



United Nations  
Environment Programme

## UNEP-GEF Project for Capacity Building for the Effective Participation in the Biosafety Clearing House (BCH)



Global Environment  
Facility

15, Chemin des Anémones, 1219 Châtelaine, Geneva, Switzerland

Country: \_\_\_\_\_

NEA: \_\_\_\_\_

BCH MOU Code: \_\_\_\_\_

**BCH/...**

### Annex VII: BCH Project Closure

This document contains forms required for closure of a UNEP-GEF BCH project in a country as identified in the Operational Handbook and formalized in the Memorandum of Understanding; with guidelines on the requirements countries must fulfill. **ALL FORMS MUST BE FILLED IN ENGLISH.**

This document acts as a final report of the BCH project for <Country> and outlines the activities implemented, equipment and services procured, successes and lessons learnt, a revised BCH strategy, the choices made in setting up of national participation to the BCH in accordance with country needs, operational testing of the national option, and financial statement of expenditures against Annex I of the MOU.

The acceptance of this document by the UNEP-GEF BCH project management will signal the completion of the project in the country and operational closure of the MOU between UNEP and the NEA.

Additional documentation required:

#### Transfer of Equipment

- Transfer of Equipment (signed request)
- Transfer of Equipment (signed agreement)

*Please double click the icons on the right to open the documents.  
These two documents should be submitted as separate attachments along  
with this annex.*



Transfer of  
Equipment Request



Transfer of  
Equipment Agreement

## Form 6

Country:

NEA:

As of Date:

**Note: Please include copies of invoices as attachments. Identify all supporting documents with the item No. of the inventory entry. If an item is to be purchased after the receipt of the 25%, please state so clearly below.**

[illegible]

Subtotal:	Previous Page: US \$	This Page: US \$	Cumulative: US \$	Page	of
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Name and title of NEA Officer: \_\_\_\_\_ Signature: \_\_\_\_\_

**Form 7**  
**BCH Operational Test**

Country: \_\_\_\_\_

National Executing Agency (NEA): \_\_\_\_\_

***Note: This form should be compiled by a BCH Regional Advisor***

*The BCH Equipment Operational test consists of two separate procedures:*

1. *UNEP GEF staff checks the availability of up-to-date information on the BCH Central Portal*
2. *Participating country is asked to demonstrate its effective capacity to enter some dummy information on a specific BCH training database, using the option chosen in FORM 2.*

*Participating countries using Option 3 or 4 are only requested to fulfill the first test procedure. SCBD shall confirm the effective usage of Option 3 and 4.*

**Which option has been implemented by country during the UNEP-GEF BCH project?**

- ☐ Option 1: Using the BCH Central Portal (*Option 4 was selected originally*)
- ☐ Option 2: Non Internet, sending information by Post, Fax, E-mail, CD-ROM
- ☐ Option 3: "PULL" – BCH Central Portal crawls your data on your web server
- ☐ Option 4: "PUSH" – Your data are pushed from your server to the BCH Central Portal

**TEST 1: Is the following set of National data available when searched on the BCH Central Portal? If yes, has the data been updated during the UNEP GEF BCH project?**

**Check the boxes when answer is Yes. All record relevant fields should be properly fulfilled according to the published common formats.**

	BCH National Focal Point (all fields)	Competent National Authorities (all fields) *	Emergency Contact (all fields)	Laws & Regulations (all fields) *	Remarks
Available on BCH Central Portal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Updated during UNEP GEF BCH Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

\* If applicable. When no data is available, please add some remarks (no law on biosafety so far in country, etc)

For Option 3 and 4 only: SCBD confirms that Option 3 ☐ / Option 4 ☐ has effectively been used to transfer data from a National Database to the BCH Central Portal.

**TEST 2: Participating country is asked to upload the following dummy data on a specific training site.**

1. Decision on FFP [Dummy data to be prepared and sent to NEA]
2. Biosafety Policy [Dummy data to be prepared and sent to NEA]
3. Competent National Authority (if not available on BCH Central Portal). [Dummy data to be prepared and sent to NEA]

**Final remarks by UNEP GEF Staff:**

*Further remarks on success or not for country X. Was country X able to update info on BCH Central Portal? Was the test successful (%)? If Option 3 and 4 used, quick description of the system.*

Prepared by Name, Date and Signature (Regional Advisor): .....

Validated by Name, Date and Signature (Task Manager): .....

# Form 8

## Post - Training Report

Country: \_\_\_\_\_  
National Executing Agency (NEA) : \_\_\_\_\_

*Note: All sections to be completed for each type of training activity. Training reports and/or evaluation of training and/or Regional Advisors available should be attached as a separate document*

*Part I*  
*What activities were carried out?*

ACTIVITY NO.	ACTIVITY TITLE	NO. OF PARTICIPANTS	LOCATION (CITY, INSTITUTION)	TRAINING OBJECTIVES	RESOURCE PERSONS (RAS)	TRAINING MATERIALS USED	TOTAL COST (US \$)
Total cost against BL 3301 of the MoU							

*Part II*

***As stipulated in the Memorandum of Understanding and the BCH Operational Handbook, please provide an abstract or a summary of the revised-sustainability statement in two paragraphs, on how the chosen option in the long-run be achieved. You can update this from Form 3 attached to your country MOU.***

Signature  
For the National Executing Agency

Date: \_\_\_\_\_

**Form 11**  
**Final Financial Statement**

Country: \_\_\_\_\_  
National Executing Agency (NEA): \_\_\_\_\_

*Note: Expenditures covering UNEP-GEF Contribution for the project, "Building Capacity for Effective Participation in the Biosafety Clearing House"*

*Estimated Budget refers to the amounts mentioned in the original MOU. Amount spent should also take into consideration equipment and services to be procured after receipt of the 25%*

**Amount in USD**

**Budget lines**

	<u><i>Estimated Budget</i></u>	<u><i>Amount spent</i></u>
<b>30 TRAINING</b>		
3300 Meetings/conferences		
3301 BCH workshops and meetings		
<b>3999 Component Total (Subtotal B form 4)</b>		
<b>40 EQUIPMENT AND SERVICES</b>		
4201 Computer equipment and services		
<b>4999 Component Total (Subtotal A form 4)</b>		
<b>50 MISCELLANEOUS COMPONENT</b>		
5375 UNDP Charges		
<b>5999 Component Total</b>		
<b>9900 GRAND TOTAL</b>		

Signature

Prepared by: \_\_\_\_\_  
For the NEA: \_\_\_\_\_