**Background Information- About the tool**

Interact Portal for biocides national enforcement authorities (Interact BPR NEA), will allow access to data on biocidal products from files submitted to ECHA. The tool is tailored especially to the needs of inspectors.

1. The member of the BPRS, in consultation with the SON member, liaises with relevant institutions at national level and – using applicable national procedures – secures agreement on which authority[[1]](#footnote-2) will host the BPR NEA Administrator(s) and which one will host the BPR SPOC;
2. The authority or authorities selected in point 1, issue a formal decision nominating the two BPR NEA Administrators and/or the SPOC (see template in Appendix 2). The decision appointing the BPR NEA Administrators and the one appointing the BPR SPOC must be signed by their superior in the relevant organisation;
3. The BPRS member ensures that the decision(s) issued in point 2 is coordinated with the member of the SON and prepares a cover letter (see template in Appendix 3) for the decision which should be signed by the BPRS member .
4. Each person who is nominated to the role of BPR NEA Administrator signs the Declaration of Confidentiality and Non-Disclosure (see template in Appendix 4).
5. The BPRS member sends the decision (see point 2), the cover letter (see point 3) and the declarations (see point 4) to ECHA by **18 November 2024**. The signed and scanned documents are sent via the contact form available on ECHA website (https://comments.echa.europa.eu/comments\_cms/ContactFormAuthorities\_Nominations.aspx).

The BPR NEA Administrator will manage users from his country using ECHA Accounts Portal.

Encls.

* Appendix 1 Background information for appointment of BPR NEA

 Administrators and BPR end-user support point-of-contact

* Appendix 2 Template for nominating BPR NEA Administrator and

 end-user support point-of-contact

* Appendix 3 Template for cover letter from BPRS Member
* Appendix 4 Declaration of Confidentiality and Non-Disclosure for BPR

 NEA Administrators

Cc:

Members of the Security Officers Network (SON)

1. The BPR NEA Administrator and his/her alternate must be placed in one authority in one location. End user support single point of contact needs no connection to ECHA and therefore s/he does not need to be located in the same institution as the BPR NEA Administrator and the alternate. [↑](#footnote-ref-2)