



BCH  
training



## Registering Information in the BCH Central Portal

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# 1 Introduction to the Module

**In this module 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 use the virtual mailbox**
- **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 module has been developed by the Secretariat after the revamping of the Management Centre, in line with all the other previous modules.

## Audience

This module 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 module demonstrates the process of registering information online directly in the BCH databases 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.

## 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.

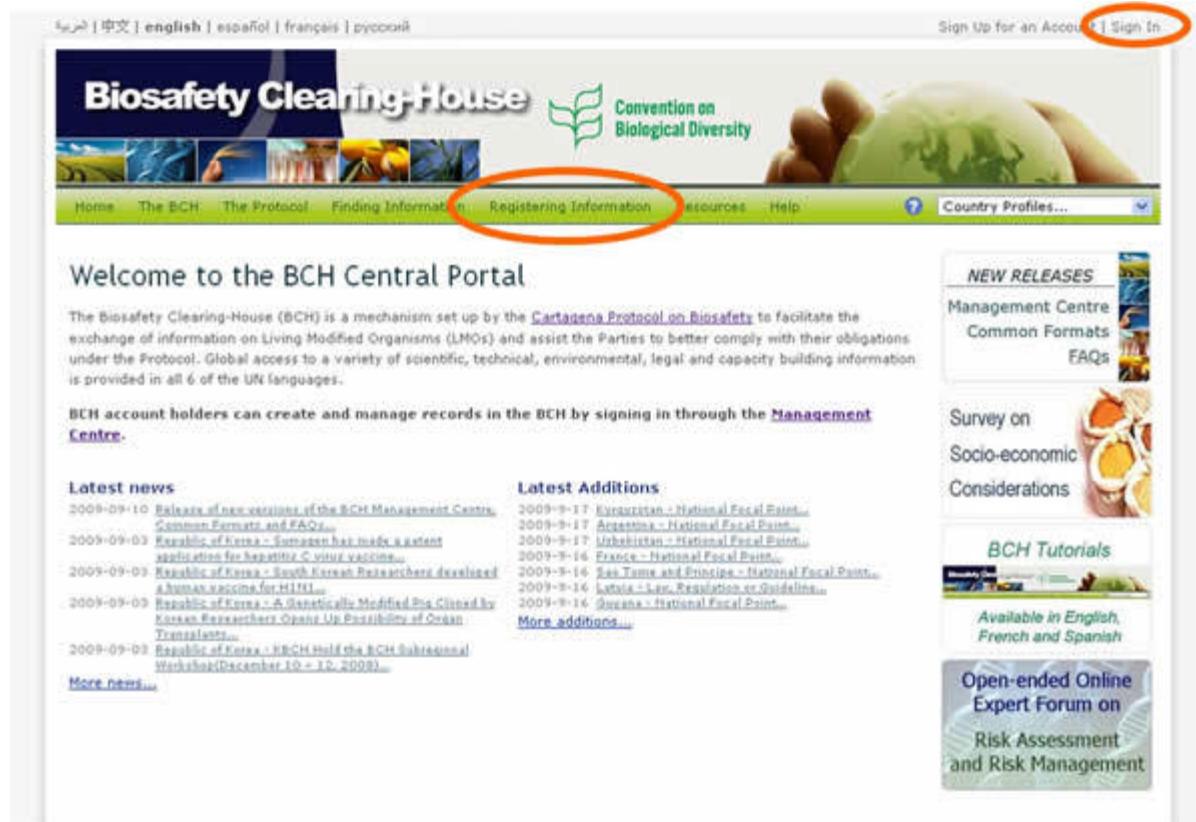


Figure 1

### 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.

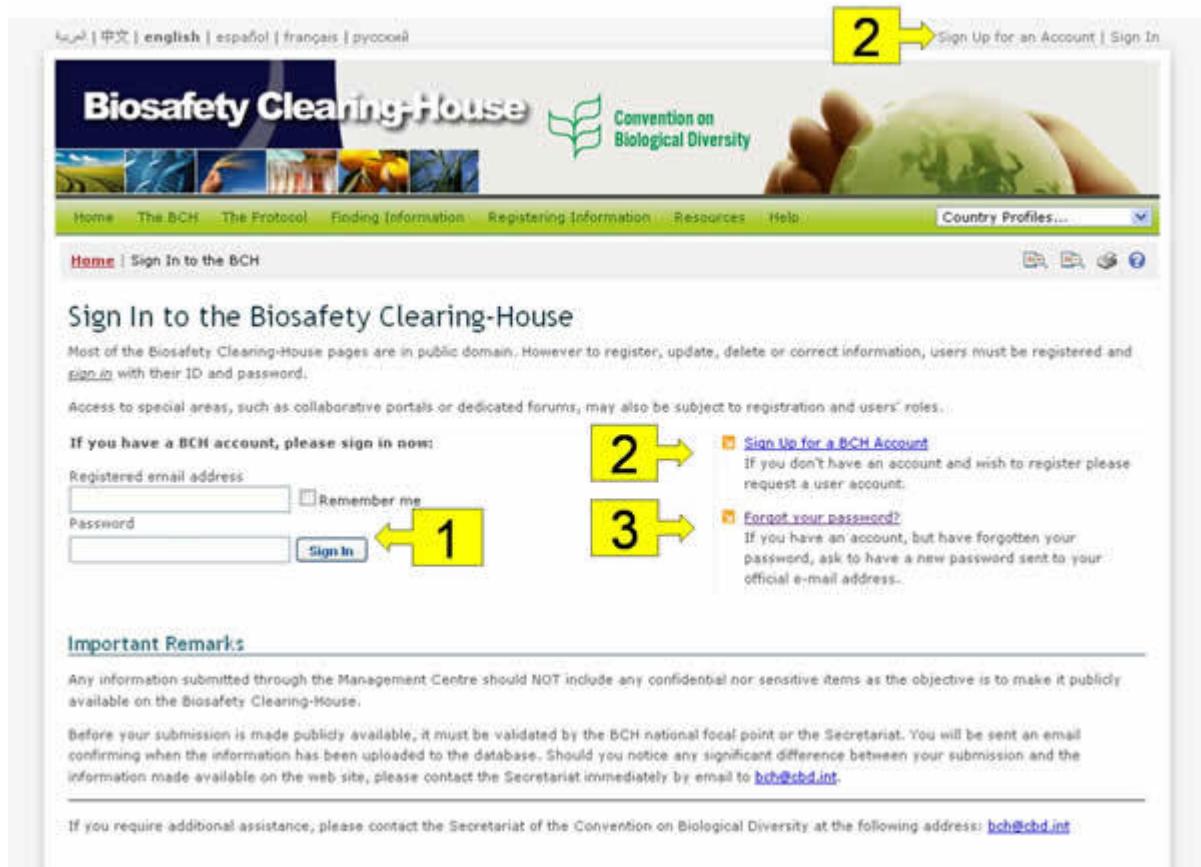


Figure 2

#### 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 (see picture below). Any user can request a “General User Account”.

**General User Account**

Your e-mail address is the primary manner by which BCH will contact you. It is used, for example, to reply to technical support requests, to send confirmation of an online requests, or to notify you of important updates.

If you wish to learn more about the Privacy Policy of the Biosafety-Clearing House then please [follow this link...](#)

Please provide the information below.

|                |                               |                   |                     |
|----------------|-------------------------------|-------------------|---------------------|
| Name:          | Title: Ms.                    | First name: Irene | Last name: Sulaweyo |
| Job Title:     |                               |                   |                     |
| Department:    |                               |                   |                     |
| Organization:  | University of Durban          |                   |                     |
| Address:       |                               |                   |                     |
| City:          | Durban                        | State/Province:   |                     |
| Country:       | South Africa                  | Zip/Postal code:  |                     |
| Phone:         | +27 31 228-7538               | Fax:              | +27 31 228-7500     |
| Email address: | renie.sulaweyo@adwilza        |                   |                     |
| Time Zone:     | GMT+2 - EET: Eastern European |                   |                     |
| Language:      | English                       |                   |                     |
| Notes:         |                               |                   |                     |

**Submit request** **Cancel request**

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.

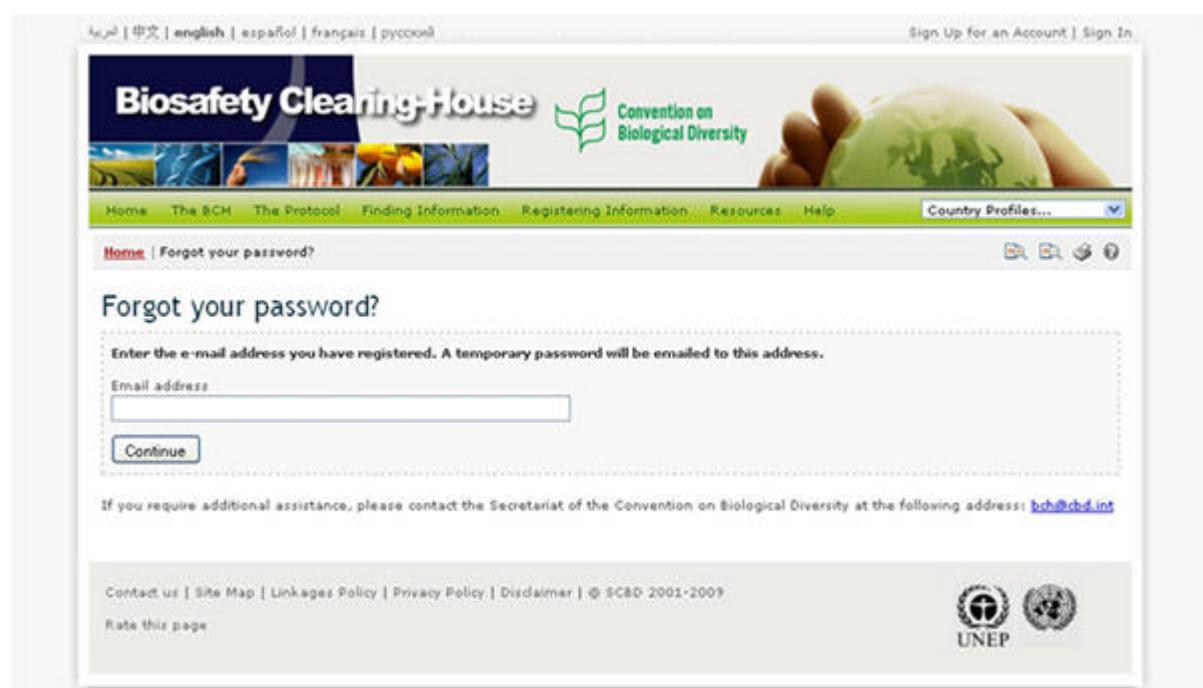


Figure 4

## 4 The Management Centre main page

**1** Management Centre - Registering Information

**2** Management Centre

**3** Edit a published record

**4** Records pending validation prior to publication

**5** Welcome to the Management Centre of the Biosafety Clearing-House

**6** Mailbox (1 new message waiting) | My Profile | Sign Out

**7** Administration

| ID    | Description                                      | Status           | Requested by/on            |
|-------|--------------------------------------------------|------------------|----------------------------|
| [new] | National Database or Website<br>Example: Example | Pending Approval | bchnfp<br>2010-01-27 14:54 |

Figure 5

Once you are signed in, the main page of the BCH Management Centre provides 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. Personal mailbox; and
7. 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;

## Registering Information in the BCH Central Portal

- 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.

The screenshot shows the BCH Management Centre interface. At the top, there are language links (arabic, 中文, english, español, français, pycceski), a mailbox notification (1 new message waiting), and profile links (My Profile, Sign Out). The main header features the 'Biosafety Clearing-House' logo, the Convention on Biological Diversity logo, and a background image of a globe. Below the header, a navigation bar includes Home, The BCH, The Protocol, Finding Information, Registering Information, Resources, Help, and Country Profiles....

The left sidebar has sections for Management Centre (Register a new record, Edit a published record, Edit a draft record), Personal Account (My Profile, My Subscriptions, Password change, Sign Out), and Administration (National Authorized Users, National Node Administration). 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." A copyright notice at the bottom left reads: "© 2006-2010 United Nations Environment Programme".

The main content area is titled "Register a new record". It contains an "Instructions" section with a note about submitting records and a list of instructions. Below this is a note about drafting records. The "Sections" list, which is circled in red, includes "Registering National Records" and "Registering 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.
- registered users may register all types of Reference Records, subject to validation by the Secretariat prior to publication in the BCH.

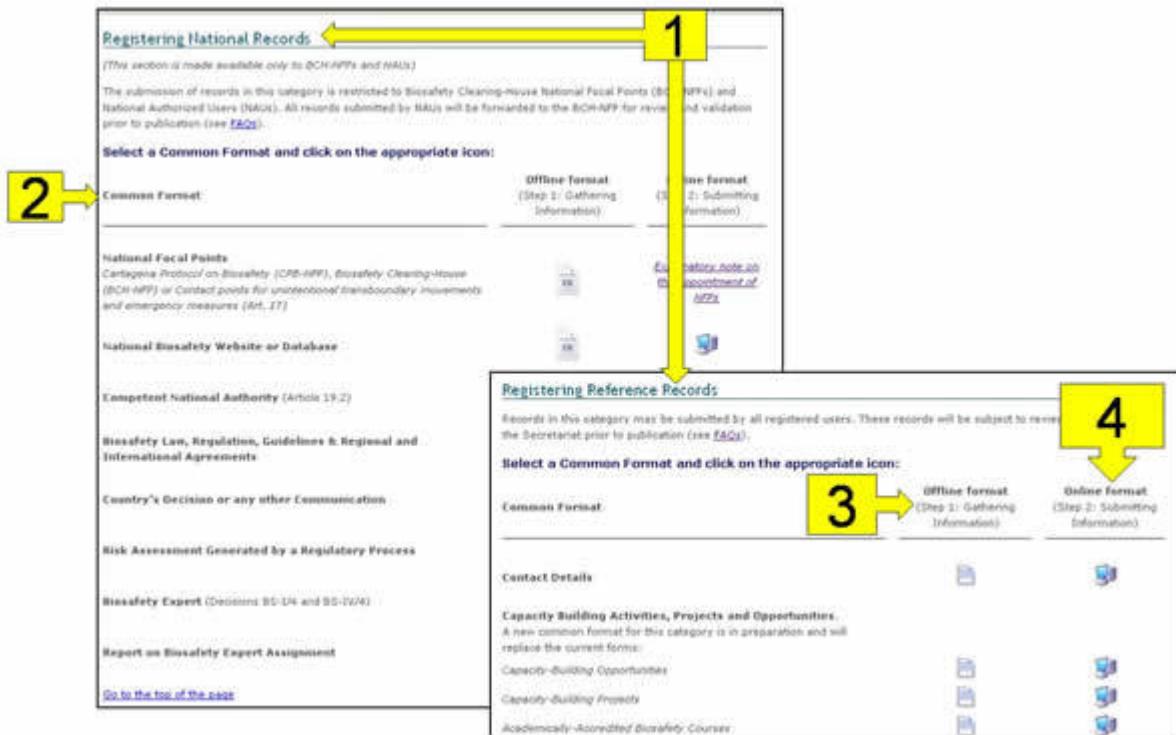


Figure 7

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.

#### 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 Biosafety Expert Assignment                                         | 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.                                                                                                                        |
| Biosafety organizations                                               | 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.                                                                                                                                                                 |
| Gene and other DNA Sequence                                           | 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.                                                                                                                                                                        |
| Organisms                                                             | 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.

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).

### 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.

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 What are 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.

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 4.8 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.

#### 4.1.4 Using the online registration forms

The following diagram shows the general steps required to register or edit information on the BCH.

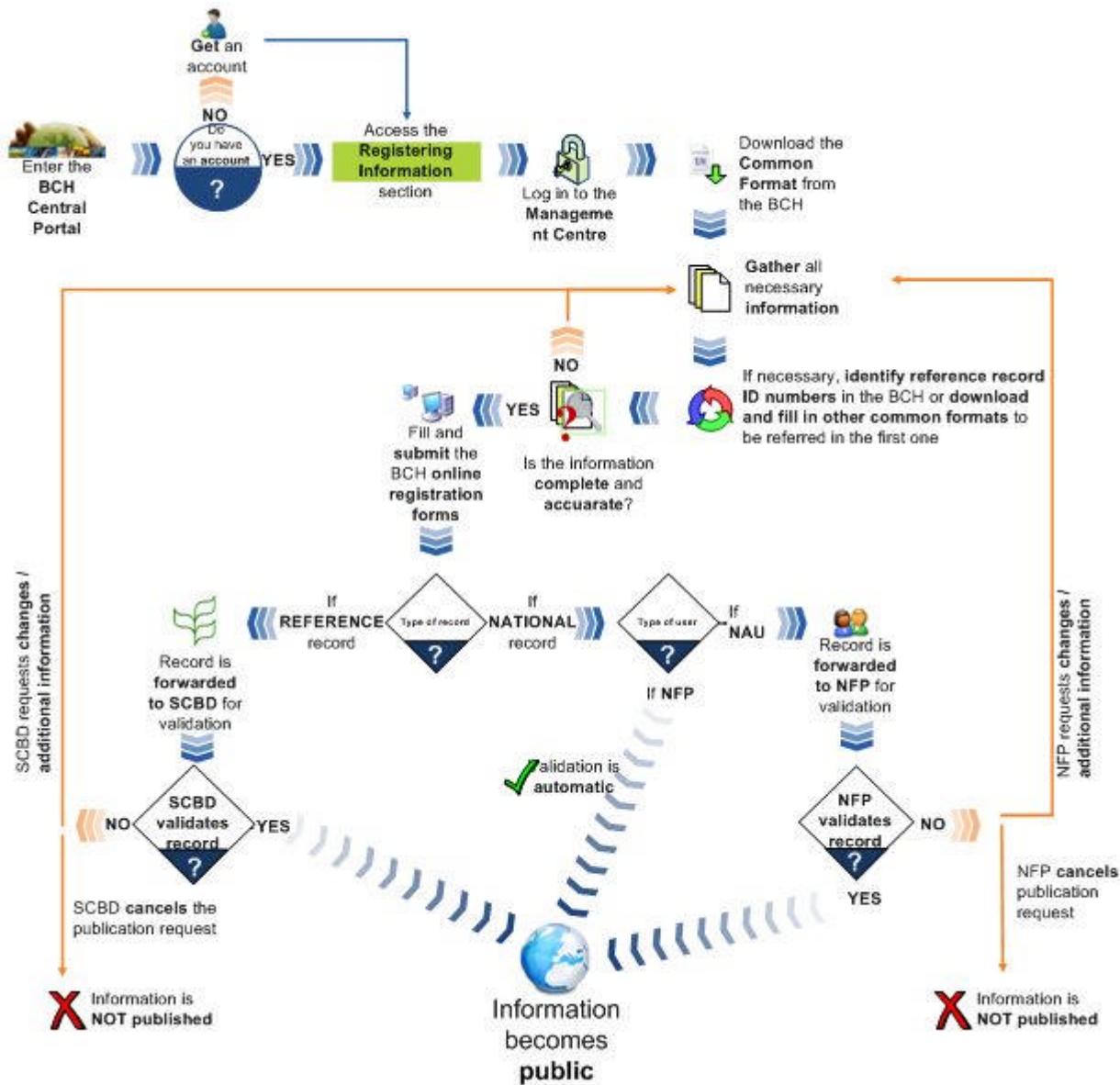


Figure 8

The following pictures present the typical on-line forms, explaining the usage of their different fields.

The screenshot shows the 'Living Modified Organism' registration page. The left sidebar contains links for 'Edit a draft record', 'Personal Account' (selected), 'My Profile', 'My Subscriptions', 'Password change', 'Sign Out', 'Administration' (selected), 'National Authorized Users', and 'National Node Administration'. The main content area has a title 'Living Modified Organism' with a '1' box above it. Below the title are buttons for 'Page 1 <', 'Page 2 <', 'Page 3 <', 'Review >', 'Specify languages >', 'Save changes >', and 'Cancel'. A 'Instructions' section states: 'Fields marked with an asterisk are mandatory.' The 'Identification of the Living Modified Organism' section includes fields for 'LMO name' (text input 'EN'), 'Transformation event' (text input), 'Does this LMO have a unique identifier?' (radio buttons 'Yes' and 'No', with 'No' selected and a '3' box above it), and 'Developer(s)' (button 'Add a reference >'). A large callout box labeled '4' covers the 'Other relevant website address or attached documents' section, which contains 'Add Website >', 'Attach File >', and 'Delete' buttons. Below this is a 'Fax Number' section with a text input and 'Delete' button, and an 'Add an Item >' button.

Figure 9

The components highlighted in the 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).

**LMO characteristics**

**Phenotypic changes**  
Describe the phenotypic changes in comparison to the non-transformed recipient organism.

**LMO's common use(s)**  
Choose as many options as applicable.

EN

5

6

Food     Ornamental  
 Feed     Pharmaceutical  
 Biofuel     Research  
 Bioreactor     Timber  
 Bioremediation     Vaccine

**Other \***

Figure 10

5. **Checkboxes:** When there are short lists of controlled vocabulary (i.e. a pre-defined list of possible terms; see the BCH glossary definition), they are sometimes presented as checkboxes. To add or select one or more terms, click on the checkboxes that appear next to them.
6. **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.

**Country \***

[not specified]

Select » 7

Country \*

(not specified)

Continue » Cancel

Afghanistan  
Albania  
Algeria  
Andorra  
Angola  
Antigua and Barbuda  
Argentina  
Armenia  
Australia  
Austria

Postal or Zip Code

Save changes » Cancel

UNEP

Figure 11

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 12

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.
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 a registration form for a Biosafety Information Resource. At the top, there are navigation links for 'Page 1 »', 'Page 2 »', 'Page 3 »', and 'Review ». On the right, there are buttons for 'Specify languages »', 'Save changes »', and 'Cancel'. Below these are sections for 'Instructions' and 'General Information'.

**Instructions:** A note states 'Fields marked with an asterisk are mandatory.' This note is circled in orange.

**General Information:**

- Title \***: A field where 'EN' is selected. This field is circled in orange.
- Author \***: A field for entering the name of the author, with an 'Add an item »' button and a 'Delete' button. This field is circled in orange.
- Language(s) \***: A section with checkboxes for selecting languages. It includes boxes for Arabic, Chinese, English, French, Russian, and Spanish. The English and Spanish boxes are checked.
- Other »**: A link to add more language options.
- Publication date \***: A date selection field with dropdown menus for year, month, and day.

Figure 13

#### 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

Page 1 » Page 2 » Page 3 » Review »

Specify languages »

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 » |

is/her affiliation if appropriate.

Delete

The screenshot shows a modal dialog box titled "Specify languages" overlaid on a larger form. The dialog has a red circle around the "Specify languages »" button at the top right. Inside, there are sections for "UN official languages" (with checkboxes for Arabic, English, Russian, Chinese, French, and Spanish) and "Other languages" (with a dropdown menu showing "Italian" and a checkbox for "Italian"). At the bottom are "Save selection »" and "Cancel" buttons, and a note about providing courtesy translations.

Figure 14

 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.

[Delete](#)

[Add an item »](#)



Figure 15

#### 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.

**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.

EN

**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 \***  
[Select a reference »](#)  

**Point of collection or acquisition of the recipient organism or parental organisms**  
EN

**Related LMOs**  
[Add a reference »](#)

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

Figure 16

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.

| <input type="button" value="Continue »"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <input type="button" value="Cancel"/> | <input type="button" value="Create a new record »"/> | <input type="text"/> | <input type="button" value="Search"/> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|------------------------------------------------------|----------------------|---------------------------------------|
|  Acinetobacter calcoaceticus - Bacteria<br> Agrobacterium victoria - Crystallogenic<br> Agrobacterium tumefaciens pTiA6<br> Agrobacterium tumefaciens strain CP4<br> Agrobacterium tumefaciens strain CP4<br> Arabidopsis thaliana - Thale cress |                                       |                                                      |                      |                                       |

Figure 17

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.

EN

**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.

|                                                                                     | <a href="#">Continue »</a>             | <a href="#">Cancel</a> | <a href="#">Create a new record »</a> | <input type="text"/> | <a href="#">Search</a> |
|-------------------------------------------------------------------------------------|----------------------------------------|------------------------|---------------------------------------|----------------------|------------------------|
|   | Acinetobacter calcoaceticus - Bacteria |                        |                                       |                      |                        |
|  | Aequorea victoria - Crystal jellyfish  |                        |                                       |                      |                        |
|  | Agrobacterium tumefaciens pTiA6        |                        |                                       |                      |                        |
|  | Agrobacterium tumefaciens strain CP4   |                        |                                       |                      |                        |
|  | Agrobacterium tumefaciens strain CP4   |                        |                                       |                      |                        |
|  | Arabidopsis thaliana - Thale cress     |                        |                                       |                      |                        |

[Cancel](#)

Figure 18

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.

**Living Modified Organism**

**Organism**

**Specify languages**

**Save changes**  **Cancel**

**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 19

See Section “Completing off-line Common Formats” (Section 4.8) 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.

The screenshot shows a registration form for a DNA sequence. In the top section, under 'Category of the DNA sequence \*', the 'Protein coding sequence' option is selected (radio button checked) and highlighted with a red oval. Below it are 'Promoter' and 'Terminator' options, and a link to 'Other'. In the middle section, under 'Is the gene / DNA sequence a synthetic molecule? \*', both 'Yes' and 'No' options are available. The bottom section, titled 'Donor organism', contains a 'Donor organism \*' field with a 'Select a reference' link, and a 'Point of collection or acquisition of the donor organism(s)' field containing 'EN'. At the bottom are navigation links: 'Page 1 >', 'Page 2 >', 'Review >', 'Save changes >', and 'Cancel'.

Figure 20

For example, in the form above, 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 (see picture below).

The screenshot shows a registration form for a DNA sequence. At the top, under "Category of the DNA sequence \*", the "Protein coding sequence" option is selected (indicated by a red arrow). Below this is a question "Is the gene / DNA sequence is a synthetic molecule? \*". Under "Donor organism", there is a section for "Select a reference" and a list of collection points starting with "EN". A large orange circle highlights the "Characteristics of the protein coding sequence" section, which includes fields for the protein name and biological function, both preceded by "EN".

**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 21

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<br>(human or animal) |
| <input type="checkbox"/> Resistance to environmental factors     | <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**

- Aluminum
- Cold / Heat
- Drought
- Micronutrient deficiency
- Nitrogen deficiency
- Phosphorus deficiency
- Potassium deficiency
- Salinity

Figure 22

See Section “Completing off-line Common Formats” (Section 4.8) 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 stored 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 23

#### 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".

The screenshot shows a web-based form titled "National Competent Authority". At the top right are buttons for "Specify languages", "Save changes", and "Cancel". Below the title are navigation buttons for "Page 1", "Page 2", "Page 3", and "Review". A large orange circle highlights a section titled "Timeframe for confirmation or updating of information". Inside this section, a note states: "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'." Below this is another section titled "Additional Information" with a sub-section "Any other relevant information". A note here says: "Please use this field to provide any other relevant information that may not have been addressed elsewhere in the record." To the left of the text area is a vertical column labeled "EN". At the bottom of the page are buttons for "Add Website" and "Attach File".

Figure 24

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** [Specify languages »](#)

[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 25

| <b>National documents</b>                                                     |                                       |
|-------------------------------------------------------------------------------|---------------------------------------|
| Type of document                                                              | Timeframe                             |
| 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>                                            |                                       |
|-----------------------------------------------------------------------|---------------------------------------|
| Type of document                                                      | Timeframe                             |
| 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.

Biosafety Information Resource

Page 1 » Page 2 » Page 3 » Review »

Specify languages »

Save changes » Cancel

**Access to the resource**

**Link to the resource(s)**

Please always attach the relevant document(s) that will be stored in the database for users to download. When resources are available on the Internet, please also provide a link to them. Please note that attachments are preferable to links because they are permanently accessible whereas links can become broken.

Add Website » Attach File »

**How to obtain the resource**

Please provide details on how hard copies of the resource(s) can be ordered or otherwise obtained.

EN

**Notes**

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

Figure 26

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  |                      |
|----------------------------------------|---------------------------|----------------------|
| 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 27

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 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.

**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 current, or  
edit  
edit  
edit  
edit  
edit  
edit  
edit  
edit

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

Figure 28

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

The screenshot shows a web-based form titled "Biosafety Information Resource". At the top right, there is a "Specify languages »" link and two buttons: "Save changes" and "Cancel". The "Cancel" button is circled in red. Below the title, there is a "Page 1 »", "Page 2 »", "Page 3 »", and "Review »" navigation bar. A red header bar labeled "Errors" contains the text: "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." Below this, a note says: "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..." followed by "a later session". A section titled "Canceling changes..." provides instructions: "If you want to cancel the changes you just made to this draft, you can keep the previous version of the draft, which will then be available in the list of drafts on the Management Centre. You or your colleagues can then continue editing the record in the current, or a later, session." At the bottom left is a "Confirm »" button, and at the bottom right is a "Return to draft" button. There is also a "Field is mandatory" label and an "edit" link. The bottom navigation bar includes "Page 1 »", "Page 2 »", "Page 3 »", "Review »", "Save changes", and "Cancel".

Figure 29

## 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.

The screenshot shows the Biosafety Clearing-House Management Centre interface. In the top left, there are language links: العربية | 中文 | english | español | français | русский. The top right has links: Mailbox (1 new message waiting) | My Profile | Sign Out. The header features the 'Biosafety Clearing-House' logo, the Convention on Biological Diversity logo, and a background image of a globe. Below the header, a navigation bar includes Home, The BCH, The Protocol, Finding Information, Registering Information, Resources, Help, and Country Profiles... A dropdown menu on the right is set to 'Management Centre'. On the left, a sidebar lists Management Centre options: Register a new record, Edit a published record (which is circled in red), Edit a draft record, Personal Account (My Profile, My Subscriptions, Password change, Sign Out), and Administration (National Authorized Users, National Node Administration). 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'. The main content area is titled 'Edit a published record' and contains instructions: 'Published records may be edited by registered users according to their specific rights to manage information in the BCH (see FAQs). At any stage, documents may be saved as drafts and made available in the draft section for future use.' It also says 'To edit a published record, select the category of the document you wish to edit and then the record.' Below this is a search/filter section with 'Filter by Record types' (set to <All>) and 'Results per page' (set to 25). A table lists two records:

| ID     | Description                                        | Status    | Last modified by/on        |
|--------|----------------------------------------------------|-----------|----------------------------|
| 100964 | National Database or Website<br>Example<br>Example | Published | bchnau<br>2010-01-27 14:53 |
| 100967 | Contact<br>Sample                                  | Published | bchnfp<br>2010-01-28 14:05 |

Figure 30

## 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.

## Registering Information in the BCH Central Portal

The screenshot shows the Biosafety Clearing-House Management Centre interface. At the top, there are language links (Arabic, Chinese, English, Spanish, French, Russian) and a navigation bar with links for Home, The BCH, The Protocol, Finding Information, Registering Information, Resources, Help, and Country Profiles... A banner for the Convention on Biological Diversity is visible. On the left, a sidebar lists Management Centre options: Register a new record, Edit a published record, and Edit a draft record (which is circled in red). Personal Account options include My Profile, My Subscriptions, Password change, and Sign Out. Administration options include National Authorized Users and National Node Administration. A note at the bottom of 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. For explanations about Registering information please go to the FAQs." The main content area is titled "Edit a draft record" and contains instructions for managing draft records. It includes a note about recent changes to the Management Centre and contact information for missing records. Below this is a table titled "To work on a draft record, please select the title of document from the table below." The table has columns for ID, Description, Status, and Last edited by/on. It lists three entries: [new] Risk Assessment (Under Editing), [new] Report on Assignment (Under Editing), and [new] Gene and DNA Sequence (Under Editing). Each entry has a "Delete" button.

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

Figure 31

## 4.4 Validate pending records

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

[العربية](#) | [中文](#) | [english](#) | [español](#) | [français](#) | [русский](#)

Mailbox (1 new message waiting) | 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

Register a new record  
Edit a published record  
Edit a draft record

**Personal Account**

My Profile  
My Subscriptions  
Password change  
Sign Out

**Administration**

National Authorized Users  
National Node Administration

Note: The pages of the BCH Management Centre have been recently updated. Similar to the old version, this page contains a list of those **Records pending validation prior to publication** (previously named 'Items requiring your attention'). However, access to the earlier sections *My Drafts* and *Create and Manage Your Information* have been moved to the

**Records pending validation prior to publication**

These records require review for completeness and accuracy. 'National Records' will be published only after validation by the BCH National Focal Point (BCH-NFP) while 'Reference Records' will have to be validated by the CBD Secretariat. For explanations about the validation process go to the [FAQs](#).

| ID    | Description                                                        | Status                                            | Requested by/on            |
|-------|--------------------------------------------------------------------|---------------------------------------------------|----------------------------|
| [new] | <a href="#">National Database or Website</a><br>Example<br>Example | <input checked="" type="radio"/> Pending Approval | bchnfp<br>2010-01-27 14:54 |

Figure 32

## 4.5 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.



Figure 33

The page provides access to each of the following components:

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

#### 4.5.1 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.

**Management Centre**

- Register a new record
- Edit a published record
- Edit a draft record

**Personal Account**

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

**Administration**

- National Authorized Users
- National Node Administration

**Identification**

Email address:  \*

Cc (optional):

Only direct correspondence will be copied to the email addresses provided here, whereas bulk emails will be sent to the primary address only.

**Contact details**

| Name                 | Title                | First name           | Last name   |
|----------------------|----------------------|----------------------|-------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | HolySee.NFP |

Job Title:

Department:

Organization:

Address:

City:  State/Province:

Country:  Zip/Postal code:

Phone:  Fax:

Language:  \*

Time Zone:  \*

Figure 34

## 4.5.2 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 with which you would like to receive the information.

**Management Centre**

- Register a new record
- Edit a published record
- Edit a draft record

**Personal Account**

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

**Administration**

- National Authorized Users
- National Node Administration

**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 listserve 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

Figure 35

### 4.5.3 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](#)

**Personal Account**

[My Profile](#)  
[My Subscriptions](#)  
[Password change](#) (selected)  
[Sign Out](#)

**Administration**

[National Authorized Users](#)  
[National Node Administration](#)

**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 6 and 20 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 36

### 4.5.4 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.

## 4.6 Mailbox

Each BCH user has a Virtual Mailbox used to receive email notifications sent by the BCH. Note that the mailbox is “virtual” because it does not contain a real email address and cannot be used to *send* emails.

[Home](#) | [english](#) | [español](#) | [français](#) | [русский](#)

**Biosafety Clearing-House**

**Convention on Biological Diversity**

[Home](#) | [Management Centre](#)

**Management Centre - Registering Information**

Welcome to the Management Centre of the Biosafety Clearing-House

You have logged-in as [bchnfp@qualisys.com](mailto:bchnfp@qualisys.com) and are registered as National Focal Point for [Country Name].

This section allows registered BCH users to register, edit or delete information according to the rights conferred upon them by their specific roles.

Further details regarding the operation and use of the Management Centre are available in the [Training Modules section](#) of the BCH Online Help. A [BCH Training Site](#) is also available to help all BCH users familiarize themselves with the functioning of the BCH's Management Center and may be accessed by using the same registered email address and password that is used to log on to the official BCH.

**Note:** The pages of the BCH Management Centre have been recently updated. Similar to the old version, this page contains a list of those Records pending.

**Records pending validation prior to publication**

These records require review for completeness and accuracy. 'National Records' will be published only after validation by the BCH National Focal Point (BCH-NFP) while 'Reference Records' will have to be validated by the CBD Secretariat. For explanations about the validation process go to the [FAQs](#).

Figure 37

The screenshot shows the 'Mailbox' section of the BCH Central Portal. The left sidebar has sections for Management Centre, Personal Account, and Administration. The main content area has a heading 'Mailbox' with instructions about unread messages and deleting them. It lists one message with a checkbox next to it, and buttons for 'Delete selected items' and 'Delete this message'.

| <input type="checkbox"/> | Subject                                 | Date             | ID    |
|--------------------------|-----------------------------------------|------------------|-------|
| <input type="checkbox"/> | Welcome to the Biosafety Clearing-House | 2009-12-18 19:26 | 25783 |

Figure 38

**New messages:** Unread email messages appear in bold under the Subject heading.

**Reading messages:** To open a message, double click on the message title on the list. Once the message has been read, it will no longer appear in bold in the list.

**Saving messages:** If you would like to keep the message in your virtual mailbox, click on the Return to mailbox button that appears below the message.

**Deleting messages:** If you would like to delete a message which you are reading, click on the Delete this message button that appears below. If you would like to reply to the message, you must have a valid email address (if you do not have an email address, contact the CBD for assistance using the contact form).

To delete one or more messages from the mailbox list, click on the checkboxes immediately on the left of the messages to be deleted and then click on the button below the list called Delete selected items.

You may receive an automatic warning message in your virtual mailbox in the event of situations because of which you need to be warned, for example when you register a record that contains keyword terms that are not in the BCH controlled vocabulary. This means that this record may not be classified correctly, and will not be searchable using the BCH thesaurus. Please check the record and update the appropriate sections as soon as possible.

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

BCH-NFPs have access to some restricted areas of the Administration section, namely i) National Authorized Users and ii) National Node Administration.

**Note:** The pages of the BCH Management Centre have been recently updated. Similar to the old version, this page contains a list of those **Records pending validation prior to publication** (previously named 'Items requiring your attention'). However, access

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

Figure 39

#### 4.7.1 National Authorized Users

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.

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;
3. Click on the **Create an account** button;
4. In the **Identification** section of the **User Profile** page that appears, enter a valid email address in the **Account ID** field;
5. In the **Contact details** section, enter the person's name.
6. In the **Access Control** section, select the role of National Authorized User for all records from the **Roles** field;
7. Click on the icon which makes the role appear in the **Selected Roles** field; and
8. Click on the **Save profile** button at the top of the **User Profile** page.

The screenshot shows the 'Management Centre' section of the BCH website. The left sidebar includes links for 'Management Centre', 'Personal Account', and 'Administration'. The 'Administration' link is circled in red. The main content area is titled 'National Authorized Users Management'. It contains a note about the role of a National Focal Point and a note about creating accounts. At the bottom, there are buttons for 'Create an account >' and 'Authorize an existing user >'. The 'Create an account >' button is also circled in red.

Figure 40

The identification of the account of a new NAU must be a valid email address. Communication will be established with the user through that email address.

At present, the system does not allow a BCH-NFP to add the role of a National Authorized User to an existing user account. If this is required, please contact the Secretariat.

## National Authorized User

[Save profile](#) [Delete profile](#)

**Identification**

|                                                                   |                      |   |
|-------------------------------------------------------------------|----------------------|---|
| Account ID                                                        | <input type="text"/> | * |
| For normal mode, enter a valid email address.                     |                      |   |
| For virtual mailbox mode, choose a unique account ID (without @). |                      |   |
| Cc (optional)                                                     | <input type="text"/> |   |

**Contact details**

|               |                      |           |                  |                      |
|---------------|----------------------|-----------|------------------|----------------------|
| Name          | Title                | Firstname | Lastname         | *                    |
| Designation   |                      |           |                  |                      |
| Department    |                      |           |                  |                      |
| Organization: |                      |           |                  |                      |
| Address:      |                      |           |                  |                      |
| City:         | <input type="text"/> |           | State/Province:  | <input type="text"/> |
| Country:      | <input type="text"/> |           | Zip/Postal code: | <input type="text"/> |
| Phone:        | <input type="text"/> |           | Fax:             | <input type="text"/> |
| Language:     | <input type="text"/> |           |                  | *                    |
| Time Zone:    | <input type="text"/> |           |                  | *                    |

Figure 41

## National Authorized User

[Save profile](#) [Delete profile](#)

**Access Control**

Training Database  
 MAIN

Government (optional)  
 Sudan

User Group Name (optional)

Roles

Available Roles

|                                                                    |                     |
|--------------------------------------------------------------------|---------------------|
| <input type="checkbox"/> National Authorized User for all records  | <a href="#">ADD</a> |
| <input type="checkbox"/> National Authorized User for Contact Dete | <a href="#">DEL</a> |
| <input type="checkbox"/> National Authorized User for Decisions on |                     |
| <input type="checkbox"/> National Authorized User for Laws and Re  |                     |
| <input type="checkbox"/> National Expert                           |                     |
| <input type="checkbox"/> National Node (Web Service)               |                     |

Selected Roles

|                          |
|--------------------------|
| <input type="checkbox"/> |
|--------------------------|

Figure 42

Under the section **Access Control**, select a role for the NAU from the **Available Roles** field and click on the Add arrow icon to assign the role to the user (thus adding the role to the **Selected Roles** field). To remove

a role, perform the reverse operation: select a role from the **Selected Roles** field and click on the Del arrow icon. Once you have finished, click on the button **Save profile** at the top of the page.

## 4.7.2 National Node Administration

The link **National Node Administration** provides access to a page that can be used to request interoperability between the national nodes of the BCH and the Central Portal of the BCH.

The screenshot shows the 'Management Centre' section of the BCH website. On the left, there's a sidebar with links for 'Management Centre', 'Personal Account', and 'Administration'. The 'Administration' section has a link 'National Node Administration' which is circled in red. The main content area is titled 'National Nodes Management' and contains a form with fields for 'Url', 'Username', and 'Password'. Below the form is a note: 'PLEASE NOTE: The BCH Crawler does not support HTTP redirections. Therefore if for instance <http://ucu1.bch.biosafety.vxz> redirects to <http://www.biosafety.vxz/bch/ucu1/>, use the later.' At the bottom, there are links for 'Contact us', 'Site Map', 'Linkages Policy', 'Privacy Policy', 'Disclaimer', and '© SCBD 2001-2009'. To the right, there are logos for UNEP and the Convention on Biological Diversity.

Figure 43

Interoperability refers to the sharing of data between a country's national BCH and the BCH Central Portal maintained by the Secretariat. Information that is registered in the BCH can automatically appear in a country's national BCH by using either Hermes or the Ajax Plug-In. Governmental agencies or organizations managing information on their own servers may also wish to explore the possibility of making their servers interoperable with the BCH by exchanging data in XML format. National Focal Points or IT administrators who are interested in this option may contact the Secretariat for further information.

For more information please contact the Secretariat.

## 4.8 Completing offline 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:                   | <input type="checkbox"/> Dr. <input type="checkbox"/> Professor<br><input type="checkbox"/> Other (specify): <Text entry> |
|                                                    | 2. Gender                   | <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.                                                                 |
| <b>2</b>                                           | 3. First name: <sup>*</sup> | <Text entry>                                                                                                              |

Figure 44

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

|          |                                                           |                                                                                                                                                                                                                                |
|----------|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>3</b> | 5. Recipient organism or parental organisms: <sup>*</sup> | <p style="text-align: center;"><i>&lt;BCH record number&gt;</i></p> <p style="text-align: center;"><i>Please enter the BCH record number containing this information or attach an “Organism” common format<sup>7</sup></i></p> |
|----------|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Figure 45

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> | <p style="text-align: center;">&lt;Text entry&gt;</p> <p style="text-align: center;">and/or &lt;URL and website name&gt;</p> <p style="text-align: center;">and/or &lt;Attachment&gt;</p> | <b>4</b> |
|                                              |                                                                                                                                                                                           | <b>5</b> |

Figure 46

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

|     |                                                                                                                                                                                                                                            |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6 → | Date*:<br><br><YYYY-MM-DD>                                                                                                                                                                                                                 |
| 7 → | Name of the person submitting the request*:<br><br><Text entry>                                                                                                                                                                            |
| 7 → | Contact details of the person submitting the request<br><br><registered e-mail address><br><br>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 47

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.

|                          |                        |
|--------------------------|------------------------|
| 8 ↓                      | 9 ↓                    |
| Course/Programme fee(s): | <Value> and <Currency> |

Figure 48

8. **Value:** Enter a numeric valued.
9. **Currency:** Enter a currency.

|                                                    |                |
|----------------------------------------------------|----------------|
| Country submitting the decision or communication:* | <Country name> |
| Language(s):*                                      | <Language(s)>  |

Figure 49

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

Is the decision taken prior to entry into force of the Protocol?\*

<Click here to choose one option>

Possible options are: Yes; No.

12

Is the decision taken prior to entry into force of the Protocol?\*

<Click here to choose one option>

Possible options are:

- Yes
- No

Figure 50

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 51

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

**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:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <input type="text" value=""/>                                                                                    |                                                                                    |                                                                                                                  |                                |                                                                         |                                                                                   |                                  |
| 6. Biological function:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <input type="text" value=""/>                                                                                    |                                                                                    |                                                                                                                  |                                |                                                                         |                                                                                   |                                  |
| 7. Specific trait(s) or use(s) in biotechnology: <sup>4</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                  |                                                                                    |                                                                                                                  |                                |                                                                         |                                                                                   |                                  |
| <input type="checkbox"/> Resistance to <diseases and pests><br><table border="0"> <tr> <td><input type="checkbox"/> Bacteria<br/><input type="checkbox"/> Pseudomonas syringae</td> <td><input type="checkbox"/> Nematodes<br/><input type="checkbox"/> Beet cyst eelworm (<i>Heterodera schachtii</i>)</td> </tr> <tr> <td><input type="checkbox"/> Fungi</td> <td><input type="checkbox"/> Cereal cyst nematode (<i>Heterodera</i> spp.)</td> </tr> <tr> <td><input type="checkbox"/> Insects<br/><input type="checkbox"/> Coleoptera (beetles)</td> <td><input type="checkbox"/> Viruses</td> </tr> </table> |                                                                                                                  | <input type="checkbox"/> Bacteria<br><input type="checkbox"/> Pseudomonas syringae | <input type="checkbox"/> Nematodes<br><input type="checkbox"/> Beet cyst eelworm ( <i>Heterodera schachtii</i> ) | <input type="checkbox"/> Fungi | <input type="checkbox"/> Cereal cyst nematode ( <i>Heterodera</i> spp.) | <input type="checkbox"/> Insects<br><input type="checkbox"/> Coleoptera (beetles) | <input type="checkbox"/> Viruses |
| <input type="checkbox"/> Bacteria<br><input type="checkbox"/> Pseudomonas syringae                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <input type="checkbox"/> Nematodes<br><input type="checkbox"/> Beet cyst eelworm ( <i>Heterodera schachtii</i> ) |                                                                                    |                                                                                                                  |                                |                                                                         |                                                                                   |                                  |
| <input type="checkbox"/> Fungi                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <input type="checkbox"/> Cereal cyst nematode ( <i>Heterodera</i> spp.)                                          |                                                                                    |                                                                                                                  |                                |                                                                         |                                                                                   |                                  |
| <input type="checkbox"/> Insects<br><input type="checkbox"/> Coleoptera (beetles)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <input type="checkbox"/> Viruses                                                                                 |                                                                                    |                                                                                                                  |                                |                                                                         |                                                                                   |                                  |

Figure 52

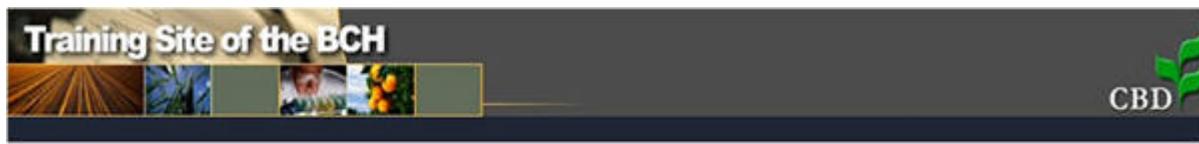
## 5 Training Site

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.

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. BCH registered users can log onto the Training Site, at <http://bchtraining.cbd.int/>, with their regular email address and password.

The screenshot shows the 'Management Centre' section of the BCH website. On the left, there is a sidebar with links for 'Management Centre' (highlighted in grey), 'Personal Account', and 'Administration'. The main content area shows the 'National Nodes Management' page. At the top right, there is a 'Resources' dropdown menu with several options, one of which, 'Training Site of the BCH', is circled in red. Below the main content, there is a note about the BCH Crawler and a footer with contact information and logos for UNEP and SCBD.

Figure 53



## Welcome to the Training Site of the Biosafety Clearing-House.

This **Training Site** 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, because the site is secure, it is not made publicly available. Similarly, the information registered on the official BCH site is not always available on the **Training Site**.

In order to use the **Training Site** you require a BCH training account. When your account is activated you are issued a password that provides access.

If you have a BCH account and would like to use the Management Centre, please sign in now:

Email Address / Account ID  
  Remember me

Password

### Request a BCH Training Account

If you don't have an account and you wish to use the BCH Training Site please [contact us](#).

### Forgot your password?

If you have an account, but have forgotten your password, please [contact us](#) to have a new password sent to you.

*PLEASE NOTE: If you are looking for the official version of the Biosafety Clearing-House (BCH), please [refer to this link](#).*

Figure 54