

# 1. What to do before starting with the ABS process

## Get information

- Check the ABS Clearing House (<https://absch.cbd.int/>) for information about ABS and the contact details of the national authorities.
- Read the information available and understand the ABS requirements, e.g. forms to be filled, supporting documents required, language requirements, applicable fees etc.
- Check whether researchers/institutions in the provider country must be involved in the research.
- Ask colleagues and collaboration partners about their experiences with ABS in the provider country.

## Check for model agreements

Check whether there are model/standard agreements that can/must be used from:

- your institution.
- the country where the material comes from.
- other sources, e.g. professional associations.
- Consider whether model agreements need to be adapted.

## Take care of formalities

The benefit-sharing agreement is a contract. Determine which legal obligations will be created:

- in a personal capacity.
- on behalf of your institution. Clarify who is authorized to obtain/sign documents (It may not be you!).

Determine who will be the recipient of the ABS permit (It could be more than one. Tick all relevant):

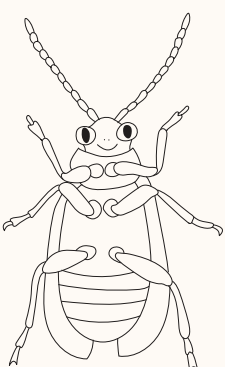
- you personally.
- your institution.
- collaboration partner/s.

Obtain all documents which are a pre-condition to your ABS permit:

- other permits, e.g. collection, research, CITES, phytosanitary permits (These permits might be issued independently of your ABS permit after the ABS process is finished).
- other agreements, e.g. with collaboration partners etc.

## Get help and advice

- Know where to find help and/or advice if needed, including legal advice.
- Ask your collaboration partner/s in the provider country whether they can support the ABS process.



**Avoid delays by being prepared!**