



Ready Reference
New Party
Information-sharing Checklist

RR14

Initial Tasks

Activity	Protocol reference
<input type="checkbox"/> Designate one national focal point responsible for liaison with the Secretariat and provide name/address to Secretariat.	Article 19(1); Article 19(2)
<input type="checkbox"/> Designate one or more competent authorities responsible for performing administrative functions under the Protocol and provide name(s)/address(es) to the Secretariat. If more than one authority, indicate the types of LMOs for which each competent authority is responsible.	Article 19(1); Article 19(2)
<input type="checkbox"/> Designate one BCH focal point responsible for validating information on the BCH and provide name/email address to Secretariat in order to activate BCH account.	BCH Modalities of Operation
<input type="checkbox"/> Designate a point of contact for receiving information from other States on unintentional transboundary movements in accordance with Article 17 and register it with the BCH.	Article 17(2)
<input type="checkbox"/> Register with the BCH any relevant existing laws, regulations or guidelines, information necessary for the AIA procedure and laws applicable to the approval of LMO-FFPs.	Article 20(3)(a); Article 11(5)
<input type="checkbox"/> Register with the BCH any bilateral, regional or multilateral agreements or arrangements.	Article 20(3)(b); Article 14(2)
<input type="checkbox"/> Register with the BCH any cases in which import may take place at the same time as the movement is notified.	Article 13(1)(a)
<input type="checkbox"/> Register with the BCH any cases of LMO imports exempted from the AIA procedures.	Article 13(1)(b)
<input type="checkbox"/> Notify through the BCH if domestic regulations apply with respect to specific imports.	Article 14(4)
<input type="checkbox"/> Notify the Secretariat if there is a lack of access to the Biosafety Clearing-House (hard copies of notifications to the Clearing House will be provided).	Article 11(1)
<input type="checkbox"/> If appropriate, declare that Article 11(6) procedures will apply for LMO-FFP imports	Article 11(6)



Follow-up actions

Activity	Protocol reference
<input type="checkbox"/> If necessary, appoint National Authorized Users to assist with uploading information to the BCH. (National Focal Point must continue to validate information before publication.)	n/a
<input type="checkbox"/> Register with the BCH final decisions concerning the import or release of LMOs. » <i>within 15 days of taking a decision under Article 11.1 (LMO-FFPs)</i> » <i>within 270 days of receiving the notification for the AIA procedure</i>	Article 20(3)(d)
<input type="checkbox"/> Register with the BCH summaries of risk assessments or environmental reviews of LMOs generated by regulatory processes and conducted in accordance with Art. 15.	Article 20(3)(c)
<input type="checkbox"/> Notify countries through the of a release that leads, or may lead to unintentional transboundary movement.	Article 17(1)
<input type="checkbox"/> Register with the BCH information concerning cases of illegal transboundary movements.	Article 25(3)
<input type="checkbox"/> Monitor the implementation of obligations under the Protocol and submit reports to the Secretariat as required (every 4 years).	Article 20(3)(e); Article 33
<input type="checkbox"/> Notify the Biosafety Clearing-House of any relevant changes to the information previously provided. » <i>within 30 days of taking the decision</i>	Article 12(1)