*Reference Record[[1]](#footnote-1):* BCH News[[2]](#footnote-2)

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

|  |
| --- |
| **General information** |
| 1. Country:\*
 | <Country name> |
| 1. Title of the record:\*
 | <Text entry> |
| 1. Relevant link(s):[[3]](#footnote-3)
 | <URL and website name> |
| 1. Abstract:*(max. 80 words)*
 | <Text entry> |
| 1. News text:\**(max. 300 words)*
 | <Text entry> |

|  |
| --- |
| **Additional information** |
| 1. Any other relevant information:[[4]](#footnote-4)
 | <Text entry>*and/or* <URL and website name>*and/or* <Attachment>  |
| 1. Notes:[[5]](#footnote-5)
 | <Text entry> |
| **Timeframe for confirmation or updating of information** |
| This category of information does not require confirmation or updating. |

|  |
| --- |
| **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[[6]](#footnote-6).* |
| *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. The common format “BCH News” should be used to submit information about activities related to the BCH (e.g. development of national BCH websites or notes, capacity-building activities or any other related news). Please note that to complete this form you may need to also download the “Contact” common format. [↑](#footnote-ref-2)
3. 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-3)
4. Please use this field to provide any other relevant information that has not been addressed elsewhere in the record. [↑](#footnote-ref-4)
5. 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-5)
6. All BCH common format are available through the Submit page of the BCH. [↑](#footnote-ref-6)