CASE STUDY 17:

An organization registers a biosafety newsletter.

Objective:

- To register a Biosafety Information Resource with the Biosafety Clearing-House.

References:

- Training Site for the BCH Management Centre (Go to http://bch.cbd.int > Resources > Training Site of the BCH)
- Training Manual 6: Registering Information on the BCH Central Portal
- Training Manual 8: Registering Reference Information on the BCH Central Portal

Scenario:

> *Optional alternative: If you or your organization has an existing biosafety information resource, you may wish to register your own actual resource instead of using the scenario outlined below.*

As the information officer for a non-government organization located in Jamaica ("Jam NGO"), you have been asked to circulate information about a new biosafety newsletter you have established. The newsletter deals mainly with capacity-building and public awareness. It is entitled "Building Biosafety Bridges" and you have been releasing it on a quarterly basis since 1 January 2006. It is available in hard-copy format (6 pages) for your local constituents if they contact your office, and can also be downloaded for free as a PDF from your website at *www.jamngo.net/news*. You are happy for other non-profit organizations to use your articles without cost, so long as you are properly credited. The ISSN[1] is 0123-5672. Please make this resource available through the Biosafety Clearing-House. (Note: If you have previously created other records, such as contact information, you may use them for this exercise; otherwise you may have to create a new record.)

After registering the record, notify the instructor so s/he can validate the record for

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[1] International Standard Serial Number, used to identify a periodical publication.

you (this would normally be done by the SCBD and would take up to 48 hours). After it has been validated, you should find and view your record by doing a search in the BCH.

Extra work: If time permits, you may wish to carry out some of the additional tasks outlined below.

- Register one of the major articles appearing in the first edition of the newsletter (Volume 1, p.2): "*Capacity-building lessons learned over the past ten years in Jamaica*" by Human Being.
- Edit the record you created for the "Building Biosafety Bridges" newsletter to change it to an annual, peer-reviewed publication.
- Edit the record you created for the "Building Biosafety Bridges" to add descriptive information in another language.

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TRAINER NOTES

Training Objective:

Users to experience the process of using the Management Centre to create a new Biosafety Information Resource record.

Requirements:

A BCH account (registered as a general user), capacity-building organization or government, and access to the BCH.

Notes:

- Users can work singly or in small groups for this exercise.
- Participants need to have their own BCH account ready. They will login the **BCH Training Site** using their own BCH account. Refer to MO06 Training Manual for details on how to create a BCH account.
- It is recommended for you to setup your own Training Space for your workshop before you start this exercise. Otherwise, the participants can select the "Public BCH Training" training space.
- Participants may register their own records, or use the sample provided.
- If participants have not completed Case Study 04 (registering a Contact record), the instructor may need to provide assistance in creating the linked contact record.
- At the end of the exercise, the instructor (logged in with the role "Administrator: BCH Training Site") will need to validate completed records so that participants can access them through the Biosafety Information Resource.
- Users can then observe the "record status" – link on the left bar
- Additional tasks (without answer key) are provided for users who finish the exercise quickly, which cover editing existing records and providing

translations.

- Records may be kept in the Management Centre for use in later exercises.