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

"Registering Data in the BCH Central Portal"

Reference Records

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Version 3.0

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MANUAL OUTLINE

1. Introduction to the Manual

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

Context

The UNEP-GEF Project for Capacity Building for Effective Participation in the Biosafety Clearing-House (BCH-I), 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 later updated within the UNEP-GEF Project for Continued Enhancement of Capacity Building for Effective Participation in the BCH (BCH-II). It 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 manuals, each addressing one element of the BCH

Audience

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

Purpose

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

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.

BCH Training Site:

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

BCH Website: http://bch.cbd.int/

BCH Training Site: https://bch.cbd.int/resources/trainingsite.shtml

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 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. Reference Records

2.1. Contact Details

The Contact Record allows users to register personal and professional information for any new contacts within the BCH, as well as details for contacting the user.

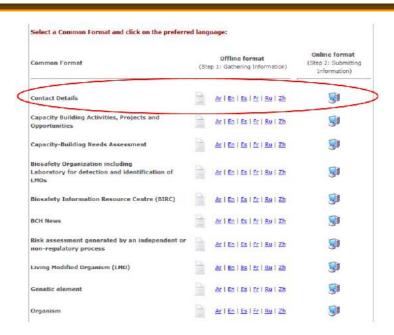Exercise 1: Register a new entry in Contact Details

Exercise 1: Solution

1. Sing in to the "Registering Information" section of the BCH Portal, and when you enter the Management Centre, click on "Register a new record" at your left.

2. In the Registering Reference Records section, find the "Contact Details" record, and click on the PC icon under *Online Format* that corresponds to this category.

Select a Common Format and click on the preferred language:

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

3. Fill in the different fields with the required information.

4. Once all required fields are filled, click on the *Save Changes* button on the bottom of the page.

Notes: Keep in mind the following.

5. Not all fields are required to be filled, but the ones marked with a red asterisk (*) are mandatory.

6. This section contains two pages with fields to be filled.

7. Additional languages in which the documents are available can be selected by clicking in the *Specify languages* button. By doing this, you will be able to include two fields in two different languages for each category.

8. Under the *Type of Organization* section, select one of the available options. Additional types of organization may also be selected by clicking the Other button and writing down the new type of organization to be registered.

9. Under *Phone number (mandatory)*, a minimum of one number is required, but additional numbers may be added by clicking the *Add an item* button. The same procedure works for the *Fax Number* and *Email Address* fields.

10. Additional websites or files may be also attached in the bottom of the second page, by clicking on the *Add Website* and *Attach File* buttons under the Additional Information section.

11. By clicking the *Review* button in the bottom of the page, you can display a list of the mandatory fields that are still not filled. This applies for all categories of information registration.

12. For this type of record, there is a timeframe for confirmation or updating of the submitted information. The information must be confirmed or updated one year from the date of submission. If this is not done within three months from the one-year deadline, the record will appear as "Not Confirmed".

2.2. *Capacity Building Activities, Projects and Opportunities*

This reference record allows users to register information about upcoming or developing events in the area of capacity building and training for biosafety (i.e. minimize the environmental and health risks of living modified organisms). These events can be aimed at different groups and cover various topics, that include but are not limited to risk management, LMO detection and identification, information exchange and data management, biosafety research on LMOs, and public awareness and education.

Exercise 2: Register a new entry in Capacity Building Activities, Projects and Opportunities

Exercise 2: Solution

1. Sign in to the "Registering Information" section of the BCH Portal, and when you enter the Management Centre, click on "Register a new record" at your left.
2. In the Registering Reference Records section, find the record "Capacity Building Activities, Projects and Opportunities", and click on the PC icon under *Online Format* that corresponds to this category.
3. Fill in the different fields with the required information.
4. Once all required fields are filled, click on the *Save Changes* button on the bottom of the page.

Notes: Keep in mind the following.

5. Not all fields are required to be filled, but the ones marked with a red asterisk (*) are mandatory.
6. This section contains three pages with fields to be filled.
7. Additional languages in which the documents are available can be selected by clicking in the *Specify languages* button. By doing this, you will be able to include two fields in two different languages for each category.
8. Under *General Information*, for the *Contact Person* field, a link must be established with a previously recorded *Contact Details* entry, as described in item A. The option to create a new record in this stage is also available.
9. Under *Type of Initiative*, in the *Main target group(s)/beneficiaries* field, more than one option can be selected.
10. Under *Donor(s) Information*, for the *Organization* field, a link must be established with a previously recorded *Organization* entry, or an organization present in the list. The option to create a new record in this stage is also available.
11. In the *Biosafety-related publications and information resources* field, a link must be established with a previously recorded entry, or an entry present in the list. The option to create a new record in this stage is also available.
12. In the *General Thematic Area(s)* field, more than one option can be selected. In addition, if you want to add an extra category not

present in the list, you may do so by clicking the *Other* button and writing down the new General Thematic Area. The same procedure applies for the *Language* field.

13. Under *Type of Initiative*, in the *Specific category* of the initiative field, more than one option can be selected.

14. For this type of record, there is a timeframe for confirmation or updating of the submitted information. The information must be confirmed or updated one year from the date of submission. If this is not done within three months from the one-year deadline, the record will appear as "Not Confirmed".

2.3. Capacity-Building Needs Assessment

This type of record is used to describe the capacity building necessities and priorities of an institution, so that users may find possibilities for capacity building activities that help satisfy these needs.

Exercise 3: Register a new entry in Capacity-Building Needs Assessment

Exercise 3: Solution

1. Sign in to the "Registering Information" section of the BCH Portal, and when you enter the Management Centre, click on "Register a new record" at your left.

2. In the Registering Reference Records section, find the "Capacity-Building Needs Assessment" record and click on the PC icon under *Online Format* that corresponds to this category.

3. Fill in the different fields with the required information.

4. Once all required fields are filled, click on the *Save Changes* button on the bottom of the page.

Notes: Keep in mind the following.

5. Not all fields are required to be filled, but the ones marked with a red asterisk (*) are mandatory.

6. This section contains three pages with fields to be filled.

7. Additional languages in which the documents are available can be selected by clicking in the *Specify languages* button. By doing this, you will be able to include two fields in two different languages for each category.

8. Under *General Information*, for the *Contact Person* field, a link must be established with a previously recorded Contact Details entry, as described in item A. The option to create a new record in this stage is also available. The same applies for the *Organization* field.

9. To select the *Country* field, click on the *Select* button and chose

one option from the list.

10. Under *Areas of capacity building*, in the *Broad areas in which capacity is needed* field, more than one option can be selected. In addition, if you want to add an extra category not present in the list, you may do so by clicking the *Other* button and writing down the new category.

11. *Under Needs* and priorities (page 2), in *the Specific needs and priorities* field, more than one option can be selected, and for every option chosen, new and more specific options will appear, to provide with more specific information. Some of these new fields allow for a maximum of 3 alternatives, while others only permit one. In addition, if you want to add an extra category not present in the list at any level, you may do so by clicking the *Other* button and writing down the new category.

12. Under *Additional Information*, in the *Other relevant website address or attached documents* field, you may add relevant websites or files by clicking the *Add Website* and *Attach File* buttons.

13. For this type of record, there is a timeframe for confirmation or updating of the submitted information. The information must be confirmed or updated one year from the date of submission. If this is not done within three months from the one-year deadline, the record will appear as "Not Confirmed".

2.4. Biosafety Organization including
Laboratory for detection and identification of LMOs

This type of record allows users to register an organization that works in LMO biosafety, and to make a description of the activities engaged by this organization, including information about having or being a laboratory for detection and identification of LMOs.

Exercise 4: Register a new Biosafety Organization including Laboratory for detection and identification of LMOs

Exercise 4: Solution

1. Sign in to the "Registering Information" section of the BCH Portal, and when you enter the Management Centre, click on "Register a new record" at your left.

2. In the Registering Reference Records section, find the "Biosafety Organization including Laboratory for detection and identification of LMOs" record and click on the PC icon under *Online Format* that corresponds to this category.

3. Fill in the different fields with the required information.

4. Once all required fields are filled, click on the *Save Changes* button on the bottom of the page.

Notes: *Keep in mind the following.*

5. Not all fields are required to be filled, but the ones marked with a red asterisk (*) are mandatory.

6. This section contains three pages with fields to be filled.

7. Additional languages in which the documents are available can be selected by clicking in the *Specify languages* button. By doing this, you will be able to include two fields in two different languages for each category.

8. Under *General Information*, for the *Organization* field under *Linked Organizations*, a link must be established with a previously recorded Organizations entry. The option to create a new record in this stage is also available.

9. To select the *Country* field, click on the *Select* button and chose one option from the list.

10. Under *Phone number (mandatory)*, a minimum of one number is required, but additional numbers may be added by clicking the *Add an item* button. The same procedure works for the *Fax Number* and *Email Address* fields.

11. Under *Type of Organization*, one of the available options can be selected for the affiliation of the contact. Additional types of organization may also be selected by clicking the *Other* button and writing down the new type of organization to be registered.

12. Under *Organization details*, in the *Geographical areas of operation* field, more than one option may be chosen. In case an entire region is to be selected, click on the title of that given region, instead of filling all of the sub regions individually.

13. Under the *Organization´s Profile* field, you may add relevant websites or files by clicking the *Add Website* and *Attach File* buttons. This also applies for the *Other* relevant website address or attached documents field, under *Additional Information*.

14. For this type of record, there is a timeframe for confirmation or updating of the submitted information. The information must be confirmed or updated one year from the date of submission. If this is not done within three months from the one-year deadline, the record will appear as "Not Confirmed".

2.5. Biosafety Information Resource Centre (BIRC)

This type of record allows users to register information about articles, books, book chapters, manuals, conference proceedings, among others, which are related to LMOs, where you can find a description of the resources and the way to access them.
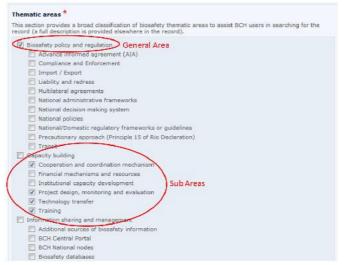
Exercise 5: Register a new Biosafety Information Resource Centre.

Exercise 5: Solution

1. Sign in to the "Registering Information" section of the BCH Portal, and when you enter the Management Centre, click on "Register a new record" at your left.

2. In the Registering Reference Records section, find the record "Biosafety Information Resource Centre (BIRC)" and click on the PC icon under *Online Format* that corresponds to this category.

3. Fill in the different fields with the required information.

4. Once all required fields are filled, click on the *Save Changes* button on the bottom of the page.

Notes: Keep in mind the following.

5. Not all fields are required to be filled, but the ones marked with a red asterisk (*) are mandatory.

6. This section contains three pages with fields to be filled.

7. Additional languages in which the documents are available can be selected by clicking in the *Specify languages* button. By doing this, you will be able to include two fields in two different languages for each category.

8. For the *Organism*, *Gene*, *LMO*, *Contact* and *Organization* fields, a link must be established with previously recorded entries for each of these categories. The option to create these new records at this stage is also available.

9. Under *Subject*, in the *Thematic areas* field, more than one option may be chosen. In case an entire area is to be selected, click on the title of that given area, instead of filling all of the sub areas individually.

10. Under *Additional Information*, in the *Type of resource* field, more than one option may be chosen. Additional types of organization may also be selected by clicking the *Other* button and writing down the new type of resource to be registered.

11. Under *Access to the resource*, in the *Link to the resource(s)* field, you may add relevant websites or files by clicking the *Add Website* and *Attach File* buttons.

12. For this type of record, there is no timeframe for confirmation or updating of the submitted information.

2.6. BCH News

This type of record allows users to communicate through the BCH, news related with LMO biosafety.

Exercise 6: Register a new BCH News.

Exercise 6: Solution

1. Sign in to the "Registering Information" section of the BCH Portal, and when you enter the Management Centre, click on "Register a new record" at your left.

2. In the Registering Reference Records section, find the "BCH News" record and click on the PC icon under *Online Format* that corresponds to this category.

3. Fill in the different fields with the required information.

4. Once all required fields are filled, click on the *Save Changes* button on the bottom of the page.

Notes: *Keep in mind the following.*

5. Not all fields are required to be filled, but the ones marked with a red asterisk (*) are mandatory.

6. This section contains one page with fields to be filled.

7. Additional languages in which the documents are available can be selected by clicking in the *Specify languages* button. By doing this, you will be able to include two fields in two different languages for each category.

8. Under *General Information*, in the *BCH Node Address* field, you may add the name and URL of the related BCH News.

9. For this type of record, there is no timeframe for confirmation or updating of the submitted information.

2.7. *Risk assessment generated by an independent or non-regulatory process*

This record allows the registration of information related with risk assessments of LMOs destined for different uses such as intentional introduction into the environment, use as food or feed or for processing, confined used, etc. This type of records are very informative and may serve as guidance in risk assessment processes that are necessary to determine whether a specific LMO is permitted for use or not.

Exercise 7: Register a new Risk assessment generated by an independent or non-regulatory process.

Exercise 7: Solution

1. Sign in to the "Registering Information" section of the BCH Portal, and when you enter the Management Centre, click on "Register a new record" at your left.

2. In the Registering Reference Records section, find the "Risk assessment generated by an independent or non-regulatory process" record and click on the PC icon under *Online Format* that corresponds to this category.

3. Fill in the different fields with the required information.

4. Once all required fields are filled, click on the *Save Changes* button on the bottom of the page.

Notes: *Keep in mind the following.*

5. Not all fields are required to be filled, but the ones marked with a red asterisk (*) are mandatory.

6. This section contains three pages with fields to be filled.

7. Additional languages in which the documents are available can be selected by clicking in the *Specify languages* button. By doing this, you will be able to include two fields in two different languages for each category.

8. For the *Contact* and *Organization* fields, a link must be established with previously recorded entries for each of these categories. The option to create these new records at this stage is also available. In case that a Competent National Authority is responsible for the risk assessment, an additional link is required for *Competent National Authority* (the option to create new records of this type is not available, since the registration of a Competent National Authority must go through the BCH National Focal Point).

9. Under *General Information*, in the *Date of the risk assessment* field, you may select a specific date from the drop-down menus, or mark the box if no date is available.

10. Under *Risk assessment details*, in the *Living modified organism* field, a link is also required with a previously established entry in the record, under Living Modified Organism. The option to create these new records at this stage is also available.

11. In the *Risk assessment report/summary* field, a website and/or a file may be added by clicking on the *Add Website* and *Attach File* buttons. This same procedure applies in the *Other relevant website address* or *attached documents* fields under Additional information.

12. It´s important to specify if the information provided requires confirmation after two years, under *Timeframe for confirmation or updating information*.

2.8. *Living Modified Organism*

This type of record allows users to register new LMOs that have not been previously registered in the BCH. It includes a description of a LMO, specifying the newly introduced traits, transformation method used, the developer, the common uses for the LMO, among others.

Exercise 8: Register a new Living Modified Organism.

Exercise 8: Solution

1. Sign in to the "Registering Information" section of the BCH Portal, and when you enter the Management Centre, click on "Register a new record" at your left.

2. In the Registering Reference Records section, find the "Living Modified Organism" record and click on the PC icon under *Online Format* that corresponds to this category.

3. Fill in the different fields with the required information.

4. Once all required fields are filled, click on the *Save Changes* button on the bottom of the page.

Notes: Keep in mind the following.

5. Not all fields are required to be filled, but the ones marked with a red asterisk (*) are mandatory.

6. This section contains three pages with fields to be filled.

7. Additional languages in which the documents are available can be selected by clicking in the *Specify languages* button. By doing this, you will be able to include two fields in two different languages for each category.

8. For the *Contact*, *Organization*, *Organism* and *Genetic element* fields, a link must be established with previously recorded entries for each of these categories. The option to create these new records at this stage is also available.

9. Under *Characteristics of the modification process*, in the *Techniques used for the modification* field, more than one option may be chosen. Additional types of organization may also be selected by clicking the *Other* button and writing down the new type of resource to be registered. The same applies for the *Modified Traits* and *LMO´s common use(s)* fields under LMO

characteristics.

10. Under *Detection method(s)*, external links may be added, such as websites, files or other entries within the BCH Portal, by clicking the *Add Website*, *Attach File* or *Lookup Detection Methods* buttons. For the latter, the Unique Identification number must be supplied. The attachment of websites and files also applies for the *Other relevant website address or attached documents* field under *Additional Information*.

11. For this type of record, there is no timeframe for confirmation or updating of the submitted information.

2.9.   Genetic Element

This record describes the different types of genetic elements that can be used in the creation of new LMOs.

Exercise 9: Register a new Genetic Element.

Exercise 9: Solution

1. Sign in to the "Registering Information" section of the BCH Portal, and when you enter the Management Centre, click on "Register a new record" at your left.

2. In the Registering Reference Records section, find the "Genetic Element" record and click on the PC icon under *Online Format* that corresponds to this category.

3. Fill in the different fields with the required information.

4. Once all required fields are filled, click on the *Save Changes* button on the bottom of the page.

Notes: *Keep in mind the following.*

5. Not all fields are required to be filled, but the ones marked with a red asterisk (*) are mandatory.

6. This section contains two pages with fields to be filled.

7. Additional languages in which the documents are available can be selected by clicking in the *Specify languages* button. By doing this, you will be able to include two fields in two different languages for each category.

8. For the *Organism* field, a link must be established with previously recorded entries for each of these categories. The option to create these new records at this stage is also available.

9. Under *General information about the genetic element*, in the *Category* field, only one option may be chosen. Additional types of categories may also be selected by clicking the *Other* button and writing down the new type of resource to be registered.

10. Under *General information about the genetic element*, you must

specify if the molecule corresponds to a synthetic molecule, by answering the question *Is the genetic element a synthetic molecule?*

11. Under *Additional information*, a relevant website and/or a file may be added by clicking on the *Add Website* and *Attach File* buttons.

12. For this type of record, there is no timeframe for confirmation or updating of the submitted information.

2.10. Organism

This reference record describes the characteristics of recipient or donor organisms (non LMOs), from which genes used for genetic transformation processes come from.

Exercise 10: Register a new Organism.

Exercise 10: Solution

1. Sign in to the "Registering Information" section of the BCH Portal, and when you enter the Management Centre, click on "Register a new record" at your left.

2. In the Registering Reference Records section, find the "Organism" record and click on the PC icon under *Online Format* that corresponds to this category.

3. Fill in the different fields with the required information.

4. Once all required fields are filled, click on the *Save Changes* button on the bottom of the page.

Notes: Keep in mind the following.

5. Not all fields are required to be filled, but the ones marked with a red asterisk (*) are mandatory.

6. This section contains three pages with fields to be filled.

7. Additional languages in which the documents are available can be selected by clicking in the *Specify languages* button. By doing this, you will be able to include two fields in two different languages for each category.

8. Under *Organism information*, in the *Taxonomic classification* field, the common or scientific name of the species to be registered can be searched by writing it in the given field and clicking the *Search* button. By performing this action, a list of options is presented with items that match the search. You may choose any of these items by clicking it. In the same section, you may also add alternate scientific names by clicking the *Add an item* button. This also applies in the *Common name(s)* field.

9. In the *Type of organism* field, only one option can be selected. The most specific item to describe the organism must be selected from the list. In addition, other items may be added by clicking the *Other* button and writing the additional item in the provided field.

10. In the *Common use(s)* field, more than one option may be selected from the list. In addition, new options may be included by clicking the *Other* button and writing the new option down in the provided field.

11. Under *Additional information*, a relevant website and/or a file may be added by clicking on the *Add Website* and *Attach File* buttons.

12. For this type of record, there is no timeframe for confirmation or updating of the submitted information.