

Instruction on using the BCH training site for registering information:

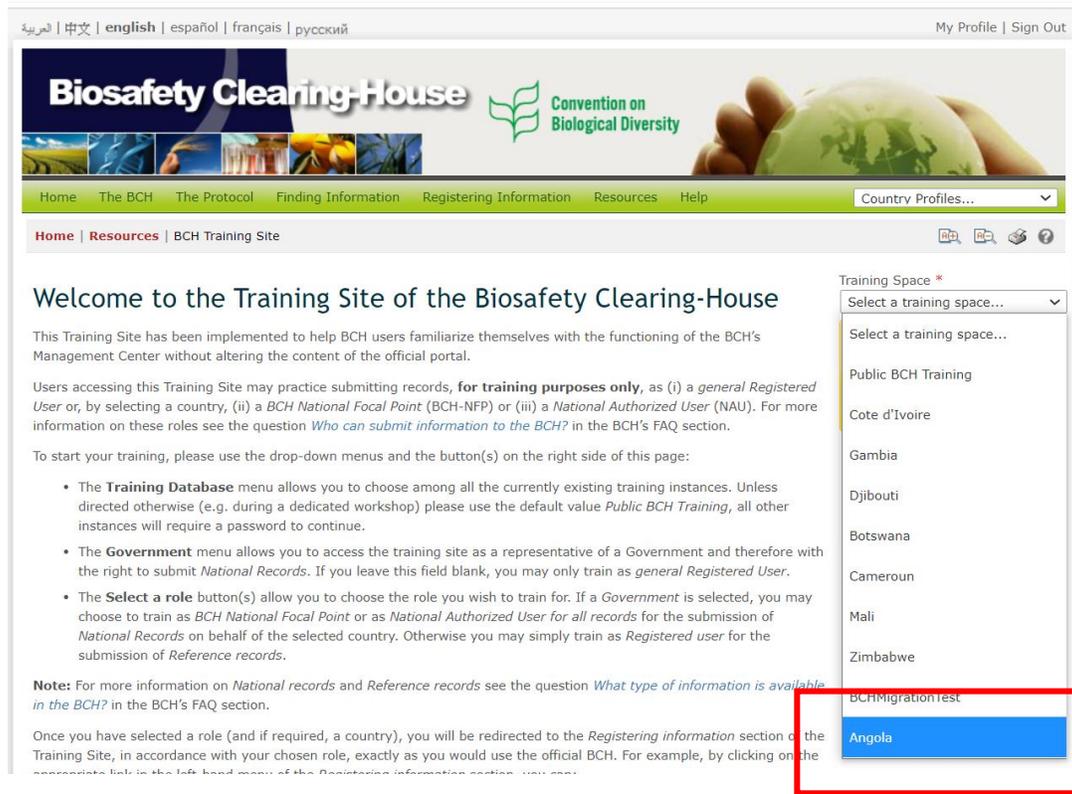
- Divide participants into groups. Each group should consist of 2 persons.
- Ask each group to select a given government.
- Note down the governments that were selected (A government cannot be selected by more than one group)
- Ask them to go to the BCH central portal training space @

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



The screenshot shows the web browser address bar with the URL <https://bch.cbd.int/resources/trainingsite.shtml> highlighted in red. The page header includes the 'Biosafety Clearing-House' logo and the 'Convention on Biological Diversity' logo. A navigation menu is visible with options like Home, The BCH, The Protocol, Finding Information, Registering Information, Resources, and Help. The main content area is titled 'Welcome to the Training Site of the Biosafety Clearing-House' and contains instructions for users. A yellow warning box on the right side of the page states: 'Please select a training space - If you have not received a password for other training spaces, please use the 'Public BCH Training''.

- Selected Angola in the training space



The screenshot shows the 'Biosafety Clearing-House' website. The 'Training Space' dropdown menu is open, listing various countries. 'Angola' is highlighted in blue and enclosed in a red box. Other countries listed include Gambia, Djibouti, Botswana, Cameroun, Mali, and Zimbabwe. The page also contains instructions for users on how to use the training site.

- Then each group should use the selected government



The screenshot shows the same website, but now the 'Government' dropdown menu is open, and 'Syrian Arab Republic' is selected, highlighted in blue, and enclosed in a red box. A yellow warning box is visible, stating: 'Please select a government to train as BCH-NFP or NAU, OR leave it blank to train as a general Registered User.' Below the dropdown, there are buttons for 'BCH Training: BCH National Focal Point' and 'BCH Training: National Authorized User'.

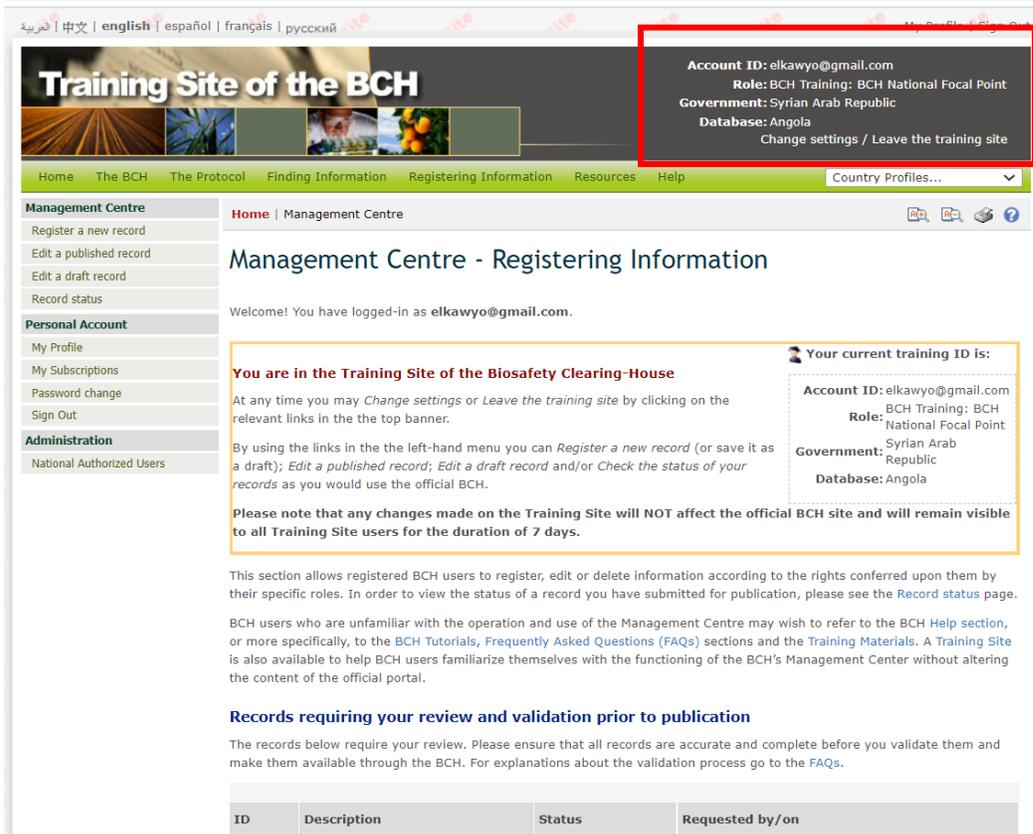
- One member of the group assign himself the role of national focal point and the other will assign himself the role of National authorized user

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The screenshot shows the 'Training Site of the BCH' interface. At the top, there are language options (العربية, 中文, english, español, français, русский) and user account information: Account ID: elkawyo@gmail.com, Role: BCH Training: BCH National Focal Point, Government: Syrian Arab Republic, Database: Angola. A navigation menu includes Home, The BCH, The Protocol, Finding Information, Registering Information, Resources, and Help. The main content area is titled 'Welcome to the Training Site of the Biosafety Clearing-House' and provides instructions for users. It includes a 'Training Space' dropdown menu set to 'Angola' and a 'Government' dropdown set to 'Syrian Arab Republic'. A yellow warning box states: 'Please select a government to train as BCH-NFP or NAU, OR leave it blank to train as a general Registered User.' Below this, there are buttons for 'Leave the training site' and 'Select a role'. Two role options are visible: 'BCH Training: BCH National Focal Point' and 'BCH Training: National Authorized User', both highlighted with a red box. A 'Note' section provides further information on national records and reference records. At the bottom, a list of actions is provided: Register a new record (or save it as a draft); Edit a published record; Edit a draft record; and/or Check the status of your records.

- The database, the government you selected and your role will be displayed on the top



Account ID: elkawyo@gmail.com
Role: BCH Training: BCH National Focal Point
Government: Syrian Arab Republic
Database: Angola
Change settings / Leave the training site

Your current training ID is:

Account ID: elkawyo@gmail.com
Role: BCH Training: BCH National Focal Point
Government: Syrian Arab Republic
Database: Angola

Records requiring your review and validation prior to publication

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

- Ask them to register a “news” record and a national biosafety website record. Then to send it for publishing
- The focal point will get a notification on the records submitted by the national authority user in his group
- Ask the focal point to approve one record and send the other record for revising to the National Authorized user.
- Then ask them to switch roles by clicking on change settings at the top of the page

العربية | 中文 | **english** | español | français | русский My Profile | Sign Out

Training Site of the BCH

Account ID: elkawyo@gmail.com
 Role: BCH Training: BCH National Focal Point
 Government: Syrian Arab Republic
 Database: Zimbabwe

Change settings / Leave the training site

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

Management Centre

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

Personal Account

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

Administration

- National Authorized Users

Home | Management Centre 🔍 🗨️ 📄 ?

Management Centre - Registering Information

Welcome! You have logged-in as **elkawyo@gmail.com**.

You are in the Training Site of the Biosafety Clearing-House

At any time you may *Change settings* or *Leave the training site* by clicking on the relevant links in the top banner.

By using the links in the left-hand menu you can *Register a new record* (or save it as a draft); *Edit a published record*; *Edit a draft record* and/or *Check the status of your records* as you would use the official BCH.

Please note that any changes made on the Training Site will NOT affect the official BCH site and will remain visible to all Training Site users for the duration of 7 days.

Your current training ID is:

Account ID: elkawyo@gmail.com
 Role: BCH Training: BCH National Focal Point
 Government: Syrian Arab Republic
 Database: Zimbabwe

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

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

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- And then ask them to use the same settings for training space and government but to change their roles
- Ask them to register a competent national authority record. Save it as draft first. Then reopen it and send it for publishing.
- Ask the focal point to amend directly the record he will receive from the National Authorized user and publish it