A User's Guide to the Central Portal of the Biosafety Clearing House

"Registering Data in the BCH Central Portal"

Registering National Information

2nd Edition
January 2007

Module outline

1. INTRODUCTION TO THE MODULE

What you will learn in this module:

- **Detailed steps needed to register records in all categories of national information**
- **To register and sign in to the BCH Central Portal**
- **To manage your personal profile**
- **To register core reference records**
- **To manage submitted records**
- **To manage users**
- **To use the virtual mailbox**

A. Context

The UNEP-GEF Project for Capacity Building for Effective Participation in the Biosafety Clearing House (BCH) is preparing a modular training package that aims to provide a practical "how-to" guide for countries to assist them in learning, understanding, using, and setting-up national access to the BCH. The training package is designed to be flexible and is tailored to meet diverse needs of different countries, allowing them to select those tools and ideas that are most useful to their situation, needs and priorities. The training package is divided into four modules, each addressing one element of the Biosafety Clearing House (BCH).

B. Audience

This module was designed to provide guidance to users of the Biosafety Clearing House (BCH). It was developed for a non-technical audience with little or no knowledge of the Cartagena Protocol and the BCH, but a need to input data, access and use data, or set-up the IT-related components of the BCH. Functionality of the Users of the BCH is limited to those who have particular levels of access. National Focal Points (NFPs) and data entry personnel.

C. Purpose

This module demonstrates the process of ***registering information online,*** using the Management Centre of the Central Portal. The web-based Central Portal allows governments to administer their information directly in the BCH databases. These databases, which form the nucleus of the BCH, can be used to register information pertinent to the Cartagena Protocol.

It is also possible to register information with the BCH in other ways, as long as the common formats for submitting information are used.

> Email: Common formats can be emailed to the Secretariat at bch@biodiv.org
> Fax: Common formats can be faxed to the Secretariat at +1 514-288-6588

As an example, you can refer to the instructions for registering new information within this guide, as much of the procedure is similar. More information on common formats can

be found in this User Guide, page 14, and in the online help documentation (Module 5: Organizing your Data) located at: http://bch.biodiv.org/mod5/overview.html

Because of possible delays, postal mail may not be a viable solution for certain categories of information that must be registered according to strict timelines (e.g. final decisions regarding domestic use of LMOs for food or feed, or final decisions for processing under Article 11.1 of the Protocol, which must be made available through the BCH within fifteen days of making the decision).

D. BCH Training Site

To aid in learning and understanding, the CBD Secretariat has created a training site, mirroring the live BCH site.

BCH Website: http://bch.biodiv.org

BCH Training Site: http://bchtraining.biodiv.org

The training site, which includes the same functionality as the true site, allows for entry of sample records, training on website navigation, validation of records, and overall familiarity of the website. It allows country personnel to become familiar with entering and managing data, without the implications of making public "real" data that may not be complete.

Warning: You should always make sure you are logged in to the BCH Training Site if you want to register a test record.

2. REGISTER NEW INFORMATION: NATIONAL CONTACTS

OVERVIEW

National Contacts include National Focal Points, Competent National Authorities and National Websites or databases.

A. National Focal Points

National Focal Points are the primary point of contact for all information about a particular issue within a country. They are provided to the BCH in accordance with various articles of the Protocol:

- In addition to their role in validating all ational records for publication through the BCH, **BCH Focal Points** are responsible for liaison with the Secretariat on technical issues related to the BCH, provided in accordance with the BCH Modalities of Operation, adopted in accordance with Article 20 of the Protocol.
- National Focal Points for the **Protocol** are responsible for liaison with the Secretariat on Protocol issues and details are provided in accordance with Article 19 of the Protocol.
- The point of contact for notifications on **unintentional transboundary movements** and emergency measures is provided in accordance with Article 17 of the Protocol.

In accordance with standard procedure for nomination of all focal points, **written confirmation** of the nomination of a person or institution to the post of any category of **National Focal Point** must be set to the CBD Secretariat before such records can be created (i.e. they are the only type of national record that cannot be created directly through the Management Centre).

Written confirmation may either be sent by fax or postal mail to the Secretariat on Ministry letterhead, signed by a Focal Point for the Protocol or Convention, or responsible Minister. Email confirmation may be used, as long as the email originates from an account that has previously been validated by the Secretariat (i.e. an existing focal point).

The information that should be provided to register a National Focal Point is contained in the **National Focal Point** and **Contact Details Common Formats,** which can be downloaded from the BCH common formats page at

http://bch.biodiv.org/resources/commonformats.shtml.

B. Competent National Authorities

One or more Competent National Authorities are designated by a government to have the responsibility of performing the administrative functions required by the Protocol. Relevant information on the functions of these authorities is made available to the BCH in accordance with Article 19 of the Protocol.

Where more than one competent national authority is designated, the information provided through the BCH should, at a minimum, specify which competent national authority is responsible for which type of LMO.

Exercise 1: Register a New Competent Authority

Exercise 1: Solution

1. Under the "Create a new record" select "Competent National Authority" from the drop down menu provided and then click "Create" You should be able to see the following screen (partial view below):

2. There are three pages to complete, indicated by the boxes with the page numbers on them. For each page, the options "review, save changes, cancel or delete" are always available.

3. Click "Select Languages" to choose from 6 languages provided, the language in which your document is available.

4. Select the country from the dropdown list of countries.

5. Enter the Name of the Competent National Authority.

a. Enter all of the contact details. "Additional contacts" enables you to add more contacts. Select "Add a reference" to add additional contacts. If you have previously entered contact information in your private database, these names should already appear and can be selected by clicking over them. If not, create a new contact by clicking "Create" a data entry form which allows you to enter information about your contact appears.

6. After filling in the text boxes for each field, and page, Click This will bring you to the following screen (partial)

7. The second page contains one section, Regulatory Function:

a. This section provides relevant information on the responsibilities of the Competent National Authority. You may select multiple categories from either one or both of the two categories available, i.e. administrative or subject area covered by the authority, and/or for which type of LMO it is responsible.

b. If there is only one Authority responsible for all functions required by the Protocol, please select "All functions pursuant to the Cartagena Protocol on Biosafety".

8. Submit information by clicking "Page 3". This will bring you to the following screen (partial view).

9. "Additional information" allows you to enter any other information that may be relevant and to upload any supporting documentation.

10. Review your record for accuracy before you submit it click "Review". If you find any errors, edit the information you have just entered by clicking on the pages buttons.

11. If you are satisfied with the record, click save changes, and immediately a box will appear that will provide you options to submit the information entered for publishing, or save the information as a draft for editing.

12. If you are a National Focal Point, the records are immediately added to the database and published on the BCH. If you are not the National Focal Point, please proceed to the next step.

13. If you are NOT your country's National Focal Point, you will see the following screen:

14. If you are an Authorized User, the request appears now in the "Pending requests which you have submitted for validation" Section of the "Management Centre" page. You will also receive an e-mail from bchadmin@biodiv.org to confirm your request. (You can cancel the request by replying to this email.)

15. The National Focal Point will be sent an e-mail (by the BCH), notifying him/her that a new record has been submitted for verification. Once the National Focal Point enters the Management Centre, he/she will see the submitted document indicating that it needs to be validated before it can be displayed publicly. An example of this is:

C. National Biosafety Websites and Databases

Many governments maintain national databases that are relevant to the implementation of the Biosafety Protocol. Any records that you register in this category will also automatically be included in the Biosafety Information Resource Centre.

Exercise 2: Register a Biosafety Website or Database.

Exercise 2: Solution

1. Under the "create a menu record" select "National Biosafety Website or Database" from the drop down menu provided and then click "Create" You should be able to see the following screen (partial view below):
2. Select the country of the National Database from the drop-down menu.
3. Click "Select languages" to choose from 6 languages provided, the language in which your document is available.
4. Enter the name of the organisation, database or website, as you would like it to appear in the title of the record.
5. Enter a description of the national database.
6. Enter the full URL (or web address). Click on "Add a website >>", fill in the text boxes by typing in the complete hyperlink and the name of the website. Then click "Continue" to save the changes.
7. Once the form is filled, click on "Page 2 >>" to save the changes and

move on to the next page.

8. Review your record for accuracy before you submit it click “Review >>”. If you find any errors, you can edit the information you have just entered by clicking on the page buttons.
9. If you are satisfied with the record, click “save changes”, and immediately a box will appear that will provide you options to submit the information entered for publishing, or save the information as a draft for editing.

   ***Warning:* When an Authorized User submits a record, the record has to be validated by the National Focal Point.**
10. You will receive an e-mail from bchadmin@biodiv.org to confirm your request. You can always cancel the request by replying to this e-mail.
11. If you are a National Focal Point, the records are immediately added to the database.
12. If you are an Authorized User, the request appears now in the “Pending requests which you have submitted for validation” Section of the “Management Centre” page.

3. REGISTER NEW INFORMATION: LAWS AND REGULATIONS

OVERVIEW

National laws, regulations and guidelines must be registered with the BCH. Countries may also register information about their national regulatory system. Any bilateral, regional and multilateral agreements and arrangements for implementing the Protocol must also be registered.

A. National Laws and Regulations

Any existing laws, regulations and guidelines for implementation of the Protocol, as well as information required by Parties for the Advance Informed Agreement procedure, must be registered with the BCH in accordance with Article 20.3(a).

Typically, a national law is a law that has been passed by the national legislative body of a country's government. In most jurisdictions, a national regulation is 'subordinate legislation', usually of an administrative nature, that is authorized by a national law. A national guideline is intended to assist with providing ways of complying with national laws, and national regulations.

Exercise 3: Register a National Law, Regulation or Guideline

Exercise 3: Solution

1. Under the "create a menu record" select "National Law, Regulation or Guideline" from the drop down menu provided and then click "Create" You should be able to see the following screen (partial view below):
2. Select the country of the National Database.
3. Click "Select Language >>" to choose from 6 languages provided, the language in which your document is available.
4. Jurisdiction.
   a. Select your jurisdiction from the dropdown list.
   b. Click on the "Add an item" button to choose an entry from the drop down list provided.
   c. If the jurisdiction is not listed, click "Specify another value", to be able to type in a term which closely describes your term and then click" Continue"
5. Enter the Title of the document
6. Click on "Page 2 >>" this will bring you to the following screenshot (partial view)
7. Select the type of Document:
8. Select the subject area related to the legislation
9. Type in the Objective of the Law or legislation.
10. Type in the Scope of agreement.

11. To upload a document with the legislative text click on “Attach a document or add a website”
    a. A window will pop up allowing you to select a file on your computer and upload it.

Warning: ***Depending on the size of your file, this procedure can take some time. Don’t close the window until the file is fully uploaded.***

12. Clicking ”Page 3 >>” this will bring you to the following screen shot. (Partial view)
13. Enter Contact information. Select “Add a Reference >>” to add contacts. If you have previously entered contact information in your private database, these names should already appear and can be selected by clicking over them. If not, create a new contact by clicking “Create >>” a data entry form which allows you to enter information about your contact appears.
14. Enter all relevant information.
15. Review your record for accuracy before you submit it Click “Review >>”. If you find any errors, you can edit the information you have just entered by clicking the page buttons.
16. If you are satisfied with the record, click “save changes”, and immediately a box will appear that will provide you options to submit the information entered for publishing, or save the information as a draft for editing.
    a. You will receive e-mail from bchadmin@biodiv.org to confirm your request. You can always cancel the request by replying to this e-mail.
    b. If you are a National Focal Point, the records are immediately added to the database.
    c. If you are an Authorized User, the request appears now in the “Pending requests which you have submitted for validation” Section of the “Management Centre” page

Warning: When an Authorized User submits a record, the record has to be validated by the National Focal Point.

B. Regional or International Agreement

Any bilateral, regional and multilateral agreements and arrangements must be registered with the BCH in accordance with Article 20.3(b). The "Regional or International Agreement" form is identical to the "National Law, Regulation, or Guideline" form. Entering information into this form will result in the record being searchable within the "Bilateral, Regional & Multilateral Agreements" feature of the BCH Central Portal.

Exercise 4: Register a Regional or International Agreement.

Exercise 4: Solution

1. *Under the "create a menu record" select "Regional or International agreement" from the drop down menu provided and then click "Create" You should be able to see the following screen (partial view below):*

Complete the form. For complete directions, see the exercise on Registering a new National Law, Regulation or Guideline.

4. REGISTER NEW INFORMATION: DECISIONS, DECLARATIONS AND NOTIFICATIONS

OVERVIEW

All final decisions regarding the importation or release of LMOs must be registered with the BCH. These include decisions take under the Advance Informed Agreement procedure for intentional release into the environment; decisions and declarations under Article 11 of the Protocol for LMOs for food or feed, or for processing; and other decisions. This section also includes notifications of illegal or unintentional transboundary movement.

A. Decisions and Declarations

Decisions and Declarations consists of five data entry forms: 1) Decision on LMO for food, for feed or for processing under Article 11, 2) Decision on LMO under Advance Informed Agreement, 3) Other Decisions, 4) Risk Assessment, and 5) Unique Identification.

To select any of the decisions or declaration, go to the drop down menu under “Create a new record” then to open, click “Create”.

B. Decisions on LMO for food, for feed or for processing under Article 11

Exercise 5: Register a decision on an LMO for food, for feed or for processing under Article 11.

Exercise 5: Solution

1. Under the “create a menu record” select “Decisions on LMO for FFP under article 11 ” from the drop down menu provided and then click “Create” You should be able to see the following screen (partial view below):
2. Click “Select Languages >>” to choose from 6 languages provided, the language in which your document is available.
3. Enter the title of the decision.
4. Indicate the corresponding article (11.1, 11.4 or 11.6)
5. Enter the name and contact details of the applicant for a decision for domestic use: Enter Contact information. Select “Add Reference >>” to add contacts. If you have previously entered contact information in your private database, these names should already appear and can be selected by clicking over them. If not, create a new contact by

clicking “Create >>” a data entry form which allows you to enter information about your contact appears.

6. As stated in the Cartagena protocol in Annex II (b), enter the name and contact details of the authority responsible for the decision:
7. Click on “Continue Page 2 >>”. This will bring you to the following screen (partial view):
8. Enter all requested information on LMOs, as well as recipient organism or parental organisms and donor organisms.
9. Click on “Page 3 >>”. This will bring you to the following screen (partial view):
10. You can provide additional information on LMO uses, risk assessments, methods for handling LMOs.
11. Add any other documents:
    a. To upload a document or to add a link, click on “Attach a document or add a website”
    b. A window will pop up allowing you to select a file on your computer and upload it.

Warning: ***Depending on the size of your file, this procedure can take some time. Don’t close the window until the file is fully uploaded.***
Note: ***Any information submitted through the Management Centre should NOT include any confidential nor sensitive items. The objective is to make it publicly available on the Biosafety Clearing-House.***

12. Review your record for accuracy before you submit it click . If you find any errors, you can edit the information you have just entered by clicking on the page buttons:
13. If you are satisfied with the record, click “save changes”, and immediately a box will appear that will provide you options to submit the information entered for publishing, or save the information as a draft for editing.
    a. You will receive an e-mail from bchadmin@biodiv.org to confirm your request. You can always cancel the request by replying to this e-mail.

Warning: ***When an Authorized User submits a record, the record has to be validated by the National Focal Point.***

14. If you are a National Focal Point, the records are immediately added to the database. If you are an Authorized User, the request appears now in the “Pending requests which you have submitted for validation” Section of the “Management Centre” page.

C. Decision on LMO under Advance Informed Agreement

Exercise 6: Register a decision on an LMO under the Advance Informed Agreement Procedure.

Exercise 1: Go to the BCH Central Portal.

Exercise 6: Solution

1. Under the "create a menu record" select "Decision on LMO under Advance Informed Agreement" from the drop down menu provided and then click "Create" You should be able to see the following screen (partial view below):
2. Click "Select languages >>" to choose from 6 languages provided, the language in which your document is available.
3. Enter the title of the decision.
4. Enter the name and contact details of the exporter, as stated in the Cartagena protocol in Annex 1 (a). If the data has previously been registered in the BCH database, click "Import an existing contact".
5. Enter the name and contact details of the applicant for a decision for domestic use: Enter Contact information. Select "Add a reference >>" to add contacts. If you have previously entered contact information in your private database, these names should already appear and can be selected by clicking over them. If not, create a new contact by clicking "Create >>" a data entry form which allows you to enter information about your contact appears.
6. As stated in the Cartagena protocol in Annex I (b), enter the name and contact details of the importer.
7. Click on "Page 2 >>" This will bring you to the following screen (partial view):
8. Click " Select a reference " to add LMO information if it already exists in your database, or to create a new record.
9. Enter all requested information on LMOs, as well as Recipient organism or parental organisms and Donor organisms.
10. Click on "Page 3 >>". This will bring you to the following screen (partial view):
11. As stated in article 10.3 of the Cartagena Protocol, you can provide a decision approving or prohibiting the concerned LMO.
    a. Some additional information concerning the notification and the communication of the decision can be uploaded.
    b. To upload a document or to add a link, click on "Attach a document or add a link"
    c. A window will pop up allowing you to select a file on your computer and upload it.

    Warning: ***Depending on the size of your file, this procedure can take some time. Don't close the window until the file is fully uploaded.***
12. Review your record for accuracy before you submit it click "Review >>". If you find any errors, you can edit the information you have just entered by clicking on the page buttons.

13. If you are satisfied with the record, click “save changes”, and immediately a box will appear that will provide you options to submit the information entered for publishing, or save the information as a draft for editing.
    a. You will receive an e-mail from bchadmin@biodiv.org to confirm your request. You can always cancel the request by replying to this e-mail.

***Warning:* When an Authorized User submits a record, the record has to be validated by the National Focal Point.**

14. If you are a National Focal Point, the records are immediately added to the database. If you are an Authorized User, the request appears now in the “Pending requests which you have submitted for validation” Section of the “Management Centre” page.

D. Other Decisions

This section is for other relevant decisions that governments wish to make available through the BCH, such as information pertaining to a decision or declaration which is not related to any of the above (including decisions under Articles 6.1, 13.1 a, 13.1 b, and 14.4, as well as Article 11.6 declarations and Article 17.1 notifications). Such decisions can be searched by country or region, or by keyword. After providing basic contact and subject information, this section allows for such decisions to be attached or hyper linked to the record.

Exercise 7: Register an Other Decision record.

Exercise 7: Solution

1. Under the “create a menu record” select “ Other Decision or Declaration” from the drop down menu provided and then click “Create” You should be able to see the following screen (partial view below)
2. Click “Select languages >>” to choose from 6 languages provided, the language in which your document is available.
3. Choose the Country from the dropdown list.
4. Enter the title of the Decision/declaration.

Provide details of the type and scope of the decision.

5. Enter contact information for the responsible authority. Select “Add a reference >>” to add contacts. If you have previously entered contact information in your private database, these names should already appear and can be selected by clicking over them. If not, create a new contact by clicking “Create >>” a data entry form which allows you to enter information about your contact appears.
7. Click on “Page 2 >>”. This will bring you to the following screen (partial view):
8. Enter all requested information on LMOs, as well as Recipient organism or parental organisms and Donor organisms.

9. Click on “Page 3 >>”. to enter any relevant information to the decision and private notes.

10. Upload a document or add a link that supports this Decision.

a. To upload a document or to add a link, click on “Attach a document or add a website”

b. A window will pop up allowing you to select a file on your computer and upload it.

***Warning:* Depending on the size of your file, this procedure can take some time. Don’t close the window until the file is fully uploaded.**

11. Review your record for accuracy before you submit it click . If you find any errors, you can edit the information you have just entered by clicking on the page buttons.

12. If you are satisfied with the record, click “save changes”, and immediately a box will appear that will provide you options to submit the information entered for publishing, or save the information as a draft for editing.

a. You will receive an e-mail from bchadmin@biodiv.org to confirm your request. You can always cancel the request by replying to this e-mail.

***Warning:* When an Authorized User submits a record, the record has to be validated by the National Focal Point.**

13. If you are a National Focal Point, the records are immediately added to the database.

14. If you are an Authorized User, the request appears now in the “Pending requests which you have submitted for validation” Section of the “Management Centre” page.

E. Field Trials not covered by the AIA procedure

Decisions on field trials of LMOs that are not covered by the Advance Informed Agreement procedure should be included in the "other decisions and declarations" database. Select "Field trial not covered by AIA" in the "Type of decision or declaration" field.

F. Decision on import or release taken prior to entry into force of the Protocol

Decisions on import or release of LMOs taken before the Protocol has entered into force for your country may be included in the "other decisions and declarations" database if they cannot be registered in either the AIA or Article 11 databases. Select "Decision on import or release, taken prior to entry into force of the Protocol" in the "Type of decision or declaration" field.

G. Information about commercial production

The COP-MOP 3 meeting also invited Parties to the Protocol and other Governments to make available to the Biosafety Clearing-House the following additional information:

(a) The transformation events that are commercially produced for each planting cycle in the exporting country;

(b) The geographical area within the exporting country where each transformation event was cultivated;

If this information is available, it should be provided through the "additional information" field of a decision document.

5. REGISTER NEW INFORMATION: RISK ASSESSMENTS

OVERVIEW

All risk assessments and environmental reviews of LMOs must be registered with the BCH and linked to the appropriate decision.

Parties must register with the BCH summaries of its risk assessments or environmental reviews of LMO generated by a Party's regulatory process, and carried out in accordance with Article 15 (Risk Assessment), including, where appropriate, relevant information regarding products thereof, namely, processed materials that are of LMO origin, containing detectable novel combinations o replicable genetic material obtained through the use of modern biotechnology.

Exercise 8: Register a Risk Assessment.

Exercise 8: Solution

1. Under the "create a menu record" select "Risk Assessment" from the drop down menu provided and then click "Create" You should be able to see the following screen (partial view below):
2. Choose the Country from the dropdown list.
3. Click "Select languages >>" to choose from 6 languages provided, the language in which your document is available.
4. Enter the title of the risk assessment.
5. Enter contact information for the organization related to this risk assessment. Select to "Add a reference >>" add contacts. If you have previously entered contact information in your private database, these names should already appear and can be selected by clicking over them. If not, create a new contact by clicking "Create >>" a data entry form which allows you to enter information about your contact appears.
6. Enter all requested information on LMOs, Characteristics of modification and Recipient organism or parental organisms information concerning the risk assessment, intended use, the receiving environment, and the risk assessment summary.
7. When complete, click on "Page 3 >>" this will bring you to the following screen (partial view). Fill in the information requested.
8. When complete, click on "Page 4 >>" this will bring you to the following screen (partial view). Fill in the information requested.
9. Enter any relevant or additional information.
10. Upload a document or add a link that supports this Decision.
    a. To upload a document or to add a link, click on "Attach a document or add a website"
    b. A window will pop up allowing you to select a file on your computer

and upload it.

Note: ***Any information submitted through the Management Centre should NOT include any confidential nor sensitive items. The objective is to make it publicly available on the Biosafety Clearing-House.***

11. Review your record for accuracy before you submit it click . If you find any errors, you can edit the information you have just entered by clicking on the page buttons
12. If you are satisfied with the record, click "save changes", and immediately a box will appear that will provide you options to submit the information entered for publishing, or save the information as a draft for editing.

Warning: ***When an Authorized User submits a record, the record has to be validated by the National Focal Point.***

13. If you are a National Focal Point, the records are immediately added to the database.
14. **If you are an Authorized User, the request appears now in the "Pending requests which you have submitted for validation" Section of the "Management Centre" page.**

6. REGISTER NEW INFORMATION: ORGANISMS

OVERVIEW

LMO records are linked to decisions and risk assessments. Most commercialised LMOs will have a unique identifier.

A. About Unique Identification

Unique identification systems are being established to identify living modified organisms. They are usually a combination of alphabets letters and numbers used to distinguish one organism from the other, and allow for attaching and retrieving specific information on the organism.

The Organisation for Economic Co-operation and Development (OECD) has published guidance for developing "unique identifiers" for transgenic plants based on the work of the OECD's Working Group on the Harmonisation of Regulatory Oversight in Biotechnology. Unique identifiers are nine-digit alphanumeric codes that are given to each new transgenic (or genetically engineered) plant that is approved for commercial use. For instance, maize developed by Monsanto to be resistant to insect pests has a unique identifier of MON-ØØ810-6, while DD-Ø1951A-7 denotes cotton developed by DuPont.

Important: If you have any questions related to this form, including applicability to your country, documentation, or the generation of a unique identifier for an LMO product, please contact the CBD Secretariat before going further.

B. When to create an LMO record

The CBD Secretariat maintains a registry of all living modified organisms that are referred to by any of the records in the databases, which includes information about the unique identifier, the introduced traits and a summary of the modification. You may refer to these core records when registering any decisions and declarations records, and risk assessment records. In this instance, the linked information is sourced from a parent record maintained by the Secretariat in the LMO Registry.

In some instances governments may choose to create national LMO records – for example, to include additional information about the LMO in their national records, or if the LMO has not yet been added to the registry.

In order to avoid duplications, a warning message will display if you choose to create a new LMO record, to ensure you have checked the existing registry before creating a new record. If you have not yet checked the registry, please select the "cancel" button and check the registry to see if your organism exists (see "Checking the BCH registry" below). If you have already checked the registry and your organism is not yet registered, please select the "proceed" button and create a new LMO record (see "Validation of LMO records" below).

Figure: Screenshot of click-through message that appears when creating a new LMO record

Checking the BCH registry

Records are ordered in the drop-down selection list by their unique identification code.. If you do not have the unique identification code for the organism, you can still check to see if it exists in the registry by searching through the LMO registry on the BCH for the transformation event (use the "find" or "search" function on your browser), and you will be able to determine if a unique identification code exists for that organism.

Validation of LMO records

LMO records created by governments will be published as soon as they have been validated by the National Focal Point. However, the central LMO registry of the BCH is referenced by all governments registering information, therefore all LMO records are first validated by the Secretariat before being included in the registry to maintain consistency. This process may take a couple of days, as it involves independent verification of the information provided in the summary record.

Exercise 9: Register an LMO.

Exercise 9: Solution

1. Under the "create a menu record" select "LMO-Unique Identification " from the drop down menu provided and then click "Create" You should be able to see the following screen (partial view below):
2. Click "Select languages >>" to choose from 6 languages provided, the language in which your document is available.
3. Enter the contact information for the organization or individual related to this Unique Identification. Select "Add reference >>". If you have previously entered contact information in your private database, these names should already appear and can be selected by clicking over them. If not, create a new contact by clicking "Create >>" a data entry form which allows you to enter information about your contact appears.
4. Click on "Page 2 >>". This will bring you to the following screen (partial view):
5. Enter all requested information on LMOs, as well as recipient organism or parental organisms and donor organisms.
6. Click on "Page 3 >>". This will bring you to the following screen (partial view):
7. Add all necessary information: Select "Add reference >>" to attach documents.

***Warning:* Depending on the size of your file, this procedure can take some time. Don't close the window until the file is fully uploaded.**

8. Review your record for accuracy before you submit it click "Review >>". If you find any errors, you can edit the information you have just

entered by clicking on the page buttons.

9. If you are satisfied with the record, click “save changes”, and immediately a box will appear that will provide you options to submit the information entered for publishing, or save the information as a draft that for editing.
10. You will receive an e-mail from bchadmin@biodiv.org to confirm your request. You can always cancel the request by replying to this e-mail.

Warning: ***When an Authorized User submits a record, the record has to be accepted and validated by the National Focal Point.***

11. If you are a National Focal Point, the records are immediately added to the database. If you are an Authorized User, the request appears now in the “Pending requests which you have submitted for validation” Section of the “Management Centre” page.

7. REGISTER NEW INFORMATION: CAPACITY BUILDING NEEDS

OVERVIEW

Developing country governments and governments with economies in transition can register their capacity-building needs and priorities with the BCH to assist donors to develop appropriate new initiatives.

Under Article 22 of the Protocol, capacity-building focuses on the development and/or strengthening of human resources and institutional capacities in biosafety, including biotechnology to the extent that it is required for biosafety of developing country Parties, in particular the least developed and small island developing States among them, and Parties with economies in transition, for their effective implementation of the Biosafety Protocol.

Governments are encouraged to register their national and regional capacity-building needs and priorities required to implement the Biosafety Protocol that have been identified and categorized in line with the elements of the capacity-building action plan. This information is used by donor governments and organizations in designing new capacity-building initiatives.

The Capacity Building section of the BCH Central Portal consists of three data entry forms: 1) Capacity-Building Needs and Priorities, 2) Capacity-Building Opportunities, and 3) Capacity Building Projects.

Under the “create a menu record” select “Capacity building ” from the drop down menu provided and then click “Create”

Exercise 10: Register Capacity-Building Needs and Priorities.

Exercise 10: Solution

1. Under the “create a menu record” select “Country needs and priorities” from the drop down menu provided and then click “Create” You should be able to see the following screen (partial view below):
2. Select the country of the National Database.
3. Click “Select languages >>” to choose from 6 languages provided, the language in which your is available.
4. Add contacts. Select “Add a reference >>”, if you have previously entered contact information in your private database, these names should already appear and can be selected by clicking over them. If not, create a new contact by clicking “Create >>” a data entry form which allows you to enter information about your contact appears.
5. Click on “Page 2 >>”. This will bring you to the following screen (partial view), allowing you to select your capacity building needs:

Warning: ***you must check at least one checkbox in order to continue.***

6. Click on “Page 3 >>”. This will bring you to the following screen (partial view.)
7. Enter all relevant information.
8. To enter the full URL (or web address). Click “Add a website >>”, fill in the text boxes by typing in the complete hyperlink and the name of the website. Then click “Continue” to save the changes.
9. Click “Attach a document >>” if you would like to attach a document
10. Confirm the accuracy of all information by clicking “Review >>” prior to submitting the record. You can always edit the information you have just entered by clicking on the pages buttons:
11. If you are satisfied with the record, click “save changes”, and immediately a box will appear that will provide you options to submit the information entered for publishing, or save the information as a draft for editing.
12. You will receive an e-mail from bchadmin@biodiv.org to confirm your request. You can always cancel the request by replying to this e-mail.

Warning: ***When an Authorized User submits a record, the record has to be validated by the National Focal Point.***

13. If you are a National Focal Point, the records are immediately added to the database.
14. If you are an Authorized User, the request appears now in the “Pending requests which you have submitted for validation” Section of the “Management Centre” page.

8. REGISTER NEW INFORMATION: ROSTER OF EXPERTS

OVERVIEW

The Biosafety Expert Roster contains details of biosafety experts who have been nominated by a government as an expert in their field. Reports on the assignments undertaken by biosafety experts are also registered with the BCH.

A. About the Roster of Experts

The roster was established by COP decision EM-I/3 and aims to "provide advice and other support, as appropriate and upon request, to developing country Parties and Parties with economies in transition, to conduct risk assessment, make informed decisions, develop national human resources and promote institutional strengthening, associated with the transboundary movements of living modified organisms".

For detailed information on how to use the roster of experts, please consult the online help documentation (Module 3: Registering Information/Roster of Experts).

Experts can only be nominated to the roster by BCH National Focal Points, using a form which requires detailed information about the background and specialization of the expert. This information is maintained in the BCH database and can be accessed publicly in the BCH website.

Once a record has been created for a particular expert, only the nominating BCH NFP can modify the record. The NFP may then give permission to the expert to modify his or her own record. If you are an expert and would like to have access to your record, ask the BCH NFP that nominated you to the roster to inform the Secretariat that you have permission to access your record. Once the Secretariat is informed, you will receive a password.

In accordance with the guidance for use of the Roster Governments are also requested to register reports on the assignments undertaken by Biosafety Experts contacted through the Roster.

Important: It should be noted that decisions taken by Governments are the sole responsibility of the country taking those decisions, whether or not they have been taken on the basis of advice given by the experts nominated for the biosafety roster of experts. Nominating governments or the Secretariat may, upon request, provide suggestions to governments regarding the selection of experts, but neither shall be liable for the selection of experts decided upon by the requesting country, nor for the use of the roster of experts or the conduct of and the advice given by an expert from the roster.

B. Biosafety Experts

Exercise 11: Register a Biosafety Expert.

Exercise 1: Solution

1. Under the "create a menu record "Biosafety Expert" from the drop down menu provided and then click "Create" You should be able to see the following screen (partial view below):
2. Click "Select languages >>" to choose from 6 languages provided, the language in which your document is available.
3. Complete the expert details form with his contact information and employment and education details:
4. Select "Add a reference >>" to add contacts. If you have previously entered contacts in your private database, these names should already appear and can be selected by clicking over them.
5. If not, create a new contact by clicking create "Create >>" a data entry form which allows you to enter information about your contact appears.
6. Once the form is filled, click "Page 2 >>". This will bring you to the following screen (partial view)
7. Check the boxes corresponding to area expertise of the Biosafety expert.
8. Add any relevant publication issued by the expert.
9. Once the form is filled, click "Page 4 >>". This will bring you to the following screen (partial view)
10. Add any relevant awards, the expert received. Check the boxes corresponding to the knowledge of languages.
11. Up to three key professional references can be indicated.
12. By typing the expert name and choosing a date, you assign a digital signature to the current record.

***Warning:* The information you have just entered will be made publicly available.**

13. Once the form is filled, click to confirm the accuracy of all information prior to submitting the record. You can always edit the information you have just entered by clicking on the pages buttons.
14. If you are satisfied with the record, click "save changes", and immediately a box will appear that will provide you options to submit the information entered for publishing, or save the information as a draft for editing.
15. You will receive an e-mail from bchadmin@biodiv.org to confirm your request. You can always cancel the request by replying to this e-mail.

***Warning:* When an Authorized User submits a record, the record has to be validated by the National Focal Point.**

16. If you are a National Focal Point, the records are immediately added to the database.
17. **If you are an Authorized User, the request appears now in the "Pending requests which you have submitted for validation" Section of the "Management Centre" page.**

C. *Report on Biosafety Expert Assignment*

Exercise 12: Register a Report on the Assignment of a Biosafety Expert.

Exercise 12: Register a Report on the Assignment of a Biosafety Expert.

Exercise 1: Solution

1. Under the "create a menu record" select "Report on biosafety expert assignment " from the drop down menu provided and then click "Create" You should be able to see the following screen (partial view below):"
2. Click "Select languages >>" to choose from choose from 6 languages provided, the language in which your
3. Enter the title of the report.
4. Select the Country from where the report is issued from the drop-down list.
5. Enter the name of the expert.
6. Add the report of the expert as well as the evaluation of the Experts assignment.

   a. To upload a document with the legislative text click on "Attach a document or add a website"

   b. A window will pop up allowing you to select a file on your computer and upload it.

***Warning:* Depending on the size of your file, this procedure can take some time. Don't close the window until the file is fully uploaded.**

7. You can also add some personal notes. Other BCH users will not see these notes.
8. Confirm the accuracy of all information prior to submitting the record. Click "Review >>" to validate and you can always edit the information you have just entered by clicking on the pages buttons:
9. If you are satisfied with the record, click "save changes", and immediately a box will appear that will provide you options to submit the information entered for publishing, or save the information as a draft that you can work on again in your own time.
10. You will receive an e-mail from bchadmin@biodiv.org to confirm your request. You can always cancel the request by replying to this e-mail.

***Warning:* When an Authorized User submits a record, the record has to be validated by the National Focal Point.**

11. If you are a National Focal Point, the records are immediately added to the database.
12. **If you are an Authorized User, the request appears now in the "Pending requests which you have submitted for validation" Section of the "Management Centre" page.**