*National Record[[1]](#footnote-2):* Competent National Authority[[2]](#footnote-3)

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

|  |  |
| --- | --- |
| **General information** | |
| 1. Country:\* | <Country name> |
| 1. Name of the Competent National Authority:\* | <Text entry> |
| **Contact details** | |
| 1. Street Address: | <Text entry> |
| 1. City:\* | <Text entry> |
| 1. State or Province: | <Text entry> |
| 1. Postal or Zip code: | <Text entry> |
| 1. Country of Contact:\* | <Country name> |
| 1. Phone number(s):[[3]](#footnote-4)\* | <Text entry> |
| 1. Fax number(s):[[4]](#footnote-5) | <Text entry> |
| 1. Email address(es):\* | <Text entry> |
| 1. Website address(es):[[5]](#footnote-6) | <URL and website name> |
| **Additional contact information** | |
| 1. Contact person: | *<BCH record number>*  *Please enter the BCH record number containing the contact information or, if not registered, attach a “Contact”[[6]](#footnote-7) common format.* |
| **Responsibilities**  *Article 19, paragraph 2 of the Protocol provides that “Where a Party designates more than one competent national authority, it shall convey to the Secretariat, with its notification thereof, relevant information on the respective responsibilities of those authorities. Where applicable, such information shall, at a minimum, specify which competent authority is responsible for which type of living modified organism”.*  *If there is more than one competent national authority, please complete a different common format for each authority.* | |
| 1. Administrative functions\*:[[7]](#footnote-8) | All functions pursuant to the Cartagena Protocol on Biosafety  Capacity-Building  Competent National Authorities and National Focal Points  Confidential Information  Contained use  Handling, transport, packaging and identification  Human and/or Animal Health  Illegal transboundary movements  Information Sharing  Intentional introduction into the environment (AIA)  Liability and redress[[8]](#footnote-9)  LMOs for direct use as feed  LMOs for direct use as food  LMOs for processing  Pharmaceuticals  Public awareness and participation  Risk assessment and management  Simplified Procedure  Socio-economic considerations  Transboundary movement (import/export)  Transit  Unintentional transboundary movements and emergency measures  Other (please specify): <Text entry> |
| 1. Types of organism(s) under its responsibility:[[9]](#footnote-10)\* | All types of organisms  Animals  └ Invertebrates └ Vertebrates  └ Arachnids └ Amphibians  └ Crustaceans └ Birds  └ Insects └ Fish  └ Mollusks └ Mammals  └ Nematodes └ Reptiles  Bacteria  Fungi  Plants  └ Algae └ Mosses  └ Crops └ Ornamentals  └ Ferns └  Trees  Viruses  Other (specify): <Text entry> |
| 1. Detailed description of the regulatory functions:[[10]](#footnote-11) | <Text entry> |

|  |  |
| --- | --- |
| **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”. | |
| **Additional information** | |
| 1. Any other relevant information:[[11]](#footnote-12) | <Text entry>  *and/or* <URL and website name>  *and/or* <Attachment> |
| 1. Notes:[[12]](#footnote-13) | <Text entry> |

|  |  |
| --- | --- |
| **Record validation** | |
| Information should be submitted online to the BCH through the Submit page. This offline common format is made available to assist BCH users to gather and organize their records prior to submission to the BCH.  In case of difficulties in submitting this information online, the completed documents 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, Quebec, 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 contain information that are usually part of a Party’s obligations under the Cartagena Protocol on Biosafety and must be validated by BCH National Focal Points prior to publication in the BCH. The common formats for national records can be accessed through the Submit page of the BCH. [↑](#footnote-ref-2)
2. The Cartagena Protocol on Biosafety requires Parties to designate one or more competent national authorities which shall be responsible for performing the administrative functions required by the Protocol (Art. 19). Please note that to complete this form you may also need to download the following common format: “Contact”. [↑](#footnote-ref-3)
3. 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)
4. See footnote above. [↑](#footnote-ref-5)
5. Please provide the URL of the website (e.g. http://www.cbd.int) and the name of the website (e.g. ‘Convention on Biological Diversity’). [↑](#footnote-ref-6)
6. All BCH common formats can be accessed through the Submit page of the BCH. [↑](#footnote-ref-7)
7. If there is only one Authority responsible for all functions under the Protocol, please select "All functions pursuant to the Cartagena Protocol on Biosafety". [↑](#footnote-ref-8)
8. For competent authorities under Article 5 of the Nagoya – Kuala Lumpur Supplementary Protocol on Liability and Redress, please complete the common format on “Supplementary Protocol Competent Authority”. [↑](#footnote-ref-9)
9. If there is only one Authority responsible for all functions under the Protocol, please select "All types of organisms". [↑](#footnote-ref-10)
10. If needed, provide additional information on regulatory functions and responsibilities of the competent national authority. [↑](#footnote-ref-11)
11. Please use this field to provide any other relevant information that may not have been addressed elsewhere in the record. [↑](#footnote-ref-12)
12. 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-13)