



## Convention on Biological Diversity

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### INFORMAL ADVISORY COMMITTEE OF THE BIOSAFETY CLEARING-HOUSE

Fourth meeting  
Montreal, 17-18 November 2008

### SUMMARY OUTCOMES OF THE FOURTH MEETING OF THE INFORMAL ADVISORY COMMITTEE OF THE BIOSAFETY CLEARING-HOUSE

#### i. INTRODUCTION

1. The fourth meeting of the Informal Advisory Committee of the Biosafety Clearing-House (BCH-IAC) was held in Montreal on 17-18 November 2008.
2. The meeting was attended by experts selected from: Belize, China, Indonesia, Liberia, Madagascar, Peru, Serbia, Slovenia, Tajikistan and Uruguay. <sup>1/</sup> Representatives of the following organizations also participated in the meeting as observers: the UNEP-GEF Biosafety Project on the Biosafety Clearing-House, the Public Research and Regulation Initiative (PRRI) and the Global Industry Coalition (GIC). <sup>2/</sup>
3. The meeting was convened by the Executive Secretary, in accordance with section E of the modalities of operation of the Biosafety Clearing-House (decision BS-I/3, annex) to seek guidance with respect to technical issues associated with the ongoing development of the Biosafety Clearing-House (BCH).
4. Mr. Johansen T. Voker from Liberia served as Chairperson of the meeting and Dr. Inez Hortense Slamet from Indonesia served as Rapporteur.
5. The meeting adopted the provisional agenda provided in document UNEP/CBD/BS/BCH-IAC/4/1. The following principal items were discussed by the Committee:
  - (a) Introduction and overview;
  - (b) Review of the new Management Centre, new registration pages and common formats for off-line registration;
  - (c) Review of the new "Help" section in the Biosafety Clearing-House;
  - (d) Progress in the online forums on risk assessment, capacity-building and Article 18;
  - (e) General progress in the multi-year programme of work;

<sup>1/</sup> Experts were also invited from the European Community, Japan, Sudan and Tonga but were unable to attend.

<sup>2/</sup> Observers were also invited from the International Centre for Genetic Engineering and Biotechnology (ICGEB), the Organisation for Economic Co-operation and Development (OECD) and the Third World Network (TWN) but were unable to attend.

- (f) Pending requests from the decisions of the Conference of the Parties serving as the Parties to the Cartagena Protocol on Biosafety;
- (g) Training activities and collaboration with the UNEP-GEF Biosafety Clearing-House project; and
- (h) Future developments and challenges.

6. The meeting benefitted from presentations made by Mrs. Jyoti Mathur Filipp, Prof. Ernesto Ocampo and Ms. Marydelene Vasquez on capacity-building activities being undertaken by the UNEP-GEF Biosafety Clearing-House project. Prof. Ocampo also made a presentation on the new “Help” section, which was developed by the same project.

## **II. CONCLUSIONS AND RECOMMENDATIONS TO THE EXECUTIVE SECRETARY**

7. Having discussed the items outlined in the provisional agenda (UNEP/CBD/BS/BCH-IAC/4/1), the Informal Advisory Committee agreed on the following conclusions and recommendations, attached hereto as annex I and annex II, to the Executive Secretary for consideration in the implementation of the programme of work for the Biosafety Clearing-House.

*Annex I*

**CONCLUSIONS AND RECOMMENDATIONS OF THE INFORMAL ADVISORY  
COMMITTEE OF THE BIOSAFETY CLEARING-HOUSE AT ITS FOURTH MEETING**

*The Informal Advisory Committee of the Biosafety Clearing-House*

**I. General**

1. *Welcomes* the new common formats developed by the Convention Secretariat, as contained in annex II to the report of its fourth meeting;
2. *Recommends* that the Secretariat:
  - (a) Link the national reports to the country profiles;
  - (b) Analyse other Biosafety Clearing-House datasets in the same manner used for the national reports;
  - (c) Provide guidance on which Biosafety Clearing-House records should be registered in advance before submitting a new record;
  - (d) Produce release notes for all new changes in the Biosafety Clearing-House (important for documentation, help section, translation, training, etc.) and send alerts to appropriate users (e.g. regional advisors);
  - (e) Establish a discussion forum for the Informal Advisory Committee of the Biosafety Clearing-House;
  - (f) Release version 4 of the BCH Interoperability Services, including documentation and training material, and implement the phase-out policy established at the second meeting of the Informal Advisory Committee of the Biosafety Clearing-House; and
  - (g) Explore means to develop outreach material for the use of the media and to make it available through the Biosafety Clearing-House;

**II. National focal points**

3. *Recommends* that the Secretariat:
  - (a) As part of the annual provision of information to the BCH exercise, verify the status of all national focal points for the Cartagena Protocol on Biosafety and for the Biosafety Clearing-House (as well as Competent National Authorities) confirming the individual names, complete contact details and responsible institutions;
  - (b) Bring to the attention of the Bureau the repeated cases of some Parties not providing information to the Secretariat regarding the status of their national focal points;
  - (c) In a good-practices recommendation, clearly define the terms of reference of each national focal point;

**III. Common formats for registering information in the Biosafety Clearing-House**

4. *Endorses*, upon a comprehensive review during its meeting, all of the new common formats for registering information in the Biosafety Clearing-House as contained in annex II to the present report;
5. *Recommends* that the Secretariat:
  - (a) Bring to the attention of the Conference of the Parties to the Convention on Biological Diversity serving as the meeting of the Parties to the Protocol absence of minimum information criteria for risk-assessment summaries submitted to the Biosafety Clearing-House;

(b) Assess the performance of the roster of experts as it develops and consider the possibility of an online forum on this subject;

(c) Evaluate a better name for “Reference material” in the Biosafety Information Resource Centre (BIRC);

(d) Allow searches to be performed on variants of the name of living modified organisms, for instance by entering “MON810”, “MON 810” or “MON-810” in the search term, the record on MON810 would be retrieved;

(e) Maintain “Recipient organism” in the LMO Registry without mentioning “Parental organism”, but keep it flagged for future needs when instances such as fusion of cells beyond the taxonomic family may not be accurately covered;

(f) Maintain the “Phenotypic changes” field as a text entry field in the LMO Registry but keep it flagged for future needs to allow input regarding other types of modifications such as change in chromosome number (e.g. resulting from fusion of cells beyond the taxonomic family);

(g) Evaluate possible uses of the Health Canada database for information on pathogenicity and allergenicity in the Organism Registry;

(h) Liaise with germplasm and gene banks for obtaining metadata for the Organism Registry;

#### ***IV. “Help” section in the Biosafety Clearing-House***

6. *Welcomes* the new “Help” section in the Biosafety Clearing-House;

7. *Recommends* that the Secretariat: highlight the “Training materials” link in the Biosafety Clearing-House and collect feedback on the use of this section;

#### ***V. Implementation of the decision BS-IV/2 (Operation and activities of the Biosafety Clearing-House)***

*Paragraphs 1-3: Lack of submission of information to the Biosafety Clearing-House (Advance Informed Agreement (AIA), living modified organisms intended for direct use as food or feed or for further processing (LMOs- FFPs), BIRC)*

8. *Recommends* that the Secretariat:

(a) Write to national focal points to gain insight into what the problem is submitting information called for in paragraphs 1-3 of decision BS-IV/2;

(b) Provide more training to specific stakeholders in order to help increase government submissions and establish a long-term strategy for awareness;

(c) Increase dissemination of training material on AIA and FFP submissions;

(d) Remind Parties of their obligations under the Protocol and decisions of the Parties;

(e) Take a regional and/or more specific approach in promoting better participation in the Biosafety Clearing-House;

(f) Use data-mining tools to produce BCH reports (including possible comparisons with national reports);

*Paragraph 4: Organization of search results*

9. *Recommends* that the Secretariat:

(a) Offer the option to group (i.e. summarize) results of searches by different categories and drill down summaries to obtain detailed data

(b) Offer the option to add more columns in search outputs;

- (c) Offer the option to sort results by different categories (and with a wider range of categories);

*Paragraph 4 (c): Statistical tools*

10. *Recommends* that the Secretariat:

- (a) Introduce geographic information system (GIS) data;  
(b) Implement data-mining tools (e.g., OLAP);

*Paragraph 6: Validation of records (timeframe)*

11. *Recommends* that the Secretariat:

- (a) Distinguish which Biosafety Clearing-House records have expiration dates and what the time-period prior to expiry should be;  
(b) Establish an automatic alert system and send expired records to the attention of the national focal point for the Biosafety-Clearing-House;  
(c) Identify data sets where the expiration date may be decided by the national focal point for the Biosafety-Clearing-House;

*Paragraph 7: BCH Hermes and Ajax plug-in*

12. *Welcomes* the new interoperability tools;

13. *Recommends* that the Secretariat:

- (a) Promote the use of Hermes and Ajax plug-in;  
(b) Also promote alternative uses for the Ajax plug-in in other biosafety websites (i.e. not only for BCH national nodes);

**VI. Implementation of the Online Forum as for decisions BS-IV/11 (Risk assessment and management)**

14. *Recommends* that the Secretariat enhance the role of the moderator for stimulating better participation in the online forum; and

**VII. Multi-year programme of work (COP-MOP decision BS-II/2)**

15. *Recommends* that the Secretariat draft further advances of the multi-year programme of work.

*Annex II*

**COMMON FORMATS FOR REGISTERING INFORMATION IN THE BIOSAETY  
CLEARING-HOUSE**

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## Common Format for Registering Information on the BCH

Use this form to organize your information prior to registering it in the BCH Management Centre at <http://bch.cbd.int/managementcentre/>

### *National Record*<sup>1</sup>: **Designation of National Focal Points**<sup>2</sup>

*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)** can be registered into the BCH directly by the BCH-NFP.

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

<sup>1</sup> 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 BCH National Focal Points prior to their publication. The common formats for national records are available at <http://bch.cbd.int/resources/commonformats.shtml>.

<sup>2</sup> 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-1/3 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. The information submitted through this common format will be made available at <http://bch.cbd.int/database/contacts/>.

<b>Contact details of the focal point to be nominated</b>	
1. Title:	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr. <input type="checkbox"/> Professor <input type="checkbox"/> Other (specify): <Text entry>
2. First name:*	<Text entry>
3. Middle name:	<Text entry>
4. Last or Family name:*	<Text entry>
<b>Work related information</b>	
5. Job title:	<Text entry>
6. Organization*:	<Text entry>
7. Organization acronym: <sup>3</sup>	<Text entry>
8. Department / Division / Unit:	<Text entry>
<b>Coordinates</b>	
9. Address:	<Text entry>
10. City:*	<Text entry>
11. State or Province:	<Text entry>
12. Country:*	<Country name>
13. Postal or Zip code:	<Text entry>
14. Phone number: <sup>4*</sup>	<Text entry>
15. Fax number: <sup>5</sup>	<Text entry>
16. Email address:*	<Text entry>
17. Websites:	<URL and website name>

<sup>3</sup> Abbreviation of the long name of an organization. Examples: EA, SCBD.

<sup>4</sup> 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).

<sup>5</sup> See footnote above.

<b>Additional information</b>	
18. Any other relevant information: <sup>6</sup>	<Text entry> <i>and/or</i> <URL and website name> <i>and/or</i> <Attachment>
19. Notes: <sup>7</sup>	<Text entry>
<b>Confirmation by Nominating Government</b>	
20. Country:*	<Country name>
21. Category of National Focal Point being nominated:*	<input type="checkbox"/> Convention on Biological Diversity National Focal Point <input type="checkbox"/> Cartagena Protocol on Biosafety National Focal Point <input type="checkbox"/> Biosafety Clearing-House Focal Point <input type="checkbox"/> Emergency Measures Contact Person (Art. 17)
22. Name of Government Representative making the nomination:*	<Text entry>
23. Category of Government Representative making the nomination:*	<input type="checkbox"/> Minister ( <i>please specify the Ministry</i> ) <Text entry> <input type="checkbox"/> National Focal Point for the Convention on Biological Diversity (CBD-NFP) <input type="checkbox"/> National Focal Point for the Cartagena Protocol on Biosafety (CPB- NFP) <input type="checkbox"/> National Focal Point for the Biosafety Clearing-House (BCH-NFP)
24. Date:*	<YYYY-MM-DD>
<i>I hereby confirm that the above information is correct and agree for its inclusion in the Biosafety Clearing-House.</i>	
Signature:*	

<sup>6</sup> Please use this field to provide any other relevant information that may not have been addressed elsewhere in the record.

<sup>7</sup> The field "Notes" is for personal reference and can be seen only when the record is being edited.

<b>Record validation</b>	
<p>This nomination should be should be signed in the section below by the BCH National Focal Point and sent in MS Word format, via e-mail, to <a href="mailto:bch@cbd.int">bch@cbd.int</a>.</p> <p>Alternatively, it may be sent by fax at <b>+1 514 288-6588</b></p> <p>or postal mail to:</p> <p><b>Secretariat of the Convention on Biological Diversity</b>  <b>413 rue Saint-Jacques, suite 800</b>  <b>Montreal, Québec, H2Y 1N9</b>  <b>Canada</b></p> <p><b><u>Important Notice:</u></b> 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.</p>	
Date:*	<YYYY-MM-DD>
Country:*	<Country name>
Name of the BCH National Focal Point:*	<Text entry>
<p><i>I hereby confirm that the above information is correct and agree for its inclusion in the Biosafety Clearing-House.</i></p>	
Signature of the BCH National Focal Point:*	

## Common Format for Registering Information on the BCH

Use this form to organize your information prior to registering it in the BCH Management Centre at <http://bch.cbd.int/managementcentre/>

### *National Record*<sup>1</sup>: **National Biosafety Website or Database**<sup>2</sup>

*Fields marked with an asterisk are mandatory*

General information	
1. Country: <sup>*</sup>	<Country name>
2. Website or database name: <sup>3*</sup>	<Text entry>
3. Description: <sup>4*</sup>	<Text entry>
4. Website address: <sup>5*</sup>	<URL and website name>
Additional information	
5. Any other relevant information: <sup>6</sup>	<Text entry> <i>and/or</i> <URL and website name> <i>and/or</i> <Attachment>
6. Notes <sup>7</sup>	<Text entry>

<sup>1</sup> 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 are available at <http://bch.cbd.int/resources/commonformats.shtml>.

<sup>2</sup> National databases or websites include those publicly searchable Internet sites that are maintained by governments or national institutions. The information submitted through this common format will be made available at <http://bch.cbd.int/database/contacts/>.

<sup>3</sup> Please enter the name of the website or database as you would like it to appear in the title of the record.

<sup>4</sup> Please enter a short description of the national website or database such as its purpose or the type of information that it contains.

<sup>5</sup> Please provide the URL of the website (e.g. <http://bch.cbd.int>) and the name of the website (e.g. 'Biosafety Clearing-House').

<sup>6</sup> Please use this field to provide any other relevant information that may not have been addressed elsewhere in the record.

<sup>7</sup> The field "Notes" is for personal reference and can be seen only when the record is being edited.

## Record validation

Information should be submitted online to the Biosafety Clearing-House (BCH) through its Management Centre (<http://bch.cbd.int/managementcentre/>). This 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 through the Management Centre, the completed documents should be signed in the section below by the BCH National Focal Point and sent in MS Word format, via e-mail to [bch@cbd.int](mailto:bch@cbd.int).

Alternatively, it may be sent by fax at **+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>I hereby confirm that the above information is correct and agree for its inclusion in the Biosafety Clearing-House.</i>	
Signature of the BCH National Focal Point:*	

## Common Format for Registering Information on the BCH

Use this form to organize your information prior to registering it in the BCH Management Centre at <http://bch.cbd.int/managementcentre/>

### National Record<sup>1</sup>: Competent National Authority<sup>2</sup>

Fields marked with an asterisk are mandatory

General information	
1. Country:*	<Country name>
2. Name of the Competent National Authority:*	<Text entry>
3. Website address: <sup>3</sup>	<URL and website name>
Contact details	
4. Address:	<Text entry>
5. City:*	<Text entry>
6. State or Province:	<Text entry>
7. Country:*	<Country name>
8. Postal or Zip code:	<Text entry>
9. Phone number: <sup>4*</sup>	<Text entry>
10. Fax number: <sup>5</sup>	<Text entry>

<sup>1</sup> 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 are available at <http://bch.cbd.int/resources/commonformats.shtml>.

<sup>2</sup> The Cartagena Protocol on Biosafety (CPB) requests 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 need to also download the following common format(s): Reference record no. 1 (Contact details). The information submitted through this common format will be made available at <http://bch.cbd.int/database/contacts/>.

<sup>3</sup> Please provide the URL of the website (e.g. <http://bch.cbd.int>) and the name of the website (e.g. 'Biosafety Clearing-House').

<sup>4</sup> 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).

11. Email address:*	<Text entry>
12. Contact person:*	<p>&lt;registered e-mail address&gt;</p> <p><i>Please enter the e-mail address that is registered in the BCH or, if not registered, attach a "Contact details" common format<sup>6</sup></i></p>
<b>Regulatory function<sup>7</sup></b>	
13. Administrative functions: <sup>8*</sup>	<input type="checkbox"/> All functions pursuant to the Cartagena Protocol on Biosafety <input type="checkbox"/> Handling, transport, packaging and identification <input type="checkbox"/> Intentional introduction into the environment (AIA) <input type="checkbox"/> LMOs for direct use as food <input type="checkbox"/> LMOs for direct use as feed <input type="checkbox"/> LMOs for processing <input type="checkbox"/> Public awareness and participation <input type="checkbox"/> Transboundary movement (import/export) <input type="checkbox"/> Transit <input type="checkbox"/> Contained use <input type="checkbox"/> Other (please specify): <Text entry>

<sup>5</sup> See footnote above.

<sup>6</sup> All BCH common formats are available at <http://bch.cbd.int/resources/commonformats.shtml> .

<sup>7</sup> "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" (Art. 19).

<sup>8</sup> If a Party designates only one Competent National, please select "All functions pursuant to the Cartagena Protocol on Biosafety".

14. Types of LMOs under its jurisdiction. <sup>9*</sup>	<input type="checkbox"/> All LMOs <input type="checkbox"/> Plants <input type="checkbox"/> Wild <input type="checkbox"/> Domesticated <input type="checkbox"/> Animals <input type="checkbox"/> Wild <input type="checkbox"/> Domesticated <input type="checkbox"/> Vertebrates <input type="checkbox"/> Invertebrates <input type="checkbox"/> Bacteria, fungi and viruses <input type="checkbox"/> Pharmaceuticals <input type="checkbox"/> Other (please specify): <Text entry>
15. Detailed description of the regulatory functions: <sup>10</sup>	<Text entry>
<b>Additional information</b>	
16. Any other relevant information: <sup>11</sup>	<Text entry> <i>and/or</i> <URL and website name> <i>and/or</i> <Attachment>
17. Notes: <sup>12</sup>	<Text entry>

<sup>9</sup> If a Party designates only one Competent National Authority, please select "All LMOs".

<sup>10</sup> Outline the administrative functions for which the Competent National Authority is responsible and authorized to act upon.

<sup>11</sup> Please use this field to provide any other relevant information that may not have been addressed elsewhere in the record.

<sup>12</sup> The field "Notes" is for personal reference and can be seen only when the record is being edited.

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In case of difficulties in submitting this information online through the Management Centre, the completed documents should be signed in the section below by the BCH National Focal Point and sent in MS Word format, via e-mail to [bch@cbd.int](mailto:bch@cbd.int).

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**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>I hereby confirm that the above information is correct and agree for its inclusion in the Biosafety Clearing-House.</i>	
Signature of the BCH National Focal Point:*	

## Common Format for Registering Information on the BCH

Use this form to organize your information prior to registering it in the BCH Management Centre at <http://bch.cbd.int/managementcentre/>

### National Record<sup>1</sup>: Biosafety Law, Regulation, Guidelines & Regional and International Agreements<sup>2</sup>

Fields marked with an asterisk are mandatory

General information	
1. Country name:*	<Country name>
2. Jurisdiction: <sup>3</sup>	<Country name> or <Text entry>
3. Title of document:*	<Text entry>

<sup>1</sup> 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 are available at <http://bch.cbd.int/resources/commonformats.shtml>.

<sup>2</sup> Laws, regulations guidelines for implementation of the Protocol, as well as bilateral, regional and multilateral agreements and arrangements, are made available to the BCH in accordance with Article 20, paragraph 3 (a) and (b) of the Protocol. Please note that to complete this form you may need to also download the following common format(s): Reference record no. 1 (Contact details). The information submitted through this common format will be made available at <http://bch.cbd.int/database/laws/>.

<sup>3</sup> Provide the jurisdiction where the law, regulation, guideline or agreement applies if this is different from the country name. Example: *Country*: Denmark, *Jurisdiction*: "With territorial exclusion in respect of the Faroe Islands and Greenland."

**Important note for EU Members only:** In case the law, regulation, guideline or agreement applies to all EU Member States please select "European Union" in the 'Jurisdiction' field.

Legislative details	
4. Type of document: <sup>4*</sup>	<input type="checkbox"/> National law <input type="checkbox"/> National regulation <input type="checkbox"/> National guideline <input type="checkbox"/> Regulatory summary <input type="checkbox"/> Bilateral agreement or arrangement <input type="checkbox"/> Multilateral agreement or arrangement <input type="checkbox"/> Regional agreement or arrangement <input type="checkbox"/> Other (specify): <Text entry>
5. Subject areas:*	<input type="checkbox"/> All functions pursuant to the Cartagena Protocol on Biosafety <ul style="list-style-type: none"> <li><input type="checkbox"/> Handling, transport, packaging and identification</li> <li><input type="checkbox"/> Intentional introduction into the environment (AIA)</li> <li><input type="checkbox"/> LMOs for direct use as food</li> <li><input type="checkbox"/> LMOs for direct use as feed</li> <li><input type="checkbox"/> LMOs for processing</li> <li><input type="checkbox"/> Public awareness and participation</li> <li><input type="checkbox"/> Transboundary movement (import/export)</li> <li><input type="checkbox"/> Transit</li> <li><input type="checkbox"/> Contained use</li> <li><input type="checkbox"/> Other (specify): &lt;Text entry&gt;</li> </ul>
6. Types of LMOs addressed:*	<input type="checkbox"/> All LMOs <ul style="list-style-type: none"> <li><input type="checkbox"/> Plants <ul style="list-style-type: none"> <li><input type="checkbox"/> Wild</li> <li><input type="checkbox"/> Domesticated</li> </ul> </li> <li><input type="checkbox"/> Animals <ul style="list-style-type: none"> <li><input type="checkbox"/> Wild</li> <li><input type="checkbox"/> Domesticated</li> <li><input type="checkbox"/> Vertebrates</li> <li><input type="checkbox"/> Invertebrates</li> </ul> </li> <li><input type="checkbox"/> Bacteria, fungi and viruses</li> <li><input type="checkbox"/> Pharmaceuticals</li> <li><input type="checkbox"/> Other (please specify): &lt;Text entry&gt;</li> </ul>

<sup>4</sup> A *law* is usually legislation (a statute) enacted by state government; a *regulation* is usually an act or process of controlling by rule or restriction, having legal force, issued by an administrative agency or a local government; a *guideline* is usually a document that announces the policy an agency intends to implement in future decision-making, or which will otherwise guide the agency in the exercise of its administrative discretion; a *regulatory summary* is a text summary of the national biosafety regulatory framework in place, or being developed in a country.

7. Brief description of the document including objective and scope: <sup>5</sup> ( <i>maximum of 300 words</i> )	<Text entry>
8. Language of the document: <sup>6</sup>	<Language>
9. Date of entry into force:	<YYYY-MM-DD>
<b>Document details</b>	
10. Document text: <sup>7</sup>	<Attachment> or <URL and website name> or <Text entry> <i>Please specify if this document is</i> <input type="checkbox"/> <i>an official document or</i> <input type="checkbox"/> <i>an unofficial document and/or courtesy translation</i>
11. Amendments:	<Text entry> <i>Please paste the amendment(s) or enter the BCH record number containing this information</i>
<b>Regulatory contact information</b>	
12. Contact person:*	<Registered e-mail address> <i>Please enter the e-mail address that is registered in the BCH or attach a "Contact details" common format<sup>8</sup></i>

<sup>5</sup> *Objective* Example: "The objective of this Act is to contribute to ensuring an adequate level of protection in the field of the safe transfer, handling and use of living modified organisms resulting from modern biotechnology that may have adverse effects on the conservation and sustainable use of biological diversity, taking also into account risks to human health, and specifically focusing on transboundary movements."

*Scope* Example: "These regulations apply to the transboundary movement, transit, handling and use of all living modified plants that may have adverse effects on the conservation and sustainable use of biological diversity, taking also into account risks to human health."

<sup>6</sup> If applicable, indicate if this is an official or unofficial translation.

<sup>7</sup> An attachment is preferred. Otherwise, provide the location of the document (i.e. web address including the URL of the website (e.g. <http://bch.biodiv.org>) and the name of the website (e.g. "Biosafety Clearing-House"). Only use text entry to provide details of how to obtain a copy of the document if it is not available as an attachment or online.

<sup>8</sup> All BCH common formats are available at <http://bch.cbd.int/resources/commonformats.shtml>.

<b>Additional information</b>	
13. Any other relevant information: <sup>9</sup>	<Text entry> <i>and/or</i> <URL and website name> <i>and/or</i> <Attachment>
14. Notes: <sup>10</sup>	<Text entry>

---

<sup>9</sup> Please use this field to provide any other relevant information that may not have been addressed elsewhere in the record.

<sup>10</sup> The field “Notes” is for personal reference and can be seen only when the record is being edited.

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Alternatively, it may be sent by fax at **+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**

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Date:*	<YYYY-MM-DD>
Country:*	<Country name>
Name of the BCH National Focal Point:*	<Text entry>
<i>I hereby confirm that the above information is correct and agree for its inclusion in the Biosafety Clearing-House.</i>	
Signature of the BCH National Focal Point:*	

## Common Format for Registering Information on the BCH

Use this form to organize your information prior to registering it in the BCH Management Centre at <http://bch.cbd.int/managementcentre/>

### National Record<sup>1</sup>: Country's Decision or any other Communication<sup>2</sup>

Fields marked with an asterisk are mandatory for the corresponding section

Section A - General information	
1. Country submitting the decision or communication:*	<Country name>
2. Competent National Authority(ies) responsible for the decision or communication:*	<BCH record number> <i>Please enter the BCH record number containing this information or attach a "Competent National Authority" common format<sup>3</sup></i>
3. Title / Reference number of the decision / communication: <sup>4*</sup>	<Text entry>
4. Is the decision taken prior to entry into force of the Protocol?*	<input type="checkbox"/> Yes <input type="checkbox"/> No

<sup>1</sup> 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 are available at <http://bch.cbd.int/resources/commonformats.shtml>.

<sup>2</sup> Please note that to complete this form you may need to also download the following common format(s): National records no. 3 (Competent National Authority) and Reference record no. 1 (Contact details), no. 6 (Risk Assessment) and no. 7 (LMOs). The information submitted through this common format will be made available at <http://bch.cbd.int/database/decisions/>.

<sup>3</sup> All BCH common formats are available at <http://bch.cbd.int/resources/commonformats.shtml>

<sup>4</sup> This will appear as the title of the BCH record.



**Section B – Only complete this section if the subject of the decision (answer to question 7) is: LMOs for intentional introduction into the environment.**

8. Type of decision:\*

- 8.1. Decision taken in accordance with the Advance Informed Agreement (AIA) procedure specified in Article 10
- 8.1.1. Please provide Exporter's contact details\*:  
*Attach "Contact Details" common format<sup>7</sup>*
- 8.1.2. Please provide Importer's contact details\*:  
*Attach "Contact Details" common format<sup>8</sup>*
- 8.2. Decision taken in accordance with your domestic regulatory framework
- 8.2.1. Does the decision address the transboundary movement of LMOs?
- Yes:
- 8.2.1.1. Please provide Exporter's contact details\*:  
*Attach "Contact Details" common format<sup>9</sup>*
- 8.2.1.2. Please provide Importer's contact details\*:  
*Attach "Contact Details" common format<sup>10</sup>*
- No
- 8.2.1.3. Please provide Applicant's contact details\*:  
*Attach "Contact Details" common format<sup>11</sup>*

<sup>7</sup> All BCH common formats are available at <http://bch.cbd.int/resources/commonformats.shtml>

<sup>8</sup> See note above.

<sup>9</sup> See note above.

<sup>10</sup> See note above.

<sup>11</sup> See note above.

9. Result of the decision:\*

- 9.1. Approval of the intentional introduction of the LMO(s) into the environment without conditions.
- 9.2. Approval of the intentional introduction of the LMO(s) into the environment with conditions.
  - 9.2.1. Specify the conditions:\*<br><Text entry>
  - 9.2.2. Provide reasons:\*<br><Text entry>
- 9.3. Prohibition of the intentional introduction of the LMO(s) into the environment.
  - 9.3.1. Provide reasons:\*<br><Text entry>
- 9.4. Request for additional relevant information.
  - 9.4.1. Provide reasons:\*<br><Text entry>
- 9.5. Inform the notifier that the period for communicating the decision has been extended.
  - 9.5.1. Specify the time extension in days:\*<br><Text entry>
  - 9.5.2. Provide reasons:\*<br><Text entry>

10. Does the decision involve field trials?

- Yes     No

11. Does the decision involve commercial release?

- Yes     No

12. Will the decision apply to subsequent introductions of the same LMO(s) into the environment?\*

- Yes     No

*Go to Section F*

**Section C – Only complete this section if the subject of the decision (answer to question 7) is: LMOs for direct use as food or feed, or for processing (LMOs-FFPs).**

13. Subject of the decision:\*

- 13.1. LMOs for direct use as food
- 13.2. LMOs for direct use as feed
- 13.3. LMOs for processing

14. Has the decision been taken in the absence of a domestic regulatory framework and in accordance with Article 11.6?\*

- Yes     No

15. Type of decision:\*

- 15.1. Import of LMOs
  - 15.1.1. Provide Exporter's contact details:\*
  - Attach "Contact Details" common format<sup>12</sup>*
  - 15.1.2. Please provide Importer's contact details:\*
  - Attach "Contact Details" common format<sup>13</sup>*
- 15.2. Domestic use of an LMO, including its placing on the market
  - 15.2.1. Please provide Applicant's contact details:\*
  - Attach "Contact Details" common format<sup>14</sup>*

<sup>12</sup> All BCH common formats are available at <http://bch.cbd.int/resources/commonformats.shtml>.

<sup>13</sup> See note above.

<sup>14</sup> See note above.

16. Result of the decision:\*

16.1. Approval of the import/use of the LMO(s) without conditions.

16.2. Approval of the import/use of the LMO(s) with conditions.

16.2.1. Specify the conditions:\*

<Text entry>

16.2.2. Provide reasons:\*

<Text entry>

16.3. Prohibition of the import/use of the LMO(s).

16.3.1. Provide reasons:\*

<Text entry>

16.4. Request additional relevant information.

16.4.1. Provide reasons:\*

<Text entry>

*Go to Section F*

**Section D – Only complete this section if the subject of the decision (answer to question 7) is: Simplified procedure.**

17. Does the decision specify cases when the intentional transboundary movement of LMOs may take place at the same time of the notification to the Party of import?\*

Yes:      17.1. Does the decision apply to subsequent similar imports of LMOs?\*

Yes       No

No

18. Does the decision specify cases when the intentional transboundary movement of LMOs should be exempted from the Advance Informed Agreement (AIA) procedure?\*

Yes       No

*Go to Section F*

**Section E – Only complete this section if the subject of the decision (answer to question 7) is: Other decisions, notifications, declarations or communications.**

19. Type of submission:\*

- 19.1. Notification that domestic regulations shall apply with respect to specific imports of LMOs (Article 14.4).
- 19.2. Notification about the unintentional transboundary movement of LMOs (Article 17.1).
- 19.3. Notification about illegal transboundary movements of LMOs (Article 25.3).

*If an answer from 19.1 to 19.3 above was selected, please proceed to Section F to provide information on the LMO.*

- 19.4. Notification that a Party does not have access to the Biosafety Clearing-House (Article 11.1).
- 19.5. Declaration that, in the absence of a domestic regulatory framework, decisions on LMOs-FFPs will be taken according to Article 11.6.
- 19.6. Communication of information on 'Handling, Transport, Packaging and Identification' (Article 18).
- 19.7. Declaration made upon ratification of or accession to the Protocol.
- 19.8. Any other decision or communication.

*If an answer from 19.4 to 19.8 above was selected, please proceed directly to Section G.*

<b>Section F – LMO &amp; risk assessment</b>	
<i>Only complete this section if the submission refers to an LMO (answers to question 7 from 7.1 to 7.6 or to question 19 from 19.1 to 19.3).</i>	
20. LMO identification:*	<BCH record number> <i>Please enter the BCH record number containing this information or attach an “LMO” common format<sup>15</sup></i>
21. Risk assessment: <sup>16*</sup>	<BCH record number> <i>Please enter the BCH record number containing this information or attach a “Risk assessment” common format<sup>17</sup></i>

<b>Section G – Decision document</b>	
22. Decision document:*	<Attachment> ( <i>preferred</i> ) <i>and/or</i> <URL and website name>

<b>Section H – Additional information</b>	
23. Any other relevant information: <sup>18</sup>	<Text entry> <i>and/or</i> <URL and website name> <i>and/or</i> <Attachment>
24. Notes: <sup>19</sup>	<Text entry>

<sup>15</sup>All BCH common formats are available at <http://bch.cbd.int/resources/commonformats.shtml>.

<sup>16</sup> The reference to a Risk assessment record is mandatory when any of the following cases has been selected: 9.1, 9.2 and 9.3 in Section B; 16.1, 16.2 and 16.3 in Section C.

<sup>17</sup> See note above

<sup>18</sup> Please use this field to provide any other relevant information that may not have been addressed elsewhere in this record.

<sup>19</sup> The field “Notes” is for personal reference and can be seen only when the record is being edited.

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Country:*	<Country name>
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<i>I hereby confirm that the above information is correct and agree for its inclusion in the Biosafety Clearing-House.</i>	
Signature of the BCH National Focal Point:*	

## Common Format for Registering Information on the BCH

Use this form to organize your information prior to registering it in the BCH Management Centre at <http://bch.cbd.int/managementcentre/>

### *National Record*<sup>1</sup>: **Risk Assessment generated by a regulatory process**<sup>2</sup>

*Fields marked with an asterisk are mandatory*

General information	
1. Title of risk assessment: <sup>3*</sup>	<Text entry>
2. Date of the risk assessment:*	<YYYY-MM-DD>
3. Country:*	<Country name>
4. Competent National Authority(ies) responsible for the risk assessment:*	<BCH record number> <i>Please enter the BCH record number containing this information or attach a "Competent National Authority" common format</i> <sup>4</sup>
5. Contact details of the main responsible risk assessor:	<Registered e-mail address> <i>Please enter the e-mail address that is registered in the BCH or attach a "Contact details" common format</i> <sup>5</sup>

<sup>1</sup> 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 are available at <http://bch.cbd.int/resources/commonformats.shtml>.

<sup>2</sup> Please note that to complete this form you may need to also download the following common formats: National records no. 3 (Competent National Authority) and Reference record no. 1 (Contact details) and no. 7 (LMOs). The information submitted through this common format will be made available at <http://bch.cbd.int/database/decisions/> and <http://bch.cbd.int/database/riskassessment/>.

<sup>3</sup> This will appear as the title of the BCH record

<sup>4</sup> All BCH Common Format are available at <http://bch.cbd.int/resources/commonformats.shtml>

<sup>5</sup> See note above

<b>Risk assessment details</b>	
6. Name(s) of living modified organism(s) (LMOs):*	<p>&lt;BCH record number&gt;</p> <p><i>Please enter the BCH record number containing this information or attach an “LMO” common format<sup>6</sup></i></p>
7. Scope of the risk assessment:*	<p><input type="checkbox"/> LMOs for Introduction into the environment</p> <p style="padding-left: 20px;"><input type="checkbox"/> commercial production</p> <p style="padding-left: 20px;"><input type="checkbox"/> field trial</p> <p><input type="checkbox"/> LMOs for Contained use</p> <p><input type="checkbox"/> LMOs for direct use as food</p> <p><input type="checkbox"/> LMOs for direct use as feed</p> <p><input type="checkbox"/> LMOs for processing</p> <p><input type="checkbox"/> Other (specify): &lt;Text entry&gt;</p>
8. Risk assessment report:*	<p>&lt;Attachment&gt; (<i>preferred</i>)</p> <p><i>and/or</i></p> <p>&lt;URL and website name&gt;</p>

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<sup>6</sup> All BCH common formats are available at <http://bch.cbd.int/resources/commonformats.shtml>.

<b>Methodology and points to consider <sup>7</sup></b>	
9. Potential adverse effects identified in the risk assessment:	<Text entry>
10. Likelihood that the potential adverse effects will be realized:	<Text entry>
11. Possible consequences:	<Text entry>
12. Estimation of the overall risk:	<Text entry>
13. Recommendation(s) on whether the risks are acceptable/manageable and any management strategies:	<Text entry>
14. Need(s) for further information on specific issues of concern (i.e. in case of uncertainty regarding the level of risk):	<Text entry>
15. Receiving environment(s) considered: <sup>8</sup>	<Text entry>
16. LMO detection and identification methods proposed:	<Text entry>

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<sup>7</sup> Refer to Annex III, paragraphs 8 and 9 of the Cartagena Protocol on Biosafety.

<sup>8</sup> Information on the location, geographical, climatic and ecological characteristics including relevant information on biological diversity and centres of origin of the likely potential receiving environment as listed in Annex III paragraph 9 (h) of the Protocol.

<b>Additional information</b>	
17. Any other relevant information: <sup>9</sup>	<Text entry> <i>and/or</i> <URL and website name> <i>and/or</i> <Attachment>
18. Notes: <sup>10</sup>	<Text entry>

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<sup>9</sup> Please use this field to provide any other relevant information that may not have been addressed elsewhere in this record.

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Date:*	<YYYY-MM-DD>
Country:*	<Country name>
Name of the BCH National Focal Point:*	<Text entry>
<i>I hereby confirm that the above information is correct and agree for its inclusion in the Biosafety Clearing-House.</i>	
Signature of the BCH National Focal Point:*	

## Common Format for Registering Information on the BCH

Use this form to organize your information prior to registering it in the BCH Management Centre at <http://bch.cbd.int/managementcentre/>

### *National Record*<sup>1</sup>: **Biosafety Expert for the Roster of Experts**<sup>2</sup>

*Fields marked with an asterisk are mandatory*

#### **I. Brief profile\* (max. 150 words)**

<Text entry>

<sup>1</sup> 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 are available at <http://bch.cbd.int/resources/commonformats.shtml>.

<sup>2</sup> Decision BS-IV/4 adopted the criteria and minimum requirements for experts to be nominated to the roster of experts (Annex I) as well as the guidelines for the roster of experts (Annex II) and the nomination form (Annex III). Before registering a biosafety expert, please consult the Roster Guidelines (available at <http://bch.biodiv.org/roster/use/guidelines.shtml>), which explain the operations of the roster and the roles and responsibilities of the administrator, nominating government and experts. Please note that to complete this form you may need to also download the following common format(s): Reference record no. 1 (Contact details). The information submitted through this common format will be made available at <http://bch.cbd.int/database/experts/>.

<b>II. Personal information</b>	
<i>Please provide full names rather than only acronyms or initials</i>	
1. Title:	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr. <input type="checkbox"/> Professor <input type="checkbox"/> Other (specify): <Text entry>
2. First name:*	<Text entry>
3. Last or family name:*	<Text entry>
4. Gender:*	<input type="checkbox"/> Male <input type="checkbox"/> Female
5. Year and place of birth:*	<Text entry>
6. Nationality*	<Text entry>
7. Address:	<Text entry>
8. City:*	<Text entry>
9. State or Province:	<Text entry>
10. Country:*	<Country name>
11. Postal or ZIP code:	<Text entry>
12. Phone number: <sup>3*</sup>	<Text entry>
13. Fax number: <sup>4</sup>	<Text entry>
14. Email address:*	<Text entry>
15. Website(s): <sup>5</sup>	<URL and website name>

<sup>3</sup> 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).

<sup>4</sup> See note above

<sup>5</sup> Please provide the URL of the website (e.g. <http://bch.cbd.int>) and the name of the website (e.g. 'Biosafety Clearing-House').

<b>III. Current employment*</b>	
16. Employer / Organization:*	<Text entry>
17. Organization acronym: <sup>6</sup>	<Text entry>
18. Department / Division / Unit:*	<Text entry>
19. Starting date:*	<YYYY-MM-DD>
20. Type of organization:*	<input type="checkbox"/> Government <input type="checkbox"/> Academic <input type="checkbox"/> Industry <input type="checkbox"/> Inter-Governmental Organization (IGO) <input type="checkbox"/> Non-Governmental Organization (NGO) <input type="checkbox"/> Other: <Text entry>
21. Name of supervisor:	<Text entry>
22. Job title:*	<Text entry>
23. Main responsibilities: <sup>7*</sup>	<Text entry>
24. Specific biosafety-related duties: <sup>8</sup>	<Text entry>
25. Main accomplishments relevant to the area(s) of expertise for which you are being nominated:	<Text entry>

<sup>6</sup> Abbreviation used for the organization. Example: SCBD.

<sup>7</sup> Briefly describe how your work relates to the area(s) of expertise for which you are being nominated.

<sup>8</sup> Briefly describe the duties/tasks performed and indicate the approximate time spent on each as a percentage of your total working time.

<b>IV. Employment history</b>	
26. Countries or regions where you have worked:	<Text entry>
27. Do you have other relevant professional experience prior to your current employment?*	<input type="checkbox"/> Yes <input type="checkbox"/> No

*If you answered “Yes” to the previous question, please provide details of your previous employments starting with the most recent one.*

<i>Previous employment 1</i>	
28. Name, address and contact details of the employer / organization:	<Text entry>
29. Name and title of supervisor:	<Text entry>
30. Job title:	<Text entry>
31. Starting and ending dates:	<i>From &lt;YYYY-MM-DD&gt; to &lt;YYYY-MM-DD&gt;</i>
32. Main areas of responsibility: <sup>9</sup>	<Text entry>
33. Main relevant accomplishments:	<Text entry>

---

<sup>9</sup> Briefly describe how your work related to the area(s) of expertise for which you are being nominated.

<i>Previous employment 2</i>	
34. Name, address and contact details of the employer / organization:	<Text entry>
35. Name and title of supervisor:	<Text entry>
36. Job title:	<Text entry>
37. Starting and ending dates:	<i>From</i> <YYYY-MM-DD> <i>to</i> <YYYY-MM-DD>
38. Main areas of responsibility: <sup>10</sup>	<Text entry>
39. Main relevant accomplishments:	<Text entry>
<i>Previous employment 3</i>	
40. Name, address and contact details of the employer / organization:	<Text entry>
41. Name and title of supervisor:	<Text entry>
42. Job title:	<Text entry>
43. Starting and ending dates:	<i>From</i> <YYYY-MM-DD> <i>to</i> <YYYY-MM-DD>
44. Main areas of responsibility: <sup>11</sup>	<Text entry>
45. Main relevant accomplishments:	<Text entry>

<sup>10</sup> Briefly describe how your work related to the area(s) of expertise for which you are being nominated.

<sup>11</sup> See note above

<i>Consulting experience 1</i>	
46. Description of the consultancy: <sup>12</sup>	<Text entry>
47. Dates (from / to):	<i>From</i> <YYYY-MM-DD> <i>to</i> <YYYY-MM-DD>
48. Responsibilities: <sup>13</sup>	<Text entry>
49. Relevant accomplishments:	<Text entry>
<i>Consulting experience 2</i>	
50. Description of the consultancy:	<Text entry>
51. Dates (from / to):	<i>From</i> <YYYY-MM-DD> <i>to</i> <YYYY-MM-DD>
52. Responsibilities:	<Text entry>
53. Relevant accomplishments:	<Text entry>
<i>Consulting experience 3</i>	
54. Description of the consultancy:	<Text entry>
55. Dates (from / to):	<i>From</i> <YYYY-MM-DD> <i>to</i> <YYYY-MM-DD>
56. Responsibilities:	<Text entry>
57. Relevant accomplishments:	<Text entry>

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<sup>12</sup> Briefly describe how the work undertaken relates to your main area of expertise

<sup>13</sup> Briefly describe your specific responsibilities and how they relate to the area(s) of expertise for which you are being nominated.

<i>Volunteering experience 1</i>	
58. Description of work done: <sup>14</sup>	<Text entry>
59. Dates (from / to):	<i>From</i> <YYYY-MM-DD> <i>to</i> <YYYY-MM-DD>
60. Responsibilities: <sup>15</sup>	<Text entry>
61. Relevant accomplishments:	<Text entry>
<i>Volunteering experience 2</i>	
62. Description of work done:	<Text entry>
63. Dates (from / to):	<i>From</i> <YYYY-MM-DD> <i>to</i> <YYYY-MM-DD>
64. Responsibilities:	<Text entry>
65. Relevant accomplishments:	<Text entry>
<i>Volunteering experience 3</i>	
66. Description of work done:	<Text entry>
67. Dates (from / to):	<i>From</i> <YYYY-MM-DD> <i>to</i> <YYYY-MM-DD>
68. Responsibilities:	<Text entry>
69. Relevant accomplishments:	<Text entry>

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<sup>14</sup> Briefly describe how the work undertaken relates to your main area of expertise

<sup>15</sup> Briefly describe your specific responsibilities and how they relate to the area(s) of expertise for which you are being nominated.

<b>V. Education</b>	
<i>Formal education*</i>	
70. <b>First Degree</b> or other academic distinction and the subject: <sup>16*</sup>	<Text entry>
71. Name of academic institution:*	<Text entry>
72. Dates (from / to):*	<i>From</i> <YYYY-MM-DD> <i>to</i> <YYYY-MM-DD>
73. Academic supervisor:	<Text entry>
74. <b>Second Degree</b> or other academic distinction and the subject: <sup>17</sup>	<Text entry>
75. Name of academic institution:	<Text entry>
76. Dates (from / to):	<i>From</i> <YYYY-MM-DD> <i>to</i> <YYYY-MM-DD>
77. Academic supervisor:	<Text entry>
78. <b>Third Degree</b> or other academic distinction and the subject: <sup>18</sup>	<Text entry>
79. Name of academic institution:	<Text entry>
80. Dates (from / to):	<i>From</i> <YYYY-MM-DD> <i>to</i> <YYYY-MM-DD>
81. Academic supervisor:	<Text entry>

<sup>16</sup> Example: B.Sc. in Microbiology.

<sup>17</sup> Example: M.Sc. in Microbiology.

<sup>18</sup> Example: Ph.D. in Microbiology.

<i>Other professional qualifications</i>	
82. List a maximum of three other relevant professional qualifications: <i>(e.g. specialized training, certifications obtained, etc.)</i>	a. <Text entry> b. <Text entry> c. <Text entry>

<b>VI. Areas of expertise*</b>
83. Main field of expertise  <i>Please select <u>only one</u> of the areas of expertise listed below and refer only to the corresponding section in question 84:</i>
a. Scientific and technical expertise <ul style="list-style-type: none"> <li><input type="checkbox"/> Botany, forestry and plant agricultural sciences</li> <li><input type="checkbox"/> Zoology, aquaculture and animal agricultural sciences</li> <li><input type="checkbox"/> Microbial sciences</li> <li><input type="checkbox"/> Human health sciences</li> <li><input type="checkbox"/> Ecological and environmental sciences</li> <li><input type="checkbox"/> Socio-economic sciences</li> <li><input type="checkbox"/> Information and communication technology</li> <li><input type="checkbox"/> Biosafety Clearing-House</li> </ul>
b. <input type="checkbox"/> Legal expertise
c. <input type="checkbox"/> Policy and regulatory expertise
d. <input type="checkbox"/> Biosafety systems development and implementation expertise
e. <input type="checkbox"/> Other (specify): <Text entry>

## 84. Specific field of expertise\*

Please indicate at least one but not more than three specific field(s) of expertise or discipline(s) only under the field of expertise selected in question 83:

<b>A. Scientific and technical expertise</b>		
<input type="checkbox"/> Agricultural economics	<input type="checkbox"/> Agrobiodiversity	<input type="checkbox"/> Agro-ecosystems
<input type="checkbox"/> Agronomy	<input type="checkbox"/> Animal breeding	<input type="checkbox"/> Animal health
<input type="checkbox"/> Animal nutrition	<input type="checkbox"/> Biochemistry	<input type="checkbox"/> Biodiversity
<input type="checkbox"/> Bioethics	<input type="checkbox"/> Bioinformatics	<input type="checkbox"/> Biotechnology
<input type="checkbox"/> Communication	<input type="checkbox"/> Containment	<input type="checkbox"/> Cost-benefit analysis
<input type="checkbox"/> Crop protection	<input type="checkbox"/> Database design and management	<input type="checkbox"/> Ecology
<input type="checkbox"/> Ecological genetics	<input type="checkbox"/> Ecotoxicology	<input type="checkbox"/> Entomology
<input type="checkbox"/> Environmental economics	<input type="checkbox"/> Environmental education	<input type="checkbox"/> Environmental impact assessment
<input type="checkbox"/> Environmental monitoring	<input type="checkbox"/> Epidemiology	<input type="checkbox"/> Evaluation
<input type="checkbox"/> Evolution	<input type="checkbox"/> Evolutionary ecology	<input type="checkbox"/> Extension
<input type="checkbox"/> Forest ecosystems	<input type="checkbox"/> Fresh water ecosystems	<input type="checkbox"/> Gender studies
<input type="checkbox"/> Gene ecology	<input type="checkbox"/> Gene flow	<input type="checkbox"/> Genetic engineering
<input type="checkbox"/> Genetics	<input type="checkbox"/> Genomics	<input type="checkbox"/> Health safety
<input type="checkbox"/> Hematology	<input type="checkbox"/> Human health	<input type="checkbox"/> Human nutrition
<input type="checkbox"/> Husbandry	<input type="checkbox"/> Information systems analysis	<input type="checkbox"/> Impact analysis
<input type="checkbox"/> Immunology	<input type="checkbox"/> Invasion biology	<input type="checkbox"/> Knowledge management
<i>This list continues in the next page</i>		

<input type="checkbox"/> Life cycle analysis	<input type="checkbox"/> LMO detection	<input type="checkbox"/> LMO documentation
<input type="checkbox"/> LMO identification	<input type="checkbox"/> Marine ecosystems	<input type="checkbox"/> Microbiology
<input type="checkbox"/> Molecular biology	<input type="checkbox"/> Mycology	<input type="checkbox"/> Pathology
<input type="checkbox"/> Pest management	<input type="checkbox"/> Physiology	<input type="checkbox"/> Plant breeding
<input type="checkbox"/> Plant health	<input type="checkbox"/> Population genetics	<input type="checkbox"/> Proteomics
<input type="checkbox"/> Risk assessment	<input type="checkbox"/> Risk management	<input type="checkbox"/> Risk communication
<input type="checkbox"/> Risk research	<input type="checkbox"/> Soil ecosystems	<input type="checkbox"/> Soil science
<input type="checkbox"/> Social impact assessment	<input type="checkbox"/> Statistics	<input type="checkbox"/> Sustainable development
<input type="checkbox"/> Surveillance	<input type="checkbox"/> Taxonomy	<input type="checkbox"/> Teaching
<input type="checkbox"/> Technology assessment	<input type="checkbox"/> Trade impact assessment	<input type="checkbox"/> Traceability
<input type="checkbox"/> Toxicology	<input type="checkbox"/> Virology	<input type="checkbox"/> Web-based learning
<i>Organism traits</i>		
<input type="checkbox"/> Abiotic stress tolerance (drought, heat, cold, etc)	<input type="checkbox"/> Antibiotic resistance	<input type="checkbox"/> Biotic stress resistance (bacterial, fungus, nematode resistance)
<input type="checkbox"/> Herbicide tolerance	<input type="checkbox"/> Industrial traits (e.g. product quality)	<input type="checkbox"/> Insect resistance
<input type="checkbox"/> Marker genes	<input type="checkbox"/> Nutritional traits	<input type="checkbox"/> Performance traits (e.g. altered growth, yield)
<input type="checkbox"/> Pharmaceutical traits	<input type="checkbox"/> Virus resistance	
<input type="checkbox"/> Others (specify): <Text entry>		
<i>This list continues in the next page</i>		

<b>B. Legal expertise</b>		
<input type="checkbox"/> Animal health issues	<input type="checkbox"/> Environmental justice	<input type="checkbox"/> Farmers rights
<input type="checkbox"/> Food and feed safety	<input type="checkbox"/> Human health	<input type="checkbox"/> Indigenous peoples issues
<input type="checkbox"/> Intellectual property (patents, trademarks, confidential information)	<input type="checkbox"/> International environmental law	<input type="checkbox"/> International treaties and standards
<input type="checkbox"/> Legislative drafting and review	<input type="checkbox"/> Liability and redress	<input type="checkbox"/> Local community rights/issues
<input type="checkbox"/> National biosafety legal systems	<input type="checkbox"/> National environment legal systems	<input type="checkbox"/> National legislative analysis
<input type="checkbox"/> Phytosanitary issues	<input type="checkbox"/> Plant breeders' rights	<input type="checkbox"/> Plant genetic resources
<input type="checkbox"/> Plant protection	<input type="checkbox"/> Plant variety protection	<input type="checkbox"/> Public health
<input type="checkbox"/> Trade and business	<input type="checkbox"/> Trade agreements	
<input type="checkbox"/> Others (specify): <Text entry>		
<b>C. Policy and regulatory expertise</b>		
<input type="checkbox"/> Customs / border control	<input type="checkbox"/> Database management	<input type="checkbox"/> Emergency / contingency planning
<input type="checkbox"/> Enforcement / compliance / prosecutions	<input type="checkbox"/> Food and feed regulatory systems	<input type="checkbox"/> Field trial regulation / inspection
<input type="checkbox"/> Import / export control	<input type="checkbox"/> Identity preservation	<input type="checkbox"/> Laboratory quality audit and management
<input type="checkbox"/> Laboratory services (testing / diagnostics)	<input type="checkbox"/> LMO audit / inspection / monitoring systems	<input type="checkbox"/> LMO detection and analysis
<i>This list continues in the next page</i>		

<input type="checkbox"/> LMO field monitoring	<input type="checkbox"/> Notifications handling / administration	<input type="checkbox"/> Plant protection / quarantine
<input type="checkbox"/> Policy / programme development	<input type="checkbox"/> Policy analysis	<input type="checkbox"/> Public participation
<input type="checkbox"/> Regulations / guidelines development	<input type="checkbox"/> Regulatory compliance oversight	<input type="checkbox"/> Risk-assessment audit
<input type="checkbox"/> Risk-assessment advice	<input type="checkbox"/> Risk-management advice	
<input type="checkbox"/> Others (specify): <Text entry>		
<b><i>D. Biosafety systems development and implementation expertise</i></b>		
<input type="checkbox"/> Administrative procedures and enforcement	<input type="checkbox"/> Agricultural and rural development	<input type="checkbox"/> Biodiversity policy
<input type="checkbox"/> Biosafety Clearing-House operations	<input type="checkbox"/> Biosafety legislation and regulation	<input type="checkbox"/> Biosafety policy
<input type="checkbox"/> Biotechnology policy	<input type="checkbox"/> Co-existence rules/measures	<input type="checkbox"/> Data management and information-sharing
<input type="checkbox"/> LMO decision-making	<input type="checkbox"/> LMO identification and documentation	<input type="checkbox"/> LMO import/export and transboundary movement oversight
<input type="checkbox"/> LMO monitoring for environmental impact	<input type="checkbox"/> LMO research and development	<input type="checkbox"/> LMOs traceability system development
<input type="checkbox"/> Poverty reduction, development and biosafety	<input type="checkbox"/> Project management	<input type="checkbox"/> Public awareness & participation
<input type="checkbox"/> Public information/communications	<input type="checkbox"/> Risk assessment and risk management	<input type="checkbox"/> Socio-economic considerations regarding LMOs
<input type="checkbox"/> Sustainable development and biosafety	<input type="checkbox"/> Others (specify): <Text entry>	

**E. Other**

Select this option and indicate at least one but not more than three specific field(s) of expertise or discipline(s) under your main field of expertise if these are not included in the list above:

Please specify: <Text entry>

**VII. Publications**

85. List your three most important publications related to your main field of expertise:

- a. <Text entry>
- b. <Text entry>
- c. <Text entry>

86. List other publications:<sup>19</sup>

- d. <Text entry>
- e. <Text entry>
- f. <Text entry>
- g. <Text entry>
- h. <Text entry>

*and/or* <Attachment>

<sup>19</sup> Please list complete citations of all articles, books, book chapters, conference papers and other publications. Attach a separate list of publications if the space provided here does not suffice.

<b>VIII. Awards and professional memberships</b>	
87. List <u>up to three</u> scientific / professional awards received that are related to your main field of expertise:	a. <Text entry> b. <Text entry> c. <Text entry>
88. List <u>up to three</u> relevant professional societies or organizations of which you are a member:	a. <Text entry> b. <Text entry> c. <Text entry>
89. List <u>up to three</u> relevant technical committees, expert panels or advisory bodies on which you have served and briefly describe your specific responsibilities:	a. <Text entry> b. <Text entry> c. <Text entry>

<b>IX. Language proficiency*</b>	
90. Mother tongue:*	<input type="checkbox"/> Arabic <input type="checkbox"/> English <input type="checkbox"/> Russian <input type="checkbox"/> Chinese <input type="checkbox"/> French <input type="checkbox"/> Spanish Other (specify): <Text entry>
<i>Other languages</i> 91. Speaking:*	Arabic: <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> None Chinese: <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> None English: <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> None French: <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> None Russian: <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> None Spanish: <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> None Other (specify): <Text entry>
92. Reading:*	Arabic: <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> None Chinese: <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> None English: <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> None French: <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> None Russian: <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> None Spanish: <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> None Other (specify): <Text entry>
93. Writing:*	Arabic: <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> None Chinese: <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> None English: <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> None French: <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> None Russian: <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> None Spanish: <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> None Other (specify): <Text entry>
<b>X. Professional references</b>	
94. Please indicate <i>at least one but not more than three</i> references with detailed contact information:*	Reference 1:* <Text entry> Reference 2: <Text entry> Reference 3: <Text entry> <i>For each reference please attach a "Contact details" common format(s)<sup>*20</sup></i>

<sup>20</sup> All BCH common formats are available at <http://bch.cbd.int/resources/commonformats.shtml>.

**XI. Any other relevant information**

*Please provide any other information relevant to your role as an expert (max. 300 words).*

<Text entry>

**Record Validation**

Information should be submitted online to the Biosafety Clearing-House (BCH) through its Management Centre (<http://bch.cbd.int/managementcentre/>). This 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 through the Management Centre, the completed documents should be signed in the section below by the CPB and BCH National Focal Points and sent in MS Word format, via e-mail to [bch@cbd.int](mailto:bch@cbd.int).

Alternatively, it may be sent by fax at **+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 e-mail, a copy/scan of this signed page should be attached.

Date*:	<YYYY-MM-DD>
Country*:	<Country name>
Name of the Cartagena protocol National Focal Point*:	<Text entry>
<i>I hereby confirm the nomination of the above named person to the Roster of Expert and that the information contained in this form is correct.</i>	
Signature of the Cartagena Protocol National Focal Point*:	

Name of the BCH National Focal Point*:	<Text entry>
<i>I hereby agree to the inclusion of the above information in the Biosafety Clearing-House.</i>	
Signature of the BCH National Focal Point*:	

## Common Format for Registering Information on the BCH

Use this form to organize your information prior to registering it in the BCH Management Centre at <http://bch.cbd.int/managementcentre/>

### *National Record*<sup>1</sup>: **Report on Biosafety Expert Assignment**<sup>2</sup>

*Fields marked with an asterisk are mandatory*

General information	
1. Title of the report: <sup>3*</sup>	<Text entry>
2. Country requesting the assignment:*	<Country name>
3. Name of the expert:*	<Text entry>
4. Expert's BCH record number in the Roster of Experts:*	<BCH record number> <i>Please enter the BCH record number of the Expert as it appears in the first line of the Expert record</i>
5. Starting date of the assignment:*	<YYYY-MM-DD>
6. Ending date of the assignment:*	<YYYY-MM-DD>

<sup>1</sup> 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 are available at <http://bch.cbd.int/resources/commonformats.shtml>.

<sup>2</sup> Please note that to complete this form you may need to also download the following common format(s): National records no. 3 (Competent National Authority). The information submitted through this common format will be made available at <http://bch.cbd.int/database/experts/>.

<sup>3</sup> This will appear as the title of the BCH record.

Section reserved for the Country where the expert assignment took place	
7. Competent National Authority responsible for the assignment:*	<BCH record number> Please enter the BCH record number containing this information or attach a “Competent National Authority” common format <sup>4</sup>
8. Purpose of the assignment:*	<Text entry>
9. Specific activities of the assignment:*	<Text entry>
10. Is the final report(s) of the work of the expert(s) attached?*	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Report of the expert(s) and other relevant document or link:	<Attachment> (preferred) and/or <Text entry> and/or <URL and website name>
12. Was the work finished within the time specified?*	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. If no, why not?*	<Text entry>
14. Did the work and associated products fulfill the purpose of the assignment?*	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. If no, why not?*	<Text entry>
16. Please report on the quality and standard of work performed by the expert(s):*	<Attachment> (preferred) and/or <Text entry> and/or <URL and website name>
17. On a scale from 1 (poor) to 5 (excellent), please provide an overall rating of the quality of work performed by the expert:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
18. Any other relevant information: <sup>5</sup>	<Attachment> (preferred) and/or <Text entry> and/or <URL and website name>

<sup>4</sup> All BCH common formats are available at <http://bch.cbd.int/resources/commonformats.shtml>.

<sup>5</sup> Please use this field to provide any other relevant information that may not have been addressed elsewhere in the record.

<b>Section reserved for the Expert</b>	
19. Please briefly describe your experience and lessons learned in carrying out the assignment:	<Text entry>
20. Any other relevant information: <sup>6</sup>	<Attachment> (preferred) <i>and/or</i> <Text entry> <i>and/or</i> <URL and website name>
<b>Additional information</b>	
21. Notes: <sup>7</sup>	<Text entry>

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<sup>6</sup> Please use this field to provide any other relevant information that may not have been addressed elsewhere in the record.

<sup>7</sup> The field "Notes" is for personal reference and can be seen only when the record is being edited.

**Record validation**

Information should be submitted online to the Biosafety Clearing-House (BCH) through its Management Centre (<http://bch.cbd.int/managementcentre/>). This 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 through the Management Centre, the completed documents should be signed in the section below by the BCH National Focal Point and sent in MS Word format, via e-mail to [bch@cbd.int](mailto:bch@cbd.int).

Alternatively, it may be sent by fax at **+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>I hereby confirm that the above information is correct and agree for its inclusion in the Biosafety Clearing-House.</i>	
Signature of the BCH National Focal Point:*	

## Common Format for Registering Information on the BCH

Use this form to organize your information prior to registering it in the BCH Management Centre at <http://bch.cbd.int/managementcentre/>

### Reference Record<sup>1</sup>: Contact Details<sup>2</sup>

Fields marked with an asterisk are mandatory

General information	
1. Title:	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr. <input type="checkbox"/> Prof. <input type="checkbox"/> Other: <Text entry>
2. First name:*	<Text entry>
3. Middle name:	<Text entry>
4. Last or family name:*	<Text entry>
Employment information	
5. Job title:	<Text entry>
6. Organization*:	<Text entry>
7. Organization acronym: <sup>3</sup>	<Text entry>
8. Department / Division / Unit:	<Text entry>
9. Type of organization	<input type="checkbox"/> Academic <input type="checkbox"/> Industry <input type="checkbox"/> Government <input type="checkbox"/> NGO (Non-Governmental Organization) <input type="checkbox"/> IGO (Inter-Governmental Organization) <input type="checkbox"/> UN (United Nations Organisation) <input type="checkbox"/> Other: <Text entry>

<sup>1</sup> 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 are available at <http://bch.cbd.int/resources/commonformats.shtml>.

<sup>2</sup> The BCH common format for "Contact Details" may be used by any registered BCH user to submit or modify the contact details registered in the BCH. The information registered through this common format will not be made available to the general public and it will only be accessible to the record owner for easy reference when creating future records.

<sup>3</sup> Abbreviation of the long name of an organization. Examples: SCBD.

<b>Coordinates</b>	
10. Address:	<Text entry>
11. City:*	<Text entry>
12. State or Province:	<Text entry>
13. Country:*	<Country name>
14. Postal or ZIP code:	<Text entry>
15. Phone number: <sup>4*</sup>	<Text entry>
16. Fax number: <sup>5</sup>	<Text entry>
17. Email address:*	<Text entry>
18. Website: <sup>6</sup>	<URL and website name>
<b>Additional information</b>	
19. Any other relevant information: <sup>7</sup>	<Text entry> <i>and/or</i> <URL and website name> <i>and/or</i> <Attachment>
20. Notes: <sup>8</sup>	<Text entry>

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<sup>4</sup> 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).

<sup>5</sup> See note above

<sup>6</sup> Please provide the URL of the website (e.g. <http://bch.cbd.int>) and the name of the website (e.g. 'Biosafety Clearing-House').

<sup>7</sup> Please use this field to provide any other relevant information that may not have been addressed elsewhere in the record.

<sup>8</sup> The field "Notes" is for personal reference and can be seen only when the record is being edited.

## Record Validation

Information should be submitted online to the BCH through the Management Centre (<http://bch.cbd.int/managementcentre/>). This 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 through the Management Centre, the completed documents should be sent in MS Word format, via e-mail to [bch@cbd.int](mailto:bch@cbd.int).

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or postal mail to:

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**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 details" 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> <i>Please enter the e-mail address that is registered in the BCH or, if not registered, attach a "Contact details" common format<sup>9</sup></i>
<i>I hereby confirm that the above information is correct and request its inclusion in the Biosafety Clearing-House.</i>	
Signature of the person submitting the information:	

<sup>9</sup> All BCH Common Format are available at <http://bch.cbd.int/resources/commonformats.shtml>

## Common Format for Registering Information on the BCH

Use this form to organize your information prior to registering it in the BCH Management Centre at <http://bch.cbd.int/managementcentre/>

### Reference Record<sup>1</sup>: Capacity Building Activities, Projects and Opportunities<sup>2</sup>

Fields marked with an asterisk are mandatory

A. General information	
1. Title of the initiative:*	<Text entry>
2. Website address: <sup>3</sup>	<URL and website name>
3. Type of initiative:*	<input type="checkbox"/> Stand-alone activity <input type="checkbox"/> Series of activities <input type="checkbox"/> Funding opportunity
4. Contact person:*	<Registered e-mail address> <i>Please enter the e-mail address that is registered in the BCH or, if not registered, attach a "Contact details" common format<sup>4</sup></i>
5. Beneficiary country(ies):	<Country(ies)> or <Country Group(s)>

<sup>1</sup> 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 are available at <http://bch.cbd.int/resources/commonformats.shtml>.

<sup>2</sup> Please note that to complete this form you may need to also download the following common format(s): Reference record no. 1 (Contact details) and no. 3 (Organizations). The information submitted through this common format will be made available at <http://bch.cbd.int/database/activities/>.

<sup>3</sup> Please provide the URL of the website (e.g. <http://bch.cbd.int>) and the name of the website (e.g. 'Biosafety Clearing-House').

<sup>4</sup> All BCH common formats are available at <http://bch.cbd.int/resources/commonformats.shtml>.

6. Main target group(s) / beneficiaries:	<input type="checkbox"/> Undergraduate students <input type="checkbox"/> Graduate students <input type="checkbox"/> Government officials (policy makers, administrators, regulators, risk assessors, inspectors, etc.) <input type="checkbox"/> Professionals, specialists and technicians <input type="checkbox"/> Public interest groups (consumer groups, professional associations, NGOs, etc.) <input type="checkbox"/> Mass media and outreach/extension workers <input type="checkbox"/> General public (farmers, politicians, etc) <input type="checkbox"/> Other (specify): <Text entry>
7. Does the initiative have a limited duration?*	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please specify: Starting date:* <YYYY-MM-DD> Ending date:* <YYYY-MM-DD>
<b>B. Donor(s) information</b>	
8. Is this a Government sponsored initiative?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please specify: <Country(ies)> or <Country Group(s)>
9. Agency(ies) or Organization(s) implementing or sponsoring the initiative:	<BCH record number> Please enter the BCH record number(s) containing this information or attach an "Organization" common format(s) <sup>5</sup>
10. Budget:	<Value> and <Currency>
<b>C. Activity details</b>	
11. Short description of the initiative:* (including its goals and objectives, max 200 words)	<Text entry>
12. Eligibility:* (criteria/requirements)	<Text entry>

<sup>5</sup> All BCH common formats are available at <http://bch.cbd.int/resources/commonformats.shtml>.

13. Application process:*( <i>details</i> )	<Text entry>
14. Objective and main expected outcomes or lesson learned: ( <i>if applicable</i> )	<Text entry>
15. General thematic area(s):*	<input type="checkbox"/> Biosafety policy and regulation <input type="checkbox"/> LMO use and transboundary movement <input type="checkbox"/> Scientific and technical issues <input type="checkbox"/> Public awareness, education and participation <input type="checkbox"/> Socio-economic and trade issues <input type="checkbox"/> Capacity building <input type="checkbox"/> Information sharing and management <input type="checkbox"/> Other (please specify): <Text entry>
16. Language:*	<input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Russian <input type="checkbox"/> Spanish <input type="checkbox"/> Other (specify): <Language(s)>
17. Specific category of the initiative:*	<p><b>Assessment/review</b></p> <input type="checkbox"/> Case study/review <input type="checkbox"/> Capacity needs assessment <input type="checkbox"/> Monitoring and evaluation <input type="checkbox"/> Survey/inventory <p><b>Awareness raising/education</b></p> <input type="checkbox"/> Awareness and educational materials <input type="checkbox"/> Awareness campaign <input type="checkbox"/> Exhibition <input type="checkbox"/> Public debate/dialogue/consultative meeting <input type="checkbox"/> News service <input type="checkbox"/> Website <p><b>Cooperation/coordination</b></p> <input type="checkbox"/> Consultative mechanism/process <input type="checkbox"/> Partnership development <input type="checkbox"/> Professional networking <input type="checkbox"/> Scientific/technical cooperation <input type="checkbox"/> Twinning <p style="text-align: right;"><i>This list continue in the next page</i></p>

*This list continue from previous page*

**Resource mobilization**

- Grant making
- Project design

**Information sharing**

- Electronic forum
- Expert meetings/consultations
- Helpdesk service
- National website
- Publications preparation and dissemination
- Reference service
- Web-based information service

**Institutional development**

- Administrative procedures and guidelines
- Advisory service
- Communication systems
- Infrastructure development (offices, databanks)
- Institution establishment
- Research facilities (laboratories, greenhouses, etc)

**Legal/policy development and enforcement**

- Policy analysis
- Regulatory development
- Regulatory monitoring and enforcement
- Regulatory review/audit
- Standard-setting

**Planning and development**

- Curriculum development
- Project development
- Strategy and action plan development

**Biosafety research**

- Field trial
- Laboratory

**Technical assistance**

- Expert advice
- Institutional development
- Networking support
- Planning support
- Project design/management
- Technology transfer

**Human resource development/Training**

- Academic course
- Apprenticeship/fellowship/internship
- Computer-assisted self-training (e.g. using CD-ROM)
- E-learning (web-based training)
- On-the-job training (couching/mentoring, internship)
- Seminar/workshop
- Short-term training course
- Study or exchange visit
- Technical manual, guideline
- Twinning" (collaboration between organizations)

18. Is the initiative a formal academic training?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If No, please go directly to Section E</i>
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**D. Academic training**  
Please complete this section only if the initiative is a formal academic training (i.e. answer is Yes to question 18)

19. Type of course or programme:	<input type="checkbox"/> Part of a degree programme <i>Please specify the name of the programme: &lt;Text entry&gt;</i> <input type="checkbox"/> Part of a research initiative <i>Please specify the name of the research initiative: &lt;Text entry&gt;</i> <input type="checkbox"/> Stand-alone opportunity <input type="checkbox"/> Continuing education <input type="checkbox"/> On-site course/programme <input type="checkbox"/> Distance learning (web-based) <input type="checkbox"/> Combination of on-site and distance learning
20. Training format:	<input type="checkbox"/> Modular format <input type="checkbox"/> Non-modular/ course format <input type="checkbox"/> Workshop format <input type="checkbox"/> Others (specify): <Text entry>
21. Duration of the programme/course:*	<Text entry> <i>Please enter the total duration in hours</i>
22. Maximum number of students:	<Text entry>
23. Type of certification or accreditation:*	<input type="checkbox"/> Postgraduate degree <input type="checkbox"/> Postgraduate diploma <input type="checkbox"/> Postgraduate certificate <input type="checkbox"/> Bachelor's degree <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate <input type="checkbox"/> Certificate of attendance <input type="checkbox"/> None <input type="checkbox"/> Other (specify): <Text entry>

24. Course/Programme fee(s):	<Value> and <Currency>
25. Scholarships available:	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please specify: <Text entry>

<b>E. Additional information</b>	
26. Any other relevant information: <sup>6</sup>	<Text entry> <i>and/or</i> <URL and website name> <i>and/or</i> <Attachment>
27. Notes: <sup>7</sup>	<Text entry>

---

<sup>6</sup> Please use this field to provide any other relevant information that may not have been addressed elsewhere in the record.

<sup>7</sup> The field "Notes" is for personal reference and can be seen only when the record is being edited.

## Record Validation

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Alternatively, they can be sent by fax at **+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 details" 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> <i>Please enter the e-mail address that is registered in the BCH or, if not registered, attach a "Contact details" common format<sup>8</sup></i>
<i>I hereby confirm that the above information is correct and request its inclusion in the Biosafety Clearing-House.</i>	
Signature of the person submitting the information:	

<sup>8</sup> All BCH Common Format are available at <http://bch.cbd.int/resources/commonformats.shtml>

## Common Format for Registering Information on the BCH

Use this form to organize your information prior to registering it in the BCH Management Centre at <http://bch.cbd.int/managementcentre/>

### Reference Record<sup>1</sup>: Biosafety Organization<sup>2</sup>

Fields marked with an asterisk are mandatory

General information	
1. Name of the organization: <sup>3*</sup>	<Text entry>
2. Organization acronym: <sup>4*</sup>	<Text entry>
3. Contact person in the organization:	<Registered e-mail address> Please enter the e-mail address that is registered in the BCH or, if not registered, attach a "Contact Details" common format <sup>5</sup>
Organization Coordinates	
4. Address:	<Text entry>
5. City:*	<Text entry>
6. State or Province:	<Text entry>
7. Country:*	<Country name>
8. Postal or ZIP code:	<Text entry>

<sup>1</sup> 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 are available at <http://bch.cbd.int/resources/commonformats.shtml>.

<sup>2</sup> Registered users may submit to the BCH information about organizations involved in biosafety activities. Please note that to complete this form you may need to also download the following common format(s): Reference record no. 1 (Contact details) and no. 3 (Organizations). The information submitted through this common format will be made available at <http://bch.cbd.int/database/organizations/>.

<sup>3</sup> 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.

<sup>4</sup> If applicable, please provide an acronym commonly used to refer to the organization; for example, UNEP.

<sup>5</sup> All BCH common formats are available at <http://bch.cbd.int/resources/commonformats.shtml>.

9. Phone number: <sup>6*</sup>	<Text entry>
10. Fax number: <sup>7</sup>	<Text entry>
11. Email address:*	<Text entry>
12. Website: <sup>8</sup>	<URL and website name>
<b>Detailed information</b>	
13. Type of organization:*	<input type="checkbox"/> Academic or research institute <input type="checkbox"/> Government agency <input type="checkbox"/> Intergovernmental organization <input type="checkbox"/> Non-governmental organization <input type="checkbox"/> Private sector (business and industry) <input type="checkbox"/> Regional economic integration organization <input type="checkbox"/> UN and other specialized agency of the UN common System <input type="checkbox"/> Other (please specify): <Text entry>
14. Thematic areas:*( <i>please provide keywords only</i> )	<Text entry>
15. Organization's profile: <sup>9*</sup>	<Text entry> <i>and/or</i> <URL and website name> <i>and/or</i> <Attachment(s)>
16. Linked organizations: <sup>10</sup>	<BCH record number> <i>Please enter the BCH record number(s) containing this information or attach additional "Biosafety Organization" common format(s)<sup>11</sup></i>

<sup>6</sup> 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).

<sup>7</sup> See note above.

<sup>8</sup> Please provide the URL of the website (e.g. <http://bch.cbd.int>) and the name of the website (e.g. 'Biosafety Clearing-House').

<sup>9</sup> Please provide or attach a short profile of the organization and its relevance to biosafety.

<sup>10</sup> Please use this field to link to any other related organizations that may be in the database (e.g. GEF and UNEP-GEF).

<sup>11</sup> All BCH common formats are available at <http://bch.cbd.int/resources/commonformats.shtml>.

<b>Additional information</b>	
17. Any other relevant information: <sup>12</sup>	<Text entry> <i>and/or</i> <URL and website name> <i>and/or</i> <Attachment>
18. Notes: <sup>13</sup>	<Text entry>

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<sup>12</sup> Please use this field to provide any other relevant information that may not have been addressed elsewhere in the record.

<sup>13</sup> The field "Notes" is for personal reference and can be seen only when the record is being edited.

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**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 details" 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> <i>Please enter the e-mail address that is registered in the BCH or, if not registered, attach a "Contact details" common format<sup>14</sup></i>
<i>I hereby confirm that the above information is correct and request its inclusion in the Biosafety Clearing-House.</i>	
Signature of the person submitting the information:	

<sup>14</sup> All BCH Common Format are available at <http://bch.cbd.int/resources/commonformats.shtml>

## Common Format for Registering Information on the BCH

Use this form to organize your information prior to registering it in the BCH Management Centre at <http://bch.cbd.int/managementcentre/>

### Reference Record<sup>1</sup>: Biosafety Information Resource Centre<sup>2</sup>

*Fields marked with an asterisk are mandatory*

General information	
1. Title: <sup>3*</sup>	<Text entry>
2. Author: <sup>4*</sup>	<Text entry>
3. Language(s):*	<Language(s)>
4. Publication date:*	<YYYY-MM-DD>
Subject	
5. Summary, abstract or table of contents*:	<Text entry>

<sup>1</sup> 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 are available at <http://bch.cbd.int/resources/commonformats.shtml>.

<sup>2</sup> The Biosafety Information Resource Centre (BIRC) is a database of biosafety-related publications and information resources maintained by the CBD Secretariat with the objective of increasing the accessibility and use of available biosafety information and resources by policymakers, educators, researchers, and the general public. Please note that to complete this form you may need to also download the following common format(s): Reference record no. 1 (Contact details). The information submitted through this common format will be made available at <http://bch.cbd.int/database/resources/>. Scientific studies and research articles on biosafety are hosted in a different database maintained by the International Centre for Genetic Engineering and Biotechnology (ICGEB), and are accessible at <http://bch.cbd.int/database/bibliographic-references/>

<sup>3</sup> This will appear as the title of the BCH record.

<sup>4</sup> Name of the person who has authored the publication or information resource. Add his/her affiliation if appropriate.

<p>6. Thematic areas:<sup>5*</sup></p>	<p><b>Biosafety policy and regulation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Advance informed agreement (AIA)</li> <li><input type="checkbox"/> Compliance and Enforcement</li> <li><input type="checkbox"/> Import / Export</li> <li><input type="checkbox"/> Liability and redress</li> <li><input type="checkbox"/> Multilateral agreements</li> <li><input type="checkbox"/> National administrative frameworks</li> <li><input type="checkbox"/> National decision making system</li> <li><input type="checkbox"/> National policies</li> <li><input type="checkbox"/> National/Domestic regulatory frameworks or guidelines</li> <li><input type="checkbox"/> Precautionary approach (Principle 15 of Rio Declaration)</li> <li><input type="checkbox"/> Transit</li> </ul> <p><b>LMO use and transboundary movement</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Contained use</li> <li><input type="checkbox"/> Emergency measures</li> <li><input type="checkbox"/> Field trials</li> <li><input type="checkbox"/> Handling, transport, packaging and identification</li> <li><input type="checkbox"/> Illegal transboundary movement</li> <li><input type="checkbox"/> LMOs for introduction into the environment (Environmental releases)</li> <li><input type="checkbox"/> LMOs for pharmaceuticals</li> <li><input type="checkbox"/> LMOs for use as food or feed or for processing</li> <li><input type="checkbox"/> Unintentional transboundary movement</li> </ul> <p><b>Scientific and technical issues</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Food and feed safety</li> <li><input type="checkbox"/> Human health</li> <li><input type="checkbox"/> Monitoring, sampling and detection of LMOs</li> <li><input type="checkbox"/> Risk assessment</li> <li><input type="checkbox"/> Risk management</li> </ul> <p><b>Public awareness, education and participation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Access to information</li> <li><input type="checkbox"/> Biosafety education</li> <li><input type="checkbox"/> Communication</li> <li><input type="checkbox"/> Public participation</li> </ul> <p><b>Socio-economic and trade issues</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Bioethics</li> <li><input type="checkbox"/> Coexistence</li> <li><input type="checkbox"/> Intellectual property rights</li> <li><input type="checkbox"/> Social and/or economic assessments</li> <li><input type="checkbox"/> Trade rules and standards</li> </ul> <p><b>Capacity building</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cooperation and coordination mechanism</li> <li><input type="checkbox"/> Financial mechanisms and resources</li> <li><input type="checkbox"/> Institutional capacity development</li> <li><input type="checkbox"/> Project design, monitoring and evaluation</li> <li><input type="checkbox"/> Technology transfer</li> <li><input type="checkbox"/> Training</li> </ul> <p><b>Information sharing and management</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> BCH Central Portal</li> <li><input type="checkbox"/> BCH National nodes</li> <li><input type="checkbox"/> Biosafety databases</li> <li><input type="checkbox"/> Additional sources of biosafety information</li> </ul> <p><b>Other (please specify):</b> &lt;Text entry&gt;</p>
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<sup>5</sup> This section provides a broad classification of biosafety thematic areas to assist BCH users in searching for the record (a full description is provided elsewhere in the record).

<b>Additional information</b>	
7. Type of resource:*	<input type="checkbox"/> Book / Book chapter <input type="checkbox"/> Article (journal / magazine / newspaper) <input type="checkbox"/> Manual / Tutorial / FAQ / Dictionary <input type="checkbox"/> Report / Review / Fact sheet / Notes <input type="checkbox"/> Conference paper / Proceedings <input type="checkbox"/> Audio / Video <input type="checkbox"/> Image / Photo / Map / Poster <input type="checkbox"/> Website <input type="checkbox"/> On line database / archive / catalogue / list server <input type="checkbox"/> Software application (i.e. computer program)  <input type="checkbox"/> Others (please specify): <Text entry>
8. Identifier (ISBN, ISSN, etc.):	<Text entry>
9. Publisher and its location:	<Text entry>
10. Rights: <sup>6</sup>	<Text entry>
11. Format: <sup>7</sup>	<Text entry>
12. Keywords and any other relevant information: <sup>8</sup>	<Text entry>
<b>Access to the resource</b>	
13. Link to the resource(s): <sup>9</sup>	Attachment* and <URL and website name>
14. How to obtain the resource: <sup>10</sup>	<Text entry>
15. Notes: <sup>11</sup>	<Text entry>

<sup>6</sup> Information about rights held in and over the resource, such as copyright holder, and availability for reproduction for educational or non-profit purposes.

<sup>7</sup> Format may be used to identify the resource dimensions (e.g. size, number of pages or duration) or the software, hardware, or other equipment needed to display or operate it (e.g. "Requires Acrobat Reader for viewing").

<sup>8</sup> Please use this field to provide additional keywords or any other relevant information not contained elsewhere in the record.

<sup>9</sup> Please always attach the relevant document(s) that will be stored in the database for users to download. When resources are available on the Internet, please also provide a link to them. Please note that attachments are preferable to links because they are permanently accessible whereas links can become broken.

<sup>10</sup> Please provide details on how hard copies of the resource(s) can be ordered or otherwise obtained.

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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> <i>Please enter the e-mail address that is registered in the BCH or, if not registered, attach a "Contact details" common format<sup>12</sup></i>
<i>I hereby confirm that the above information is correct and request its inclusion in the Biosafety Clearing-House.</i>	
Signature of the person submitting the information:	

<sup>11</sup> The notes field is for your personal use only: you can see it when you edit the record, but it is not visible through search pages.

<sup>12</sup> All BCH Common Format are available at <http://bch.cbd.int/resources/commonformats.shtml>

## Common Format for Registering Information on the BCH

Use this form to organize your information prior to registering it in the BCH Management Centre at <http://bch.cbd.int/managementcentre/>

### Reference Record<sup>1</sup>: **BCH News**<sup>2</sup>

Fields marked with an asterisk are mandatory

General information	
1. Country:*	<Country name>
2. Title of the record:*	<Text entry>
3. BCH node address: <sup>3</sup>	<URL and website name>
4. News text:*( max. 300 words)	<Text entry>
5. Notes: <sup>4</sup>	<Text entry>

<sup>1</sup> 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 are available at <http://bch.cbd.int/resources/commonformats.shtml>.

<sup>2</sup> The common format "BCH News" should be used to submit information about local BCH nodes (e.g. updates, changes or any other related news). Please note that to complete this form you may need to also download the following common format(s): Reference record no. 1 (Contact details). The information submitted through this common format will be made available at <http://bch.cbd.int/about/news/>.

<sup>3</sup> Please provide the URL of the website (e.g. <http://bch.cbd.int>) and the name of the website (e.g. 'Biosafety Clearing-House').

<sup>4</sup> The field "Notes" is for personal reference and can be seen only when the record is being edited.

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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> <i>Please enter the e-mail address that is registered in the BCH or, if not registered, attach a "Contact details" common format<sup>5</sup></i>
<i>I hereby confirm that the above information is correct and request its inclusion in the Biosafety Clearing-House.</i>	
Signature of the person submitting the information:	

<sup>5</sup> All BCH Common Format are available at <http://bch.cbd.int/resources/commonformats.shtml>

## Common Format for Registering Information on the BCH

Use this form to organize your information prior to registering it in the BCH Management Centre at <http://bch.cbd.int/managementcentre/>

### Reference Record<sup>1</sup>: Risk assessments generated by an independent or non-regulatory process<sup>2</sup>

*Fields marked with an asterisk are mandatory*

General information	
1. Title of risk assessment: <sup>3*</sup>	<Text entry>
2. Date of the risk assessment:*	<YYYY-MM-DD>
3. Institution responsible for the risk assessment:*	<Registered e-mail address> Please enter the e-mail address that is registered in the BCH or, if not registered, attach an "Organization" common format <sup>4</sup>
4. Contact details of the main responsible risk assessor:	<Registered e-mail address> Please enter the e-mail address that is registered in the BCH or, if not registered, attach a "Contact details" common format <sup>5</sup>

<sup>1</sup> 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 are available at <http://bch.cbd.int/resources/commonformats.shtml>.

<sup>2</sup> Risk assessments other than those generated by a regulatory process may be submitted to the BCH if carried out in accordance with the Annex III of the Cartagena Protocol. Please note that to complete this form you may need to also download the following common format(s): Reference record no. 1 (Contact details), no. 3 (Organizations) and no. 7 (LMOs). The information submitted through this common format will be made available at <https://bch.cbd.int/database/riskassessment/>.

<sup>3</sup> This will appear as the title of the BCH record.

<sup>4</sup> All BCH common formats are available at <http://bch.cbd.int/resources/commonformats.shtml>.

<sup>5</sup> See note above.

Risk assessment details	
5. Name(s) of living modified organism(s) (LMOs):*	<p>&lt;BCH record number&gt;</p> <p><i>Please enter the BCH record number containing this information or attach an “LMO” common format<sup>6</sup></i></p>
6. Scope of the risk assessment:*	<p><input type="checkbox"/> LMOs for Introduction into the environment</p> <p style="padding-left: 20px;"><input type="checkbox"/> commercial production</p> <p style="padding-left: 20px;"><input type="checkbox"/> field trial</p> <p><input type="checkbox"/> LMOs for Contained use</p> <p><input type="checkbox"/> LMOs for direct use as food</p> <p><input type="checkbox"/> LMOs for direct use as feed</p> <p><input type="checkbox"/> LMOs for processing</p> <p><input type="checkbox"/> Other (specify): &lt;Text entry&gt;</p>
7. Risk assessment report:*	<p>&lt;Attachment&gt; (<i>preferred</i>)</p> <p><i>and/or</i></p> <p>&lt;URL and website name&gt;</p>

<sup>6</sup> All BCH common formats are available at <http://bch.cbd.int/resources/commonformats.shtml>.

<b>Methodology and points to consider <sup>7</sup></b>	
8. Potential adverse effects identified in the risk assessment:	<Text entry>
9. Likelihood that the potential adverse effects will be realized:	<Text entry>
10. Possible consequences:	<Text entry>
11. Estimation of the overall risk:	<Text entry>
12. Recommendation(s) on whether the risks are acceptable/manageable and any management strategies:	<Text entry>
13. Need(s) for further information on specific issues of concern (i.e. in case of uncertainty regarding the level of risk):	<Text entry>
14. Receiving environment(s) considered: <sup>8</sup>	<Text entry>
15. LMO detection and identification methods proposed:	<Text entry>

<sup>7</sup> Refer to Annex III, paragraphs 8 and 9 of the Cartagena Protocol on Biosafety.

<sup>8</sup> Information on the location, geographical, climatic and ecological characteristics including relevant information on biological diversity and centres of origin of the likely potential receiving environment as listed in Annex III paragraph 9 (h) of the Protocol.

<b>Additional information</b>	
16. Any other relevant information: <sup>9</sup>	<Text entry> <i>and/or</i> <URL and website name> <i>and/or</i> <Attachment>
17. Notes: <sup>10</sup>	<Text entry>

---

<sup>9</sup> Please use this field to provide any other relevant information that may not have been addressed elsewhere in this record.

<sup>10</sup> The field “Notes” is for personal reference and can be seen only when the record is being edited.

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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> <i>Please enter the e-mail address that is registered in the BCH or, if not registered, attach a “Contact details” common format<sup>11</sup></i>
<i>I hereby confirm that the above information is correct and request its inclusion in the Biosafety Clearing-House.</i>	
Signature of the person submitting the information:	

<sup>11</sup> All BCH Common Format are available at <http://bch.cbd.int/resources/commonformats.shtml>

## Common Format for Registering Information on the BCH

Use this form to organize your information prior to registering it in the BCH Management Centre at <http://bch.cbd.int/managementcentre/>

### Reference Record<sup>1</sup>: Living Modified Organism (LMO) Registry<sup>2</sup>

Fields marked with an asterisk are mandatory

LMO identity	
1. LMO name: <sup>3</sup>	<Text entry>
2. Transformation event: <sup>4*</sup>	<Text entry>
3. Unique identifier: <sup>5</sup>	<Text entry>
4. Developer: <sup>*</sup>	Please attach a "Contact Details" common format <sup>6</sup>
5. Recipient organism: <sup>*</sup>	<BCH record number> Please enter the BCH record number containing this information or attach an "Organism" common format <sup>7</sup>

<sup>1</sup> 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 are available at <http://bch.cbd.int/resources/commonformats.shtml>.

<sup>2</sup> Please note that to complete this form you may need to also download the following common format(s): Reference record no. 1 (Contact details), no. 8 (Gene and DNA Sequence) and no. 9 (Organisms). The information submitted through this common format will be made available at <http://bch.cbd.int/database/organisms/>.

<sup>3</sup> Name commonly used to identify the LMO, such as the commercial name, e.g. Roundup soy, NewLeaf™ potato, etc.

<sup>4</sup> Name of the transformation event, e.g. MON810.

<sup>5</sup> The BCH is currently using the Unique Identifier system as set out in the OECD Guidance for the Designation of Unique Identifiers for Transgenic Plants (example MON-ØØ81Ø-6). For more information see <http://bch.cbd.int/database/organisms/uniqueidentifiers/about.shtml>.

<sup>6</sup> All BCH common formats are available at <http://bch.cbd.int/resources/commonformats.shtml>.

<sup>7</sup> See note above.

<b>DNA sequences inserted</b>	
6. Protein coding sequence(s): <sup>8</sup>	<p>&lt;BCH record number&gt;</p> <p>Please enter the BCH record number containing this information or attach a “Gene and DNA Sequence” common format<sup>9</sup></p> <p>Notes specific for this LMO:<sup>10</sup> &lt;Text entry&gt;</p>
7. Transcriptional regulator(s): <sup>11</sup>	<p>&lt;BCH record number&gt;</p> <p>Please enter the BCH record number containing this information or attach a “Gene and DNA Sequence” common format<sup>12</sup></p> <p>Notes specific for this LMO:<sup>13</sup> &lt;Text entry&gt;</p>
8. Others: <sup>14</sup>	<p>&lt;BCH record number&gt;</p> <p>Please enter the BCH record number containing this information or attach a “Gene and DNA Sequence” common format<sup>15</sup></p> <p>Notes specific for this LMO:<sup>16</sup> &lt;Text entry&gt;</p>
<b>Changes in gene expression</b>	
9. Gene(s) whose expression was affected by the transformation: <sup>17</sup>	<p>&lt;BCH record number&gt;</p> <p>Please enter the BCH record number containing this information or attach a “Gene and DNA Sequence” common format<sup>18</sup></p>
10. Please describe how the expression of the gene(s) was affected:	<Text entry>

<sup>8</sup> In this section, enter all protein coding sequences that were inserted in this LMO; for example: target genes and markers.

<sup>9</sup> All BCH common formats are available at <http://bch.cbd.int/resources/commonformats.shtml>.

<sup>10</sup> In the field “Notes specific for this LMO”, please specify if any of these inserts has been modified from the sequence registered in the BCH Gene and DNA Sequence Registry.

<sup>11</sup> Enter any transcriptional regulator, such as promoters and terminators, if these are known.

<sup>12</sup> See note 8.

<sup>13</sup> See note 9.

<sup>14</sup> Use this field to enter any other sequence that was inserted in the LMO, such as flanking sequences, sequences for gene silencing (e.g. anti-sense cDNA, double-stranded RNA), vector backbone, etc.

<sup>15</sup> See note 8.

<sup>16</sup> See note 9.

<sup>17</sup> This field should be used to specify changes in the expression of genes other than those that were inserted into the LMO; for example, gene silencing or induction.

<sup>18</sup> See footnote 8.

<b>LMO characteristics</b>	
11. Phenotypic changes: <sup>19</sup>	<Text entry>
12. LMO's common use(s): <sup>20</sup>	<input type="checkbox"/> Food <input type="checkbox"/> Feed <input type="checkbox"/> Biofuel <input type="checkbox"/> Bioreactor <input type="checkbox"/> Bioremediation <input type="checkbox"/> Ornamental <input type="checkbox"/> Pharmaceutical <input type="checkbox"/> Research <input type="checkbox"/> Timber <input type="checkbox"/> Vaccine <input type="checkbox"/> Other (please specify): <Text entry>
<b>Characteristics of the transformation process</b>	
13. Vector: <sup>21</sup>	<Text entry>
14. Techniques used for the modification:	<input type="checkbox"/> Agrobacterium-mediated DNA transfer <input type="checkbox"/> Biolistic / Particle gun <input type="checkbox"/> Electroporation <input type="checkbox"/> Embryonic stem cell-mediated gene transfer <input type="checkbox"/> Heat shock <input type="checkbox"/> Microinjection <input type="checkbox"/> Osmotic shock <input type="checkbox"/> Virus-mediated gene transfer <input type="checkbox"/> Cell fusion <input type="checkbox"/> Other (please specify): <Text entry>

<sup>19</sup> Describe the phenotypic changes in comparison to the non-transformed recipient organism.

<sup>20</sup> Choose as many options as applicable.

<sup>21</sup> Vectors are used to incorporate a DNA sequence (typically the promoter-gene-terminator construct) to assist its transfer into the recipient organism. Examples: Agrobacterium Ti plasmid and pBIN19.

<b>Additional information</b>	
15. Any other relevant information. <sup>22</sup>	<Text entry> <i>and/or</i> <URL and website name> <i>and/or</i> <Attachment>
16. Notes: <sup>23</sup>	<Text entry>

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<sup>22</sup> Please use this field to provide any other relevant information that may not have been addressed elsewhere in the record.

<sup>23</sup> The field "Notes" is for personal reference and can be seen only when the record is being edited.

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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> <i>Please enter the e-mail address that is registered in the BCH or, if not registered, attach a "Contact details" common format<sup>24</sup></i>
<i>I hereby confirm that the above information is correct and request its inclusion in the Biosafety Clearing-House.</i>	
Signature of the person submitting the information:	

<sup>24</sup> All BCH Common Format are available at <http://bch.cbd.int/resources/commonformats.shtml>

## Common Format for Registering Information on the BCH

Use this form to organize your information prior to registering it in the BCH Management Centre at <http://bch.cbd.int/managementcentre/>

### Reference Record<sup>1</sup>: Gene and DNA Sequence Registry<sup>2</sup>

Fields marked with an asterisk are mandatory

General information	
1. Name of the gene or DNA sequence:*	<Text entry>
2. Category of DNA sequence:*	<input type="checkbox"/> Protein coding sequence (gene, cDNA, etc.) <input type="checkbox"/> Promoter <input type="checkbox"/> Terminator <input type="checkbox"/> Other (specify): <Text entry>
Donor organism	
3. Donor organism:*	<BCH record number>  <i>Please enter the BCH record number containing this information</i>  <i>or attach an "Organism" common format<sup>3</sup></i>  <i>or select the box below if the gene / DNA sequence is a synthetic molecule.</i>  <input type="checkbox"/> Synthetic DNA molecule

<sup>1</sup> 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 are available at <http://bch.cbd.int/resources/commonformats.shtml>.

<sup>2</sup> This information refers to DNA sequences that have been used to create a living modified organism. They may encode a protein or may have a specific regulatory function. Please note that to complete this form you may need to also download the following common format(s): Reference record no. 1 (Contact details) and no. 9 (Organisms). The information submitted through this common format will be made available at <http://bch.cbd.int/database/organisms/>.

<sup>3</sup> All BCH common formats are available at <http://bch.cbd.int/resources/commonformats.shtml>.

<b>Characteristics of the protein coding sequence</b> <i>Please fill this section only if, in question 2 above, you have indicated that the category of DNA sequence is "Protein coding sequence"</i>	
4. Name of the protein expressed by the coding sequence:	<Text entry>
5. Biological function:	<Text entry>
6. Biotechnology use(s) of the protein expressed by the coding sequence: <sup>4</sup>	<input type="checkbox"/> Target trait <input type="checkbox"/> Selectable marker / Reporter / Tag <input type="checkbox"/> Other (specify): <Text entry>
7. Specific trait(s) or use(s) in biotechnology: <sup>5</sup>	
<input type="checkbox"/> <b>Resistance to &lt;diseases and pests&gt;</b>	
<input type="checkbox"/> Bacteria <input type="checkbox"/> <i>Pseudomonas syringae</i>	<input type="checkbox"/> Nematodes <input type="checkbox"/> Beet cyst eelworm ( <i>Heterodera schachtii</i> ) <input type="checkbox"/> Cereal cyst nematode ( <i>Heterodera</i> spp.)
<input type="checkbox"/> Fungi	<input type="checkbox"/> Viruses <input type="checkbox"/> Beet necrotic yellow virus (BNYV) <input type="checkbox"/> Mosaic virus <input type="checkbox"/> Cucumber mosaic virus (CMV) <input type="checkbox"/> Watermelon mosaic virus-2 (WMV2) <input type="checkbox"/> Zucchini yellow mosaic virus (ZYMV)
<input type="checkbox"/> Insects <input type="checkbox"/> Coleoptera (beetles) <input type="checkbox"/> Colorado potato beetle ( <i>Leptinotarsa decemlineata</i> ) <input type="checkbox"/> Western corn rootworm ( <i>Diabrotica virgifera</i> ) <input type="checkbox"/> Northern corn rootworm ( <i>Diabrotica barberi</i> )	<input type="checkbox"/> Papaya ringspot virus (PRV) <input type="checkbox"/> Potato leaf roll virus (PLRV) <input type="checkbox"/> Potato virus Y (PVY)
<input type="checkbox"/> Diptera (flies) <input type="checkbox"/> Hessian fly ( <i>Mayetiola destructor</i> )	<input type="checkbox"/> Viroids <input type="checkbox"/> Prions
<input type="checkbox"/> Lepidoptera (butterflies and moths) <input type="checkbox"/> Cotton bollworm ( <i>Helicoverpa</i> spp.) <input type="checkbox"/> European corn borer ( <i>Ostrinia nubilalis</i> ) <input type="checkbox"/> Fall armyworm ( <i>Spodoptera frugiperda</i> )	
<i>This list continues in the next page</i>	

<sup>4</sup> Please select as appropriate with reference as to why this protein coding sequence is used in biotechnology. Select (i) Target trait, if the protein product is directly involved in expressing the trait that is being modified through biotechnology (e.g., resistance to glyphosate); (ii) Selectable marker / Reporter / Tag, if the protein product helps with the quantification or identification of transformed organisms or cells; examples commonly used in biotechnology: the *nptII* gene as a selectable marker for kanamycin resistance; the Green Fluorescent Protein (GFP) gene as a reporter gene; the polyhistidine-tag (His-tag) sequence as a tag.

<sup>5</sup> Choose as many options as applicable.

<i>This list continue from the previous page</i>	
<input type="checkbox"/> <b>Resistance to &lt;herbicides&gt;</b> <input type="checkbox"/> Bromoxynil <input type="checkbox"/> Chlorsulfuron <input type="checkbox"/> Glufosinate <input type="checkbox"/> Glyphosate <input type="checkbox"/> Imidazolinone <input type="checkbox"/> Sethoxydim <input type="checkbox"/> Sulfonylurea	<input type="checkbox"/> <b>Resistance to &lt;antibiotics&gt;</b> <input type="checkbox"/> Ampicillin <input type="checkbox"/> Chloramphenicol <input type="checkbox"/> Hygromycin <input type="checkbox"/> Kanamycin <input type="checkbox"/> Neomycin <input type="checkbox"/> Streptothricin <input type="checkbox"/> Streptomycin <input type="checkbox"/> Tetracycline
<input type="checkbox"/> <b>Tolerance to &lt;abiotic stress&gt;</b> <input type="checkbox"/> Aluminum <input type="checkbox"/> Cold / Heat <input type="checkbox"/> Drought <input type="checkbox"/> Micronutrient deficiency <input type="checkbox"/> Nitrogen deficiency <input type="checkbox"/> Phosphorus deficiency <input type="checkbox"/> Potassium deficiency <input type="checkbox"/> Salinity	<input type="checkbox"/> <b>Changes in &lt;physiology and/or production&gt;</b> <input type="checkbox"/> Yield <input type="checkbox"/> Growth rate <input type="checkbox"/> Photoperiod response <input type="checkbox"/> Reproduction <ul style="list-style-type: none"> <li><input type="checkbox"/> Genetic use restriction technology (GURT)</li> <li><input type="checkbox"/> Male sterility</li> </ul> <input type="checkbox"/> Ripening
<input type="checkbox"/> <b>Changes in &lt;quality and/or metabolite content&gt;</b> <input type="checkbox"/> Allergens <input type="checkbox"/> Antioxidants <input type="checkbox"/> Carbohydrates <input type="checkbox"/> Amylose and amylopectin ratio <input type="checkbox"/> Cellulose <input type="checkbox"/> Lignin <input type="checkbox"/> Lipid and fatty acids <input type="checkbox"/> Pigmentation / Coloration <input type="checkbox"/> Flavonoids (e.g. anthocyanin) <input type="checkbox"/> Protein and amino acids <input type="checkbox"/> Lysine content <input type="checkbox"/> Vitamins <input type="checkbox"/> Shelf-life	<input type="checkbox"/> <b>Production of &lt;medical or pharmaceutical compounds (human or animal)&gt;</b> <input type="checkbox"/> Vaccines <input type="checkbox"/> Organs (xenotransplantation) <input type="checkbox"/> Antibiotics <input type="checkbox"/> Antibodies and antigens <input type="checkbox"/> Antithrombin <input type="checkbox"/> Omega-3 fatty acids (e.g. DHA) <input type="checkbox"/> Human growth hormone <input type="checkbox"/> Human serum albumin <input type="checkbox"/> Insulin
<input type="checkbox"/> <b>Use in &lt;industrial applications&gt;</b> <input type="checkbox"/> Biofuel production <input type="checkbox"/> Bioremediation	<input type="checkbox"/> <b>Others, please specify:</b> <Text entry>
<b>Additional information</b>	
8. Any other relevant information. <sup>6</sup>	<Text entry> <i>and/or</i> <URL and website name> <i>and/or</i> <Attachment>
6.Notes: <sup>7</sup>	<Text entry>

<sup>6</sup> Please use this field to provide any other relevant information that may not have been addressed elsewhere in the record.

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Name of the person submitting the request*:	<Text entry>
Contact details of the person submitting the request	<registered e-mail address> <i>Please enter the e-mail address that is registered in the BCH or, if not registered, attach a "Contact details" common format<sup>8</sup></i>
<i>I hereby confirm that the above information is correct and request its inclusion in the Biosafety Clearing-House.</i>	
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## Common Format for Registering Information on the BCH

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### Reference Record<sup>1</sup>: Organism Registry<sup>2</sup>

Fields marked with an asterisk are mandatory

Organism information	
1. Common name(s):* <sup>3</sup>	<Text entry>
2. Type of organism:	<input type="checkbox"/> Plants <input type="checkbox"/> Wild <input type="checkbox"/> Domesticated <input type="checkbox"/> Animals <input type="checkbox"/> Wild <input type="checkbox"/> Domesticated <input type="checkbox"/> Vertebrates <input type="checkbox"/> Invertebrates <input type="checkbox"/> Fungi <input type="checkbox"/> Bacteria <input type="checkbox"/> Virus <input type="checkbox"/> Other (specify): <Text entry>

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<sup>2</sup> This information refers to unmodified organisms (non-LMOs) which are linked to other registries, such as the LMO registry, as references for donor and recipient organisms. Please note that to complete this form you may need to also download the following common format(s): Reference record no. 1 (Contact details). The information submitted through this common format will be made available at <http://bch.cbd.int/database/organisms/>

<sup>3</sup> A common name is used to refer to an organism in everyday language and may include synonyms. Example: maize / corn.

3. Taxonomic classification: <sup>4</sup>	Order: <Text entry> Family: <Text entry> Subfamily <Text entry> <b>Genus:</b> * <Text entry> <b>Species:</b> * <Text entry> Sub-species: <Text entry>  <i>Additional Classification:</i> Cultivar / variety (plants): <Text entry> Strain / isolate / serotype <Text entry> (microorganisms): Pathovar (bacteria): <Text entry> Group (virus): <Text entry>
<b>Characteristics related to biosafety</b>	
4. Centre(s) of origin: (max 200 characters)	<Text entry>
5. Centre(s) of genetic diversity: (max 200 characters)	<Text entry>
6. Habitat range: <sup>5</sup> (max 200 characters)	<Text entry>
7. Geographical distribution: <sup>6</sup> (max 200 characters)	<Text entry>
8. Cross-compatible species: <sup>7</sup>	<BCH record number> <i>Please enter the BCH record number containing this information or attach an "Organism" common format<sup>8</sup></i>
9. Known pathogenicity and/or allergenicity	<Text entry>

<sup>4</sup> The taxonomic classification is a formal designation of an organism. Example: genus: *Oryza*; species: *sativa*.

<sup>5</sup> Describe the type of environments where the organism may persist or proliferate.

<sup>6</sup> Example: eastern cottonwood (*Populus deltoides*) occurs in North America from Alberta in the west to Quebec in the east and Florida, Texas, Arizona and northern Mexico in the south.

<sup>7</sup> Provide a list of species using the taxonomic classification (genus and species names) that are known to cross-fertilize with the organism in the record.

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10. Common use(s):	<input type="checkbox"/> Food <input type="checkbox"/> Feed <input type="checkbox"/> Biofuel <input type="checkbox"/> Bioreactors <input type="checkbox"/> Bioremediation <input type="checkbox"/> Ornamental <input type="checkbox"/> Pharmaceutical <input type="checkbox"/> Research <input type="checkbox"/> Timber <input type="checkbox"/> Vaccine <input type="checkbox"/> Other (specify): <Text entry>
<b>Additional information</b>	
11. Any other relevant information: <sup>9</sup>	<Text entry> <i>and/or</i> <URL and website name> <i>and/or</i> <Attachment>
12. Notes: <sup>10</sup>	<Text entry>

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