



## Ready Reference New Party Checklist

RR14

### Initial Tasks

Activity	Protocol reference
r Designate one national focal point responsible for liaison with the Secretariat and provide name/address to the Secretariat.	Article 19-1; Article 19-2
r Designate one or more competent authorities responsible for performing the administrative functions required by the Protocol and provide name(s)/address(es) to the Secretariat. If more than one authority, indicate the types of LMOs for which each competent authority is responsible.	Article 19-1; Article 19-2
r Designate one BCH focal point responsible for validating information on the BCH and provide name/email address to the Secretariat in order to activate BCH account.	COP-MOP decision BS-1/3 (BCH Modalities of Operation)
r Designate a point of contact for receiving information from other States on unintentional transboundary movements in accordance with Article 17 and register it with the BCH.	Article 17-2
r Register with the BCH any relevant existing laws, regulations or guidelines, information necessary for the AIA procedure and laws applicable to the import of LMO-FFPs.	Article 20-3(a); Article 11-5
r Register with the BCH any bilateral, regional or multilateral agreements or arrangements.	Article 20-3(b); Article 14-2
r Register with the BCH any cases in which import may take place at the same time as the movement is notified.	Article 13-1(a)
r Register with the BCH any cases of LMO imports exempted from the AIA procedure.	Article 13-1(b)
r Notify through the BCH if domestic regulations apply with respect to specific imports.	Article 14-4
r Notify the Secretariat if there is a lack of access to the Biosafety Clearing-House (hard copies of notifications to the Clearing House will be provided).	Article 11-1
r If appropriate, declare that Article 11-6 procedures will apply for LMO-FFP imports.	Article 11-6



## Follow-up Actions

	<b>Activity</b>	<b>Protocol reference</b>
r	If necessary, appoint National Authorized Users to assist with uploading information to the BCH. (National Focal Point must continue to validate information before publication).	n/a
r	Register with the BCH final decisions concerning the import or release of LMOs. » <i>within 15 days of taking a decision under Article 11-1 (LMO-FFPs)</i> » <i>within 270 days of receiving the notification for the AIA procedure</i>	Article 20-3(d)
r	Register with the BCH summaries of risk assessments or environmental reviews of LMOs generated by regulatory processes and conducted in accordance with Article 15.	Article 20-3(c)
r	Notify countries through the BCH of a release that leads, or may lead to unintentional transboundary movement of LMOs.	Article 17-1
r	Register with the BCH information concerning cases of illegal transboundary movements.	Article 25-3
r	Monitor the implementation of obligations under the Protocol and submit reports to the Secretariat as required (every 4 years).	Article 20-3(e); Article 33
r	Forthwith notify the BCH about any changes in the designation of its national focal point or in the name and address or responsibilities of its competent national authority(s).	Article 19-2
r	Inform within 30 days the BCH about reviewing the previous decision regarding an intentional transboundary movement of an LMO ( <i>Article 12-1</i> )	Article 12-1