



**United Nations Office
for Disarmament Affairs**

User Instructions

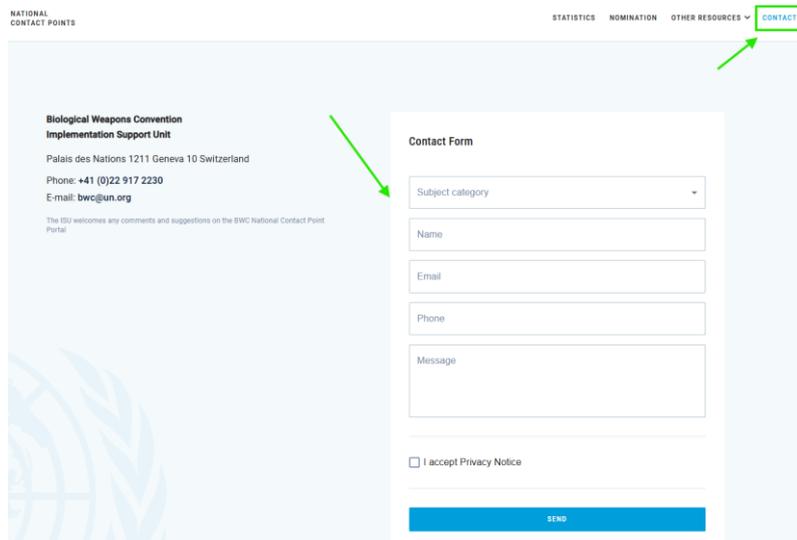
Electronic Portal for National Contact Points under the Biological Weapons Convention (NCP portal)

<https://bwc-ncp.un.org/>

1. Registration of New Users

If your State does not have an account registered, please contact the Biological Weapons Convention Implementation Support Unit (BWC ISU) via e-mail bwc@un.org or use the contact form on the NCP portal - see [Contact](#).

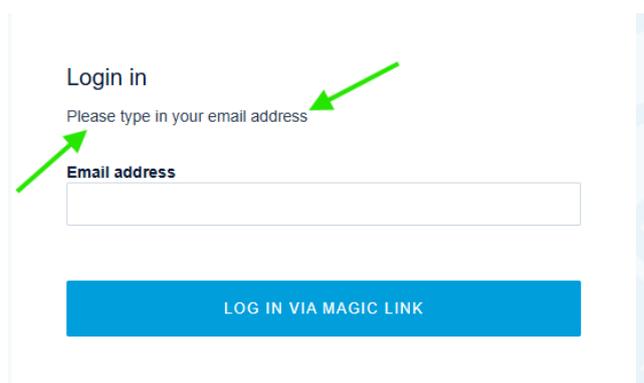
Please kindly note that you will be requested to provide a Note Verbale with information on the NCP to be registered. This is to confirm the eligibility of the request.



The screenshot shows the 'National Contact Points' portal for the Biological Weapons Convention Implementation Support Unit. The top navigation bar includes 'STATISTICS', 'NOMINATION', 'OTHER RESOURCES', and 'CONTACT'. The 'CONTACT' link is highlighted with a green box and a green arrow. The main content area features the BWC ISU logo and contact information: 'Palais des Nations 1211 Geneva 10 Switzerland', 'Phone: +41 (0)22 917 2230', and 'E-mail: bwc@un.org'. Below this is a 'Contact Form' with fields for 'Subject category' (a dropdown menu), 'Name', 'Email', 'Phone', and 'Message'. There is also a checkbox for 'I accept Privacy Notice' and a blue 'SEND' button. A green arrow points to the 'Subject category' dropdown.

Before moving forward to login, please wait for the registration confirmation from the BWC ISU.

Once you receive the confirmation email for registration, you will be able to log in to the NCP portal via the "[Log In](#)" button in the main menu.



The screenshot shows the login page of the NCP portal. It features a 'Login in' heading and the instruction 'Please type in your email address'. Below this is an 'Email address' input field. A blue button labeled 'LOG IN VIA MAGIC LINK' is positioned below the input field. Two green arrows point to the 'Please type in your email address' text and the 'Email address' input field.

By entering your email address, you will receive a message containing a validation link to access the NCP portal.

2. Submitting NCP related information

After successful login, you can submit a nomination. Click the [Submit Nomination](#) button on the homepage.



You now reach the beginning of the NCP submission process, which proceeds as follows.

1. You will be redirected to the NCP form page – click the Start button.

 Canada

Submit NCP form

Please note that with the following function, you can nominate new NCPs, request updates to existing NCP contact details as well as request the removal of existing NCPs.

States Parties are encouraged to submit their NCP contact details electronically by filling in the electronic form through the button below. Please ensure that your State Parties submit one form per nominated NCP.

States Parties are kindly requested to upload a Note Verbale in support of the electronic submission. Each designated NCP will subsequently be reflected as such and provided with individualized log-in credentials. Please note that without a Note Verbale the submission process can't be completed.



2. After clicking, you will be redirected to the NCP Nominations List.

Submit NCP form



3. Click the Add Contact button – you will be redirected.

Submit NCP form

Steps to submission

- 1 List of NCP's
- 2 Add/Edit NCP
- 3 Overview

List of NCP's

National Contact Points #1

Gender: [Redacted]

Affiliation: [Redacted]

Telephone: [Redacted]

Email: [Redacted]

Address: [Redacted]

Website: [Redacted]

ADD CONTACT

EDIT

DELETE

Canada

4. Fill in the form:

- Full name
- Gender – select one option
- Title / Position / Role
- Organizational affiliation – select one option
- Address
- Phone number
- Email address
- Website
- Upload the Note Verbale file using the Choose File button

Add new NCP

National Contact Points

Full Name *

Gender *

Title / Position / Function *

Affiliation *

Address *

Telephone *

Email *

Website *

Note Verbal Document Upload

Please upload the Note Verbale in PDF format. To continue click to Choose file and select your desired document. Maximum file size is 20 Mb and the only accepted format is PDF.

CANCEL

SAVE CONTACT

CHOOSE FILE

5. After entering all required information, click the Save Contact button.

Edit NCP

National Contact Points #0d1885b6-f36b-4f60-b386-2d668c0be4f2

Full Name *	
Gender **	
Title / Position / Function *	Director
Affiliation *	Ministry of Justice
Address *	
Telephone *	
Email *	
Website *	https://www.seznam.com

Note Verbal Document Upload

CHOOSE FILE

Please upload the Note Verbale in PDF format. To continue click to Choose file and select your desired document. Maximum file size is 20 Mb and the only accepted format is PDF.

test.pdf

EDIT DELETE

CANCEL **SAVE CONTACT**

6. After clicking, you will be redirected to the NCP list, where the created user will now appear.

National Contact Points #3 **NEW**

EDIT DELETE

Gender:	Female
Affiliation:	
Telephone:	
Email:	
Address:	
Website:	

< PREVIOUS STEP

NEXT STEP

7. If all the information is correct, click the Next Step button.

National Contact Points #3 **NEW**

EDIT DELETE

Gender:	Female
Affiliation:	
Telephone:	
Email:	
Address:	
Website:	

< PREVIOUS STEP

NEXT STEP

8. On the next page, the information about the created NCP will appear. Click the Submit button.

Review your form

General information

BWC Regional Group Eastern European Group

Ratification/accession date

List of National Contact Points

National Contact Points #1

Director

Gender: Other ministries and agencies

Affiliation: Other ministries and agencies

Telephone:

Email:

Address:

Website:

National Contact Points #2 NEW

Director

Gender: Ministry of Justice

Affiliation: Ministry of Justice

Telephone:

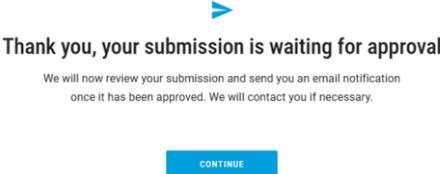
Email:

Address:

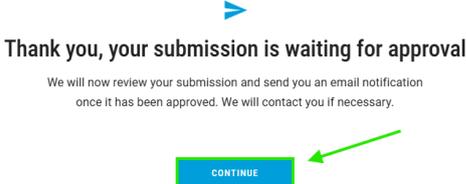
Website:

< PREVIOUS STEP SUBMIT

9. If everything is correct, you will be redirected to a confirmation page stating: “Thank you, your submission is waiting for approval.”



10. Once finished, click the Continue button to return to the homepage.



3. Making Changes or Updates by Registered Users

If your State has a registered account, you can make changes to the existing NCP information or add new users.

Please follow the steps outlined from page 3 onwards '2. Submitting NCP related information'.