*Destinataire :* Point focal national pour l’APA du pays fournisseur

*En copie d’email (selon les établissements ; liste indicative et non limitative):* Directions d’unité, cellule APA de l’établissement porteur de la démarche APA, Représentant/Délégué régional de l’établissement demandeur pour le pays fournisseur, Directions locales/ contacts pertinents des Instituts partenaires dans le pays fournisseur

Madam, Sir,

In order to respect the principle of access to genetic resources and the fair and equitable sharing of the benefits arising from their use, we would like to know the modalities of access and use of genetic resources located on your territory for scientific research purposes.

Indeed, we wish to have access to genetic resources from your territory [***nature of the genetic resources concerned and, where appropriate, associated traditional knowledge***], for a research project entitled [***name project***] concerning [***summary description of project***].

**Version 1**- This project will be carried out in partnership with [name of public institute or identified private partner] in your country who will provide support for access to the resources we are seeking and with whom the research will be further developed.

**Version 2**- We have identified potential collaborators of [***insert name of public institute or identified private partner***] in your country who could provide support for access to the resources we request.

**Version 3**- [***no project in collaboration with identified or possible local partner***]

In the Annex, you will find a summary description of [***the genetic resources and/or associated traditional knowledge***] concerned, the desired modalities of access and the intended uses.

We would be grateful if you could provide us with information on the steps to take for proper access and use.

Please do not hesitate to contact us if you require further information.   
We look forward to hearing from you,

**Annex**

Description of the GR and/or CTAs concerned by the requested access

|  |  |  |  |
| --- | --- | --- | --- |
| Type of GR or associated traditional  knowledge | Desired access  modalities (locations and dates) | Intended uses | Comments |
|  |  |  |  |
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