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.*

|  |  |  |
| --- | --- | --- |
| **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> |

|  |  |
| --- | --- |
| 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)* |

|  |  |
| --- | --- |
| **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> |

|  |  |
| --- | --- |
| **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](mailto: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)