



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

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

### ***Sharing Biosafety Information***

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## 1. INTRODUCTION TO THE MODULE

### What you will learn in this module:

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

### A. Context

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

### B. Audience

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

### C. Purpose

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

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

Email: Common formats can be emailed to the Secretariat at [bch@biodiv.org](mailto:bch@biodiv.org)

Fax: Common formats can be faxed to the Secretariat at +1 514-288-6588

As an example, you can refer to the instructions for registering new information within this guide, as much of the procedure is similar. More information on common formats can be found in this User Guide, [page 14](#), and in the online help documentation (Module 5: Organizing your Data) located at: <http://bch.biodiv.org/mod5/overview.html>

#### ***D. BCH Training Site:***

To aid in learning and understanding, the CBD has created a training, or demonstration site, mirroring the true BCH site.

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

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

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

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

## 2. SHARE INFORMATION: CAPACITY BUILDING ACTIVITIES



### OVERVIEW

Organizations can register capacity building activities with the BCH, including one-off or short short-term opportunities, longer-term projects and academically accredited biosafety courses.

Organizations can register three types of capacity-building activity through the Management Centre of the BCH: 1) Capacity-Building Opportunities, 2) Capacity Building Projects, and 3) Biosafety Courses in the Academic Compendium.

### A. *Capacity-Building: Opportunities*

The Capacity-Building Opportunities database is where you should upload information on available or upcoming short-term capacity-building opportunities such as: technical assistance, scholarships and fellowships, personnel exchange/internships, scientific and technical cooperation, partnerships, discussion forums, professional networks, and others. (Longer term, or multi-part projects would be included in the Capacity-Building Projects database.) These will then be distributed to people who have registered an interest in this type of record, as well as be available for searching through the BCH.



### Exercise 1: Register a new Capacity-Building Opportunity



### Exercise 1: Solution

1. Under the “create a menu record” select “Capacity Building opportunity ” from the drop down menu provided and then click “Create” You should be able to see the following screen (partial view below):
2. Click “Select languages >>” to choose from 6 languages provided, the language in which your document is available.
3. Enter the title of the capacity-building activity.
4. Enter the full URL (or web address). Click on “Add a website >>”, fill in the text boxes by typing in the complete hyperlink and the name of the website. Then click “Continue” to save the changes.
5. Enter the Name of the agency implementing the activity.
6. Select the type of the lead institution providing the support.
7. Please indicate the time frame for your capacity-building opportunity (e.g. September 2005).
8. Please select the type of opportunity that best describes your venture.
9. Enter the contact information of the individual who can best describe upcoming short-term capacity-building opportunities. Select “Add a

reference >>" to add contacts. If you have previously entered contact information in your private database, these names should already appear and can be selected by clicking over them. If not, create a new contact by clicking "Create >>" a data entry form which allows you to enter information about your contact appears.

10. Click on "Page 2 >>". This will bring you to the following screen (partial view):
11. Select the main element(s) of the Capacity-Building Action Plan to which the opportunity is contributing by checking the relevant boxes.
12. Add details of the activity such as the objective, the scope and eligibility criteria.
13. Click on "Page 3 >>". This will bring you to the following screen (partial view):
14. Provide additional information such as a link or a document.

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

15. Confirm the accuracy of all information prior to submitting the record, click "Review >>". You can always edit the information you have just entered by clicking on the page buttons.
16. If you are satisfied with the record, click "save changes", and immediately the box below will appear that will provide you options to submit the information entered for publishing, or save the information as a draft for editing.
17. You will receive an e-mail from [bchadmin@biodiv.org](mailto:bchadmin@biodiv.org) to confirm your request. If necessary, you can cancel your request to publish the information replying to this e-mail.

**Warning:** These records have to be validated by the CBD Secretariat before being published.

18. Your request to publish this record now appears in the "Pending requests which you have submitted for validation" Section of the "Management Centre" page.
19. After the record has been approved and published, you will receive another email from [bchadmin@biodiv.org](mailto:bchadmin@biodiv.org) letting you know the record is now publicly available. This should happen within 48 hours of submitting your request. If it doesn't, you should contact the BCH for assistance.

## **B. Capacity-Building: Projects**

For a project to be included in the capacity-building projects database, it should be aimed at building capacity for biosafety (i.e. minimize the environmental and health risks of living modified organisms), or at least have a component on promoting biosafety, rather than capacity building for biotechnology per se. The project should be implemented over a period of time (preferably over six months) and should include several activities over a period of time. Detailed description of the project and other relevant information (e.g. project progress reports), where available, should be provided as a separate attachments (either in Word or PDF formats) and/or a web-link should be provided. (You would include one-off or short-term activities, such as organizing a workshop or a study tour), in the capacity-building opportunities database.)

## **C. Capacity-Building: Lessons Learned**

Once a project has been completed, it is archived into the "lessons learned" database.

If your project was registered in the BCH when it was operational, you should review the existing record and change the duration from “ongoing” to “completed”. Then attach or link to any reports or outcomes from the project to share with others.

If your project was not registered with the BCH when it was operational, you should enter it through the Management Centre as a new Capacity-Building Project but mark it as “completed”. Then attach or link to any reports or outcomes from the project to share with others.



### Exercise 2: Register a new Capacity-Building Project



### Exercise 2: Solution

1. Under the “create a menu record” select “Capacity Building Projects” from the drop down menu provided and then click “Create” You should be able to see the following screen (partial view below)
2. Click “Select languages >>” to choose from 6 languages provided, the language in which your document is available.
3. Enter the title of the capacity-building activity
4. Enter the lead organization implementing the activity or providing support.
5. Enter other collaborating organizations, if applicable.
6. Indicate the type of organization(s) which initiated and is/was mainly responsible for implementation of the project
7. Please indicate the time frame for your capacity-building project (e.g. September 2005).
8. Indicate whether the project is on-going, planned or completed (not earlier than January 1996 i.e. when negotiations of the Protocol were initiated)
9. Specify the main target group/audience and beneficiaries of the project.
10. Enter the contact information of the individual who can best describe the capacity-building project.
11. Select “Add a reference >>” to add contacts. If you have previously entered contact information in your private database, these names should already appear and can be selected by clicking over them. If not, create a new contact by clicking “Create >>” a data entry form which allows you to enter information about your contact appears.
12. Click on “Page 2 >>”. This will bring you to the following screen view. (partial view)
13. Select the main Capacity-Building areas to which the project is contributing by checking the relevant boxes (based on the Action Plan adopted by the Intergovernmental Committee for the Cartagena Protocol on Biosafety).
14. Add details of the activity such as the objectives, the implementation region or some additional description.
15. Click on “Page 3 >>”. This will bring you to the following screen (partial view)

16. You can provide additional information on special activities or funding.
17. Click on "Page 4 >>". This will bring you to the following screen (partial view)
18. You can provide the portal with the outcomes and lessons learned:
19. Add the project report to the portal: To upload a document or to add a link, click on "Attach a document or add a website"
20. A window will pop up allowing you to select a file on your computer and upload it.

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

21. Review your record for accuracy before you submit it click "Review >>". If you find any errors, you can edit the information you have just entered by clicking on the page buttons.
22. If you are satisfied with the record, click "save changes", and immediately a box will appear that will provide you options to submit the information entered for publishing, or save the information as a draft for editing.
23. You will receive an e-mail from [bchadmin@biodiv.org](mailto:bchadmin@biodiv.org) to confirm your request. If necessary, you can cancel your request to publish the information replying to this e-mail.

***Warning: These records have to be validated by the CBD Secretariat before being published.***

24. Your request to publish this record now appears in the "Pending requests which you have submitted for validation" Section of the "Management Centre" page.
25. After the record has been approved and published, you will receive another email from [bchadmin@biodiv.org](mailto:bchadmin@biodiv.org) letting you know the record is now publicly available. This should happen within 48 hours of submitting your request. If it doesn't, you should contact the BCH for assistance.

#### ***D. Academic Compendium of Biosafety Courses***

The Academic compendium includes a listing of recurrent academically-accredited biosafety education and training programs which are offered around the world. Each entry contains a brief description of the program as well as a Web link and contact details for further information. The information in the compendium is entered and regularly updated by the respective Universities or institutions.

Note: You should register short-term, one-off, non-academic education and training programs (e.g. workshops, internships/ apprenticeships, study tours, etc.,) in the Capacity-Building Opportunities Database.



#### **Exercise 3: Register a new Biosafety Course**





### Exercise 3: Solution

1. Under the “create a menu record” select “Capacity Building Projects” from the drop down menu provided and then click “Create” You should be able to see the following screen (partial view below)
2. Click “Select languages >>” to choose from 6 languages provided, the language in which your document is available.
3. Enter the title of the course.
4. Enter the lead institution running the course.
5. Select a contact person from your list of core reference records by clicking the “Select a reference” button. If your list is empty, or the contact person is missing, click “Create” to make a new.
6. Click on Page 2. Indicate the venue and country for the course.
7. Add a website if you have one by selecting the “add a website” button, or attach a document outlining the course.
8. Indicate the languages in which the course will be available.
9. Give a brief description of the course and its objectives.
10. Indicate the appropriate keywords and target audience from the “controlled vocabulary” list.
11. Select the format, type and certification of the course.
12. Summarize the duration of the course, any pre-requisites, and other details (participants, application procedure, fees, scholarships etc.)
13. You can provide the portal with the outcomes and lessons learned:
14. You can add any other relevant information that was not covered elsewhere in the record to the “additional information” field.
15. To add a background document or website to the record click on “Attach a document or add a website”  
A window will pop up allowing you to select a file on your computer and upload it.
- Warning: Depending on the size of your file, this procedure can take some time. Don’t close the window until the file is fully uploaded.**
16. Review your record for accuracy before you submit it by clicking “Review languages >>”. If you find any errors, you can edit the information you have just entered by clicking on the page buttons.
17. If you are satisfied with the record, click “save changes”, and immediately a box will appear that will provide you options to submit the information entered for publishing, or save the information as a draft for editing.
18. You will receive an e-mail from [bchadmin@biodiv.org](mailto:bchadmin@biodiv.org) to confirm your request. If necessary, you can cancel your request to publish the information replying to this e-mail.

**Warning: These records have to be validated by the CBD Secretariat before being published.**

19. Your request to publish this record now appears in the “Pending requests which you have submitted for validation” Section of the “Management Centre” page.
20. After the record has been approved and published, you will receive another email from [bchadmin@biodiv.org](mailto:bchadmin@biodiv.org) letting you know the record is now publicly available. This should happen within 48 hours of submitting your request. If it doesn’t, you should contact the BCH for assistance.

### 3. SHARE INFORMATION: ROSTER OF EXPERTS



#### OVERVIEW

*Biosafety Experts are nominated to the Roster of Experts by their government. Experts can edit their own records if given permission to do so by the National Focal Point.*

#### A. Guidelines for the Roster of Experts

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

For detailed information on how to use the roster of experts, please consult the "Interim Guidelines" for the Roster of Experts on Biosafety, which explain the operations of the roster and the roles and responsibilities of the administrator (the Executive Secretary), nominating governments, and experts. The Guidelines are available on the BCH at:

**Guidelines:** <http://bch.biodiv.org/roster/use/guidelines.shtml>

#### B. Nominations to the Roster of Experts

Experts can only be nominated to the roster by BCH National Focal Points. The nomination process differs in each country, but the Focal Points do require detailed information about the background and specialization of the expert to make the nomination. This information is maintained in the BCH database and can be accessed publicly in the BCH website.

Once a record has been created for a particular expert, only the nominating government data entry personnel (the BCH NFP or National Authorized Users) can modify the record, unless they give permission to the expert to modify his or her own record.

**If you have been nominated** to the roster would like to have access to your record to update it, ask the BCH NFP that nominated you to the roster to inform the Secretariat that you have permission to access your record. Once the Secretariat is informed, you will receive an account and password (or, if you already have an account, you will be given ownership over the record to allow you to edit it). However, any changes that you make to your record will need to be validated by the BCH NFP before they are published (in the same way that changes made by any national authorised user must be validated).

If you are an expert and are interested in participating in the roster, you should contact your BCH National Focal Point to find out their nomination process.



#### Exercise 4: Create or edit a Biosafety Expert record

Note: this exercise applies only to BCH Focal Points, Authorized Users and Biosafety Experts.



#### Exercise 4: Solution

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

**Warning: The information you have just entered will be made publicly available through the BCH – please review it carefully to be sure you are comfortable with its publication.**

13. Once the form is filled, click “Review >>” to confirm the accuracy of all information prior to submitting the record. You can always edit the information you have just entered by clicking on the pages buttons.
14. You will receive an e-mail from [bchadmin@biodiv.org](mailto:bchadmin@biodiv.org) to confirm your request. If necessary, you can cancel your request to publish the information replying to this e-mail.

**Warning: These records have to be validated by the BCH National Focal Point before being published.**

15. Your request to publish this record now appears in the “Pending requests which you have submitted for validation” Section of the “Management Centre” page.

After the record has been approved and published, you will receive another email from [bchadmin@biodiv.org](mailto:bchadmin@biodiv.org) letting you know the record is now publicly available. This should happen within 48 hours of submitting your request. If it doesn't, you should contact the BCH for assistance.

## 4. SHARE INFORMATION: RESOURCES AND ORGANIZATIONS



### OVERVIEW

*Various biosafety resources are available through the BCH to facilitate the exchange of information about LMOs. General users can suggest Biosafety Information Resources for inclusion in the Compendium, and Biosafety Organizations for inclusion in the Directory. Organisations can also register the results from their research on socioeconomic considerations.*

### A. Other Resources:

#### **About Other Resources:**

General users can use the Management Centre to Biosafety Information Resources and Organizations involved in Biosafety Activities. Organizations and institutions can also register research results relevant to Socioeconomic Considerations.

To open a form, click "create" and select the relevant topic from the list.

### B. Biosafety Information Resources

The Biosafety Information Resource Centre (BIRC) is a database of biosafety-related publications and information resources including: news services; e-mail listservs; online databases and search engines; reports and case studies; journals and newsletters; and teaching materials (manuals, toolkits and presentations). Its objective is increase the accessibility and use of available biosafety information and resources by policymakers, educators, researchers, and the general public.

To be included in the BIRC, resources are selected in accordance with the BCH Linkages Policy (<http://bch.biodiv.org/about/linkspolicy.shtml>). The main criteria outlined in that document include the following:

#### **Essential criteria**

- **Relevance:** Only information of direct relevance to biosafety and to implementation of the Biosafety Protocol will be considered for inclusion. Specific fields of relevance to the Protocol include, but are not necessarily limited to: risk assessment, risk management, capacity-building, handling, transport, packaging and identification, information sharing, public awareness and participation, social and economic development considerations.
- **Neutrality:** All resources will be given equal consideration for inclusion in the BCH
- **Multidisciplinarity:** Efforts will be made to ensure that the selection of resources available through the BCH will address all fields relevant to implementation of the Biosafety Protocol
- **Quality:** Quality of information will be considered in terms of the following factors: *Credibility* (The person or organization maintaining a resource should be readily identifiable and contactable for users seeking additional information or wishing to provide feedback); *Accuracy* (The data that underlie the conclusions presented should be clearly identified, and scientific evidence that supports a position

should be clearly stated. If possible, sources of the information should also be disclosed); and *Timeliness* (The date of the original document on which the information is based and the date of publishing the resource should be provided, to enable the user to judge the currency of the information).

- Any other instructions or criteria as may be established by the COP/MOP or its subsidiary bodies.

### Additional criteria

Where possible, resources should also meet the following criteria for inclusion:

- **Design:** The resource should be logically organized and easy to navigate, and have a clear, uncluttered interface;
- **Unique Content:** The resource should provide information that is not readily available elsewhere, or provide an unusual depth of information;
- **Disclosure:** Appropriate disclosures, including the purpose of the resource, as well as any sources of sponsorship or funding should be provided, as well as other connections with commercial or other organizations.

### Exclusion of resources

Where possible, the BCH does not include the following:

- Resources which discourage implementation of the provisions of the protocol;
- Resources that contain offensive, inflammatory or illegal material;
- Resources that require service/user charges;
- Resources existing mainly to advertise products;
- Individual personal websites.



#### Exercise 5: Create a Biosafety Information Resource Record



#### Exercise 5: Solution

1. Under the “create a menu record” select “Biosafety Information Resource” from the drop down menu provided and then click “Create” You should be able to see the following screen (partial view below):
2. Enter any information giving the most details about the publication: the title, the abstract, the author name, the ISSN number or the publication year.
3. Any link or document can be added to the bibliographic information.
  - a. To upload a document with the legislative text click on “Attach a document or add a website”

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

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

4. You can also add some personal notes. Other BCH users will not see these notes
5. Please review your record for accuracy before you submit it you can click "Review >". If you find any errors you can always edit the information you have just entered by clicking on the relevant page buttons:
6. If you are satisfied with the record, click "save changes", and immediately a box will appear that will provide you options to submit the information entered for publishing, or save the information as a draft for editing.
7. You will receive an e-mail from [bchadmin@biodiv.org](mailto:bchadmin@biodiv.org) to confirm your request. You can always cancel the request by replying to this e-mail.

***Warning: When you submit a record for inclusion in the Biosafety Information Resource Centre, the record has to be validated by the CBD Secretariat before it is made public through the BCH.***

8. Your request will now appear in the "Pending requests which you have submitted for validation" Section of the "Management Centre" page.

After the record has been approved and published, you will receive another email from [bchadmin@biodiv.org](mailto:bchadmin@biodiv.org) letting you know the record is now publicly available. This should happen within 48 hours of submitting your request. If it doesn't, you should contact the BCH for assistance.

### C. *Organizations involved in Biosafety Activities*

The Directory of Organization involved in Biosafety Activities contains information about organisations that undertake activities relevant to implementation of the Biosafety Protocol. It includes summaries of their activities and provides contact details for further information.

Organizations are included in the directory either through nomination by their government, or through selection by the CBD Secretariat in accordance with the BCH Linkages Policy (<http://bch.biodiv.org/about/linkspolicy.shtml>), which is elaborated further in the above section.

If you would like your organization considered for inclusion in the Directory, you may either contact the Secretariat directly, or complete the registration form for a **Biosafety Organization** in the Management Centre.



#### Exercise 6: Create a Biosafety Organization.



#### Exercise 6: Solution

1. Under the “create a menu record” select “Biosafety Organization ” from the drop down menu provided and then click “Create” You should be able to see the following screen (partial view below):
2. Click “Select languages >>” to choose from 6 languages provided, the language(s) in which information about your organization is available.
3. Enter the general information (name of the organisation) and the contact coordinates.
4. Enter the contact details, selecting “add an item” if there is more than one telephone, fax or email address to provide.
5. Select “Page 2 >>” and provide detailed information about the organisation by ticking the check boxes next to the type of organization and functional category of the organization’s activities related to biosafety. These keywords are used for keyword searching of the record, so you may choose as many as are appropriate.
6. Provide textual descriptions including a short profile of the organization and a description of the organization’s biosafety activities. As far as possible, the activities should be clearly related to implementation of the Protocol.
7. Select a contact person from your list of core reference records by clicking the “Select a reference” button. If your list is empty, or the contact person is missing, click “Create” to make a new record.
8. If the organization is related to another organization in the database, then click the “add a reference” button to add them from the list (e.g. UNEP is linked to UNEP-GEF).
9. Select “Page 3 >>” and provide any additional information that was not covered elsewhere in the record. (You can also add notes for your personal use that will not be seen when the record has been published but can be accessed by you if you edit the record.)



10. Once the form is filled, confirm the accuracy of all information prior to submitting the record by clicking "Review >>". If necessary, you can edit the information you have just entered by clicking on the appropriate page button.
11. If you are satisfied with the record, click "save changes", and immediately a box will appear that will provide you options to submit the information entered for publishing, or save the information as a draft for editing.
12. You will receive an e-mail from [bchadmin@biodiv.org](mailto:bchadmin@biodiv.org) to confirm your request. You can always cancel the request by replying to this e-mail.

**Warning:** When you submit a record for inclusion in the Directory of Biosafety Organizations, the record has to be validated by the CBD Secretariat before it is made public through the BCH.

13. The request will now appear in the "Pending requests which you have submitted for validation" Section of the "Management Centre" page.

#### **D. Socioeconomic considerations**

At its second meeting, the COP-MOP invited Parties, other governments and organizations to share information through the BCH on research activities related to socio-economic impacts of living modified organisms, arising from the impacts of these organisms on the conservation and sustainable use of biological diversity. Parties and other governments are also invited to share information and experiences in taking into account socio-economic impacts including experiences in implementing the Akwé:Kon Voluntary Guidelines.

This information can be made available through the BCH by registering a **Socioeconomic Considerations** record.



Exercise 7: Register information related to Socioeconomic Considerations.



Exercise 7: Solution

1. Under the "create a menu record" select "Socioeconomic consideration" from the drop down menu provided and then click "Create" You should be able to see the following screen (partial view below):
2. Enter the name of the Country communicating the submission.
3. Click "Select languages >>" to choose from 6 languages provided, the language in which your document is available.
4. Enter the name of the organization communicating the submission.
5. Enter the title or reference number of the submission.
6. Enter a brief summary of the submission.
7. Click on "Page 2 >>". This will bring you to the following screen (partial



view).

8. Enter all the requested information on LMOs. Characteristics of modification and Recipient organism or parental organisms, information concerning risk assessments, the receiving environment, and the risk assessment summary.
9. When complete, click on "Page 3 >>". This will bring you to the following screen (partial view)
10. Enter any relevant or additional information.
11. Upload a document or add a link that supports this Decision.
  - a. To upload a document or to add a link, click on the "Attach document or add a website".
  - b. A window will pop up allowing you to select a file on your computer and upload it.

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

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

**Warning:** these records must be validated by the CBD Secretariat before they are published on the BCH.

Your request will now appear in the "Pending requests which you have submitted for validation" Section of the "Management Centre" page.

## **E. News items**

Organizations and Governments can register news items for inclusion in the BCH News aggregator.



Exercise 8: Create a Biosafety news item.



Exercise 8: Solution

1. Under the “create a menu record” select “News item” from the drop down menu provided and then click “Create” You should be able to see the following screen (partial view below):
2. Click “Select languages >>” to choose from 6 languages provided, the language in which your document is available.
3. Select the country from the dropdown list of countries.
4. Enter the title of the news item.
5. Enter an abstract
6. Enter the full text of the news item.
7. Once the form is filled, confirm the accuracy prior to submitting the record by clicking “Review >>”. You can always edit the information you have just entered by clicking on the appropriate page button.
8. If you are satisfied with the record, click “save changes”, and immediately a box will appear that will provide you options to submit the information entered for publishing, or save the information as a draft for editing.
9. You will receive an e-mail from [bchadmin@biodiv.org](mailto:bchadmin@biodiv.org) to confirm your request. You can always cancel the request by replying to this e-mail.

***Warning: these records must be validated by the CBD Secretariat before they are published on the BCH.***

Your request will now appear in the “Pending requests which you have submitted for validation” Section of the “Management Centre” page.