



BCH  
training



# **A User's guide to the Central Portal of the Biosafety Clearing House**

## **“Registering Information in the BCH Central Portal”**

May 2012

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# Introduction to the Manual

In this manual you will learn about the creation and management of information in the Biosafety Clearing-House (BCH) through its Management Centre. It explains:

- What the BCH Management Centre is and how to access it
- How to create and manage information in the BCH
- How to manage your personal profile
- How to manage BCH users

## *Context*

The UNEP-GEF Project for Capacity Building for Effective Participation in the Biosafety Clearing-House (BCH), in collaboration with the Secretariat of the Convention on Biological Diversity (SCBD), prepared a modular training package aimed at providing 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 was designed to be flexible and is tailored to meet the diverse needs of different countries, allowing them to select those tools that are most useful to their situation, needs and priorities. The training package is divided into several modules, each addressing one element of the BCH. This manual has been developed by the Secretariat after the revamping of the Management Centre, in line with all the other previous modules.

## *Audience*

This manual is designed to provide guidance to BCH users who create and manage information in the BCH. It was developed for a non-technical audience with little or no knowledge of either the Cartagena Protocol or the BCH but who need to register information, access and manage information or set-up the IT-related components of the BCH.

## *Purpose*

This manual demonstrates the process of registering information online directly in the BCH Central Portal through the Management Centre of the BCH.

BCH users with limited internet access may also register information offline by completing the offline common formats and submitting them, duly signed to the Secretariat.

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## 2. The BCH Management Centre

The Management Centre is a tool that enables users to create and manage information in the BCH. Access is restricted to BCH users with a registered BCH account.

Access to the “Registering Information” section of the BCH is available from the green horizontal navigation bar which appears on every page of the BCH Central Portal and also from the “Sign In” link in the upper right corner.



Figure 1

### Registering a BCH account

Any user can search the BCH databases at <http://bch.cbd.int/> without a registered BCH account.

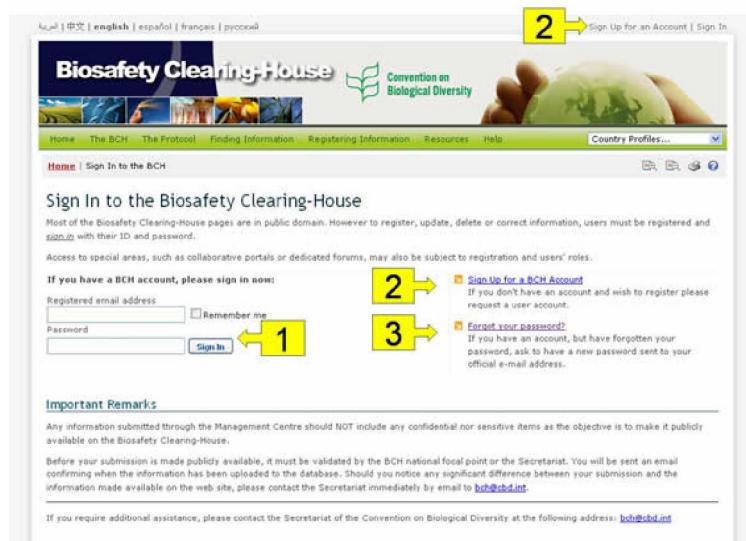
Registering a BCH account is only necessary if the user:

- Needs to submit information to the BCH;
- Would like to receive notifications by Email; or
- Would like to participate in the online forums and/or other interactive events organized through the BCH

## 3. The “Sign in to the Biosafety Clearing-House” page

Three components are visible in the “Sign in to the Biosafety Clearing-House” page:

1. The “Sign in” mechanism, with the **Remember me** checkbox;
2. The **Sign up for an Account** and **Sign Up for a BCH Account** links; and
3. The **Forgot your Password?** link.



**Figure 2**

### **3.1. The “Sign in” mechanism**

In order to access the “Registering Information” section, you need to sign in with your registered BCH account.

To sign in: (i) enter the email address which you used to register for a BCH account in the **Registered email address** field, (ii) enter the password contained in the automatic message you received when you registered in the **Password** field and (iii) click the **Sign In** button.

If you select the **Remember me** checkbox, the computer you are using will remember your email address (but not the password) the next time you sign in to the Management Centre.

### **3.2. The “Sign up for a BCH account” links.**

These links open a page where you can enter your contact details. Any user can request a “General User Account”.

The screenshot shows a web-based form titled "General User Account". The form is part of a larger page with a header containing links like "Home", "Sign Up for a BCH Account", and "General User Account". Below the title, there's a note about the primary contact method being email. A link to the Privacy Policy is also present. The main form area has a dashed border and contains several input fields:

- Name:** Ms. Irene Sulawayo
- Job Title:** University of Durban
- City:** Durban
- Country:** South Africa
- Phone:** +27 31 228-7538
- Email address:** irene.sulawayo@adwil.za
- Time Zone:** GMT +2 - EET: Eastern European
- Language:** English
- Notes:** (empty)

At the bottom of the form, there are two buttons: "Submit request" and "Cancel request". The "Submit request" button is highlighted with a red circle.

Figure 3

### 3.2.1. Choosing a password

When your account is first created, a welcome message and a temporary password will be sent to the email address provided. As a security measure, you will be asked to change this password the first time you sign in to your account.

You can also change your password at any time by selecting the **Password Change** option in the left-hand menu of the **Personal Account** section (see “Password Change” section).

The Management Centre is protected against unauthorized registration through a secure system of information exchange called Secure Socket Layer (SSL). The email address and password system is used to control access to the website. As a consequence, it is of utmost importance to choose a password that is difficult to guess and by no means should it be given out.

Choosing a good password is very important. It must be fairly long and difficult to guess but also easy to remember. BCH passwords are case sensitive and must be between 6 and 20 characters long. You can use numbers and/or letters in the password.

Some advice on selecting your password:

- = Avoid using “dictionary words” (i.e. words that appear in a standard dictionary).
- = Use a combination of upper and lower case letters and numbers.
- = Avoid using characters that don’t appear on a standard keyboard (e.g. Euro symbol) since they may not work correctly in all circumstances (e.g. if you need to sign in to your account while travelling).
- = A popular method for selecting easy-to-remember passwords is to use letters and numbers from a phrase or song lyric. For example, “The Biosafety Protocol was adopted in January 2000” becomes “TBPwaiJ2000”.

### 3.3. The “Forgot your password?” link

If you already have an account, but you do not remember your password, click on the **Forgot your password?** link. You will be requested to enter your registered email address. Then click on continue. A new password will automatically be sent to that email address.

If you change your email address, please contact the Secretariat to have your account updated.



Figure 4

## 4. The Management Centre main page

The Management Centre main page serves as the entry point for registering information in the BCH.



Figure 5

Once you are signed in this page, you can access to the following components:

1. Register a new record;
2. Edit a published record;
3. Edit a draft record;
4. Records pending validation prior to publication
5. Personal Account;
6. Administration (only for NFPs).

#### **4.1. Register a new record**

By clicking on the **Register a new record** link in the left-hand menu, registered users can create records and make them available to the public through the BCH. In the BCH, the stored documents are called records.

The registering a new record process consists of the following steps:

- Select the type of record from the list of links provided;
- Complete all of the fields on the electronic registration forms;
- Click on the **Review** button to double check the completeness and accuracy of the information entered
- Click on the **Save changes** button; and
- Click on the **Submit for publishing** button to make the record public in the BCH.

There are two categories of information in the BCH: National Records and Reference Records



**Figure 6**

The types of record that registered users may submit depend on their role as follows :

- BCH national focal points (BCH-NFPs) may register all types of BCH records with the exception of National Focal Point records. When submitted by BCH-NFPs, National Records are directly published while Reference Records are subject to validation by the Secretariat prior to publication in the BCH.
- National Authorized Users (NAUs) may also register all types of BCH records with the exception of National Focal Point records. When submitted by NAU, National Records are subject to validation by BCH-NFP and Reference Records are subject to validation by the Secretariat prior to publication in the BCH.
- General registered users may register all types of Reference Records, subject to validation by the Secretariat prior to publication in the BCH

The **Register a new record** page provides access to the following:

1. Categories of documents (national and reference records);
2. Names of the Common Formats;
3. Link to offline Common Formats;
4. Link to online Common Formats.

**Registering National Records**

(This section is made available only to BCH-NFPs and NAUs)

The submission of records in this category is restricted to Biosafety Clearing-house National Focal Points (BCH-NFPs) and National Authorized Users (NAUs). All records submitted by NAUs will be forwarded to the BCH-NFP for review and validation prior to publication (see [FAQs](#)).

Select a Common Format and click on the appropriate icon:

**Common Format:**

- National Focal Points
- National Biosafety Website or Database
- Competent National Authority (Article 19-2)
- Biosafety Law, Regulation, Guidelines & Regional and International Agreements
- Country's Decision or any other Communication
- Risk Assessment Generated by a Regulatory Process
- Biosafety Expert (Decision BS-U4 and BS-U4)
- Report on Biosafety Expert Assignment
- [Go to the top of the page](#)

**OFFLINE Format (Step 1: Gathering Information)**

**ONLINE Format (Step 2: Submitting Information)**

**Registering Reference Records**

Records in this category may be submitted by all registered users. These records will be subject to review by the Secretariat prior to publication (see [FAQs](#)).

Select a Common Format and click on the appropriate icon:

**Common Format:**

- Contact Details
- Capacity Building Activities, Projects and Opportunities.

A new common format for this category is in preparation and will replace the current format:

- Capacity-Building Opportunities
- Capacity-Building Projects
- Academically Accredited Biosafety Courses

**OFFLINE Format (Step 1: Gathering Information)**

**ONLINE Format (Step 2: Submitting Information)**

Figure 7

#### **4.1.1. Categories of documents: national and reference records**

There are two categories of documents that can be submitted to the BCH: **national** and **reference** records.

The **national records** that can be submitted are the following:

National Documents	Purpose
National Focal Points	Registering a National Focal Point (CPB, BCH or Article 17).
National Website or Database	Registering national websites and databases related to biosafety.
Competent National Authorities	Registering Competent National Authorities that are nominated and authorized by the governments for performing the administrative functions required by Article 19 of the Protocol.
Biosafety Law, Regulation, Guidelines & Regional and International Agreements	Registering any document pertaining to the national regulatory framework and relevant to biosafety or the transfer, handling and use of living modified organisms.
Country's Decision or any other Communication	Registering any national decisions or communications relevant to biosafety or the transfer, handling and use of living modified organisms.
Risk assessment generated by a Regulatory Process	Registering a summary or a report of a risk assessment or environmental reviews of LMOs generated by regulatory processes including, where appropriate, relevant information regarding products thereof, namely, processed materials that are of living modified organism origin, containing detectable novel combinations of replicable genetic material obtained through the use of modern biotechnology.
Biosafety Experts	Registering a Biosafety expert according to Decisions BS-I/4 and BS-IV/4
Report on the assignment undertaken by the Biosafety Expert	Registering a Report on a Biosafety Expert Assignment according to Decisions BS-I/4 and BS-IV/4.

The submission of national records is limited to BCH National Focal Points (BCH-NFP) and National Authorized Users (NAUs) pending BCH-NFP validation. The list of Common Formats for national records is therefore made available only to these users.

The **reference records** that can be submitted are the following:

Reference Documents	Purpose
Contact details	Registering contact details of a person or organization. For instance, an organization could be a representative of the private sector, research institutions, NGOs (non-governmental organizations), IGOs (Intergovernmental organizations), etc..
Capacity Building Activities, Projects, and Opportunities	Registering information concerning capacity building opportunities, projects and activities, such as fund grants, scholarships, technical assistance, training workshops, discussion forums and others.
Capacity-Building Needs Assessment	Registering information about country needs regarding biosafety capacity building. This includes main areas where capacity building is needed, and thorough details about the specific activities or resources needed.
Biosafety Organization including Laboratory for detection and identification of LMOs	Registering a Biosafety Organization for inclusion in the Directory of Biosafety Organizations. These organizations are involved in activities related to the application of the protocol on biosafety including registration of work summaries and contact details.
Biosafety Information Resource Centre (BIRC)	Registering information for inclusion in the Biosafety Information Resource Centre (BIRC). It consists of an electronic catalogue of biosafety-related publications and information resources. It aims to provide wider access to the biosafety-related resources and information available, as well as spreading their usage.
BCH News	Common Format for submitting news to the BCH.
Risk assessment generated by an independent or non-regulatory process	Registering risk assessments other than those generated by a regulatory process.
Living Modified Organisms (LMOs)	Registering summarized information on Living Modified Organisms, including the transformation event, the genetic modification, and the Unique Identifier Code.
Genetic element	Registering information on genes or DNA sequences used in LMOs. It refers to nucleic acid sequences that were used to create LMO registered in the BCH.
Organism	Registering information on parental organisms, receptors or donors related to the LMO registered in the BCH.

**All registered BCH users may submit reference records.** However, they will only be made public once they have been **validated by the Secretariat**.

**Note:** both national and reference records can contain, besides their own information, links to other Common Formats. For example, an LMO record can refer to other records such as an inserted gene, the parental organism, the contact details of an applicant, etc. (Figure 8)

Referencing other records greatly reduces the need to manually enter duplicate information. For example, you can enter the contact details of a Competent National Authority (CNA) only once and then simply refer to that record when registering all of the decisions that CNA has taken (i.e. rather than entering the contact details every time a decision is registered).

The screenshot shows a web browser window with the URL <https://bch.cbd.int/managementcentre/edit/decision.shtml>. The page displays a list of items under 'Contact(s) or the contact person(s) or the organization responsible for the risk assessment - if applicable':

- \* Organization responsible for the risk assessment - if applicable
- \* Contact of the main responsible risk assessor - optional
- \* Risk Assessment - if applicable
- \* Country's Decision or any other Communication - record being submitted

Fields marked with an asterisk are mandatory.

Below this, a 'General Information' section is shown with a field for 'Country submitting the decision or communication \*' containing 'Philippines'. A 'Delete' button is visible next to this field.

The next section is 'Competent National Authority(ies) responsible for the decision or communication \*'. It contains a message: 'Please select a record from your personal database, or click create to make a new record.' Below this are buttons for 'Continue', 'Cancel', 'Create a new record', and 'Search'. A dropdown menu lists several options:

- Department of Agriculture
- Department of Environment and Natural Resources
- Department of Health
- Department of Science and Technology
- National Committee on Biosafety of the Philippines

Figure 8

## Validation

In order to ensure the completeness and accuracy of information made available through the BCH, most records will require “**validation**”, i.e. approval for publishing. National records registered by BCH-NFPs are automatically validated and immediately made available through the BCH.

All **national records** registered by National Authorized Users must be validated by the relevant BCH-NFP prior to publication. They are forwarded to the BCH-NFP’s section of Records pending validation prior to publication for review for accuracy and completeness.

The screenshot shows the Biosafety Clearing-House Management Centre interface. On the left, there's a sidebar with links for Management Centre, Personal Account, and Administration. The main content area is titled 'Management Centre - Registering Information'. It displays a message: 'Welcome! You have logged-in as rvmconsult@yahoo.com.' Below this is a section about record status and a link to the 'Record status page'. A red oval highlights the heading 'Records requiring your review and validation prior to publication'. Underneath, it says: 'The records below require your review. Please ensure that all records are accurate and complete before you validate them and make them available through the BCH. For explanations about the validation process go to the FAQs.' A table follows, showing one record:

ID	Description	Status	Requested by/on
[new]	National Database or Website Example example	Pending Approval	rvmconsult@yahoo.com 2012-02-22 13:27 UTC

**Figure 9**

All **reference records** must be validated by the Secretariat prior to publication. Therefore independently from the role of the user submitting the information, all reference records submitted to the BCH are forwarded to the Secretariat.

The registration of National Focal Points is restricted to National Focal Points (NFPs) or Ministers of State and can only be registered by the Secretariat upon receipt of official written communications addressed to the Executive Secretary and endorsed by the relevant authorities. Accordingly, this particular Common Format is only made available offline and cannot be submitted electronically.

- The designation of a *National Focal Point for the Cartagena Protocol on Biosafety* (CPB-NFP) must be endorsed by the National Focal Point for the Convention on Biological Diversity (CBD-NFP) or by a direct expression of the Government (i.e. a Minister of State).
- The designation of a *National Focal Point for the Biosafety Clearing-House* (BCH-NFP) must be endorsed by the National Focal Point for the Cartagena Protocol on Biosafety (CPB-NFP).
- The designation of a *Contact point for unintentional transboundary movements and emergency measures* (Art. 17) must be endorsed by the Biosafety Clearing-House National Focal Point (BCH-NFP).

#### 4.1.2. Common Formats

The Common Formats are formal specifications of the data that can be registered in the BCH.. As this information can be submitted to the BCH both on-line (using the BCH Management

Centre) and off-line (via email, fax or postal mail), the required specifications – called “Common Formats” – for each record type are available in word format.

They enable the users to store and display BCH information in a standardized way, not depending on the country, organization or person from which the information comes

#### 4.1.3. Offline Common Formats

Offline Common Formats are standard forms, made available on the BCH in MS Word format for download, to assist users to gather and organize information prior to submission. They are off-line copies of the online registration forms.

The screenshot shows a Microsoft Word document titled "National Record: National Biosafety Website or Database". The document has a header with the Biosafety Clearing-House logo and a Convention on Biological Diversity logo. Below the header, there is a note: "Common Format for Registering Information on the BCH. Use this form to organize your information prior to registering it in the BCH Management Centre at <http://bch.cbd.int/managementcentre/>". The main content is organized into sections:

- National Record:** National Biosafety Website or Database<sup>2</sup>
- Fields marked with an asterisk are mandatory**
- General information**

1. Country*	<Country name>
2. Website or database name <sup>3*</sup>	<Text entry>
3. Description <sup>4*</sup>	<Text entry>
4. Website address <sup>5*</sup>	<URL>
- Timeframe for confirmation or updating of information**

Please note that this category of information requires confirmation or updating after one year from the date of submission. After the deadline you will be asked to confirm or update the record within 3 months. After this period, if no confirmation has been received, the record will be marked as "Non-confirmed".

Figure 10

It is preferable for BCH information to be submitted online through the Management Centre. However, users with limited Internet access may complete Common Formats and submit them, duly signed, to the Secretariat by email, fax or postal mail (however, Common Formats should only be faxed or mailed if sending them by email is impossible) to the following addresses:

Email: bch@cbd.int

Fax: +1 514 288 6588

Postal Address: Secretariat of the Convention on Biological Diversity (SCBD)  
413 St-Jacques, Suite 800  
Montreal, QC, Canada, H2Y 1N9

Specific Common Formats are available for each type of document, in both national and reference category of records, and indicate how the information should be presented.

Section 2.8 describes how to complete the offline Common Formats.

The online Common Formats can be filled in by clicking the corresponding computer icon: . The whole BCH is made available in all 6 languages of the United Nations and the selection of the language in use determines the language in which the online Common Format is made available.

Registering Reference Records		
Common Format	Offline format (Step 1: Gathering Information)	Online format (Step 2: Submitting Information)
Contact Details	 <a href="#">Ar</a>   <a href="#">En</a>   <a href="#">Es</a>   <a href="#">Fr</a>   <a href="#">Ru</a>   <a href="#">Zh</a>	
Capacity Building Activities, Projects and Opportunities	 <a href="#">Ar</a>   <a href="#">En</a>   <a href="#">Es</a>   <a href="#">Fr</a>   <a href="#">Ru</a>   <a href="#">Zh</a>	
Capacity-Building Needs Assessment	 <a href="#">Ar</a>   <a href="#">En</a>   <a href="#">Es</a>   <a href="#">Fr</a>   <a href="#">Ru</a>   <a href="#">Zh</a>	
Biosafety Organization including Laboratory for detection and identification of LMOs	 <a href="#">Ar</a>   <a href="#">En</a>   <a href="#">Es</a>   <a href="#">Fr</a>   <a href="#">Ru</a>   <a href="#">Zh</a>	
Biosafety Information Resource Centre (BIRC)	 <a href="#">Ar</a>   <a href="#">En</a>   <a href="#">Es</a>   <a href="#">Fr</a>   <a href="#">Ru</a>   <a href="#">Zh</a>	
BCH News	 <a href="#">Ar</a>   <a href="#">En</a>   <a href="#">Es</a>   <a href="#">Fr</a>   <a href="#">Ru</a>   <a href="#">Zh</a>	
Risk assessment generated by an independent or non-regulatory process	 <a href="#">Ar</a>   <a href="#">En</a>   <a href="#">Es</a>   <a href="#">Fr</a>   <a href="#">Ru</a>   <a href="#">Zh</a>	
Living Modified Organism (LMO)	 <a href="#">Ar</a>   <a href="#">En</a>   <a href="#">Es</a>   <a href="#">Fr</a>   <a href="#">Ru</a>   <a href="#">Zh</a>	

**Figure 11**

#### 4.1.4. Using the online registration forms

The figure below shows the general steps required to register or edit information on the BCH.

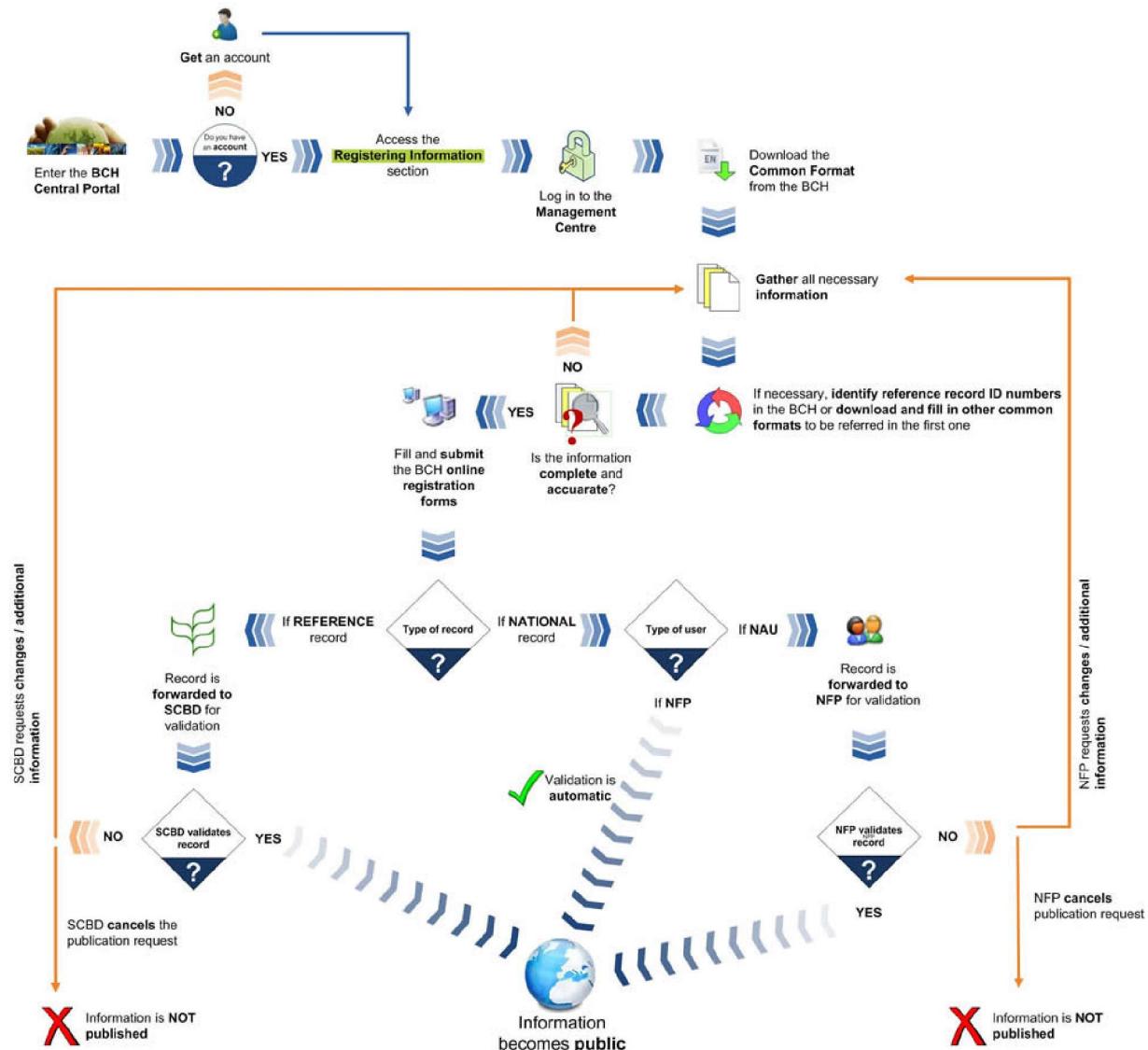


Figure 12

The figure below shows the typical on-line forms, explaining the usage of their different fields.

The screenshot shows a web-based form for registering a Living Modified Organism (LMO). The form is titled "Living Modified Organism" and includes tabs for "Page 1", "Page 2", "Page 3", and "Review". There are buttons for "Specify languages", "Save changes", and "Cancel".

**1.** The main title "Living Modified Organism" is highlighted with a yellow box and number.

**2.** A yellow box labeled "2" points to the "Instructions" section, which contains a note: "Fields marked with an asterisk are mandatory."

**3.** A yellow box labeled "3" points to a radio button group for "Does this LMO have a unique identifier?". It includes options "Yes" and "No".

**4.** A yellow box labeled "4" points to the "Developer(s)" field, which has an "Add a reference" button.

**4.1** A yellow box labeled "4.1" points to the "Other relevant website address or attached documents" section, which includes "Add Website" and "Attach File" buttons.

**4.2** A yellow box labeled "4.2" points to the "Fax Number" section, which includes an "Add an item" button.

**4.3** A yellow box labeled "4.3" points to the "Delete" button in the "Fax Number" section.

Figure 13

The components highlighted in these figures are the following:

1. **Record Name:** The light-blue coloured boxes describe the type of information you are registering.
2. **Field names:** The bold text is the field name in which information is to be entered.
3. **Radio Buttons:** Click on the option you would like. Note that you can only select one of them.
4. **Add Reference button:** This button accesses a drop down menu of records already registered in the BCH that you can link to the record you are working on. If the record is not in the menu, you can create a new record with the new information by clicking on the **Create** button. A second Common Format will appear on the screen where you will be able to create the new record. Once you have finished entering the information and saved the new record, you will return to the original Common Format you were working on. Some fields allow you to add references to other sources of information than BCH records:
  - 4.1. **Add Website:** Enables you to add a link to a website. Because links often become broken over time, it is always preferable to attach a file instead of providing a link so that it is permanently available.
  - 4.2. **Attach File:** Enables you to attach a file. You can attach files to your records in any language ("Attach File" button). However, it is highly recommended to provide courtesy translations of the documents in one or more of the United Nations official languages.
  - 4.3. **Add an Item:** Enables you to add further information (e.g. more telephone numbers).

- Checkboxes:** When there are short lists of controlled vocabulary (i.e. a pre-defined list of possible terms; see the BCH glossary for definition), they are sometimes presented as checkboxes. To add or select one or more terms, click on the checkboxes that appear next to them.
- Other button:** If the term you are looking for does not appear in the controlled vocabulary list, click the “Other” button. Select the term that best describes the new term (this will help searches for the record you are registering), or choose “other” again if there is no related term. Enter the new term and click on the “Continue” button.

The screenshot shows a user interface for registering a Living Modified Organism (LMO). On the left, a sidebar lists 'Management Centre' options like 'Register a new record' and 'Personal Account' options like 'My Profile'. The main area is titled 'Living Modified Organism' and contains tabs for 'Page 1', 'Page 2', 'Page 3', and 'Review'. A 'Specify languages' button is at the top right. The 'LMO characteristics' section has a sub-section 'Phenotypic changes' with a text input field for 'EN'. Below it is a section 'LMO's common use(s)' with a list of checkboxes: Food, Feed, Biofuel, Bioreactor, Bioremediation, Ornamental, Pharmaceutical, Research, Timber, and Vaccine. A large yellow double-headed arrow labeled '5' is positioned between the two sections. A yellow box labeled '6' points to the 'Other' button at the bottom of the 'LMO's common use(s)' section.

Figure 14

7. **Select button** Clicking this button opens a dropdown menu of terms from the controlled vocabulary list. Click on the term you want to select and click on “Continue”.

Figure 15

8. **Review button:** After entering all of the information you can click on the review button and view your record as it will appear upon publication. It is very important to review the record for completeness and accuracy prior to submission for publication. If there are errors in the fields, they will be displayed with an error description for each one. Mandatory fields that are not completed are also highlighted. In order to make the necessary changes, return to the registration pages.
9. **Save changes button:** Clicking on this button opens a window where you are given the option of (i) publishing the record or (ii) saving it as a draft for access at a later time.
10. **Cancel button:** Clicking on this button opens a window and you are given the option of discarding the changes made to the draft by clicking ‘Confirm’.
11. **Page number buttons:** In the upper and lower part of the registration page there are buttons to navigate through the different pages of the Common Format.

Figure 16

12. **Language selection button:** see “Language selection” section below.

## Mandatory fields

When creating new records, BCH users must make sure that the information is as accurate and complete as possible prior to publication. The mandatory fields are marked with a red asterisk. Records in which the mandatory information has not been provided will not be published.

The screenshot shows the 'Biosafety Information Resource' registration form. At the top, there are tabs for 'Page 1', 'Page 2', 'Page 3', and 'Review'. On the right, there are buttons for 'Specify languages', 'Save changes', and 'Cancel'. The main area is divided into sections: 'Instructions' and 'General Information'. In the 'General Information' section, several fields are marked with red asterisks: 'Title' (circled), 'Author' (circled), and 'Language(s)'. A note in the 'Instructions' section states: 'Fields marked with an asterisk are mandatory.' Below the 'General Information' section, there is a 'Language(s)' section with checkboxes for Arabic, Chinese, English, French, Russian, and Spanish, and an 'Other' dropdown menu. There is also a 'Publication date' field with three dropdown menus for year, month, and day.

Figure 17

## Language selection

BCH users can choose the language or languages in which to register BCH records. However, it is required that all records are submitted in at least one of the six official UN languages (i.e. Arabic, Chinese, English, French, Russian and Spanish), in addition to any other language(s) of choice. Clicking the **Specify Language** button, which appears at the top of the online registration form, opens a window which allows you to select the languages in which to enter information. The checkboxes allow for selecting official UN languages, while the dropdown menu allows for selecting any other language. Once the languages are selected, fields in the form will display an entry for each selected language.

**Biosafety Information Resource**

**Specify languages »** (circled)

**Page 1 » Page 2 » Page 3 » Review »**

**Save changes » Cancel**

**Instructions**

Fields marked with an asterisk are mandatory.

**Select languages in which your document is available.**

**UN official languages**

<input checked="" type="checkbox"/> Arabic	<input type="checkbox"/> Chinese
<input checked="" type="checkbox"/> English	<input checked="" type="checkbox"/> French
<input type="checkbox"/> Russian	<input type="checkbox"/> Spanish

**Other languages**

If the document is also available in other language(s) please select from the list below the language(s) the document is available in.

Italian

Italian

**Save selection » Cancel**

*Users are encouraged to provide courtesy translations of information in the Biosafety Clearing-House into one or more languages that are commonly used internationally, in order to minimize the burden of translation.*

**Add an item »**

**Figure 18**

**Biosafety Information Resource**

**Specify languages »**

**Page 1 » Page 2 » Page 3 » Review »**

**Save changes » Cancel**

**Instructions**

Fields marked with an asterisk are mandatory.

**General Information**

**Title \***

This will appear as the title of the BCH record.

AR
EN
FR
IT

**Author \***

Name of the person who has authored the publication or information resource. Add his/her affiliation if appropriate.

**Add an item »**

**Figure 19**

## References to other records

Sometimes, while entering information, you may be asked to refer to an existing BCH record (i.e some fields refer to information that is registered in another document) or create a new one based on a different Common Format

Let us take as an example the references to the recipient organism or parental organisms that are required when registering an LMO.

The screenshot shows the 'Living Modified Organism identity' form. It includes fields for 'LMO name' (with a note about commercial names), 'Transformation event' (with a note about MON810), 'Is the LMO has a Unique identifier?' (radio buttons for Yes and No, with 'No' selected), 'Developer(s)' (button to 'Add a reference'), and 'Recipient organism or parental organisms' (button to 'Select a reference'). The 'Recipient organism or parental organisms' button is highlighted with a red circle. Below these are fields for 'Point of collection or acquisition of the recipient organism or parental organisms' (with a note about EN) and 'Related LMOs' (button to 'Add a reference'). At the bottom are buttons for 'Page 1', 'Page 2', 'Page 3', 'Review', 'Save changes', and 'Cancel'.

Figure 20

LMO records require that a reference to another record is provided in the Recipient organism or parental organisms field. By clicking on the **Select a reference** button, you can select a reference to an existing document from the list that appears.

**Living Modified Organism identity**

**LMO name**  
Name commonly used to identify the LMO, such as the commercial name, e.g. Roundup soy, NewLeaf® potato, etc.

**Transformation event \***  
Name of the transformation event, e.g. MON810

**Is the LMO has a Unique identifier \***  
 Yes  No

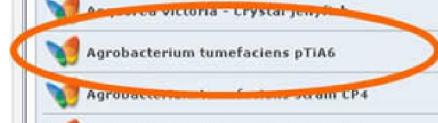
**Developer(s) \***  
[Add a reference »](#)

Please select a record from your personal database, or click create to make a new record.

[Continue »](#) [Cancel](#) [Create a new record »](#)  [Search](#)

 Acinetobacter calcoaceticus - Bacteria
 Agrobacterium VICTORIA - Crystallinogenic
 Agrobacterium tumefaciens pTiA6
 Agrobacterium tumefaciens strain CP4
 Agrobacterium tumefaciens strain CP4
 Arabidopsis thaliana - Thale cress

[Create a new record](#) [Cancel](#)



**Figure 21**

If the reference that you need is not available in the list (i.e. it has never been registered in the BCH), you may create a new record using the button “Create new record”.

**Living Modified Organism Identity**

**LMO name**  
Name commonly used to identify the LMO, such as the commercial name, e.g. Roundup soy, NewLeaf® potato, etc.

**Transformation event \***  
Name of the transformation event, e.g. MON810

**Is the LMO has a Unique identifier \***  
 Yes     No

**Developer(s) \***  
[Add a reference »](#)

**Recipient organism or parental organisms \***  
Please select a record from your personal database, or click create to make a new record.  
[Continue »](#) [Cancel](#) [Create a new record »](#)  [Search](#)

 [Acinetobacter calcoaceticus - Bacteria](#)

 [Aequorea victoria - Crystal jellyfish](#)

 [Agrobacterium tumefaciens pTiA6](#)

 [Agrobacterium tumefaciens strain CP4](#)

 [Agrobacterium tumefaciens strain CP4](#)

 [Arabidopsis thaliana - Thale cress](#)

**Figure 22**

In this case, the form to be completed will appear on the screen over the one that was previously being edited. It will need to be completed and published before it is made available in the dropdown reference list of the previous form.

**Instructions**

This information refers to unmodified organisms (non-LMOs) which are linked to other registries, such as the LMO registry, as references for donor and parental organisms.

Fields marked with an asterisk are mandatory

**Organism information**

**Taxonomic classification \***

The taxonomic classification is a formal designation of an organism. Example: genus: Oryza; species: sativa.

Please insert the common or scientific name to search

**Scientific name synonym(s)**

**Common name(s)**

A common name is used to refer to an organism in everyday language and may include synonyms. Example: maize / corn.

EN

**Figure 23**

See Section “Completing off-line Common Formats” for a description about how this is implemented using the off line format documents.

#### **Fields displayed according to answers provided previously**

In some cases, when entering the information, questions will be asked to the user. Depending on the answer provided, additional fields will appear on the screen to be completed.

**Category of the DNA sequence \***

Protein coding sequence  
 Promoter  
 Terminator

[Other »](#)

**Is the gene / DNA sequence is a synthetic molecule? \***

Yes     No

**Donor organism**

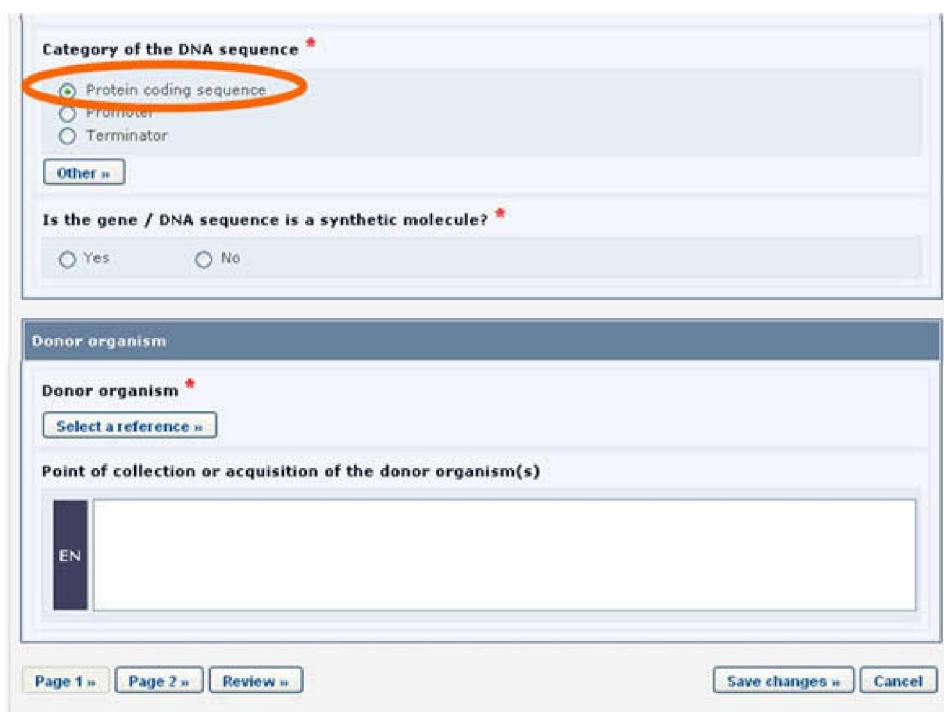
**Donor organism \***

[Select a reference »](#)

**Point of collection or acquisition of the donor organism(s)**

EN

[Page 1 »](#) [Page 2 »](#) [Review »](#) [Save changes »](#) [Cancel](#)



**Figure 24**

For example, when the “Protein coding sequence” option is selected under the “Category of a DNA sequence” section, a new section called “Characteristics of the protein coding sequence” will appear on the screen

Category of the DNA sequence \*

Protein coding sequence  
 Promoter  
 Terminator

**Other \***

Is the gene / DNA sequence is a synthetic molecule? \*

Yes       No

Donor organism

Donor organism \*

Select a reference »

Point of collection or acquisition of the donor organism(s)

EN

Characteristics of the protein coding sequence

Name of the protein expressed by the coding sequence

EN

Biological function

EN

Figure 25

Similarly, if the “Tolerance to abiotic stress” option is selected, a new section will appear displaying the list of all possible tolerances to abiotic stress.

**Related trait(s) or use(s) in biotechnology**

Please select the terms below that best describe the primary objective of the transformation or modification.

<input type="checkbox"/> Resistance to diseases and pests	<input type="checkbox"/> Changes in quality and/or metabolite content
<input type="checkbox"/> Resistance to herbicides	<input type="checkbox"/> Production of medical or pharmaceutical compounds (human or animal)
<input type="checkbox"/> Resistance to abiotic stress	<input type="checkbox"/> Use in industrial applications
<input checked="" type="checkbox"/> Tolerance to abiotic stress	<input type="checkbox"/> Selectable marker genes and reporter genes
<input type="checkbox"/> Changes in physiology and/or production	

**Other »**

**Tolerance to abiotic stress**

<input type="checkbox"/> Aluminum
<input type="checkbox"/> Cold / Heat
<input type="checkbox"/> Drought
<input type="checkbox"/> Micronutrient deficiency
<input type="checkbox"/> Nitrogen deficiency
<input type="checkbox"/> Phosphorus deficiency
<input type="checkbox"/> Potassium deficiency
<input type="checkbox"/> Salinity

**Figure 26**

See Section “Completing off-line Common Formats” for a description about how this is implemented using the off line format documents.

### **Additional Information fields**

All of the Common Formats provide an “Additional Information” field at the end of the record where you can add text, provide an internet address (URL), and attach additional file(s).

**Additional Information**

**Any other relevant information**  
Please use this field to provide any other relevant information that may not have been addressed elsewhere in the record.

EN

**Other relevant website address or attached documents**  
Please use this field to provide any other relevant website addresses and/or one or more relevant documents that will be displayed in the database for users to download.

[Add Website »](#) [Attach File »](#)

**Notes**  
The notes field is for your personal use only: you can see it when you edit the record, but it is not visible to others when the record is viewed through search pages.

Figure 27

#### Timeframes for confirming or updating document content

In order to keep certain records, such as Competent National Authorities, up-to-date, they require confirmation or update after one year from the date of submission. After the deadline, the author of the record will be asked to confirm or update the record within 3 months. If this has not been done at the expiry of this period, the record will be marked as "Not Confirmed".

National Competent Authority

Specify languages »

Page 1 » Page 2 » Page 3 » Review » Save changes » Cancel

Timeline for confirmation or updating of information

Please note that this category of information requires confirmation or updating after one year from the date of submission. After the deadline you will be asked to confirm or update the record within 3 months. After this period, if no confirmation has been received, the record will be marked as "Non-confirmed".

Additional Information

Any other relevant information

Please use this field to provide any other relevant information that may not have been addressed elsewhere in the record.

EN

Other relevant website address or attached documents

Please use this field to provide any other relevant website addresses and/or one or more relevant documents that will be stored in the database for users to download.

Add Website » Attach File »

Figure 28

In some cases, the expiration period is optional and the author is asked, when registering the document, to indicate whether confirmation or updating will be required after two years from the date of submission. Choosing this option will mean that the author will receive a reminder after two years to keep the information up-to-date.

Country's Decision or any other Communication

Page 1 » Page 2 » Page 3 » Review »

Save changes » Cancel

Timeframe for confirmation or updating of information

**Should this information be confirmed or updated after two years from the date of submission? \***

In case the answer to this question is "Yes", after two years from the date of submission you will be asked to confirm or update the record within 3 months. After this period, if no confirmation has been received, the record will be marked as "Non-confirmed".

Yes     No

Additional Information

**Any other relevant information**

Please use this field to provide any other relevant information that may not have been addressed elsewhere in the record.

EN

Figure 29

<b>National documents</b>	
<b>Type of document</b>	<b>Timeframe</b>
National Focal Points	One year (mandatory)
National Biosafety Website or Database	One year (mandatory)
Competent National Authority	One year (mandatory)
Biosafety Law, Regulation, Guidelines & Regional and International Agreements	Two years (optional)
Country's Decision or any other Communication	Two years (optional)
Risk Assessment Generated by a Regulatory Process	Two years (optional)
Biosafety Expert	Four years (mandatory)
Report on Biosafety Expert Assignment	No confirmation or updating required.
<b>Reference documents</b>	
<b>Type of document</b>	<b>Timeframe</b>
Contact	One year (mandatory)
Capacity Building Activities, Projects and Opportunities	One year (mandatory)
Biosafety Organization	One year (mandatory)
Biosafety Information Resource Centre (BIRC)	No confirmation or updating required.
BCH News	No confirmation or updating required.
Risk assessment generated by an independent or non-regulatory process	Two years (optional)
Living Modified Organism (LMO)	No confirmation or updating required.
Gene and DNA sequence	No confirmation or updating required.
Organism	No confirmation or updating required.

#### 4.1.5. Reviewing and saving a record

The “Review” button found at both the top and the bottom of the Common Format, allows BCH users to review their information as it will appear in the record when published.

The screenshot shows a web-based form titled "Biosafety Information Resource". At the top, there are navigation buttons for "Page 1", "Page 2", "Page 3", and "Review", with "Review" highlighted by a red circle. To the right are "Specify languages", "Save changes", and "Cancel" buttons. Below the buttons is a large text area for "Access to the resource". Under "Link to the resource(s)", there is a note about attaching relevant documents and two buttons: "Add Website" and "Attach file", also highlighted by a red circle. The "How to obtain the resource" section asks for details on ordering or obtaining the resource. A language selection dropdown on the left shows "EN". The "Notes" section is for personal use only and contains a text input field.

Figure 30

Clicking the review button opens the review page. If there are errors in the fields, they will be displayed with an error description for each one. Mandatory fields that are not completed are also highlighted.

By clicking on the “Edit” button, you return to the field that needs to be modified. If you cannot complete the form at that time, it is recommended that you save it as a draft.

It is very important to review the record for completeness and accuracy prior to submission for publication.

 Biosafety Information Resource

[Specify languages »](#)

[Page 1 »](#) [Page 2 »](#) [Page 3 »](#) [Review »](#) [Save changes »](#) [Cancel](#)

**Errors**

This document is **not yet ready for publishing** as it contains a number of incomplete fields or errors. Please review the errors below before submitting it for publishing.

If you are unable to complete entry of this record, **you can save it as a draft**, which will then be available in your list of drafts on the Management Centre. You or your colleagues can then continue editing the record in the current, or a later, session.

Name of the field	Description of the error	<a href="#">edit</a>
Title	<b>Field is mandatory</b>	<a href="#">edit</a>
Author	<b>Field is mandatory</b>	<a href="#">edit</a>
Language(s)	<b>Field is mandatory</b>	<a href="#">edit</a>
Publication date	<b>Field is mandatory</b>	<a href="#">edit</a>
Summary, abstract or table of contents	<b>Field is mandatory</b>	<a href="#">edit</a>
Thematic areas	<b>Field is mandatory</b>	<a href="#">edit</a>
Type of resource	<b>Field is mandatory</b>	<a href="#">edit</a>

[Page 1 »](#) [Page 2 »](#) [Page 3 »](#) [Review »](#) [Save changes »](#) [Cancel](#)

**Figure 31**

The “Save Changes” button, at both the top and the bottom of the online Common Formats, allows you to a) Submit the record for publishing or b) Save it as a draft. If you choose the latter, a saved draft will then be available in the “Edit a draft record” section for access at a later time.

 Biosafety Information Resource

Specify languages »

Page 1 » Page 2 » Page 3 » Review »

**Save changes »** **Cancel**

**Errors**

This document is **not yet ready for publishing** as it contains a number of incomplete fields or errors. Please review the errors below before submitting it for publishing.

If you are u  
list of drafts  
a later, sess

**Name of**

Title

Author

Languaged

Publication

Summary

Thematic

Type of re

**Saving changes...**

→ If you have finished entering all the information, you can submit the record for publishing.  
**Submit for publishing »**

↗ If you are unable to complete entry of this record, you can save it as a draft, which will then be available in your list of drafts on the Management Centre. You or your colleagues can then continue editing the record in the current, or a later, session.  
**Save as a draft »** **Cancel**

in your  
urrent, or

edit  
edit  
edit  
edit  
edit  
edit  
edit  
edit

Page 1 » Page 2 » Page 3 » Review »

**Save changes »** **Cancel**



**Figure 32**

The “Cancel” button, at both the top and the bottom of the online Common Format, allows you to cancel the changes you have made.

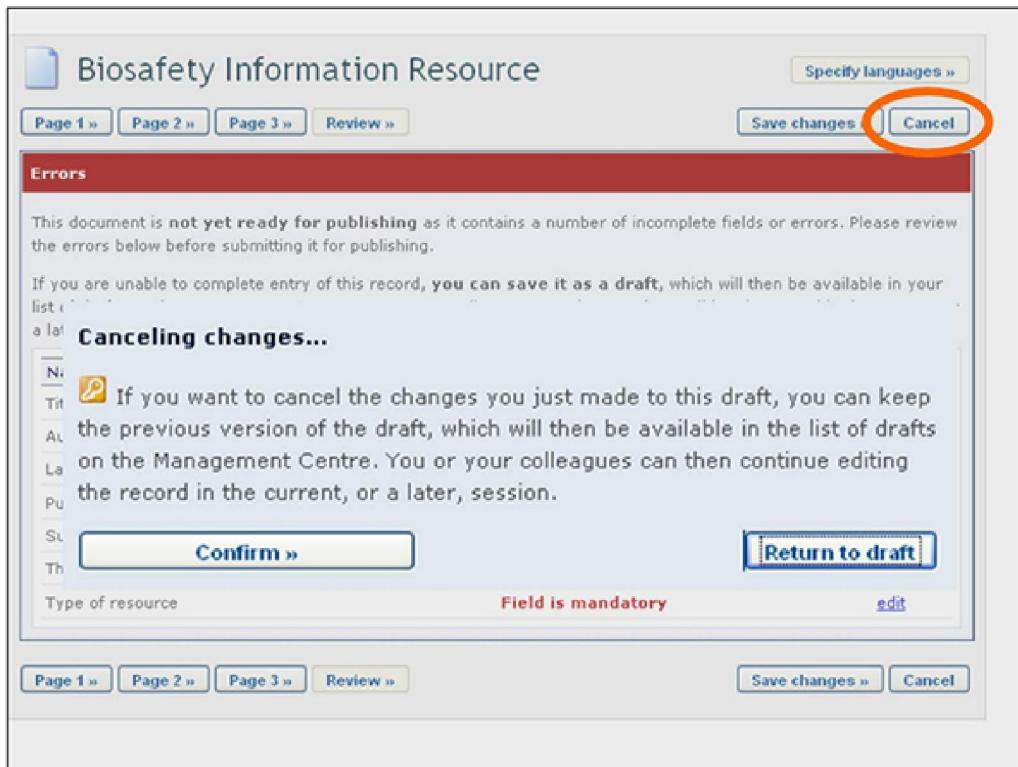


Figure 33

## 4.2. Edit a published record

In the left-hand menu of the Management Centre there is a link to “Edit a published record” By clicking it, you can edit or delete any existing record that you have previously published in the BCH. You can filter by record types in order to quickly identify which records you want to work on.



Figure 34

### 4.3. Edit a draft record

By clicking on the “Edit a draft record” link in the left-hand menu, you may edit or delete any existing drafts that you have previously saved.

As with the “Edit a published record” function, you can filter the record types in order to quickly identify which records you want to work on. Please note that Draft National Records saved here may be accessed by the BCH-NFP and any National Authorized User for editing and/or publication.

The screenshot shows the Biosafety Clearing-House Management Centre interface. At the top, there are language links (arabic, 中文, english, español, français, русский) and user links (My Profile, Sign Out). The main header features the 'Biosafety Clearing-House' logo and the Convention on Biological Diversity logo. Below the header, a navigation bar includes Home, The BCH, The Protocol, Finding Information, Registering Information, Resources, Help, and Country Profiles... A sidebar on the left contains links for Management Centre (Register a new record, Edit a published record, Edit a draft record, Record status, Record completeness), Personal Account (My Profile, My Subscriptions, Password change, Sign Out), and Administration (National Authorized Users). A note in the sidebar states: "Note: The pages of the BCH Management Centre have been recently updated. Access to the earlier sections My Drafts and Create and Manage Your Information have been moved to the above menu and renamed Register a new record, Edit a published record and Edit a draft record." The main content area is titled "Edit a draft record". It contains a note: "Draft records may be saved by registered users for any type of information according to their specific rights to manage information in the BCH." Below this, it says: "From this page, registered users may edit or delete previously saved draft records. Records may be saved as drafts at any time and be accessed from the draft section at a later date." Another note states: "National record drafts are shared among the BCH National Focal Point (BCH-NFP) and all National Authorized Users (NAUs) independently of the record owner." To the right, there is a box with an "IMPORTANT NOTICE": "The recent revamping of the Management Centre may have resulted in some draft records no longer appearing in this section. If you find that some of your draft records are missing, please contact the Secretariat at [bch@cbd.int](mailto:bch@cbd.int) in order for them to be retrieved for you." Below the notice, there is a table with two rows of draft records. The first row has an ID of [new] and a Description of "Risk Assessment", with a status of "Under Editing" and last edited on 2010-01-28 09:10. The second row has an ID of [new] and a Description of "Report on Assignment", with a status of "Under Editing" and last edited on 2010-01-28 09:10. Both rows have a "Delete" button. A red oval highlights the search bar labeled "Filter by record types <AID>".

ID	Description	Status	Last edited by/on	
[new]	Risk Assessment	Under Editing	bchnfp 2010-01-28 09:10	<a href="#">Delete</a>
[new]	Report on Assignment	Under Editing	bchnfp 2010-01-28 09:10	<a href="#">Delete</a>

Figure 35

### 4.4. Validate pending records

In the Management Centre, BCH-NFPs will also find, under the heading “Records requiring your review and validation prior to publication”, any records that need to be reviewed by you for completeness and accuracy prior to publication in the BCH.

My Profile | Sign Out

**Biosafety Clearing-House**

Convention on Biological Diversity

Home The BCH The Protocol Finding Information Registering Information Resources Help Country Profiles...

**Management Centre**

[Home](#) | Management Centre

Management Centre - Registering Information

Welcome! You have logged-in as rvmconsult@yahoo.com.

**Training Site of the BCH**

[Go to the training site](#)

This section allows registered BCH users to register, edit or delete information according to the rights conferred upon them by their specific roles. In order to view the status of a record you have submitted for publication, please see the [Record status](#) page.

**Records requiring your review and validation prior to publication**

The records below require your review. Please ensure that all records are accurate and complete before you validate them and make them available through the BCH. For explanations about the validation process go to the [FAQs](#).

ID	Description	Status	Requested by/on
[new]	National Database or Website Example: National Database or Website	Pending Approval	rvmconsult@yahoo.com 2010-02-22 13:27 UTC

**Figure 36**

## 4.5. Record Completeness

This new section provides the NBCH-FP and NAUs with records where mandatory fields were not filled-out. The recent COP-MOP5 held in Japan in October 2010 has decided on some fields in the common formats to be mandatory in nature.

ID	Description	Status	Last modified by/on
11345	Convention on the Conservation of the European Wildlife and Natural Habitats (Bern Convention) Intentional introduction into the environment (AIA) Transboundary movement (import/export)	Published Incomplete	kirsty.mdean@biodiv.org 2006-11-16 14:45 UTC-5
11346	Convention on the International Trade in Endangered Species of Wild Flora and Fauna (CITES) Transboundary movement (import/export)	Published Incomplete	kirsty.mdean@biodiv.org 2006-11-16 14:38 UTC-5
11347	Convention on Migratory Species of Wild Animals (CMS) (Bonn Convention)	Published Incomplete	kirsty.mdean@biodiv.org 2006-11-16 14:51 UTC-5

Figure 37

## 4.6. Personal Account

In the section “Personal Account” you can access your profile, which contains your contact details. Please ensure you keep this page up to date as your contact details change.

Welcome! You have logged-in as ernestobch@hotmail.com.

This section allows registered BCH users to register, edit or delete information according to the rights conferred upon them by their specific roles. In order to view the status of a record you have submitted for publication, please see the [Record status](#) page.

BCH users who are unfamiliar with the operation and use of the Management Centre may wish to refer to the [BCH Help section](#), or more specifically, to the [BCH Tutorials](#), [Frequently Asked Questions \(FAQs\)](#) sections and the [Training Materials](#). A [Training Site](#) is also available to help BCH users familiarize themselves with the functioning of the BCH's Management Centre without altering the content of the official portal.

**Records requiring your review and validation prior to publication**

The records below require your review. Please ensure that all records are accurate and complete before you validate them and make them available through the BCH. For explanations about the validation process go to the [FAQs](#).

Figure38

The page provides access to each of the following components:

1. My Profile;
2. My Subscriptions;
3. Password change; and
4. Sign out.

#### **4.6.1. Managing your Personal Profile**

By clicking on the “My Profile” link you can access the profile update page where you can update your personal data and set advanced security settings. . Once you have updated the information, you can confirm your changes by clicking the “Update my profile” button.

The screenshot shows the 'My Profile' update page. On the left is a sidebar with links: Management Centre, Home, Register a new record, Edit a published record, Edit a draft record, Record status, Record completeness, Personal Account, My Profile (highlighted), My Subscriptions, Password change, Sign Out, and Administration, National Authorized Users. The main area has a header 'Home | Management Centre | My Profile' and icons for print, email, and help. The 'My Profile' section title is followed by a note about changing a password. The 'Identification' section contains fields for 'Email address' (HolySee.NFP\*) and 'CC (optional)'. A note below says 'Only direct correspondence will be copied to the email addresses provided here, whereas bulk emails will be sent to the primary address only.' The 'Contact details' section contains fields for Name (Title, First name, Last name), Job Title, Department, Organization, Address, City, State/Province, Country, Zip/Postal code, Phone, Fax, Language (English), and Time Zone (GMT - Greenwich Mean Time). At the bottom are 'Update my profile' and 'Cancel changes' buttons.

**Figure 39**

#### **4.6.2. My Subscriptions**

All BCH users may subscribe to mailing lists.

Select the mailing lists you want to subscribe to by clicking on the corresponding options. Also, for each list that you choose, select the frequency you would like to receive the information.

**Management Centre**

- [Home](#) | [Management Centre](#) | My Subscriptions
- 

## My Subscriptions

Please indicate to which mailing lists you would like to subscribe by ticking the appropriate boxes. Also, for each list that you join, please indicate how frequently you would like to receive this information.

**BCH Current Awareness Service**

This listserv sends out summaries of each new record in the selected category that has been registered with the BCH. It is usually of most interest to regulators and national focal points. The Secretariat may also send out periodic notifications of interest in each category.

**Please select which categories of information you would like included in your summary:**

All **OR**  The following selected information

- All national contact information
- All laws and regulations information
- All capacity-building information
- All roster of experts information
- Biosafety Information Resources
- All decision information

**Please select how frequently you would like to receive this information:**

Never **OR**  Weekly summary **OR**  Biweekly summary **OR**  Monthly summary

**Biosafety Protocol News**

This listserv sends out the recent Biosafety Protocol News – a newsletter on the Cartagena Protocol on Biosafety. The purpose of the newsletter is to promote awareness of the Cartagena Protocol on Biosafety and provide a means through which Parties to the Protocol and other stakeholders could share news and information regarding their efforts and experiences.

**Please select which categories of information you would like included in your summary:**

Newsletter Subscription

[Update subscriptions](#)

**Figure 40**

### 4.6.3. Password change

To change your password, provide your current password and then enter the new one. Enter the new password again for confirmation and click the “Continue” button.

**Management Centre**

- [Home](#) | [Management Centre](#) | Password change
- 

## Password change

To change your password, enter your original password, then enter your new password twice.

*Please note: Passwords are case sensitive. Your password should be between 8 and 64 characters.*

Original Password

New Password

Confirm New Password

[Continue »](#)

If you require additional support, please contact the Secretariat of the Convention on Biological Diversity at the following address: [bch@cbd.int](mailto:bch@cbd.int)

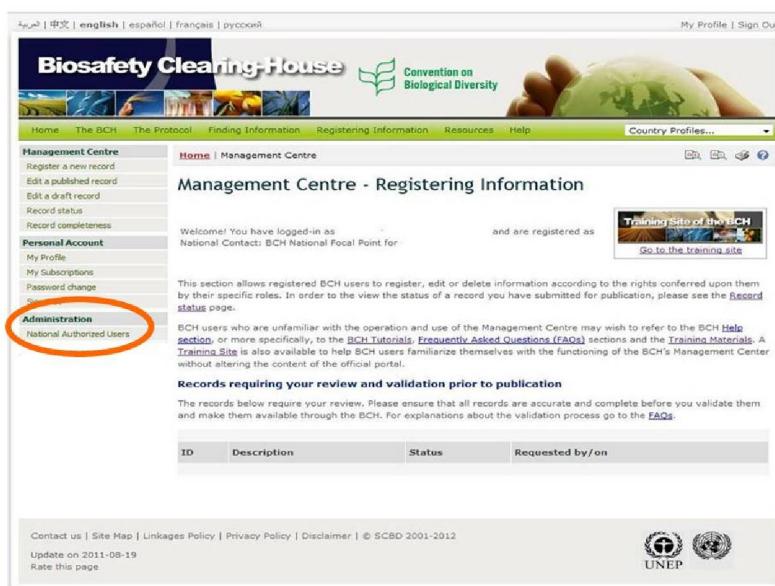
**Figure 41**

#### 4.6.4. Sign out

To close your session, click on the “Sign out” link. For security reasons, it is highly recommended to always close your session when you finish working on the BCH.

### **Administration (BCH - National Focal Points only)**

BCH-NFPs have access to some restricted areas of the “Administration” section. In some instances, BCH-NFPs may wish to delegate to National Authorized Users (NAUs) some or all of their responsibilities of registering information in the BCH.



The screenshot shows the 'Management Centre - Registering Information' page. On the left, there's a sidebar with 'Management Centre' and 'Personal Account' sections, and a main content area with a 'Welcome' message and a 'Records requiring your review and validation prior to publication' section. At the bottom, there's a table header for managing records. The 'Administration' section in the sidebar is circled in red.

Figure 42

### **National Authorized Users**

NAUs can create and manage draft records in all of the BCH’s categories of information (with the exception of registering National Focal Points). However, all new records created by NAUs, as well as any modifications made to existing records, are subject to validation prior to publication in the BCH either by the BCH-NFP, in the case of National records, or by the Secretariat in the case of Reference records.

The link “National Authorized Users” in the “Administration” section provides access to a page to manage and create NAUs.

The process for creating a new NAU is as follows:

1. Log onto the Management Centre (at <http://bch.cbd.int/managementcentre/>);
2. Click on National Authorized Users in the left-hand menu under the Administration heading;

**National Authorized Users Management**

As BCH National Focal Point (BCH-NFP) you are authorized to use the BCH Management Center to create, delete, or modify all national records pertaining to your country (National Report; National Biosafety Website or Database; Competent National Authority (Article 19.2); Biosafety Law, Regulation, Guidelines & Regional and International Agreements; Country's Decision or any other Communication; Risk Assessment Generated by a Regulatory Process; Biosafety Expert; and Report on the assignment undertaken by the Biosafety Expert). Only BCH-NFPs have the right to validate information for their own country (i.e. make the changes publicly available).

In some instances, BCH-NFPs may wish to delegate to **National Authorized Users** (NAUs) some or all of the responsibilities of registering information in the BCH or managing the Hermes instance of the BCH national node. NAUs can create and manage draft records in all of the BCH's categories of information (with the exception of registering National Focal Points). However, all new records created by NAUs, as well as any modifications that they make to existing records, are subject to validation either by the BCH-NFP, in the case of National records, or by the Secretariat in the case of Reference records prior to publication in the BCH.

The module below allows BCH-NFPs to add, edit or delete roles of NAUs for all records or for specific types of records as well as to extend administrator rights for the Hermes national node, where applicable. When adding a new NAU, the BCH-NFP will be asked to enter the **email address** of the person to be nominated. The system will automatically search for any match in the list of the BCH registered users. If the new NAU is not yet registered, it will ask for further details. Whether the user is new or already registered, the system will present to the BCH-NFP a list of **roles** that can be added and will notify the NAU of the appointment or any changes in the appointment.

Name/Position	Organization/Division	Roles
Ernesto Ocampo ernesto@qualisys.com		National Node <a href="#">Edit</a> <a href="#">Delete</a>
Alain Paul Charles Lebeaupin holysceuneup@nunciokenya.org	Permanent Observer Mission of the Holy See to UNEP and UNCHS	National Focal Point CBD Focal Point <a href="#">Edit</a> <a href="#">Delete</a>

[Add Authorized User »](#)

Figure 43

3. In creating a NAU, enter the email address of the person on the space provided in a box. The system automatically searches if there is a match to the email you provided.

**Nominate**

1. Email address  
Please enter the email address of the person you want to nominate as National Authorized User (NAU). The system will automatically search for any match.

2. Proceed with nomination  
Please confirm the nomination of the selected person by pressing on "Proceed with nomination".

[Proceed with nomination »](#)

Figure 44

4. If the email address you provided yield a match, you may now proceed by clicking the “proceed with nomination” button.

The screenshot shows a web-based application titled "National Authorized Users Management". On the left, there's a sidebar with links like "Edit a published record", "Record status", "Record completeness", "Personal Account" (which is expanded to show "My Profile", "My Subscriptions", "Password change", and "Sign Out"), and "Administration" (which is expanded to show "National Authorized" and "National Node Admin"). The main content area has a title "Nominate". It contains two sections: "1. Email address" where the user has entered "bch@cbd.int" and clicked "Search", and "2. Proceed with nomination" where the user has selected a result ("Name: Biosafety Clearing-House, Position: , Division: , Organization: , Email: bch@cbd.int") and is about to click the "Proceed with nomination" button, which is circled in red. To the right of the main content, there's a sidebar with text about the responsibilities of National Authorized Users and how they can manage records.

**Figure 45**

5. The system allows a BCH-NFP to add the role of a new NAU and/or expand the role of an existing NAU.

The screenshot shows the 'Edit' screen for a user record in the 'National Authorized Users Management' section. The left sidebar includes links for 'Edit a published record', 'Edit a draft record', 'Record status', 'Record completeness', 'Personal Account' (with 'My Profile', 'My Subscriptions', 'Password change', 'Sign Out'), and 'Administration' (with 'National Authorized Users' and 'National Node Administration'). The main content area has a title 'Edit' and a sub-section 'Identification' with fields for 'First name' (Biosafety), 'Last name' (Clearing-House), and 'Email' (bch@cbd.int). Below this is a 'Roles' section containing several checkboxes. Some are checked: 'National Authorized User (all type of records)', 'for Contact Details', 'for Laws', 'for Decisions / Risk Assessments', and 'for National Reports'. Other checkboxes are unchecked: 'Hermes Administrator', 'National Biosafety Expert', and 'National Node (Web Service Account)'. At the bottom are 'Proceed with changes >' and 'Cancel' buttons.

**Figure 46**

6. Under the “Edit” box, tick role(s) for the NAU from the “Roles” field and click on the “Proceed with changes” to assign the role(s) to the user

This screenshot is identical to Figure 46, but the 'Roles' section shows different checkbox states. The checkboxes for 'National Authorized User (all type of records)', 'for Contact Details', 'for Laws', 'for Decisions / Risk Assessments', and 'for National Reports' are now all checked. The other three checkboxes remain unchecked. The rest of the interface is identical to Figure 46.

**Figure 47**

- To remove a NAU from the list, click on the “Del” button, and an advise will appear on the screen. Once you have finished, click on the button “Proceed” if you want to effect the deletion or “Cancel” so as the action will not materialize.



**Figure 48**

### ***Completing off-line Common Formats***

Offline Common Formats are standard forms, made available on the BCH in MS Word format for download, to assist users in gathering and organizing information prior to submission. They are offline copies of the online registration forms. The forms contain several different fields in which to enter information. As in the online Common Formats, there are fields which are mandatory and must be completed before the record can be published. Also, there are fields in which different kinds of information are required (text, numbers, dates) and entering the wrong type of information (e.g. adding text in a number-only field) will block the publishing of the record.

The following list describes the kinds of fields that can be found on the forms.

Contact details of the focal point to be nominated	
<b>1</b> → 1. Title: 2. Gender 3. First name:*	<input checked="" type="checkbox"/> Dr. <input checked="" type="checkbox"/> Professor <input checked="" type="checkbox"/> Other (specify): <Text entry>  <input checked="" type="checkbox"/> Mr. <input checked="" type="checkbox"/> Ms.  <Text entry>

**Figure 49**

1. Checkboxes: Select the options that correspond from the list.
2. Text entry: Enter free text

3 →	5. Recipient organism or parental organisms: <sup>*</sup> <i>&lt;BCH record number&gt;</i> <i>Please enter the BCH record number containing this information or attach an "Organism" common format<sup>7</sup></i>
-----	--

Figure 50

3. Reference to another record: As in online registration forms, some fields may contain a reference to another record. In this case a “BCH record number” is entered; that is, the number that the referenced record was assigned in the BCH. Sometimes the record to be referenced does not yet exist. in these cases you may wish to create the record to be referenced using the appropriate offline Common Format and attach it.

Any other relevant information: <sup>6</sup>	<i>&lt;Text entry&gt;</i> <i>and/or &lt;URL and website name&gt;</i> 4 <i>and/or &lt;Attachment&gt;</i> 5
--	---

Figure 51

4. URL and website name: Provide the name and internet address of a website.
5. Attachment: Attach a document to the offline Common Format.

<b>6</b>	Date*:  <YYYY-MM-DD>
<b>7</b>	Name of the person submitting the request*:  <Text entry>
<b>7</b>	Contact details of the person submitting the request  <registered e-mail address>  Please enter the e-mail address that is registered in the BCH or, if not registered, attach a "Contact details" common format <sup>12</sup>

Figure 52

6. Date: Enter a valid date using the specified date format. For example, if the specified date format is 'YYYY-MM-DD', then the date "20-jan-2010" must be entered as "2010-01-20".
7. Registered email address: Enter an email address that was registered in the BCH to identify the referenced person.

<b>8</b>	<b>9</b>
Course/Programme fee(s):	<Value> and <Currency>

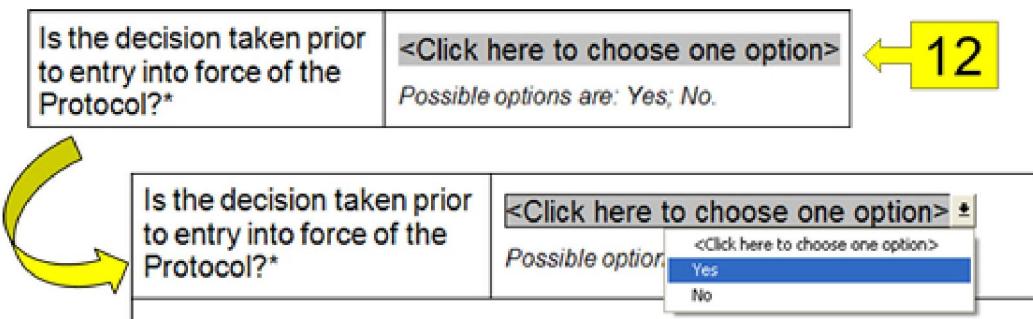
Figure 53

8. Value: Enter a numeric value
9. Currency: Enter a currency

Country submitting the decision or communication:*	<Country name>	<b>10</b>
Language(s):*	<Language(s)>	<b>11</b>

Figure 54

10. Country Name: Enter a valid country name  
 11. Language: Enter a language of a valid language code



<b>Is the decision taken prior to entry into force of the Protocol?*</b>	<Click here to choose one option> Possible options are: Yes; No.
--	---

Figure 55

12. Dropdown list: A list of options is displayed when clicking on the field. Select one of the options.

When completing the offline Common Formats, references to other BCH documents may be provided by entering the BCH record number of the referenced record. When a reference to a new record is required, a Common Format containing the requested information must be attached.

Reference Record <sup>1</sup> : Living Modified Organism (LMO) Registry <sup>2</sup>	
<i>Fields marked with an asterisk are mandatory</i>	
<b>LMO identity</b>	
1. LMO name: <sup>3</sup>	<Text entry>
2. Transformation event: <sup>4*</sup>	<Text entry>
3. Unique identifier: <sup>5</sup>	<Text entry>
4. Developer: <sup>*</sup>	<i>Please attach a "Contact Details" common format<sup>6</sup></i>
5. Recipient organism or parental organisms: <sup>*</sup>	<p>&lt;BCH record number&gt;</p> <p><i>Please enter the BCH record number containing this information or attach an "Organism" common format<sup>7</sup></i></p>
6. Point of collection or acquisition of the recipient organism or parental organisms:	<Text entry>

Figure 56

General information	
1. Name of the gene or DNA sequence: <sup>*</sup>	<Text entry>
2. Category of DNA sequence: <sup>*</sup>	<input checked="" type="checkbox"/> Protein coding sequence (gene, cDNA, etc.) <input type="checkbox"/> Promoter <input type="checkbox"/> Terminator <input type="checkbox"/> Other (specify): <Text entry>

Characteristics of the protein coding sequence			
Please fill this section only if, in question 2 above, you have indicated that the category of DNA sequence is "Protein coding sequence"			
5. Name of the protein expressed by the coding sequence:	<Text entry>		
6. Biological function:	<Text entry>		
7. Specific trait(s) or use(s) in biotechnology: <sup>4</sup> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"> <input type="checkbox"/> Resistance to &lt;diseases and pests&gt;  <input type="checkbox"/> Bacteria  <input type="checkbox"/> <i>Pseudomonas syringae</i>  <input type="checkbox"/> Fungi  <input type="checkbox"/> Insects  <input type="checkbox"/> Coleoptera (beetles)           </td> <td style="padding: 5px;"> <input type="checkbox"/> Nematodes  <input type="checkbox"/> Beet cyst eelworm (<i>Heterodera schachtii</i>)  <input type="checkbox"/> Cereal cyst nematode (<i>Heterodera</i> spp.)  <input type="checkbox"/> Viruses           </td> </tr> </table>		<input type="checkbox"/> Resistance to <diseases and pests> <input type="checkbox"/> Bacteria <input type="checkbox"/> <i>Pseudomonas syringae</i> <input type="checkbox"/> Fungi <input type="checkbox"/> Insects <input type="checkbox"/> Coleoptera (beetles)	<input type="checkbox"/> Nematodes <input type="checkbox"/> Beet cyst eelworm ( <i>Heterodera schachtii</i> ) <input type="checkbox"/> Cereal cyst nematode ( <i>Heterodera</i> spp.) <input type="checkbox"/> Viruses
<input type="checkbox"/> Resistance to <diseases and pests> <input type="checkbox"/> Bacteria <input type="checkbox"/> <i>Pseudomonas syringae</i> <input type="checkbox"/> Fungi <input type="checkbox"/> Insects <input type="checkbox"/> Coleoptera (beetles)	<input type="checkbox"/> Nematodes <input type="checkbox"/> Beet cyst eelworm ( <i>Heterodera schachtii</i> ) <input type="checkbox"/> Cereal cyst nematode ( <i>Heterodera</i> spp.) <input type="checkbox"/> Viruses		

Figure 57

## 5. Training Site

In order to familiarize yourself with the BCH, and particularly with its Management Centre, you are encouraged to visit the Training Site of the BCH, that is available through the “Resources” section. BCH registered users can also log onto the Training Site, at <http://bchtraining.cbd.int/>, with their regular email address and password.



Figure 58

### 5.1. Accessing the Training Site of the BCH-CP

When you click the “Go to the BCH Training Site” in the “Resources” section, you will be directed to the “Sign-In” page. Once signed (using your registered email address and password), you will proceed to the the main page of the training site

The screenshot shows the 'Sign In to the Biosafety Clearing-House' page. At the top, there are language links (arabic, 中文, english, español, français, русский) and account management links (Sign Up for an Account, Sign In). The main header features the 'Biosafety Clearing-House' logo and the 'Convention on Biological Diversity' logo. Below the header is a navigation bar with links: Home, The BCH, The Protocol, Finding Information, Registering Information, Resources, Help, and Country Profiles... A 'Sign In to the BCH' link is also present. The main content area is titled 'Sign In to the Biosafety Clearing-House'. It contains instructions for users who have an account or forgotten their password. A red circle highlights the input fields for 'Registered email address' (nmconsult@yahoo.com) and 'Password' (\*\*\*\*\*), along with the 'Sign In' button. To the right, there's a link for users who don't have a BCH account.

**Figure 59**

Registered users can practice registering information in the BCH Central Portal through accessing a “Training Space” located at the right most part of the Training Site’s main page. By clicking the down arrow key, various training spaces created for said purpose by various users will appear for user’s selection. The “Public BCHTraining” space is however, the recommended one.

The screenshot shows the 'Welcome to the Training Site of the Biosafety Clearing-House' page. At the top, there are language links (arabic, 中文, english, español, français, русский) and account management links (My Profile, Sign Out). The main header features the 'Biosafety Clearing-House' logo and the 'Convention on Biological Diversity' logo. Below the header is a navigation bar with links: Home, The BCH, The Protocol, Finding Information, Registering Information, Resources, Help, and Country Profiles... A 'Home | Resources | BCH Training Site' link is also present. The main content area is titled 'Welcome to the Training Site of the Biosafety Clearing-House'. It contains instructions for users to familiarize themselves with the functioning of the BCH's Management Center. A red circle highlights the 'Training Space' dropdown menu, which is currently set to 'Public BCH Training'. The dropdown menu also lists other training spaces such as 'Select a training space', 'Public BCH Training', 'Ernesto T. Diaz', 'Liberia\_JULY2011', 'DRC\_AUG2011', 'LAM', 'TOGO\_SEP2011', 'Bhutan Training Space', 'NIGER\_SEP2011', 'Moldova', 'Trial 105', 'Cortez', 'COSTA\_RICA\_OCT2011', 'CUBA\_OCT2011', 'Asia-Pacific-CEE Regional Workshop', 'Philippine National Workshop', 'ECUADOR\_NOV2011', 'ST\_KITTS\_NOV2011', 'ANTIGUA\_NOV2011', and 'Burkina Faso DEC2011'.

**Figure 60**

With the “training space” already selected, click the down arrow key under the “Government” section and select the name of the country as indicated in the list.



Figure 61

Once the “government” is selected, select a role to perform. If you are a designated NFP, you can initially the “Training: BCH National Focal Point so you can practice the records validation and approval.



**Figure 62**

Upon selection of the role, you will be directed to the “Training Site of the BCH”, where you can now start practicing the different functionalities under the “Management Centre” under a training ID indicated at the right side of the page.



**Figure 63**

Should you wish to change role (from NAU to NFP or vice versa), click the “change setting” located at the top most right of the page.



**Figure 64**

You will note the changes with the training ID, indicating the new role. As a NAU, you can practice registering new records, editing published and draft records, and submitting records for validation, to name a few.

The BCH Training Site is a mirror copy of the official BCH and has been implemented to help BCH users familiarize themselves with the functioning of the BCH's Management Center. The information registered on the Training Site does not affect the official BCH site and the information that is registered in it is not made publicly available.