as a result of the testing and evaluation process.

Operating procedures for specific crops or crop categories may be obtained from the secretary of the Committee or from the individual crop test Co-ordinator.

4.2 Appeal of Refusal of Entry to Trials

If a sponsor has been refused entry into the registration trials for one or more entries and wishes to contest the decision of the trial co-ordinators, the matter should be brought up for discussion at the PRCPSC meeting. The PRCPSC must approve the decisions of the trial co-ordinators at the February meeting. If the sponsor is not satisfied by the decision of the PRCPSC, a written application must be directed to the Chair of the PRCPSC, and received before March 1 following. This application shall indicate the basis of the appeal and include a copy of the data package prepared for the line in question. If the PRCPSC meeting is still in session, the appellant (sponsor) shall be given the opportunity to present their case personally to the Co-op Entry Appeal Committee of the PRCPSC, which is made up of the chair of the PRCPSC; the chairs of the Disease and Quality Evaluation Teams of the PRCPSC; the trial co-ordinator and one additional member - selected by the appellant from the voting membership of the PRCPSC. The chair of the Appeal Committee will be the chair of the PRCPSC. The appellant cannot be a member of the Appeal Committee. If the Chair of the PRCPSC is the appellant, then the Secretary will become the Chair. If either of the Chairs of the Evaluation Teams is the Appellant, then the Chair of the PRCPSC shall chose another member from that particular Evaluation Team, to be on the Appeal Committee. Following presentation of the arguments, the appellant will withdraw and a vote will be conducted. There will be a non-refundable $100 fee for this level of appeal. If the appeal is lodged after the PRCPSC meeting has adjourned, the appellant will make the case in writing through the PRCPSC Chair, with the vote of the Appeal Committee being conducted by facsimile or electronic mail. There will be a non-refundable $200 fee for this level of appeal. In either case, the decision will be based on a simple majority of the five members on the Appeal Committee. The appellant will be informed of the decision and its rationale in writing within 10 days.

APPENDIX A: List of Crops under the jurisdiction of Prairie Recommending Committee for Pulse and Special Crops

Buckwheat
Canarygrass (Annual)
Fababean (small seeded)
Field Bean (white and coloured)
Lentil (grain type)
Lupin
Pea (field)

APPENDIX B: Data Release Policy

Operating Procedures used by the PRCPSC will be available.

The PRCPSC minutes will be bound into a separate report for distribution to each registrant of the meeting. Included in this report will be the recommendation and voting results (Evaluation Teams and Committee, respectively) for each candidate cultivar considered. The report will not include meeting minutes of the Evaluation Teams.

Reports of the Committee will be available to all registrants of the meeting, usually for a fee. A disclaimer indicating the restricted distribution of the report and limitations of the data will be included on the first page of each document. Developers, owners and marketing institutions may use the data for their lines without request for permission. Comparisons may only be made with check cultivars in the trials in which the candidate was evaluated.

Data for candidates supported for registration may be used in “provincial government variety guides” without request for permission.

Disclaimer to be published with the PRCPSC minutes:

The data contained in this document is the copyright property of the Prairie Recommending Committee for Pulse and Special Crops (PRCPSC). The information contained herein may not be reproduced, published or disseminated in any form other than in its entirety, without the express written consent of the PRCPSC Chair.

The data contained in this document are collected from several sources. The PRCPSC does not guarantee the veracity of subsets of these data.

The members/experts of the PRCPSC evaluate the merit of genotypes/cultivars using a pool of performance parameters collected over several years and multiple locations. Any subset of these data cannot be considered a reliable indication of overall merit.

Requests for permission to use portions of this document must be forwarded, in writing, to the PRCPSC Chair.

Guidelines to the Chair in granting permission to use portions of the PRCPSC data:

a) Permission to use data subsets will be refused in situations where, in the considered opinion of the Chair, the data will be presented in a misleading manner.

b) The data for the checks is considered public domain and a request for use will be approved unless it conflicts with point (a).

c) The use of data specific to entries may be approved with the express written consent of the relevant breeder/sponsor.

d) The Chair, in granting permission to use the data, will consider and respect information that is proprietary.

APPENDIX C: Conflict of Interest Guidelines

The PRCPSC has as one of its mandates, the responsibility "to advise on the performance of lines in test and make recommendations to the Variety Registration Office of Canadian Food Inspection Agency." While members are expected to vote impartially, abstaining from a vote is appropriate when sound ethical judgement indicates a 'Conflict of Interest'.

According to Dr. Michael McDonald, Director of the Centre for Applied Ethics at the University of British Columbia, a Conflict of Interest arises when an individual acting in an official capacity (public official, employee, professional, etc.) has private or personal interests sufficient to appear to influence the objective exercise of their duties. Conflicts of Interest interfere with professional responsibilities by clouding objective, professional judgement.

There are three key elements in defining a Conflict of Interest:

- Private or personal interest: The pursuit of private or personal interests does not create a conflict of interest unless it occurs during the exercise of official capacity.

- Exercise of official capacity: Duties and obligations that are part of an office or official capacity must prevail over private or personal interests.

- Responsibility to use objective professional judgement: Professionals are expected to provide sound, objective and independent advice. Factors that interfere (or appear likely to interfere) with professional objectivity are a matter of legitimate concern to those who rely on this advice.

In addition to *actual* Conflicts of Interest, *apparent* and *potential* conflicts should be avoided.

- Apparent Conflict of Interest: a situation in which a reasonable person would believe that the professional's judgement is likely to be compromised.

- Potential Conflict of Interest: a situation that could develop into an actual conflict of interest.

The key in discovering a personal Conflict of Interest is to determine if the situation is likely to interfere, or appears to interfere, with the independent judgement expected in performing your official duties. Trust is the core issue. Conflicts of Interest involve an abuse (actual or potential) of the trust that people have in professionals. In addition to direct damage to particular clients and employers, Conflicts of Interest injure the entire profession by reducing the confidence that people have in professionals.

An excellent diagnostic tool is the "trust test": *Would relevant others (employer, clients, colleagues, general public) trust my judgement if they knew I was in this situation?*

When a personal Conflict of Interest is recognized, the ethical responses are:

- Reveal your private interest to the relevant parties.
- Remove yourself from the decision making process or advice-giving role.