



برية العامة لقوى الأمن الداخلي
ة الأركان - شعبة الشؤون الإدارية

م ٢٠٤/٢٧/٢٠٤ ش ٢/٣
يخ ٢٠١٢/١٠/٩

لجان وزارة الداخلية والبلديات
- المديرية الإدارية المشتركة

و-ع :
=====
شأن إتفاقية مع
صليب الأحمر
لدولي .

عطفًا على كتابكم رقم ١٤٠٩٩ تاريخ ٢٩/٨/٢٠١٢ .
تحيطكم المديرية العامة لقوى الأمن الداخلي، علماً أنه بعد التنسيق مع اللجنة الدولية للصليب
الأحمر لمناقشة موضوع مشروع الإتفاقية العائدة لجمع وحفظ العينات المرجعية البيولوجية من أفراد أسر
المفقودين جراء النزاعات المسلحة في لبنان منذ العام ١٩٧٥، تم تنظيم ملحق يحدد موجبات كل من
اللجنة الدولية للصليب الأحمر والمديرية العامة لقوى الأمن الداخلي، كما وتم تنظيم تقرير جديد يبين
فيه متطلبات المختبر البيولوجي الضرورية لتنفيذ موجبات هذه الإتفاقية .

يرجى التفضل بالإطلاع، وفي حال الموافقة إجراء المقتضى وإعلامنا النتيجة .



Annex

to the "Agreement between the International Committee of the Red Cross (ICRC) and the Republic of Lebanon on the Collection and Storage of Biological Reference Samples from Family members of Persons Missing in relation to the armed conflicts in Lebanon since 1975", signed between the ICRC Head of Delegation in Lebanon and His Excellency the Prime Minister.

Introduction

This annex is intended to complete "Agreement between The International Committee of the Red Cross (ICRC) and The Republic of Lebanon on the Collection and Storage of Biological Reference Samples from Family members of Persons Missing in relation to the armed conflicts in Lebanon since 1975", as signed between the ICRC Head of Delegation in Lebanon and His Excellency the Prime Minister. It provides more details on the implementation of the said agreement and defines the respective roles of the ICRC and the Internal Security Forces (ISF).

1. Role of the ISF

Establishment of Standard Operating Procedures (SOP)

- The ISF elaborate the Standard Operating Procedures (SOP) for the collection process, the chain of custody, the storage, the hand-over of the back-up samples to the ICRC and the procedures for quality assurance and control of the samples. The SOP are shared with the ICRC and approved prior the start of the sample collection.

Collection of the biological reference samples

- After the ICRC visit to the families of missing persons to collect the ante-disappearance data, to explain them the reference sample collection, and to identify the suitable persons to give the reference samples; the ICRC hands over once per week the lists of persons who expressed their wish to give the samples and the copy of their consent forms (confirming their agreement that their name be given to the ISF) to the Head of the Central Crime Scene Office of the Judicial Police in the ISF General Directorate in Beirut.
- The Beirut Central Crime Scene Office contacts the concerned persons and sets up appointments for the taking of samples, either in one of the six Crime Scene Field Offices, (i.e. Aaraya/Baabda, Saidia, Nabatieh, Zahleh, Baalbek and Tripoli) or in Beirut, or at the families' home.
- Trained ISF staff performs the sample collection on FTA cards. Two full sets of samples are taken from each donor (one set is kept by the ISF in one of the offices of the ISF headquarter and one set is handed over to the ICRC and thereafter kept as back-up samples).
- Before collecting the samples, the ISF have the consent forms signed by each donor confirming their agreement that their saliva reference sample be collected.
- Once per week, the Head of Beirut Central Crime Scene Office hands over to the ICRC the list of the persons who gave samples to the ISF and the samples, with the copy of the related Personal Information forms, and the copy of the consent form.

Storage of the samples

- The ISF keeps adequate custody of the biological reference samples, which will be securely stored in a safe place, ensuring the adequate physical and environmental protection of the samples collected. The samples remain without being analysed; except for the aim of fulfilling the quality assurance and control requirements (see below).
- The ISF stores the samples until a mechanism for the clarification of the fate and whereabouts of missing persons, in compliance with all humanitarian requirements, is established and the samples are required to assist in the identification of remains believed to be those of missing persons, with the humanitarian objective of providing answers to families.
- Once the case of a missing person has been clarified, and after verification that samples are not related to other cases of missing persons, all remaining samples or portions thereof are kept for three years in a "box for closed cases", in case the data must be further consulted at a future date within that period, and then are destroyed by the ISF as appropriate. The hard copy reports are maintained at the ISF following their internal rules and procedures.
- The electronic DNA profile data are maintained by the ISF until such time that all missing persons are identified to enhance the DNA matching process for the remaining cases and in case the data must be further consulted at a future date. The DNA data and all associated reports and samples will not be used for any purpose other than that for which they were collected and generated, that is, for the identification of missing persons.
- All the above will be explained to the families at the time of collection, and the families will sign the consent form to agree with the process. The consent form will be prepared and agreed on by both parties.

Quality assurance and control procedures

- As mentioned above, the ISF elaborates SOP for quality assurance and control of the samples. The SOP should include collection, chain of custody, storage and profiling methodologies, internal and external proficiency testing, and periodic case review. The SOP are shared with the ICRC and approved prior to the start of the sample collection.
- Once a year, the ISF sends a quality control report to the ICRC. The ICRC will review said reports and make recommendations for improvement as required. During the review process of both the ICRC and the ISF, sample collection will be suspended. Applicable methodologies and procedures will be adapted accordingly based on quality assurance test results. The ICRC as well as the ISF will bear the cost of their respective internal review process.
- A strategy will be developed for quality assurance and control testing that is appropriate to the scope and scale of the project and the agreed methodologies. The strategy will take into consideration the number of collectors and the number of family group collections expected of each collector.

As a recommended best practice: During the first year, a random yet representative sample of collected donations for each collector will be processed to ensure that adequate procedures are in place to obtain sufficient quantity and quality of DNA for profiling purposes. Data recording procedures are adequately understood and implemented. Following the first year, if the collection strategy remains the same, quality assurance and control measures will be adapted accordingly to ensure maintenance of best practices.

The quality assurance and control strategy, as part of the SOP, are shared with the ICRC and approved prior to the start of the sample collection.

- A testing programme should be established with a laboratory, accredited to ISO17025, and will be financed by the ICRC. This would involve both laboratories processing the samples and comparing results. The results should be checked by an ICRC forensic expert for confirmation to ensure quality. Should the ICRC deem the quality of testing to fall below acceptable standards, the ICRC and the ISF will determine corrective action to ensure quality testing.

2. Role of the ICRC

Contact with families of missing persons

- While collecting the Ante-Disappearance Data (ADD), the ICRC briefs the families on the reference sample collection. The ICRC also identifies the family members most suitable as donors of biological reference samples and prepares all administrative procedures. The ICRC will ensure that its staff are properly trained regarding suitability of family reference donors, prior to engage with families in this regard.
- The family members identified as donors are given the choice between going to the ISF Crime Scene Offices and requesting representatives of the Crime Scene Office to come to their home.
- The ICRC puts the family members identified as donors in contact with the ISF.
- The ICRC gives a voucher to each donor, who will hand over that voucher to the ISF collector personnel at the moment of the sample collection. The ICRC also has a consent form to transmit the names and contact details of the donors to the ISF (Head of Beirut Central Crime Scene Office).
- Once per week, the ICRC provides the Head of Beirut Central Crime Scene Office with the list of persons (names and contact details) who expressed their wish to give samples to the ISF and hands over the copies of the consent forms to transmit their names and contact details to the ISF.

Storage of the samples

- Once per week, the ICRC receives the list of the persons who provided samples from the ISF and the back-up samples, as well as the copy of the related Personal information forms; from the Head of Beirut Central Crime Scene Office.
- The ICRC temporarily stores the back-up samples in its delegation in Beirut, locked in a safe place, ensuring the adequate physical and environmental protection of the back-up samples. Access to the samples will be restricted to the ICRC Head of Delegation, Deputy Head of Delegation and Protection Coordinator.
- The ICRC will, on a regular basis, transfer the back-up samples from its delegation in Beirut to its headquarter in Geneva, Switzerland, by diplomatic pouch, for long-term storage, locked in a safe place, ensuring the adequate physical and environmental protection of the samples. The ICRC will not be held responsible for the eventual damage of the back-up samples due to events out of his control (fire, destruction over time...). Access to the back-up samples in the ICRC headquarter will be restricted to ICRC Archives personnel. The samples remain without being analysed.
- The ICRC elaborates SOP for quality assurance and control of the samples. The SOP should include chain of custody and storage, and quality control (profiling in an ISO 17025 accredited laboratory). The SOP are shared with the ISF.
- The ICRC stores the back-up samples until a mechanism for the clarification of the fate and whereabouts of missing persons, in compliance with all humanitarian requirements, is established and the back-up samples are required by ISF to assist in the identification of remains believed to be those of missing persons, with the humanitarian objective of providing answers to families.

- The ICRC elaborates SOP for the request process, the chain of custody, the hand-over and transfer of back-up samples back to ISF. The SOP are shared with the ISF and approved prior the start of the sample collection.

3. Financial regulations & ICRC assistance to the ISF for the implementation of the project

The ISF cover their own expenses related to the implementation of their responsibilities under the present Agreement, including the cost of maintenance of equipment donated by the ICRC.

The ICRC covers its own expenses related to the implementation of its responsibilities under the present Agreement.

In addition, the ICRC will assist the ISF, for the duration of the project, by providing the following items, as needed for the project:

- Kits for saliva sample collection, which will include FTA cards with barcodes, swabs, gloves, collection cards with barcodes, surgical facemasks and head covers.

The ICRC will provide an initial quantity of 500 collection kits, and after that replenish the stock on a monthly basis, according to the lists of samples collected provided by the ISF.

- Adapted punchers for the FTA cards as needed for the quality insurance and control procedure.

Before the start of the project, and at only one occasion, the ICRC will donate the following items to the ISF:

- A storage container, adequate to ensure preservation of the samples and restricted access, to be installed at the location identified for the storage of the samples.
- One computer for the Beirut Central Crime Scene Office and one computer for the DNA lab of the ISF Judiciary Police, to be used only for storage, analysis, and related activities of the genetic data of families of missing persons and not for any other purpose (e.g. other genetic data linked to criminal investigations).
- A software allowing complex kinships.
- An impact grinder for powdering hard tissues.
- Furniture to equip a room to receive the donors of the reference samples, for the seven sites (the Beirut Central Crime Scene Office and the six Crime Scene Field Offices): six chairs and one table per site.