



Ready Reference Management Centre Quick Start RR6

Practice with the BCH Training Site

Use your existing BCH account to practice registering record on the BCH Training site.

Web address:

<https://bch.cbd.int/resources/trainingsite.shtml>

Access the Management Centre

Web address:

<https://bch.cbd.int/managementcentre/>

The screenshot shows the Biosafety Clearing-House Management Centre website. At the top, there is a navigation bar with links: Home, The BCH, The Protocol, Finding Information, Registering Information (highlighted with a red circle and a yellow callout box labeled '1'), Resources, and Help. Below the navigation bar, there is a section titled 'Sign In to the Biosafety Clearing-House'. This section contains a form with two main options: 'If you have a BCH account, please sign in now:' and 'If you don't have a BCH account:'. The first option includes fields for 'Registered email address' and 'Password', a 'Remember me' checkbox, and a 'Sign In' button (highlighted with a yellow callout box labeled '4'). The second option includes a link to 'Request a new password' (highlighted with a yellow callout box labeled '2') and a link to 'Sign Up for a BCH Account' (highlighted with a yellow callout box labeled '3'). Below the form, there is a section titled 'Important Remarks' with text about the confidentiality of information submitted through the Management Centre.

- 1. Open the Management Centre** Open the Management by following the link Registering information.
- 2. Forgotten password** Re-set your password by following the instructions on the Management Centre home page.
- 3. Get a BCH account** Sign-up for a BCH account by filling in the online form.
- 4. Sign-in to your account** Enter your email address and password and click the "sign-in" button.



Navigating the Management Centre Home Page

Web address:

<https://bch.cbd.int/managementcentre/>

The screenshot shows the Management Centre Home Page. A yellow box with numbers 1, 2, and 3 points to the 'Management Centre' sidebar menu. A yellow box with the number 4 points to the 'Training Site of the BCH' banner. The page includes a navigation bar with links like Home, The BCH, The Protocol, Finding Information, Registering Information, Resources, and Help. The main content area is titled 'Management Centre - Registering Information' and includes a welcome message, a description of the section, and a table of records requiring review and validation.

1
2
3

Management Centre
Register a new record
Edit a published record
Edit a draft record
Record status
National Records Completeness

Personal Account
My Profile
My Subscriptions
Password change
Sign Out

Training Spaces
Management
Hermes
Emergency contacts

Home | Management Centre

Management Centre - Registering Information

Welcome! You have logged-in as **aby.xto@gmail.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.

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 Center 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](#).

ID	Description	Status	Requested by/on
----	-------------	--------	-----------------

- | | |
|-----------------------------------|---|
| 1. Register a new record | Use this link to submit new information |
| 2. Edit a published record | Use this link to manage information you have previously submitted |
| 3. Edit a draft records | Use this link to access your draft records. |
| 4. Training site | Link to the training site of the BCH |



Creating new records

Web address:

<https://bch.cbd.int/managementcentre/register/>

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

Management Centre
Register a new record
Edit a published record
Edit a draft record
Record status
National Records Completeness

Personal Account
My Profile
My Subscriptions
Password change
Sign Out

Administration
National Authorized Users

Home | **Management Centre** | Register a new record

Register a new record

Instructions

From this page, registered users may submit new records in the BCH according to their role.

Please note the following:

- **Common formats** for the submission of the information are provided below in both *offline* and *online* formats. The *offline common formats* are made available on the BCH in MS Word format for download to assist users to gather and organize their records prior to submission.
- **Users with limited internet access** may complete offline the common formats and submit them, duly signed, via email, to the Secretariat for registration on their behalf.
- **Records may be saved as drafts at any time** and be accessed from the draft section at a later date. Please ensure that your records are as accurate and complete as possible prior to publication.
- **Mandatory fields are marked with a red asterisk.** Records lacking mandatory information cannot be published and the missing mandatory information will be highlighted once the draft record is saved.

To begin drafting a new record, please select a Common Format from the lists below and click on the appropriate icon.

Sections

- [Registering National Records](#)
- [Registering Reference Records](#)

1

Registering National Records

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

1. Record type

Choose a record type: National records or Reference records



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 preferred language:

 Common Format	 Offline format (Step 1: Gathering Information)	 Online format (Step 2: Submitting Information)
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Second Regular National Report on the Implementation of the Cartagena Protocol on Biosafety

To be submitted no later than 30th September 2011; see note on [National Report](#) page

Ms Word format files; about 700 Kb



[Ar](#) | [En](#) | [Es](#) | [Fr](#) | [Ru](#) | [Zh](#)



Compressed archives (ZIP files), about 200 Kb



[Ar](#) | [En](#) | [Es](#) | [Fr](#) | [Ru](#) | [Zh](#)

National Focal Points

Cartagena Protocol on Biosafety (CPB-NFP), Biosafety Clearing-House (BCH-NFP) or Contact points for unintentional transboundary movements and emergency measures (Art. 17)



[Ar](#) | [En](#) | [Es](#) | [Fr](#) | [Ru](#) | [Zh](#)

[Explanatory note on the appointment of NFPs](#)

National Biosafety Website or Database



[Ar](#) | [En](#) | [Es](#) | [Fr](#) | [Ru](#) | [Zh](#)



Competent National Authority (Article 19.2)



[Ar](#) | [En](#) | [Es](#) | [Fr](#) | [Ru](#) | [Zh](#)



Biosafety Law, Regulation, Guidelines & Regional and International Agreements



[Ar](#) | [En](#) | [Es](#) | [Fr](#) | [Ru](#) | [Zh](#)



Country's Decision or any other Communication



[Ar](#) | [En](#) | [Es](#) | [Fr](#) | [Ru](#) | [Zh](#)



Risk Assessment Generated by a Regulatory Process



[Ar](#) | [En](#) | [Es](#) | [Fr](#) | [Ru](#) | [Zh](#)



Biosafety Expert (Decisions BS-I/4 and BS-IV/4)



[Ar](#) | [En](#) | [Es](#) | [Fr](#) | [Ru](#) | [Zh](#)



Report on the assignment undertaken by the Biosafety Expert




[Ar](#) | [En](#) | [Es](#) | [Fr](#) | [Ru](#) | [Zh](#)



2. **Category of a new record**
3. **Offline format**
4. **Online format**

Select record category (common format) from the list

Download a copy of the common format in necessary language for selecting and preparing information for registering or entering information off-line.

Use the link (the icon ) appropriate to the necessary record category for registering information in the BCH.



Edit existing records

Web address:

<https://bch.cbd.int/managementcentre/edit.shtml>

The screenshot shows the 'Edit a published record' page. The left sidebar contains navigation links under 'Management Centre', 'Personal Account', and 'Administration'. The main content area has a breadcrumb trail: Home | Management Centre | Edit a published record. Below this, there's a title 'Edit a published record' and a brief explanation of the editing process. A red instruction states: 'To edit a published record, select the category of the document you wish to edit and then the record.' Below this, there are filters for 'record types' (set to '<All> (24)') and 'Results per page' (set to '25'). A table lists published records with columns for ID, Description, Status, and Last modified by/on. A yellow box with the number '1' and an arrow points to the 'National Database or Website' link in the first record's description.

ID	Description	Status	Last modified by/on
9307	National Database or Website National Co-ordination Biosafety Centre National biosafety information resource	Published	juliana.costa@cbd.int/7331 2008-02-12 12:05 UTC+2
43654	National Focal Point Natalya Minchenko Cartagena Protocol on Biosafety National Focal Point, CBD National Focal Point	Published	bch@cbd.int 2011-04-26 19:00 UTC+2
47772	Law, Regulation or Guideline The Law of the Republic of Belarus "On Safety in Genetic Engineering Activities" All functions pursuant to the Cartagena Protocol on Biosafety	Published	biosafety.by@gmail.com 2012-02-28 17:04 UTC+2
47773	Law, Regulation or Guideline The Resolution of Council of Ministers of the Republic of Belarus "On Establishing National Co-ordination Biosafety Centre" Competent National Authorities and National Focal Points Information Sharing	Published	biosafety.by@gmail.com 2012-02-28 14:58 UTC+2
47774	Law, Regulation or Guideline The Law of the Republic of Belarus "On Accession of the Republic of Belarus to the Cartagena Protocol on Biosafety to the Convention on Biological Diversity" All functions pursuant to the Cartagena Protocol on Biosafety	Published	biosafety.by@gmail.com 2012-02-28 15:06 UTC+2
47775	Law, Regulation or Guideline The Resolution of the Council of Ministers of the Republic of Belarus "On Measures for Implementation of the Provisions of the Cartagena Protocol on Biosafety to the Convention on Biological Diversity" All functions pursuant to the Cartagena Protocol on Biosafety	Published	biosafety.by@gmail.com 2012-02-29 11:24 UTC+2

1 Record

Use the link in the list of descriptions to choose a published record for editing.



Edit draft records

Web address:

<https://bch.cbd.int/managementcentre/draftededit.shtml>

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

Management Centre

- Register a new record
- Edit a published record
- Edit a draft record
- Record status
- National Records Completeness

Personal Account

- My Profile
- My Subscriptions
- Password change
- Sign Out

Administration

- National Authorized Users

Edit a draft record

Draft records may be saved by registered users for any type of information according to their specific rights to manage information in the BCH.

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.

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 work on a draft record, please select the title of document from the table below.

Filter by record types: <All> (2) Results per page: 25

ID	Description	Status	Last edited by/on	
103667	Law, Regulation or Guideline On Safety Requirements for Trial Fields and Other Objects Provided for Testing Nonpathogenic Genetically Engineered Organisms under their First Release into the Environment Intentional introduction into the environment (AIA)	Under Editing	aby.xto@gmail.com 2012-07-23 12:14 UTC+2	Delete
103668	Law, Regulation or Guideline On Approval of Instruction on Procedures of Testing Non-pathogenic Genetically Engineered Organisms under their Release into the Environment Intentional introduction into the environment (AIA)	Under Editing	aby.xto@gmail.com 2012-07-23 12:14 UTC+2	Delete

1 Record

Choose a draft record for editing by the link in the list of their descriptions or

2 Delete draft record

Delete unnecessary draft record by clicking on the button "Delete"