*National Record[[1]](#footnote-1):* Designation of National Focal Points[[2]](#footnote-2)

*Fields marked with an asterisk (\*) are mandatory.*

The registration of National Focal Points in the BCH can only be done by the Secretariat upon receipt of written communications addressed to the Executive Secretary and endorsed by the following categories*:*

* The designation of a ***National Focal Point for the Cartagena Protocol on Biosafety (CPB-NFP)*** must be endorsed by the National Focal Point for the Convention on Biological Diversity (CBD-NFP) or by a direct expression of the Government (i.e. a Minister of State).
* The designation of a ***National Focal Point for the Biosafety Clearing-House (BCH-NFP)***must be endorsed by the National Focal Point for the Cartagena Protocol on Biosafety (CPB-NFP).
* The designation of a ***Contact Point for Emergency Measures (Article 17)*** must be endorsed by the National Focal Point for the Biosafety Clearing-House (BCH-NFP) or the National Focal Point for the Cartagena Protocol on Biosafety (CPB-NFP).

*These designations may be sent to the Secretariat as an attachment to an e-mail or by postal mail or fax and must contain the complete contact details of the focal points with their respective endorsements.*

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| **Contact details of the focal point to be nominated** | |
| 1. Title: | Dr.  Professor  Other (specify): <Text entry> |
| 1. Gender | Mr.  Ms. |
| 1. First name:\* | <Text entry> |
| 1. Middle name: | <Text entry> |
| 1. Last or Family name:\* | <Text entry> |
| **Work related information** | |
| 1. Job title: | <Text entry> |
| 1. Employer / Organization\* | <Text entry> |
| 1. Organization acronym:[[3]](#footnote-3) | <Text entry> |
| 1. Department / Division / Unit: | <Text entry> |
| **Coordinates** | |
| 1. Address: | <Text entry> |
| 1. City:\* | <Text entry> |
| 1. State or Province: | <Text entry> |
| 1. Country:\* | <Country name> |
| 1. Postal or Zip code: | <Text entry> |
| 1. Phone number:[[4]](#footnote-4)\* | <Text entry> |
| 1. Fax number:[[5]](#footnote-5) | <Text entry> |
| 1. Email address:\* | <Text entry> |
| 1. Websites: | <URL and website name> |

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| **Timeframe for confirmation or updating of information** |
| Please note that this category of information requires confirmation or updating after one year from the date of submission. After the deadline you will be asked to confirm or update the record within 3 months. After this period, if no confirmation has been received, the record will be marked as “Non-confirmed”. |

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| **Additional information** | |
| 1. Any other relevant information:[[6]](#footnote-6) | <Text entry>  *and/or* <URL and website name>  *and/or* <Attachment> |
| 1. Notes:[[7]](#footnote-7) | <Text entry> |

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| **Confirmation by Nominating Government** | |
| 1. Country:\* | <Country name> |
| 1. Category of National Focal Point being nominated:\* | Cartagena Protocol on Biosafety National Focal Point  Biosafety Clearing-House Focal Point  Emergency Measures Contact Person  (Art. 17) |
| 1. Name of Government Representative making the nomination:\* | <Text entry> |
| 1. Category of Government Representative making the nomination:\* | Minister (*please specify the Ministry)*  <Text entry>  National Focal Point for the Convention on Biological Diversity (CBD-NFP)  National Focal Point for the Cartagena Protocol on Biosafety (CPB- NFP)  National Focal Point for the Biosafety Clearing-House (BCH-NFP) |
| 1. Date:\* | <YYYY-MM-DD> |
| *I hereby confirm that the above information is correct and agree for its inclusion in the Biosafety Clearing-House.* | |
| Signature:\* |  |

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| --- | --- |
| **Record validation** | |
| This nomination should be signed in the section below by the BCH National Focal Point and sent in MS Word format by e-mail to [bch@cbd.int](mailto:bch@cbd.int).  Alternatively, it may be sent by fax to **+1 514 288 6588**.  or postal mail to:  **Secretariat of the Convention on Biological Diversity**  **413 rue Saint-Jacques, suite 800**  **Montreal, Québec, H2Y 1N9**  **Canada**  **Important Notice:** Please note that in case this form is going to be sent via fax, postal mail or from an e-mail address different from the registered e-mail address of the BCH National Focal Point (BCH-NFP), a copy/scan of this signed page should be attached. | |
| Date:\* | <YYYY-MM-DD> |
| Country:\* | <Country name> |
| Name of the BCH National Focal Point:\* | <Text entry> |
| *I hereby confirm that the above information is correct and agree for its inclusion in the Biosafety Clearing-House.* | |
| Signature of the BCH National Focal Point:\* |  |

1. National records registered on the BCH are usually part of a Party’s obligations under the Cartagena Protocol on Biosafety and must be validated by the BCH National Focal Point prior to their publication. The common formats for national records can be accessed through the Submit page of the BCH. [↑](#footnote-ref-1)
2. The Cartagena Protocol on Biosafety requests Parties to designate one national focal point (CPB-NFP) to be responsible for liaising with the Secretariat (Art. 19), and to make their contact details available through the Biosafety Clearing-House (BCH). Decision BS-I/3 also requests Parties to designate an appropriate national focal point for the Biosafety Clearing-House (BCH-NFP) to liaise with the Secretariat regarding issues of relevance to the development and implementation of the BCH. The annex to that decision (Modalities of operation of the Biosafety Clearing-House) specifies the roles and responsibilities of the BCH focal points. Art. 17 of the CPB also requires Parties to make available to the BCH the details of their point of contact for the purposes of receiving notifications about unintentional transboundary movements and emergency measures. [↑](#footnote-ref-2)
3. Abbreviation of the long name of an organization. Examples: EA, SCBD. [↑](#footnote-ref-3)
4. Please use the following format: + [country code] [city code] [telephone number] [extension, if necessary]; Example: +1 514 288-2220 ext 221 (where 1 = North America, 514 = Montreal, 288-2220 = CBD Secretariat number, ext 221 = direct extension to the switchboard). [↑](#footnote-ref-4)
5. See footnote above. [↑](#footnote-ref-5)
6. Please use this field to provide any other relevant information that may not have been addressed elsewhere in the record. [↑](#footnote-ref-6)
7. The “Notes” field is for personal use only. It can be seen only when the record is being edited but is not visible when the record is published. This field is not meant to be used for confidential information. [↑](#footnote-ref-7)