Ref.: SCBD/ABS/BG/aba/83333 21 March 2014

**N O T I F I C A T I O N**

**Participation in the pilot phase of the Access and Benefit-sharing Clearing-House and submission of views**

Dear Madam/Sir,

The purpose of this notification is to invite Parties to participate in the pilot phase of the Access and Benefit-sharing Clearing-House (ABS Clearing-House) and to submit views on issues related to participation of indigenous and local communities in the ABS Clearing-House in accordance with recommendation 3/4 on the Modalities of Operation of the ABS Clearing-House adopted by the third meeting of the Intergovernmental Committee for the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization.

**1. Designation of the publishing authority for the ABS Clearing-House and national authorized users**

In paragraph 3 of recommendation 3/4, Parties were invited to designate a publishing authority and/or one or more national authorized users with a view to having a fully functional ABS Clearing-House by the time of entry into force of the Nagoya Protocol. Against this background, a common format has been prepared for the pilot phase for designating both the ABS Clearing-House publishing authority (PA) and national authorized users (NAUs).

* The PA will be responsible for publishing all national records in the ABS Clearing-House. The duties of the focal point for the Intergovernmental Committee for the Nagoya Protocol (ICNP focal point) could be expanded to incorporate this role.
* NAUs will prepare draft records for their publication in the ABS Clearing-House by the publishing authority. NAUs can be designated by ICNP focal points or the publishing authority by providing the name and e-mail of the NAU to the Secretariat. Each Party can designate as many national authorized users as they wish.

The common format is available in the Annex to this notification and on the ABS Clearing-House, under the “Register information” heading (<https://absch.cbd.int/register>). Please ensure that the fields of the common format marked with an asterisk, which are mandatory, are duly completed in the common format. This common format can only be submitted offline and registration can only be done by the Secretariat upon official written communication from the ICNP Focal Point. Once the common format is completed it should be sent preferably by e-mail to [secretariat@cbd.int](mailto:secretariat@cbd.int), by fax at +1 514-288-6855 or

alternatively by postal mail to:

Secretariat of the Convention on Biological Diversity

413 Saint-Jacques Street, Suite 800

Montreal, Quebec, H2Y 1N9

Canada

In paragraph 4 of recommendation 3/4, all Parties, in particular those that have ratified the Nagoya Protocol, are encouraged to participate in the pilot phase of the ABS Clearing-House by publishing national records, including permits or equivalents constituting an internationally recognized certificate of compliance, and to provide feedback to the Executive Secretary. Parties will need to have designated a publishing authority in order to publish national records.

Parties are invited to provide feedback on the pilot phase of the ABS Clearing-House by e-mail to the following address: [absch@cbd.int](mailto:absch@cbd.int).

**2. Submission of views on the participation of indigenous and local communities in the ABS Clearing-House**

In preparation for the first meeting of the Conference of the Parties serving as the meeting of the Parties to the Nagoya Protocol and in accordance with paragraph 10 of recommendation 3/4, Parties, other Governments, international organizations, indigenous and local communities, and relevant stakeholders were invited to submit to the Executive Secretary views on:

1. The possible functions of a competent authority of indigenous and local communities and of a contact point for the indigenous and local communities for the Access and Benefit-sharing Clearing-House in relation to the implementation of the Nagoya Protocol;
2. The possible role and responsibilities of the competent authority and contact point referred to in paragraph (i) above, with respect to the Access and Benefit-sharing Clearing-House; and
3. Who should be responsible for submitting the information on these authorities to the Access and Benefit-sharing Clearing‑House.

In light of the above, views should be sent to the Executive Secretary, by e-mail to [secretariat@cbd.int](mailto:secretariat@cbd.int), as soon as possible but no later than **15 June 2014**.A synthesis of the views submitted will be prepared by the Executive Secretary for consideration by the first meeting of the Conference of the Parties serving as the meeting of the Parties to the Nagoya Protocol.

Please accept, Madam/Sir, the assurances of my highest consideration.

Braulio Ferreira de Souza Dias

Executive Secretary

Attachment

*Annex*

*National Record Type:* #ABS-CH-PA/NAU

Designation of the ABS Clearing-House publishing authority and national authorized users[[1]](#footnote-1)

*Fields marked with an asterisk are mandatory. Failure to provide information for these fields may result in the record not being made available to the ABS Clearing-House*

**INTRODUCTION**

In order to operationalize the ABS Clearing-House, Parties need to nominate a single publishing authority to clear national records for publication in the ABS Clearing-House.

The registration of who has the authority to publish national records in the ABS Clearing-House can only be done by the Secretariat upon receipt of an official written communications addressed to the Executive Secretary and endorsed by the focal point for the Intergovernmental Committee for the Nagoya Protocol (ICNP Focal Point). The duties of the ICNP Focal Point could also be expanded to incorporate the role of the publishing authority.

The designation of national authorised users (NAUs) can be done at any time by the ICNP Focal Point or the publishing authority.

*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 and the appropriate endorsements.*

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| --- | --- | --- |
| **General information** | | |
| \*Is this a new record or a modification to an existing record:[[2]](#footnote-2) | New record  OR  Update of an existing record  *<clearing-house record number>* | |
| \*Is the ICNP Focal Point also the authority for publishing national records in the ABS Clearing-House? | ☐ Yes OR ☐ No  *If no is selected, please complete the details of the designated publishing authority*. | |
| **Details of the designated publishing authority if different from the ICNP Focal Point** | | | |
| Title: | | Mr.  Ms.  Mrs.  Prof.  Dr.  Other (specify): <Text entry> | |
| Gender | | Male  Female | |
| \*First name: | | <Text entry> | |
| Middle name: | | <Text entry> | |
| \*Last or Family name: | | <Text entry> | |
| **Work related information** | | | |
| Job title: | | <Text entry> | |
| \*Employer / Organization: | | <Text entry> | |
| Organization acronym:[[3]](#footnote-3) | | <Text entry> | |
| Department / Division / Unit: | | <Text entry> | |
| **Coordinates** | | | |
| Address: | | <Text entry> | |
| \*City: | | <Text entry> | |
| State or Province: | | <Text entry> | |
| \*Country: | | <Country name> | |
| Postal or Zip code: | | <Text entry> | |
| \*Phone number:[[4]](#footnote-4) | | <Text entry> | |
| Fax number:[[5]](#footnote-5) | | <Text entry> | |
| \*E‑mail address: | | <Text entry> | |
| Websites: | | <URL and website name> | |
| Photograph: | | Please attach a recent photograph | |
| **Details of national authorised users** (*please provide the contact details for all the NAUs you wish designate)* | | | |
| |  |  |  |  | | --- | --- | --- | --- | | \*First Name | Middle Name | \*Last Name | \*Email Address | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |   *Add additional rows for as needed* | | | |

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| **Timeframe for confirmation or updating of information** | |
| Please note that this category of information requires confirmation or updating after one year from the date of submission. After the deadline you will be asked to confirm or update the record within 3 months. After this period, if no confirmation has been received, the record will be marked as “Non-confirmed”. | |
| **Additional information** | |
| 1. Any other relevant information:[[6]](#footnote-6) | <Text entry>  *and/or* <URL and website name>  *and/or* <Attachment> |
| 1. Notes:[[7]](#footnote-7) | <Text entry> |

|  |  |
| --- | --- |
| **Confirmation by Nominating Government** | |
| 1. \*Country: | <Country name> |
| 1. \*Name of the ICNP Focal Point: | <Text entry> |
| 1. \*Date: | <YYYY-MM-DD> |
| *I hereby confirm that the above information is correct and agree to its inclusion in the ABS Clearing‑House.* | |
| \*Signature: |  |
| **Submission addresses:**  This form should be completed and sent ***by e-mail*** to [secretariat@cbd.int](mailto:secretariat@cbd.int)  *or alternatively by*   * Fax at +1 514 288-6588; or * Postal mail to:   **Secretariat of the Convention on Biological Diversity**  **413 Saint-Jacques Street, Suite 800**  **Montreal, Quebec, H2Y 1N9**  **Canada** | |

1. The information submitted through this common format will be made available at http://absch.cbd.int/xxx. [↑](#footnote-ref-1)
2. Clearing-House record numbers can be found here: http://absch.cbd.int/xxx. [↑](#footnote-ref-2)
3. Abbreviation of the long name of an organization. Examples: EA, SCBD. [↑](#footnote-ref-3)
4. 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 = extension). [↑](#footnote-ref-4)
5. See footnote above (phone number format). [↑](#footnote-ref-5)
6. Please use this field to provide any other relevant information that may not have been addressed elsewhere in the record. [↑](#footnote-ref-6)
7. The field “Notes” is for personal reference and can be seen only when the record is being edited. [↑](#footnote-ref-7)