Common Format for Registering Information in the BCH

*Use this form to organize your information prior to registering it in the Biosafety Clearing-House (BCH).*

*Reference Record[[1]](#footnote-1):* Biosafety Organization[[2]](#footnote-2)

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

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| **General information** |
| 1. Name of the organization:[[3]](#footnote-3)\*
 | <Text entry> |
| 1. Acronym:[[4]](#footnote-4)
 | <Text entry> |
| 1. Contact person(s):
 | *<BCH record number>* *Please enter the BCH record number(s) containing this information or complete and attach a “Contact” common format[[5]](#footnote-5).* |
| **Organization coordinates** |
| 1. Address:
 | <Text entry> |
| 1. City:\*
 | <Text entry> |
| 1. State or Province:
 | <Text entry> |
| 1. Postal Code or Zip:
 | <Text entry> |
| 1. Country:\*
 | <Country name> |
| 1. Phone number(s):[[6]](#footnote-6)\*
 | <Text entry> |
| 1. Fax number(s):[[7]](#footnote-7)
 | <Text entry> |
| 1. Email address(es):\*
 | <Text entry> |
| 1. Website(s):[[8]](#footnote-8)
 | <URL and website name> |
| **Detailed information** |
| 1. Type of organization *(select only one option)*:\*
 | [ ]  Academic or research institute[ ]  Government agency (National/Federal)[ ]  Government agency (Sub-national)[ ]  Inter-governmental organization (IGO)[ ]  Non-governmental organization (NGO)[ ]  Private sector (business and industry) [ ]  Regional economic integration organization[ ]  UN and other specialized agency of the UN common System [ ]  Other (please specify): <Text entry> |
| 1. Areas of work:*(please provide keywords only)*
 | <Text entry> |

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| 1. Regional area(s) of operations or political/economic group(s) *(select one or more options*):

*Note: The list of regions is standard across various applications and clearing-houses managed by the CBD Secretariat.* | [ ]  Africa – All countries[ ]  Africa – regions[ ]  Africa – Middle Africa[ ]  Africa – Eastern Africa[ ]  Africa – Northern Africa[ ]  Africa – Southern Africa[ ]  Africa – Western Africa [ ]  Africa – groups[ ]  Africa – African Union[ ]  Africa – Economic Commission for Africa[ ]  Africa – Economic Community of West African States [ ]  Africa – Southern African Development Community [ ]  Africa - Union Economique et Monétaire Ouest Africaine[ ]  Americas - All countries[ ]  Americas - regions[ ]  Americas - Caribbean[ ]  Americas - Central America [ ]  Americas - Northern America[ ]  Americas - South America[ ]  Americas - groups[ ]  Americas - Amazon Cooperation Treaty[ ]  Americas - Andean Pact[ ]  Americas - Asociacion Latinoamericana de Integracion[ ]  Americas - Association of Caribbean States[ ]  Americas - Comision Centroamericana de Ambiente y Desarrollo[ ]  Americas - Economic Commission for Latin America and the Caribbean [ ]  Americas - Mercosur[ ]  Americas - The Caribbean Community (Caricom)[ ]  Asia - All countries[ ]  Asia - regions[ ]  Asia - Central Asia[ ]  Asia - Eastern Asia[ ]  Asia - Southern Asia[ ]  Asia - South-Eastern Asia[ ]  Asia - Western Asia[ ]  Asia - groups[ ]  Asia - Association of Southeast Asian Nations[ ]  Asia-Pacific - Economic and Social Commission for Asia and the Pacific[ ]  Asia - Economic and Social Commission for Western Asia[ ]  Asia - South Asia Cooperative Environment Programme[ ]  Asia-Pacific – Pacific Small Islands countries[ ]   Europe - All countries[ ]  Europe - regions[ ]  Europe - Northern Europe[ ]  Europe - Southern Europe[ ]  Europe - Western Europe[ ]  Europe - Eastern Europe[ ]  Europe - groups[ ]  Europe - European Union member states[ ]  Europe - Economic Commission for Europe[ ]  Europe - European Free Trade Association[ ]  Europe - Visegrad Group[ ]  Eurasia - Commonwealth of Independent States[ ]  Eurasia - Pan-European Biological and Landscape Diversity Strategy[ ]  Oceania - All countries[ ]  Oceania - regions[ ]  Oceania - Australia and New Zealand[ ]  Oceania - Melanesia [ ]  Oceania - Micronesia[ ]  Oceania – Polynesia[ ]  CBD - Parties[ ]  CBD - Biosafety Protocol Parties[ ]  CBD - Parties to the Supplementary Protocol on Liability and Redress[ ]  CBD - Parties to the Nagoya Protocol on Access and Benefit-Sharing [ ]  CBD Regional Groups - Africa[ ]  CBD Regional Groups - Asia and the Pacific[ ]  CBD Regional Groups - Asia sub-region[ ]  CBD Regional Groups - Pacific sub-region[ ]  CBD Regional Groups - Central and Eastern Europe[ ]  CBD Regional Groups - Latin America and the Caribbean[ ]  CBD Regional Groups - Caribbean sub-region[ ]  CBD Regional Groups - Latin America sub-region[ ]  CBD Regional Groups - Western Europe and Others[ ]  Global[ ]  Global - Countries with Economies in Transition[ ]  Global - Developing countries[ ]  Global - Industrialized countries[ ]  Global - Least Developed Countries[ ]  Global - Small Island Developing States[ ]  Global - Arctic countries[ ]  Global - Asia-Pacific Economic Cooperation[ ]  Global - La Francophonie[ ]  Global - Organisation for Economic Co-operation and Development[ ]  Global - The Cairns Group[ ]  Global - The Commonwealth[ ]  Ecosystems[ ]  Inland water ecosystems[ ]  Inland water ecosystems - Amazon basin countries [ ]  Inland water ecosystems - Caspian Sea countries[ ]  Inland water ecosystems - Danube basin countries[ ]  Inland water ecosystems - Ganges-Brahmaputra basin countries[ ]  Inland water ecosystems - Mekong basin countries[ ]  Inland water ecosystems - Niger basin countries[ ]  Inland water ecosystems - Nile basin countries[ ]  Inland water ecosystems - Zambezi basin countries[ ]  Large marine ecosystems[ ]  Large marine ecosystems - Arabian Sea countries[ ]  Large marine ecosystems - Baltic Sea countries  [ ]  Large marine ecosystems - Black Sea countries [ ]  Large marine ecosystems - Mediterranean countries[ ]  Large marine ecosystems - North Sea countries[ ]  Large marine ecosystems - Red Sea countries [ ]  Large marine ecosystems - South China Sea countries[ ]  Mountains[ ]  Mountains - Alpine countries[ ]  Mountains - Andean countries[ ]  Mountains - Carpathian countries[ ]  Mountains - Caucasus countries[ ]  Mountains - Himalayan countries [ ]  Other (please specify): <Text entry> |
| 1. Organization’s profile:\*

*Please provide or attach a short profile of the organization and its relevance to biosafety.* | <Text entry>*and/or* <URL and website name>*and/or* <Attachment(s)> |
| 1. Linked organizations:[[9]](#footnote-9)
 | *<BCH record number>* *Please enter the BCH record number(s) containing information on other related organizations or attach additional “Biosafety Organization” common format.[[10]](#footnote-10)* |

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

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| **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 sent in MS Word format by e-mail to bch@cbd.int. Alternatively, they can 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 if this form is going to be sent via fax, postal mail or from an e-mail address that is not registered in the BCH, a copy/scan of this signed page should be attached. A completed “Contact” common format should also be attached if the user is not registered in the BCH. |
| Date:\* | <YYYY-MM-DD> |
| Name of the person submitting the request:\* | <Text entry> |
| Contact details of the person submitting the request: | *<registered e-mail address>**Please enter the e-mail address that is registered in the BCH or, if not registered, attach a “Contact” common format[[13]](#footnote-13).* |
| *I hereby confirm that the above information is correct and request its inclusion in the Biosafety Clearing-House.* |
| Signature of the person submitting the information:\* |  |

1. Reference records contain information that may be submitted by any registered user. The information will be published in the BCH only after its completeness and accuracy have been validated by the Secretariat. The common formats for reference records can be accessed through the Submit page of the BCH. [↑](#footnote-ref-1)
2. Registered users may submit to the BCH information about the organization involved in biosafety activities. Please note that to complete this form you may also need to download the following common formats: “Contact” and “Biosafety Organization”. [↑](#footnote-ref-2)
3. Please provide the name of the organization as you would like it to appear in the title of the record. For example, United Nations Environment Programme. [↑](#footnote-ref-3)
4. If applicable, please provide an acronym commonly used to refer to the organization. For example, UNEP. [↑](#footnote-ref-4)
5. All BCH common formats are available through the Submit page of the BCH. [↑](#footnote-ref-5)
6. 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-6)
7. Same note above. [↑](#footnote-ref-7)
8. Please provide the URL of the website (e.g. http://www.cbd.int) and the name of the website (e.g. ‘The Convention on Biological Diversity’). [↑](#footnote-ref-8)
9. Please use this field to link to any other related organizations that may be in the database (e.g. GEF and UNEP-GEF). [↑](#footnote-ref-9)
10. All BCH common formats are available through the Submit page of the BCH. [↑](#footnote-ref-10)
11. Please use this field to provide any other relevant information that may not have been addressed elsewhere in the record. [↑](#footnote-ref-11)
12. The “Notes” field is for personal use. It can only be seen 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-12)
13. All BCH common formats are available through the Submit page of the BCH. [↑](#footnote-ref-13)