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

Submitting Information to the BCH Central Portal

December 2023

Version 6.0

Reproduction

This publication may be reproduced in whole or in part and in any form for educational or non-profit services without special permission from the copyright holder, provided acknowledgement of the source is made. The United Nations Environment Programme would appreciate receiving a copy of any publication that uses this publication as a source . No use of this publication may be made for resale or any other commercial purpose whatsoever without prior permission in writing from the United Nations Environment Programme . Applications for such permission, with a statement of the purpose and extent of the reproduction, should be addressed to unep-communication-director@un.org .

Disclaimers

The designations employed and the presentation of the material in this publication do not imply the expression of any opinion whatsoever on the part of the Secretariat of the United Nations concerning the legal status of any country, territory or city or area or its authorities, or concerning the delimitation of its frontiers or boundaries . Mention of a commercial company or product in this document does not imply endorsement by the United Nations Environment Programme or the authors . The use of information from this document for publicity or advertising is not permitted. Trademark names and symbols are used in an editorial fashion with no intention on infringement of trademark or copyright laws. The contents and views expressed in this publication do not necessarily reflect the views of the United Nations Environment Programme. We regret any errors or omissions that may have been unwittingly made.

Please note that this module has been prepared to assist in understanding the Cartagena Protocol on Biosafety. It is not intended to provide legal interpretation of the Protocol or decisions made by the Conference of the Parties serving as the meeting of the Parties to the Protocol. Please refer to the original text of the Protocol and COP-MOP decisions for any further information.

Module outline

List of figures

1. Introduction to the Module

In this module you will learn about the submission and management of information in the Biosafety Clearing-House (BCH) through its "Submit Dashboard." It explains:

- How to access the BCH submission forms
- How to create and manage information in the BCH
- How to manage National Authorized Users
- How to manage your CBD user account profile
- How to use the BCH Training Site

Context:

The UNEP-GEF Project for *Capacity Building for Effective Participation in the Biosafety Clearing-House* (BCH-I)[1], 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 updated in October 2012 within the UNEP-GEF Project for *Continued Enhancement of Capacity Building for Effective Participation in the BCH* (BCH-II)[2] and presently in September 2023 within the UNEP-GEF Project for *Sustainable Capacity Building for Effective Participation in the Biosafety Clearing House* (BCH-III)[3]. 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[4], each addressing one element of the BCH.

Audience

This module is designed to guide users of the Biosafety Clearing House (BCH) who need to submit information, access, and manage information or set-up the IT-related components of the BCH. It is developed for a non-technical audience with little or no knowledge of the Cartagena Protocol and the BCH. Still, it needs to understand the requirements of the Biosafety Clearing House.

Purpose

This module demonstrates the process of submitting information to the BCH Central Portal. BCH users with limited internet access may submit information offline by

---

[1] https://www.thegef.org/projects-operations/projects/2581
[2] https://www.thegef.org/projects-operations/projects/3856
[3] https://www.thegef.org/projects-operations/projects/5688
[4] Virtual Learning Environment at https://bch3-vle.unep.org/

completing the common formats and submitting them, duly signed, to the SCBD (Secretariat of the Convention on Biological Diversity).

2. Accessing the Submit Dashboard Page of the BCH

The CBD (Convention on Biological Diversity) has several online databases (e.g., CHM[5], ABSCH[6]) including the BCH. To access any of them, you need to register for a CBD user account (Section 3.2).

The **Submit Dashboard** page is the page where users can submit and manage information in the BCH. Access is restricted to BCH users with a registered CBD user account. Access to the **Submit Dashboard** page of the BCH is available from the white navigation bar which appears on every page of the BCH Central Portal. It is also accessible from the "Sign In" link in the upper right corner.
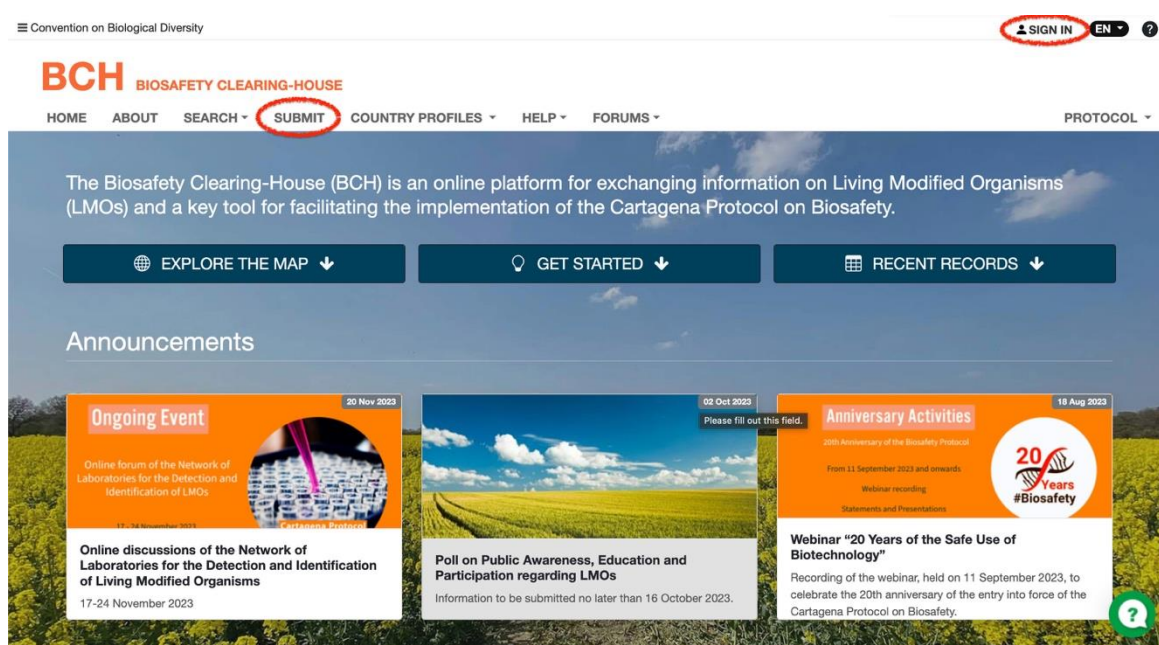
Figure 1. The BCH sign-in links.

Any user can search information in the BCH at http://bch.cbd.int/ without a registered CBD user account. Registering for a CBD user 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.

---

[5] CHM: Clearing House Mechanism (https://chm.cbd.int/)
[6] ABSCH: Access and Benefit-sharing Clearing-House (https://absch.cbd.int)

3.   Signing in the Biosafety Clearing-House

After clicking on the "Submit" or "Sign in" link, a window will pop-up for you to sign in the BCH. It has the following main components:

1. The "Sign in to your account" form asking for your username and password;

2. The "Create an account" link; and

3. The "Forgot password?" link.
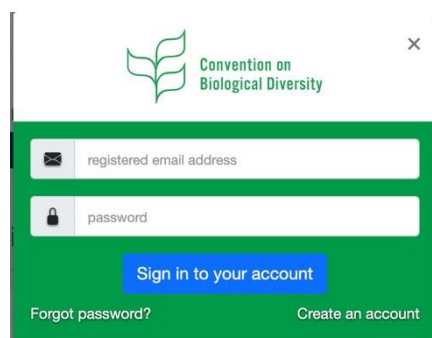
Figure 2. The BCH login window.

3.1.   Signing In

To access the Submit Dashboard page, you need to sign in with your registered CBD user account. To sign in: (i) enter the email address which you used to register for a CBD user account, (ii) enter the password in the **Password** field and (iii) click the "**Sign in to your account**" button.

3.2.   The "Create an account" link

To get your own CBD user account, click on the "Create an account" link. This will open a new page, the "Create your CBD Account" page. Fill up the form (Figure 3) and click the "Submit" button.

When your account is first created, a welcome message and a temporary password will be sent to the email address you 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 clicking on the "Change my Password" link at the top of the "Edit my Profile" screen (see section 5.1 "Changing your Password").

The password is case sensitive and must be between 8 and 64 characters long. You can use numbers and/or letters in the password.

The Submit Dashboard is protected against unauthorized access through Secure Socket Layer (SSL) – actually the whole BCH is under SSL. Your email address and

password are used to control access to the website. Therefore, it is of utmost importance to choose a password that is difficult to guess and by no means should it be given out.
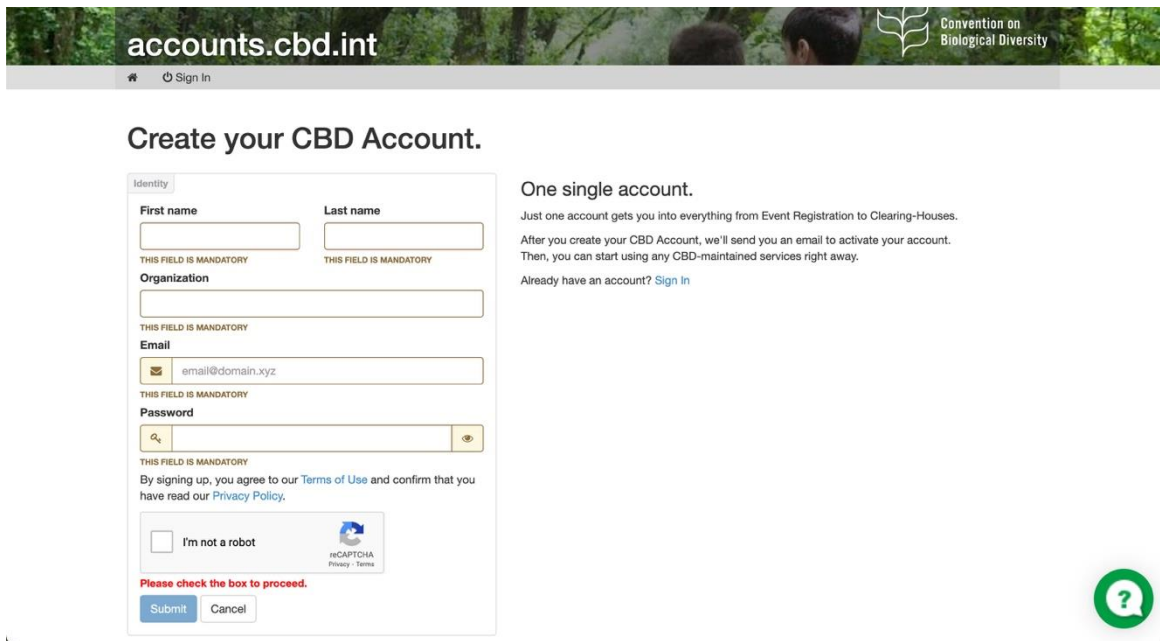
Figure 3. The CBD user account sign-up page.

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, numbers, and non-numeric non-alphabetic characters like !, @, #, etc.;

- 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 your account using a different computer);

- A popular method for selecting easy-to-remember passwords is to use letters and numbers from a phrase or song lyric, and replace or insert some non-common characters. For example, "The Biosafety Protocol was adopted in January 2000" can become "TBPwa!J#2000".

3.3. The "Forgot password?" link

If you already have a CBD account but can't remember your password, click on the "Forgot password?" link. Fill up the "Password reset" form (Figure 4) and click the "Submit" button. A new password will automatically be sent to your email address.

Figure 4. Password reset form.

If you changed your email address, access your "Profile" to update it – to do this, see section 5 User Profile. In case you are the National Focal Point, contact the Secretariat to have your account updated.

4. The Submit Dashboard

The Submit Dashboard serves as the entry point for submitting information to the BCH. Once you are signed in, you have access to the following features (Figure 5):

1. Submit a new record,

2. Edit a submitted record,

3. Edit a draft record,

4. Validate pending records prior to publication (only for National Focal Points),

5. List of published records,

6. Downloadable forms in 5 UN languages (Common formats),

7. and User Management (only for National Focal Points).

As you can see, the add/edit buttons (for a new record, published records, draft records, records for validation) are present for each type of BCH record (e.g., Biosafety Virtual Library, Biosafety Organizations, etc.). Also, there are 2 buttons to see the "requests" (requests for validation) and viewing/editing of published records.
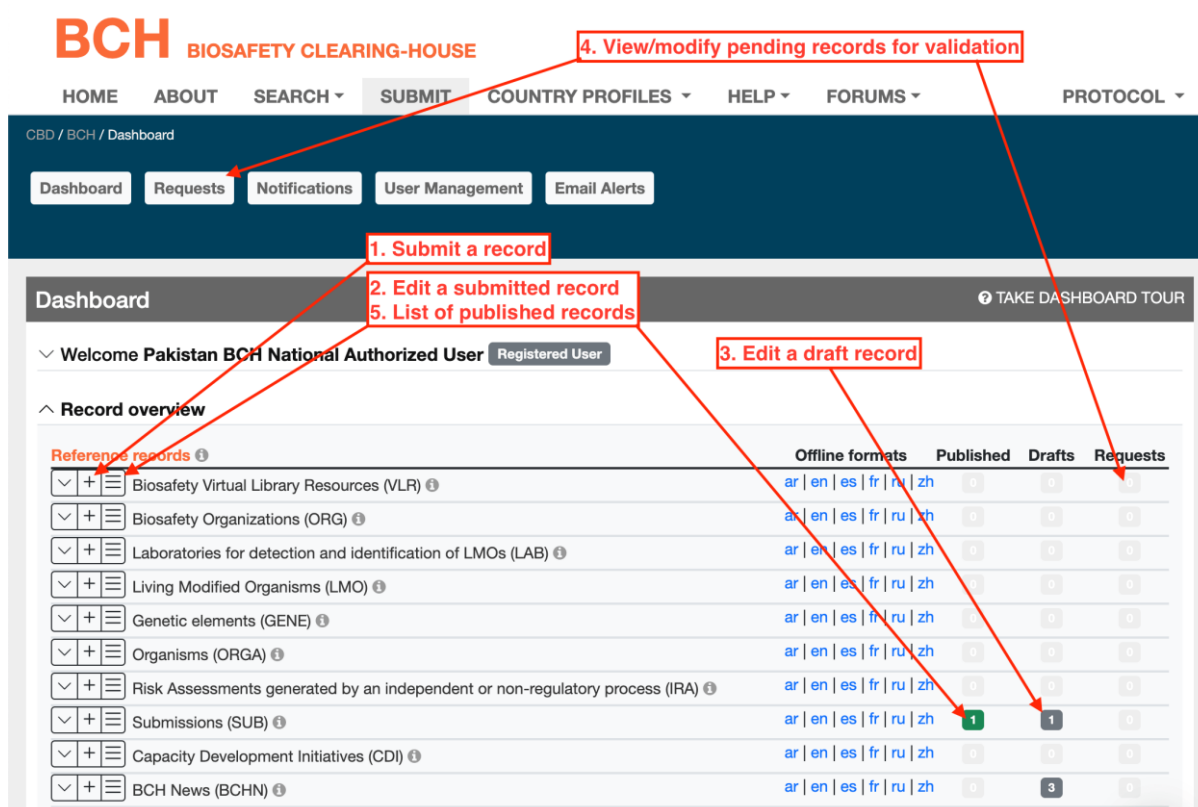
Figure 5. The BCH Submit Dashboard.

4.1.   Types of Users

There are three (3) types of BCH users that can submit BCH records to the BCH Central Portal.

1. The BCH National Focal Point

2. The National Authorized Users

3. and Registered users

4.1.1.   The BCH National Focal Point

In connection to submitting information to the BCH, this user is tasked to validate each BCH data record of the country before publishing them to the BCH.

This user is nominated to the SCBD (Secretariat of the Convention on Biological Diversity) by the country's government authorities to take care of their national BCH data. It is usual that the country's CPB Focal Point (Cartagena Protocol on Biosafety Focal Point) nominates the country's BCH National Focal point. The CBD Focal Point (Convention on Biological Diversity Focal Point) can also do this if the country's CPB Focal Point does not exist yet.

4.1.2.　 *National Authorized User*

In connection to submitting information to the BCH, this user is tasked to submit BCH data records that are found in their government agency (i.e., agriculture agency, educational institution, media agency, research institution, health agency, and others), and the data is submitted to the country's BCH National Focal Point for final checking.

This user or users are nominated and registered into the BCH by the BCH National Focal Point. Usually, these are personnel from each BCH competent national authority of the country.

4.1.3.　 *Registered User*

This type of user is for the general public. Thus, anyone can be a registered user in the BCH and submit BCH records. They will be limited to submitting "Reference records" only – "Reference records" is discussed under section "Summary of BCH Record Types."

To become a Registered User:

1. Go to https://bch.cbd.int

2. Click on "SIGN IN" link at the upper-right hand corner of the page.

3. Click on "Create an account."

4. Fill up the form then click "Submit."

5. Wait for the SCBD to send you a confirmation email.

6. Confirm your account in the received confirmation email.

4.2.　 Submit a new BCH record

In the BCH, the stored information is called "record". On the Submit Dashboard, click on the **"+"** button (Figure 5) found beside a BCH record type (e.g., Competent National Authority) to start the creation of a record that will be submitted to the BCH for public use. The process to submit a record consists of several steps explained in section 4.4.

There are 3 categories of records that can be submitted to the BCH: "National records," "Reference records," and "Other records."

| National records	Offline formats	Published	Drafts	Requests
National Focal Point (NFP)	ar | en | es | fr | ru | zh	Explanatory Note on the appointment of NFPs ⤢		
Competent National Authorities (CNA)	ar | en | es | fr | ru | zh	3	0	0
Supplementary Protocol Competent Authorities (SPCA)	ar | en | es | fr | ru | zh	0	0	0
Biosafety Laws, Regulations, Guidelines and Agreements (LAW)	ar | en | es | fr | ru | zh	0	1	0
Countries' Decisions or any other Communications (DEC)	ar | en | es | fr | ru | zh	0	0	0
Risk Assessments generated by a regulatory process (RA)	ar | en | es | fr | ru | zh	1	1	0
National Biosafety Websites or Databases (NDB)	ar | en | es | fr | ru | zh	12	6	0
Fourth National Reports on the Implementation of the Cartagena Protocol on Biosafety (NR4)	ar | en | es | fr | ru | zh	0	0	0
Third National Reports on the Implementation of the Cartagena Protocol on Biosafety (NR3)	ar | en | es | fr | ru | zh	0	0	0
Second National Reports on the Implementation of the Cartagena Protocol on Biosafety (NR2)	ar | en | es | fr | ru | zh	0	0	0
First National Reports on the Implementation of the Cartagena Protocol on Biosafety (NR1)	ar | en | es | fr | ru | zh	0	0	0
Interim National Reports on the Implementation of the Cartagena Protocol on Biosafety (NRI)	ar | en | es | fr | ru | zh	0	0	0
Biosafety Experts (EXP)	ar | en | es | fr | ru | zh	2	10	0
Country Profiles for Biosafety Clearing-House (BCP)		0	0	0

Figure 6. National records.

Reference records	Offline formats	Published	Drafts	Requests
Biosafety Virtual Library Resources (VLR)	ar | en | es | fr | ru | zh	0	0	0
Biosafety Organizations (ORG)	ar | en | es | fr | ru | zh	10	4	0
Laboratories for detection and identification of LMOs (LAB)	ar | en | es | fr | ru | zh	1	0	0
Living Modified Organisms (LMO)	ar | en | es | fr | ru | zh	2	0	1
Genetic elements (GENE)	ar | en | es | fr | ru | zh	0	0	0
Organisms (ORGA)	ar | en | es | fr | ru | zh	0	0	0
Risk Assessments generated by an independent or non-regulatory process (IRA)	ar | en | es | fr | ru | zh	0	0	0
Submissions (SUB)	ar | en | es | fr | ru | zh	0	0	0
Capacity Development Initiatives (CDI)	ar | en | es | fr | ru | zh	8	1	0
BCH News (BCHN)	ar | en | es | fr | ru | zh	14	14	0
Other records				
Contacts (CON)	ar | en | es | fr | ru | zh	48	7	0

Figure 7. "Reference records" and "Other records."

The types of records that a registered user may submit depends on his/her role :

- BCH National Focal Points (BCH-NFPs) may submit all types of BCH records with the exception of National Focal Point records. When BCH-NFP users submit a BCH record, "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 submit all types of BCH records with the exception of National Focal Point records. When NAUs submit a BCH record, "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:

- General Registered Users (i.e., non-NFP and non-NAU) may submit all types of "Reference Records," subject to validation by the Secretariat prior to publication in the BCH.

- All types of users (i.e., NFP, NAU, and General) can submit "Other Records" and are immediately published to the BCH without need of validation.

4.3. Summary of BCH Record Types

The "**national records**" that can be submitted are the following:

National Documents	Description
National Focal Points (NFP)	The BCH National Focal Point (CPB, BCH or Article 17).
Competent National Authorities (CNA)	Competent National Authorities that are nominated and authorized by the governments for performing the administrative functions required by Article 19 of the Protocol.
Supplementary Protocol Competent Authorities (SPCA)	Entities designated to perform the functions set out in Article 5 of the Nagoya-Kuala Lumpur Supplementary Protocol on Liability and Redress.
Biosafety Laws, Regulations, Guidelines & Agreements (LAW)	Any document pertaining to the national regulatory framework and relevant to biosafety or the transfer, handling and use of living modified organisms.
Country's Decisions or any other Communications (DEC)	Any national decisions or communications relevant to biosafety or the transfer, handling and use of living modified organisms.
Risk assessments generated by a regulatory process (RA)	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.

National Documents	Description
National Websites or Databases (NDB)	National websites and databases related to biosafety that contains the national BCH records.
Fourth National Reports on the Implementation of the Cartagena Protocol on Biosafety (NR4)	Fourth National Reports on the Implementation of the Cartagena Protocol on Biosafety (due 1 October 2019)
Third National Reports on the Implementation of the Cartagena Protocol on Biosafety (NR3)	Third National Reports on the Implementation of the Cartagena Protocol on Biosafety (due 31 October 2015)
Second National Reports on the Implementation of the Cartagena Protocol on Biosafety (NR2)	Second National Reports on the Implementation of the Cartagena Protocol on Biosafety (due 30 September 2011)
First National Reports on the Implementation of the Cartagena Protocol on Biosafety (NR1)	First National Reports on the Implementation of the Cartagena Protocol on Biosafety (due 11 September 2007)
Interim National Reports on the Implementation of the Cartagena Protocol on Biosafety (NRI)	Interim National Reports on the Implementation of the Cartagena Protocol on Biosafety (due 11 September 2005)
Biosafety Experts (EXP)	Registering a Biosafety expert according to Decisions BS-I/4 and BS-IV/4
Country Profiles for Biosafety Clearing-House (BCP)	Additional information that appears as part of the country profile.

Again, for emphasis, the submission of national records is limited to BCH National Focal Points (BCH-NFP) and National Authorized Users (NAUs) pending BCH-NFP validation.

A Special Note on Submitting National Focal Point data: The designation of National Focal Points is restricted to National Focal Points 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 form 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).

The "**reference records"** that can be submitted to the BCH are the following:

Reference Documents	Description
Biosafety Virtual Library Resources (VLR)	An electronic catalogue of biosafety-related publications and information resources, including literature on biosafety, reports and case studies, awareness-raising materials, videos, capacity-building resources, etc.
Biosafety Organizations (ORG)	Organizations involved activities relevant to the Cartagena Protocol on Biosafety with summaries of their activities and contact information.
Laboratories for detection and identification of LMOs (LAB)	Laboratories involved in the detection and identification of LMOs.
Living Modified Organisms (LMO)	Living modified organisms, including information on the introduced genetic elements, parental and donor organisms, biotechnological traits, transformation event, the unique identification code (if available) and detection methods.
Genetic elements (GENE)	Information on introduced genetic elements, including donor organism, type of genetic element, biological function and biotechnological trait.

Reference Documents	Description
Organisms (ORGA)	Information on parental, recipient and donor organisms related to the living modified organisms and genetic elements registered in the BCH.
Risk Assessments generated by an independent or non-regulatory process (IRA)	Summaries of a risk assessment or environmental review of living modified organisms other than those generated by a regulatory process.
Submissions (SUB)	Submissions from Parties, other Governments or relevant organizations in response to notifications issued by the Secretariat.
Capacity Development Initiatives (CDI)	Information on capacity development initiatives at national, regional and international levels including activities and outcomes.
BCH News (BCHN)	News related to the Biosafety Clearing-House.

The "**other records"** that can be submitted to the BCH are the following:

Other Documents	Description
Contacts (CON)	Contact details of a person or organization.

All types of registered users may submit "reference records" and "other records." However, the "reference records" will only be made public once they have been validated by the Secretariat. "Other records" are immediately published to the BCH.

NOTE: Both national and reference records can contain, besides their own information, links to other "reference records." For example, an LMO record can refer to other records such as an "Developer," "Recipient organism," etc. Illustration:

Figure 8. Sample links to other reference records.

Referencing other records greatly reduces the need to modulely enter the same information repeatedly. 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 the decisions that that CNA has taken (i.e. rather than entering the contact details every time a decision is registered).

4.4. Online Submission Forms and Common Formats

These are the forms where BCH data is stored. They have formal specifications for data to be submitted in the BCH. They enable users to store and display BCH information in a standardized way, not depending on the country, organization, or person from which the information comes.

Specific forms are available for each type of document (i.e., national, reference, or other records), in six official UN languages. As information can be submitted to the BCH both online (using the BCH) and offline (via email, fax or postal mail), the forms for each record type are available for online submission or for download in MS Word format.

4.4.1. Online Submission Forms

The online submission forms are accessible in the BCH Submit Dashboard. Click on a "+" button that is beside the BCH record type you want to submit. Illustration for submitting a Competent National Authority:

Figure 9. "+" button to access the online submission form.

Upon clicking on the "+" button, the "**Introduction**" page of the form will load. Illustration:


Figure 10. Introduction page of the online form.

The "**Introduction**" page explains in detail the BCH record type (e.g., Competent National Authority) that you want to submit to the BCH.

After checking that this is the record you really want to submit, continue by clicking on "Submission form" arrow/tab. This will load the online submission form:

Figure 11. Example of an online submission form.

Fill-up the online form with your BCH data. Take note that form entry fields marked with "*" are required to be filled up.

In case you want to leave the form unfinished and save it as draft, go to the bottom of the page and click on "Save Draft." This will save your current work for later update. The procedure to open a saved draft is explained in the section below entitled "Opening a Saved Draft."

Once done in entering all your BCH data, you can continue by clicking on "Review" arrow/tab. This will load the "Review" page which will inform you whether your form is "Valid" - completely filled with all required data - or whether it is missing some mandatory data. You can also use this page to double-check all the data you have entered for correctness. Illustration:
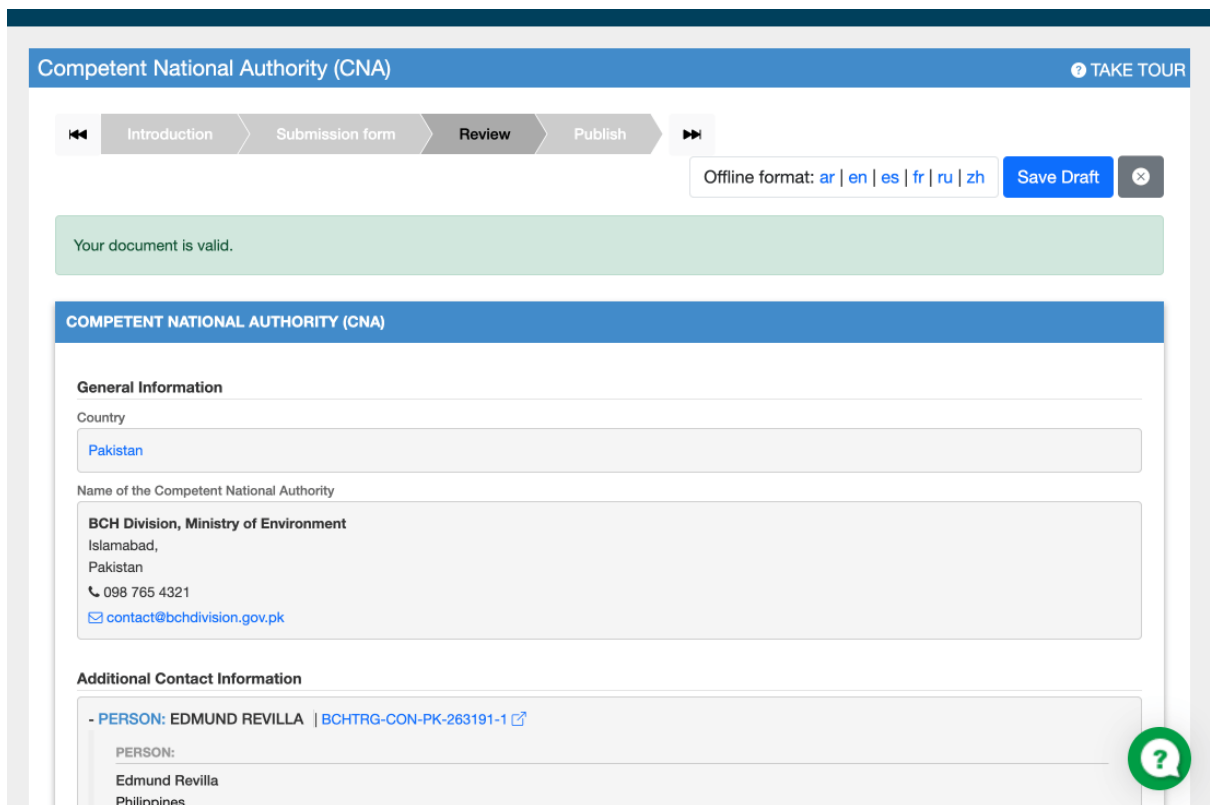
*Figure 12. Example of the "Review" screen with valid data.*
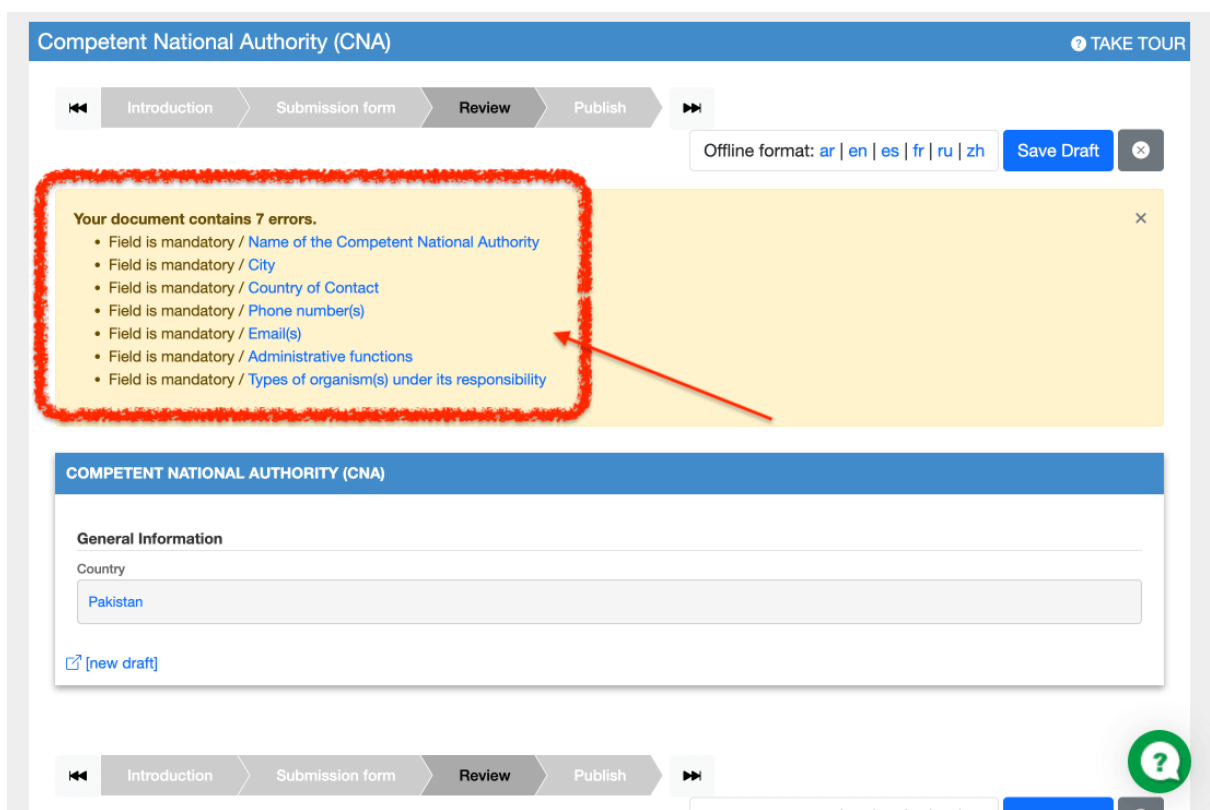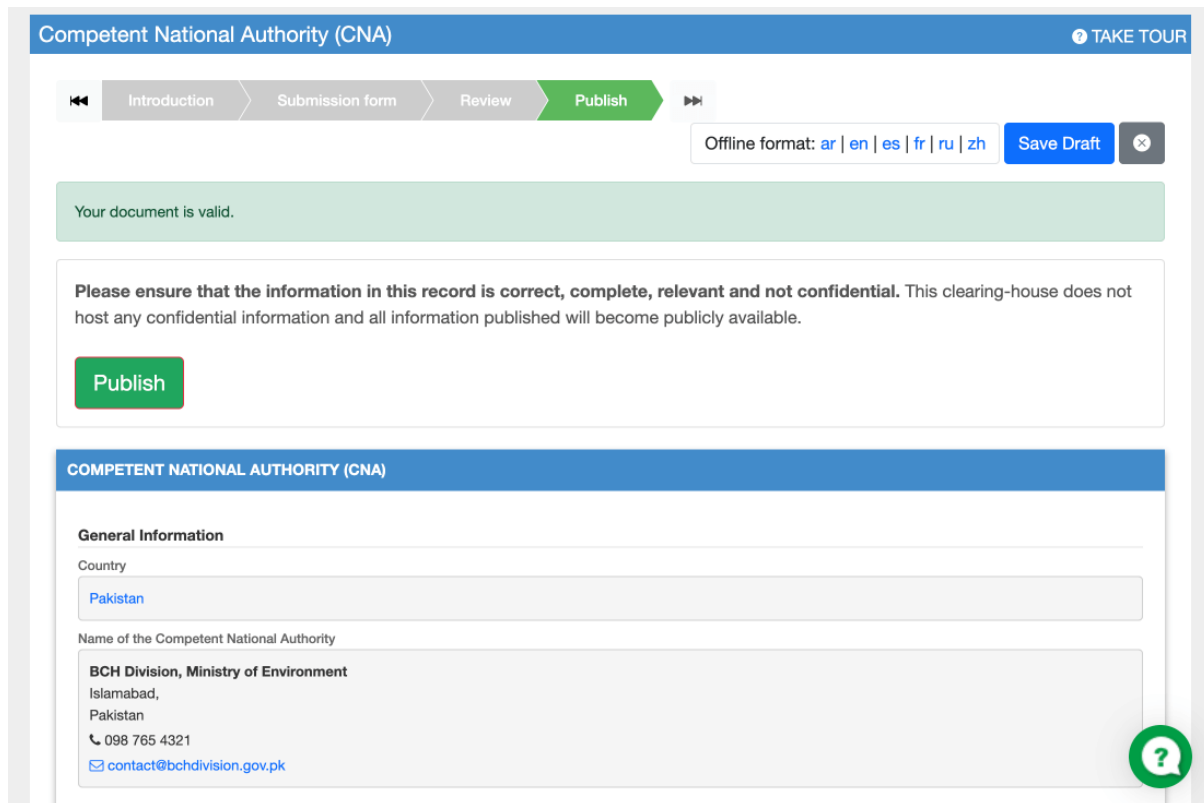
Figure 13. Example of a "Review" screen with missing mandatory fields.

If you need to correct or add some data, go back to the edit form by clicking on "Submission form" arrow/tab.

If you have checked that all data are entered correctly and is complete, continue by clicking on "Publish" arrow/tab. The **Publish** page will load showing the "Publish" button (or "Request Publish" button for NAUSs) and have another chance to review the correctness of your data. If some data needs correction or you need to add new data, go back to the edit form by clicking on "Submission form" arrow/tab.


*Figure 14. Example of the "Publish" page.*

Figure 15. Another example of the "Publish" page for NAUs submitting national records.

If you have reviewed that all data is correct and ready for publishing to the BCH, click on the "Publish" button (or "Request Publish" button for NAUs). This will start the process of publishing your BCH record to the BCH.

That's it! You now know how to submit BCH data!

4.4.2. Publishing and Validating a BCH record

After submitting your BCH record for publishing, the submitted information goes through different paths of validation before getting published to the BCH Central Portal. It depends on your user type and the BCH record type that you submitted. Illustration:
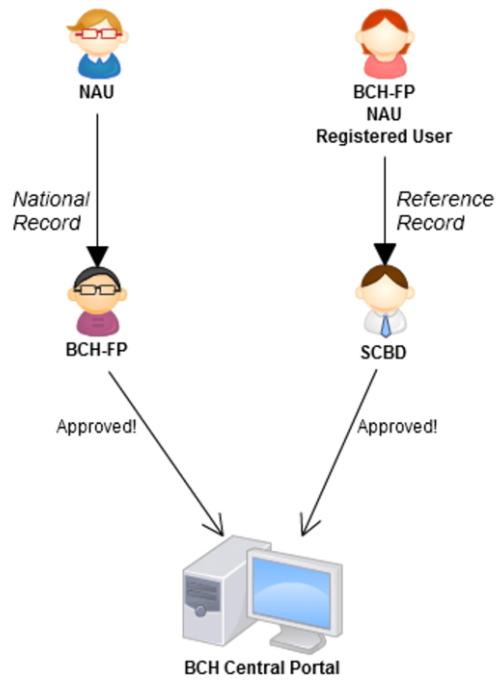
Figure 16. BCH record publishing and validation.

If you are the BCH National Focal Point submitting a BCH National Record, it will be published directly on the BCH. Illustration:
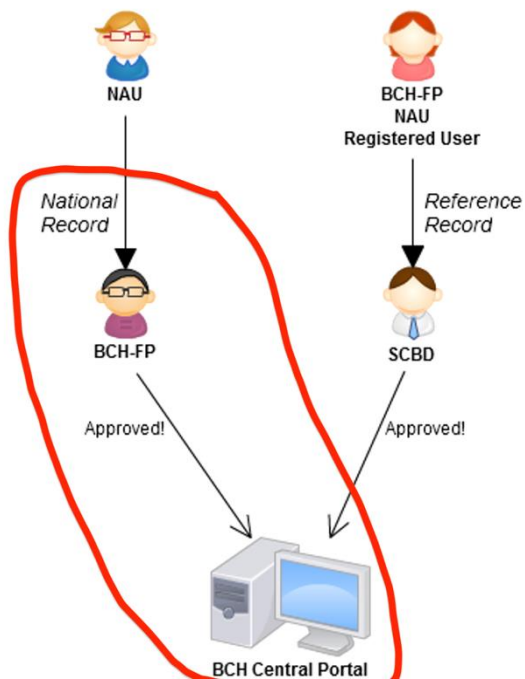

*Figure 17. BCH National Focal Point submitting a BCH National Record.*
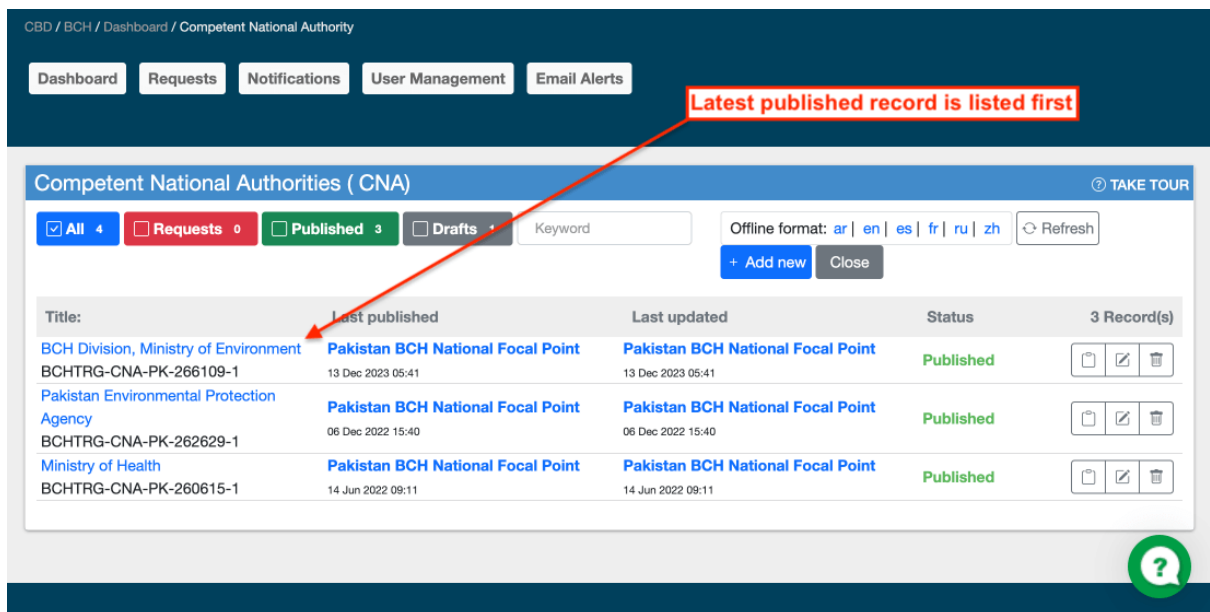
Figure 18. List of submitted BCH records.

If you are a National Authorized User submitting a BCH National Record, the BCH record you submitted will be shown as "Pending approval." This means that it is already submitted to your BCH National Focal Point for approval to be published on the BCH. The BCH National Focal Point can either approve, edit, or send it back to you for correction.
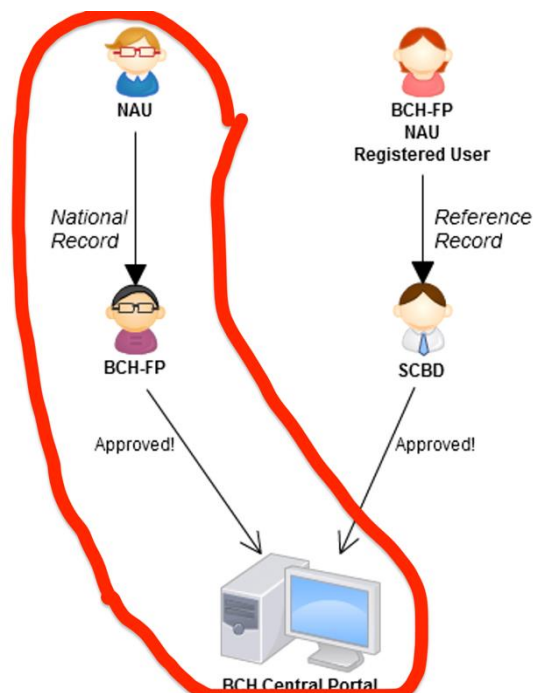

Figure 19. National Authorized User submitting a National Record.

You will be sent an email to be informed of the status of your BCH record submission. The BCH National Focal Point is also informed by email on the status of the BCH

record submission. This is another reason why you should use your active email address for your CBD user account.

If you are a "Registered user" – not a National Focal Point and not a National Authorized User – after you submit your "Reference record," it will show "Pending approval." This means the BCH record you submitted is waiting for the SCBD to either approve, or send it back to you for correction.
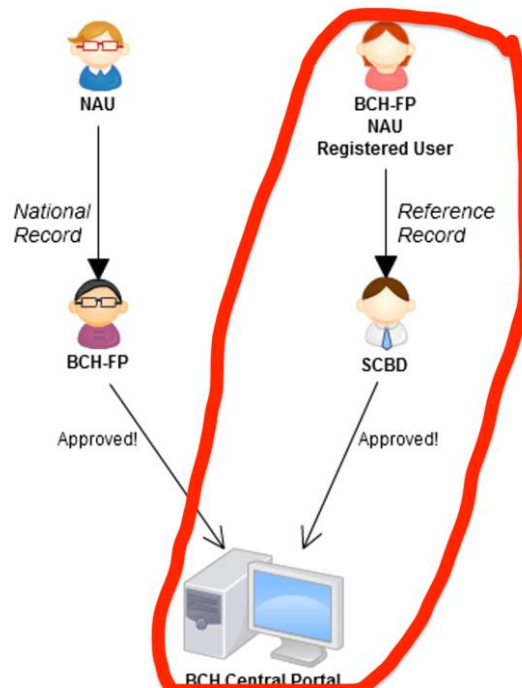
Figure 20. "Registered User" submitting a "Reference Record."

When submitting a "Other record" type of data, i.e., "Contacts", it will directly be published to the BCH Central Portal.

4.4.3.　Editing a Saved Draft

To edit a saved draft, go to the BCH Submit Dashboard, and click on the number under column "Drafts" for the BCH record type that has the saved draft.

For example, to start editing a saved draft for Biosafety Laws, Regulations, Guidelines and Agreements, click on the numeric button in the same row. Illustration:
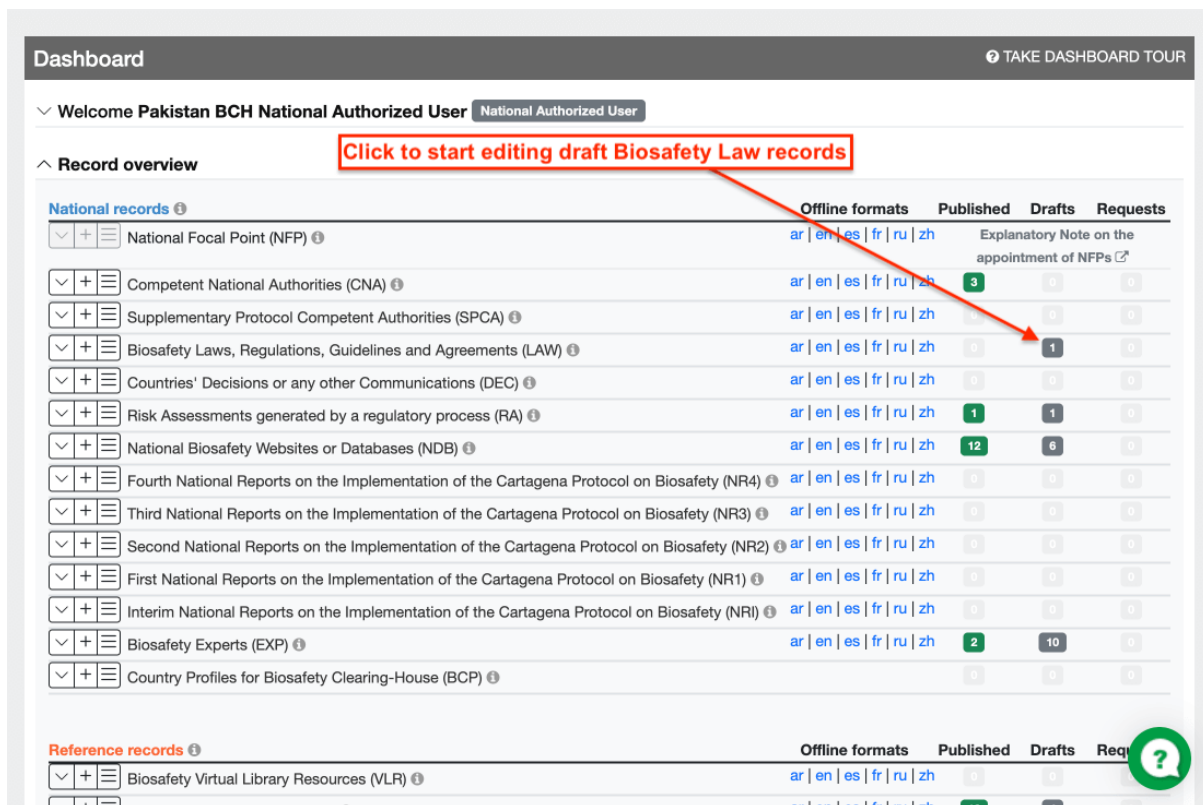
Figure 21. Getting a list of saved drafts.

After clicking on the numeric button, a list of saved drafts for that BCH record (i.e., Biosafety Laws, Regulations, Guidelines, and Agreements) will show up. Click on the "Edit" button in the same row as the saved draft in the list to start editing it. Illustration:
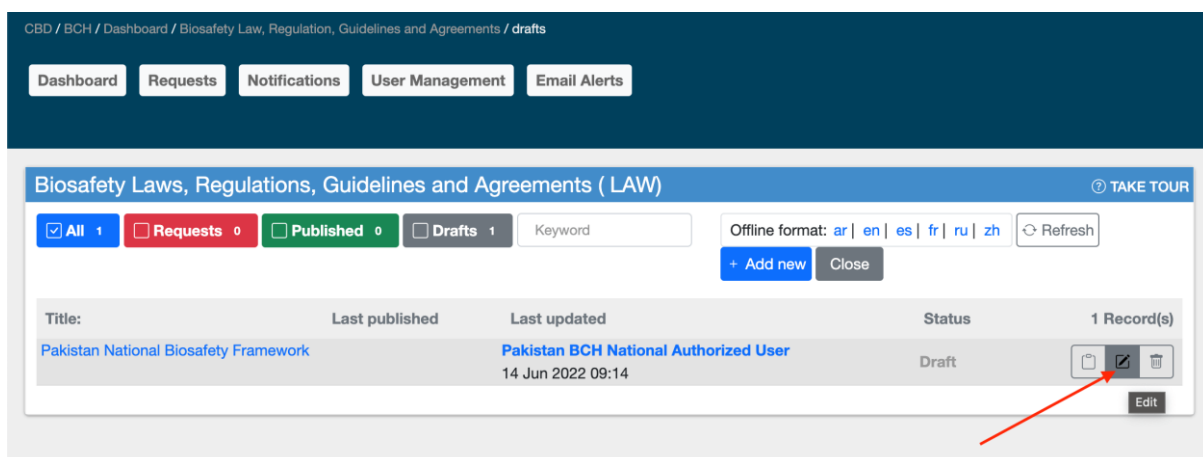

Figure 22. Edit button to edit a saved draft.

The saved draft will now be opened in its online submission form, ready for updating. Do your editing and re-submit as discussed above.

4.4.4. Updating a Published record

You are allowed to update a published record that you have previously submitted. Let us say the address has changed, or the telephone number has changed, then you can update those information on your published record.

Go to the BCH Submit Dashboard and click on the number button under column "Published" which is in the same row as the BCH record type that you want to update. This will give you the list of published records for that BCH record type.

Illustration to get the list of published Competent National Authority (CNA) records:
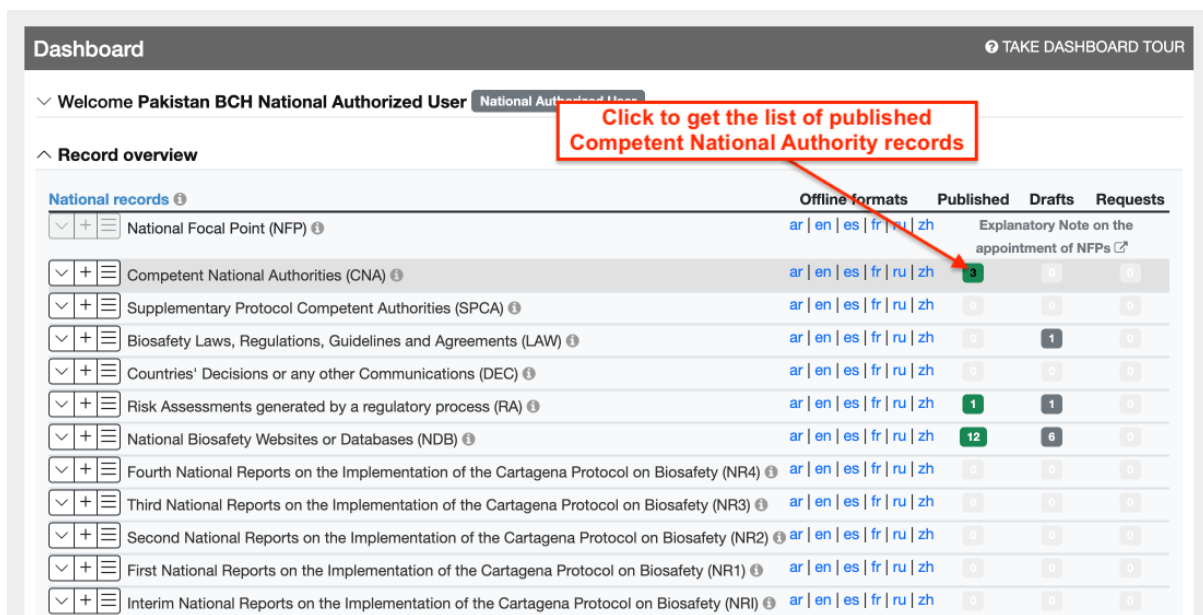
Figure 23. To get the list of published Competent National Authorities.

Once you have the list on screen, you can click the "Edit" button of the published record that you want to update. Illustration:
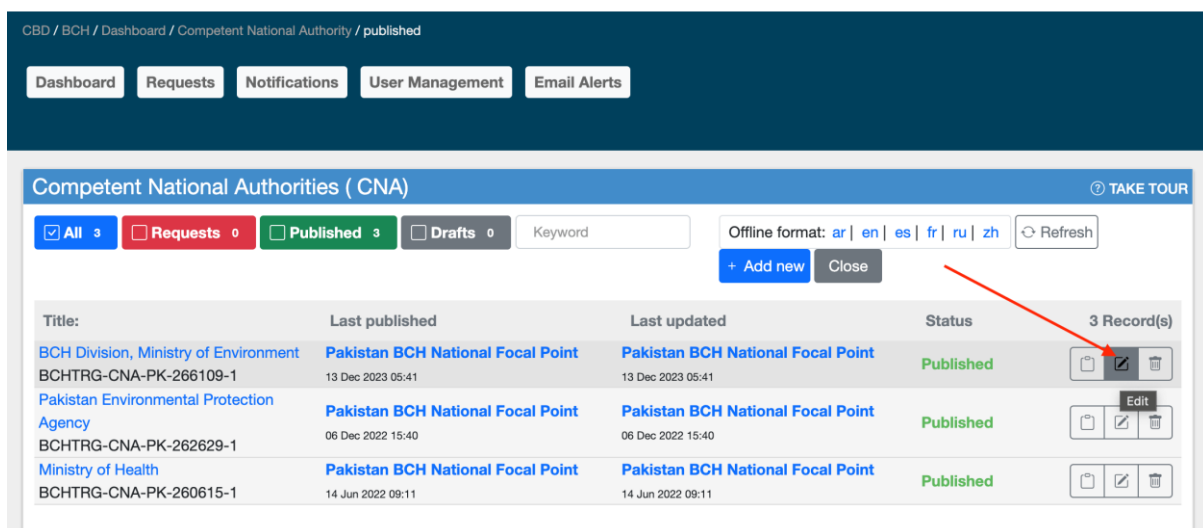

Figure 24. Edit button to update a published CNA.

The online form for the CNA will load and you are now allowed to update it.

Once done updating, just go through the "Publish" steps that was already discussed to publish your updates to the BCH Central Portal.

4.4.5. Validating records that are Pending Approval

If you are the BCH National Focal Point (BCH-NFP), one of your tasks is to validate pending records submitted by your NAUs (National Authorized Users). To do this, you can find the list of pending records in the BCH Submit Dashboard. Illustration:
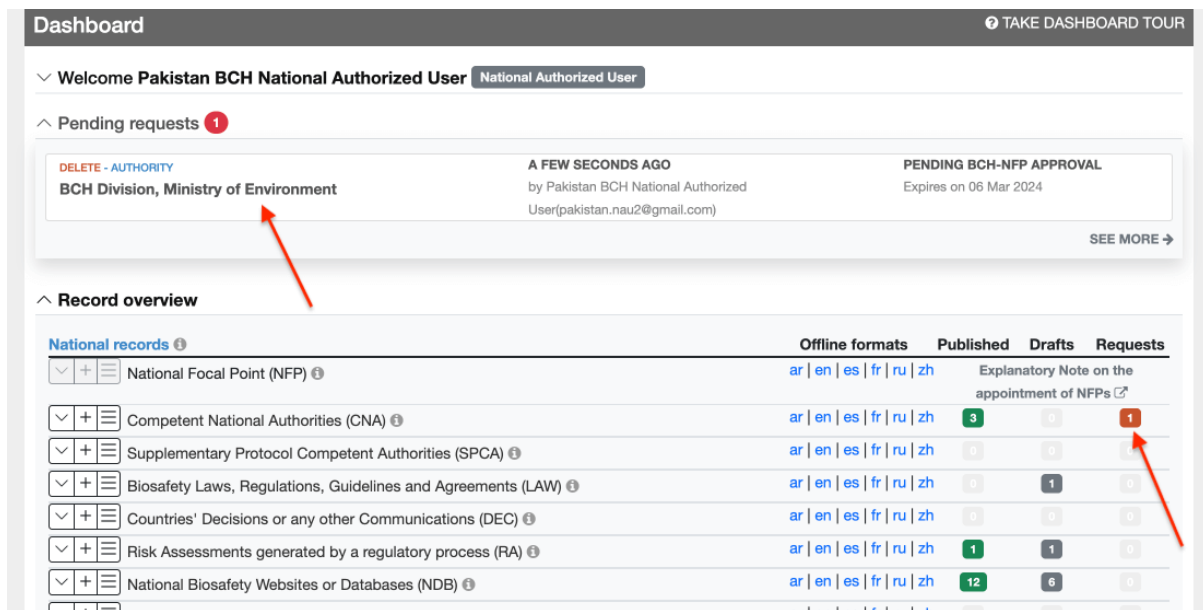
Figure 25. Two locations to find the Pending Approval records for validation.

If you are not a BCH-NFP user, you will not see the Pending Approval records since only BCH-NFPs have this task.

Click on one of the listed "Pending" records on the top of the Dashboard to start validating it. (Another option is to click on the number button under the "Requests" column. This will give you a list of pending records similar to the list on the top of the page, and you can now click on one of the pending records in the list to start validating it.)

The "Publishing Request" page will load on screen for you to check the correctness of the submitted data.

Figure 26. Example of the "Publishing Request" page.

If all is correct, click "Approve." The record will then be published on the BCH Central Portal. The "Published" notification page will load on screen. Illustration:

Figure 27. Published notification page.

4.4.6. Directly Editing a Pending Record

If you want to correct any error in the published record, click "Edit" and the online submission form of the BCH record will load for your editing (starting at the Introduction page). Illustration:
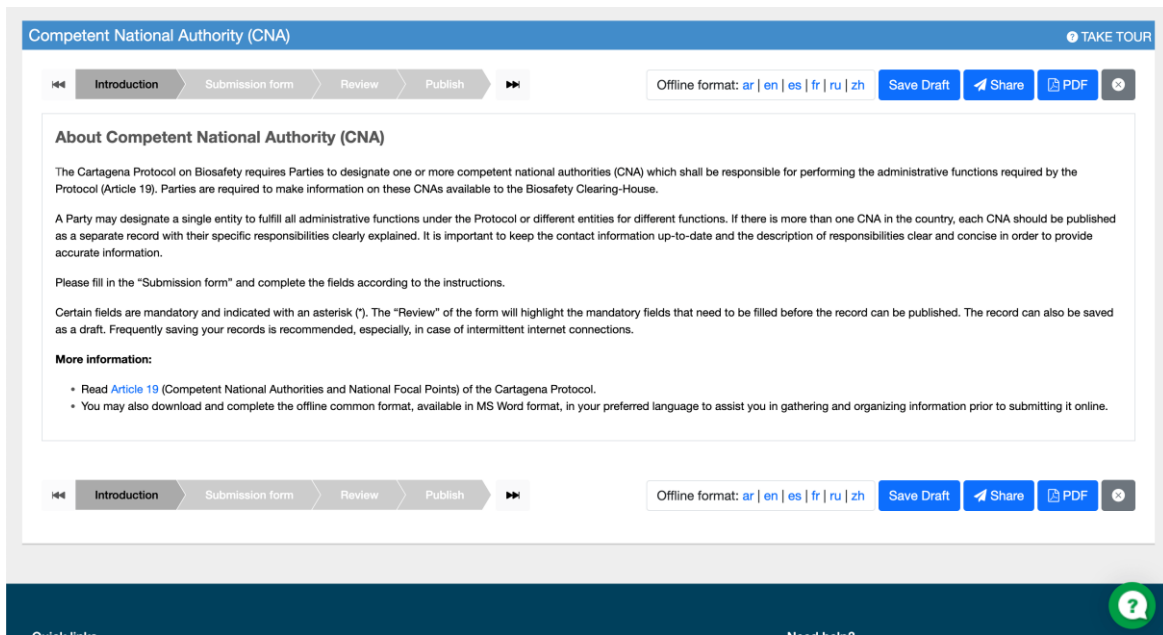
Figure 28. Editing the pending record.

Go through the usual process of editing the BCH record and once all data is corrected and validated for publishing, "Publish" the record. It will now be directly published on the BCH Central Portal since you are the BCH-NFP. If you are not the BCH-NFP, it will go through the proper channels for re-validation.

4.4.7. Rejecting the Pending Record

As the BCH-NFP, you can also return the pending record for correction to the national authorized user that submitted it.

To do this, click "Reject", and an input box will appear as follows:
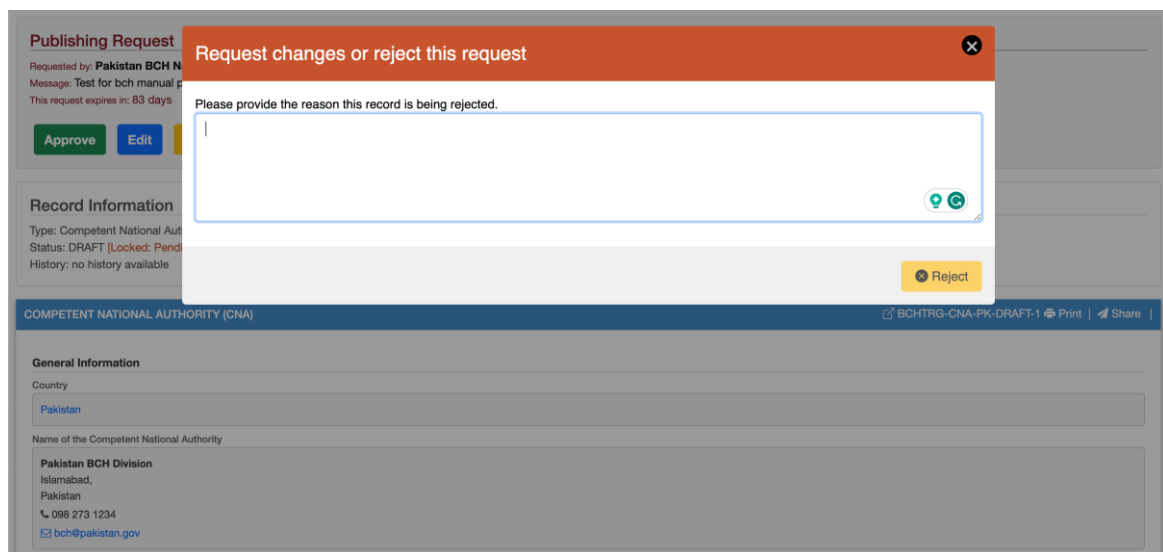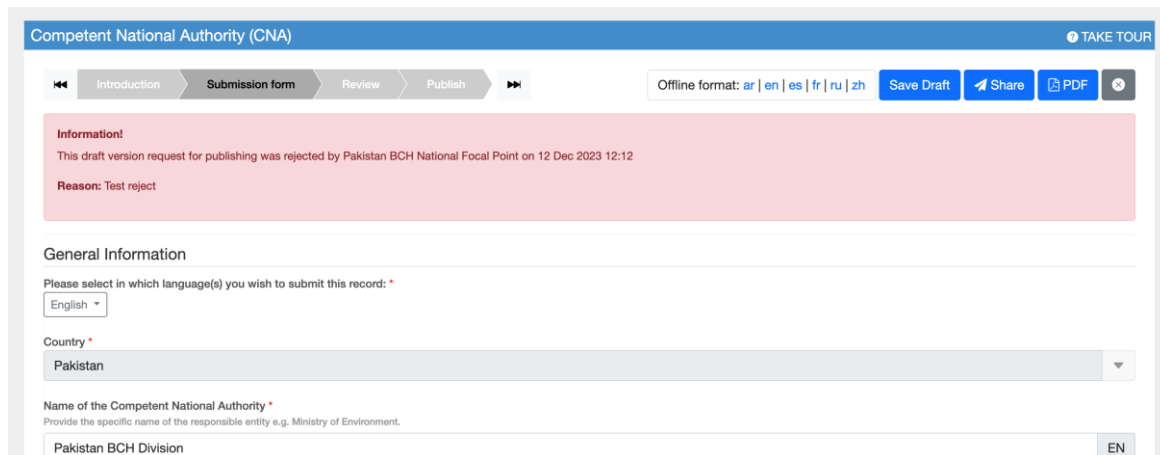
Figure 29. Input reason for rejecting a pending record.

Enter your reason or requested changes and click on "Reject." The pending record will be returned to the owner NAU and will be listed as a "Saved Draft" so it can be edited by the owner NAU. The owner NAU will also be notified by email that his/her pending record was returned to him/her.

When the owner NAU logs in to the BCH Submit Dashboard, s/he will immediately see the returned record as a "Saved Draft" and when s/he opens it, the online submission form of the BCH record will load, along with the "Request changes or reject message" given by the BCH-NFP. Illustration:

Figure 30. The message in the rejected record.

The owner NAU can now update the BCH record accordingly and re-submit it for approval.

4.4.8. Common Formats

Common Formats are standard forms, made available on the BCH in MS Word format for download and/or printing to paper. Having the input forms as a Word document or on paper can help you gather and organize information prior to online submission. You can use them to be distributed to the proper authorities/offices who keeps the information needed and then collect them later once they have filled-up the needed information.

To download the common formats, go to the BCH Submit Dashboard and click on one of the UN language links (i.e., ar, en, es, fr, ru, zh) beside the BCH record type you want to submit.

For example, to download the English common format for Competent National Authority, click on "en" in the same row as "Competent National Authority":

Figure 31. The common formats.

After clicking on "en," the MS Word file will download to your computer. You can now email it (or print it on paper and send the paper forms) to the proper personnel for data entry and collection after.

Make sure to check that all data entry fields marked with "*" are not blank. They are required to be filled up.

Once all data is complete, you can enter it online through the BCH Submit Dashboard's online submission form (explained in the previous section).

If you cannot enter the BCH data online due to non-existent internet access, you can email the Word form, or submit the paper forms (duly signed), to the Secretariat (i.e., SCBD) by email, fax, or postal mail in one of the following addresses.

Again, ensure that all data entry fields marked with "*" is filled up, and all data are complete and correct before sending it to the SCBD. Also, take note of the type of users and type of BCH record that can only submit to the BCH Central Portal as discussed in the above "section 4.4.2. Publishing and Validating a BCH record."

By Email: bch@cbd.int

By Fax: +1 514 288 6588

By Post: Secretariat of the Convention on Biological Diversity (SCBD)

                     413 St-Jacques, Suite 800
                     Montreal, QC, Canada, H2Y 1N9

4.5.   The BCH Submit Dashboard Tabs

On top of the BCH Submit Dashboard page are the tabs that are always visible to quickly access the different features of the BCH Submit module (i.e., Dashboard, Requests, Notifications, User management, and Email Alerts). Illustration:
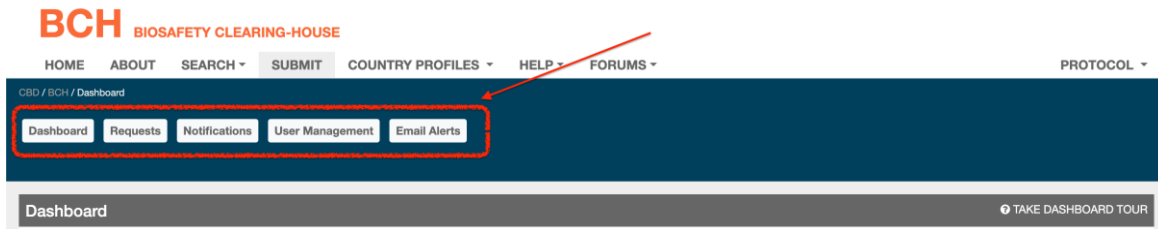
Figure 32. The Dashboard Tabs.

The "Dashboard" is the Submit Dashboard which was already discussed above under section "Submit Dashboard." It is where most of the submission process starts from and all the discussions in the sections above were about the Dashboard.

4.6.   The "Requests" Tab

This tab shows all the records that were submitted that are still pending approval either by your BCH National Focal Point or the Secretariat. Illustration:
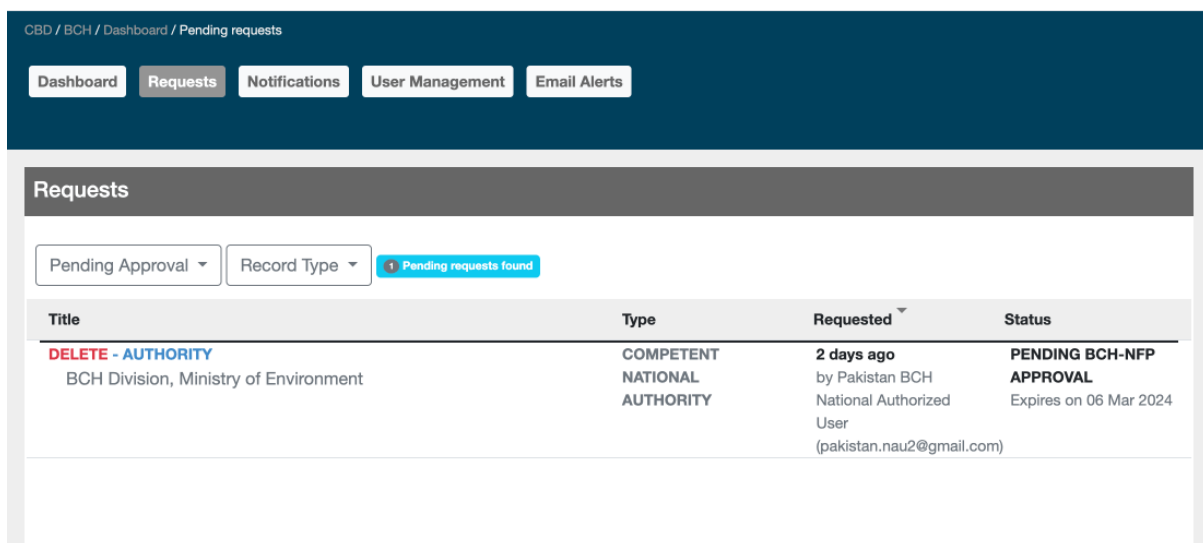
Figure 33. The "Request" tab.

4.7.   The "Notifications" Tab

This tab shows all the email notifications that the BCH Central Portal has sent to your country's users. Examples of notifications being sent by the BCH are:

- Publication requests
- Approved requests

- Rejections of requests

- Expired requests

- Others

Illustration:
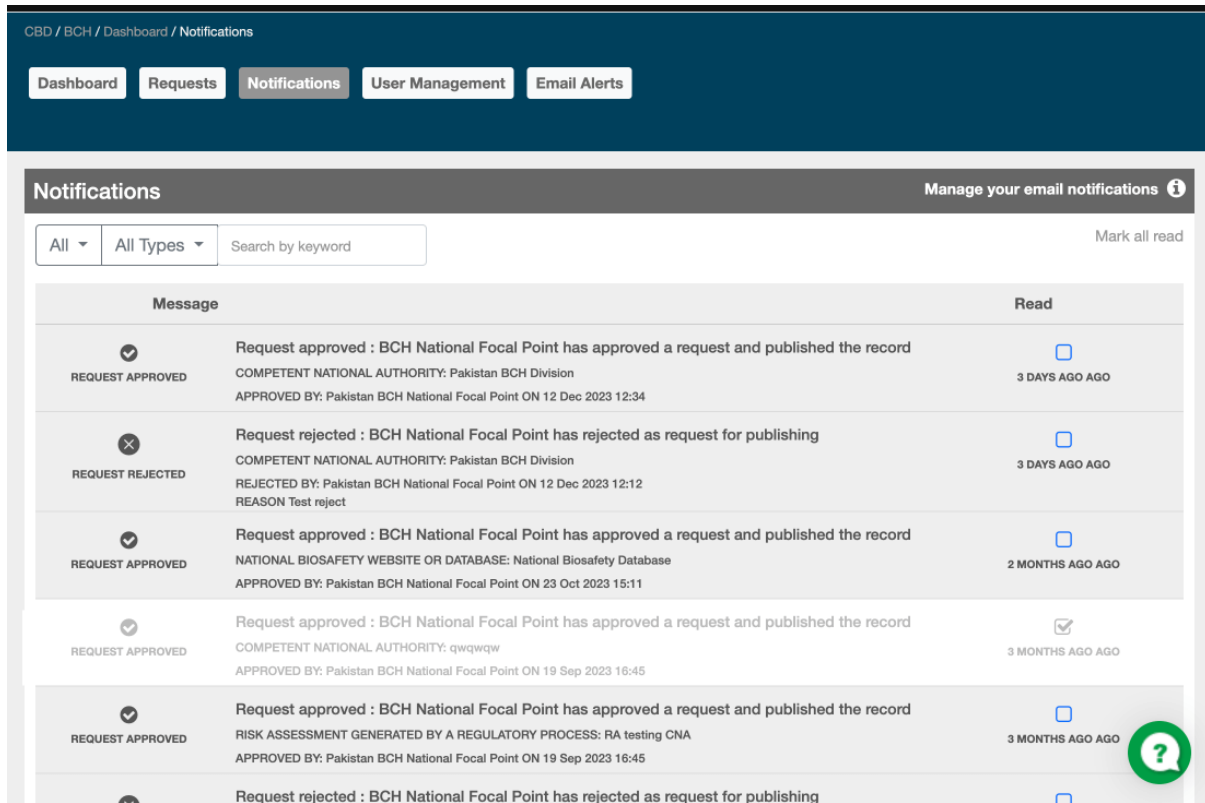
Figure 34. The "Notifications" tab.

Additional Explanation - Text from the BCH Central Portal:

In this page you will find all notifications coming from all clearing-house platforms (CBD CH, BCH and ABS-CH). The clearing-house has a system of internal notifications to deal with requests for publications, reminders to update records, or notifying that certain records might be expiring. This page will allow you to follow up on the status of your records and find what the pending requests for publications are, or when a request has been approved, recalled, or rejected in any of the clearing-house platforms.

4.8. The "User Management" Tab

This tab lists the National Authorized Users (NAUs) and BCH National Focal Point user of your country. The add/edit/delete buttons in this page will only work for the BCH National Focal Point (BCH-NFP) user since only the BCH-NFP user is given the task of managing its country's NAU accounts. Illustration:
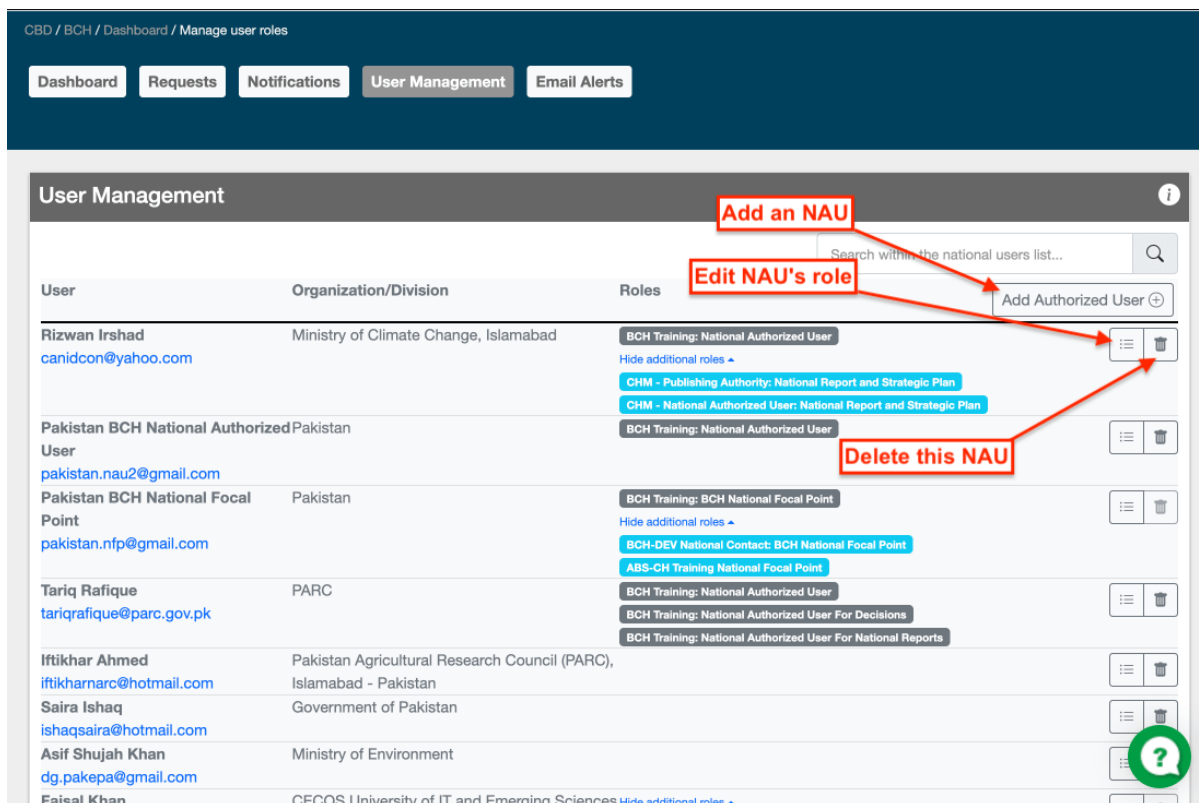
Figure 35. The "User Management" Tab.

4.8.1. Adding a National Authorized User (NAU) account

Note that this feature is only available to the BCH National Focal Point user. If you are not the BCH National Focal Point user of your country, then you cannot do this and so you must inform your BCH National Focal point to do this with you.

Before you can add an NAU in the BCH, first make sure that the NAU has already registered for a CBD account because s/he will be using that CBD account to login to the BCH. Thus, the NAU-to-be should already be able to login to the BCH using his/her registered account. You will also need his/her CBD account email address.

You, as the BCH National Focal Point will be like "tagging" the person's "registered user" CBD account to become an NAU account. Once you have made his account into an NAU account, when s/he logs in to the BCH, s/he will now be able to submit "national records," not just "reference records" and "other records."

To add an NAU, click on the "Add Authorized User" button found on the upper right corner of the "User Management" tab as illustrated above (Figure 35). You will be asked for the NAU's email address. Type it in and once you have completely entered the NAU's email address, the system will automatically search for it in the CBD user accounts database and display the results of the search. If the system does not start searching automatically, click on the search button " 🔍 " to start.

If the NAU's email address is found in the CBD user accounts, you will see something like this:

Figure 36. Adding an NAU that has a CBD account already.

If the NAU's email address is not found, the dialog box will look like this:

Figure 37. Notification of an unregistered user being added.

If the NAU-to-be's email address is not found, click on "Cancel" first, then, ask him/her to make sure s/he has already registered for a CBD account, and that s/he is able to already login to the BCH. If all are in order, get his/her CBD account email address again then start the process of adding an NAU again.

After the system acknowledges that the email address is found, click "Next." This will pull up the "Grant/Revoke Roles" dialog box. Select the role you want for the NAU:
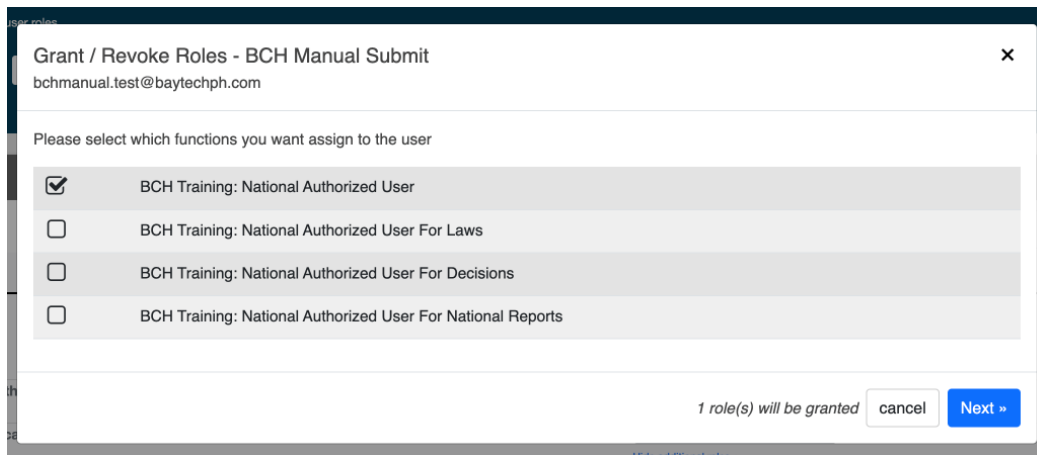
Figure 38. Add an NAU – assigning a role.

Click "Next" to continue. The following dialog box will show, indicating the country and the BCH role/s to be granted to the NAU, for your final checking of correctness:
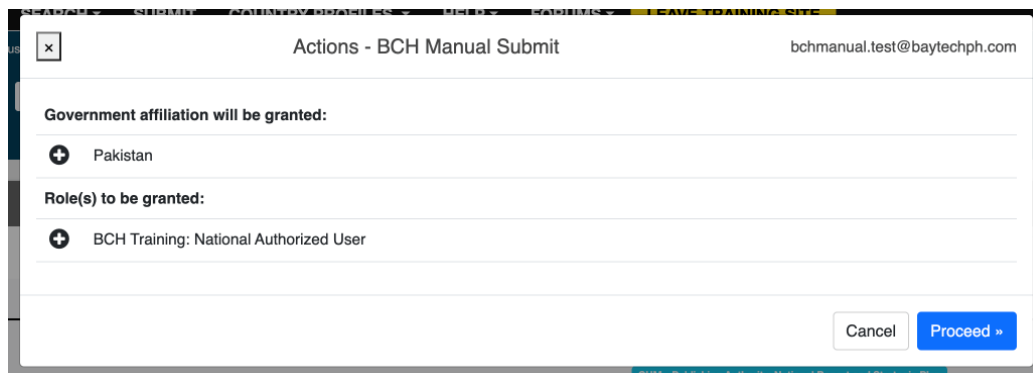
Figure 39. Add an NAU – final check on country and role.

If all is correct, click "Proceed" to finally add the user as an NAU in the BCH Central Portal. The list of NAUs will show on screen. The new NAU should be listed there. Illustration:
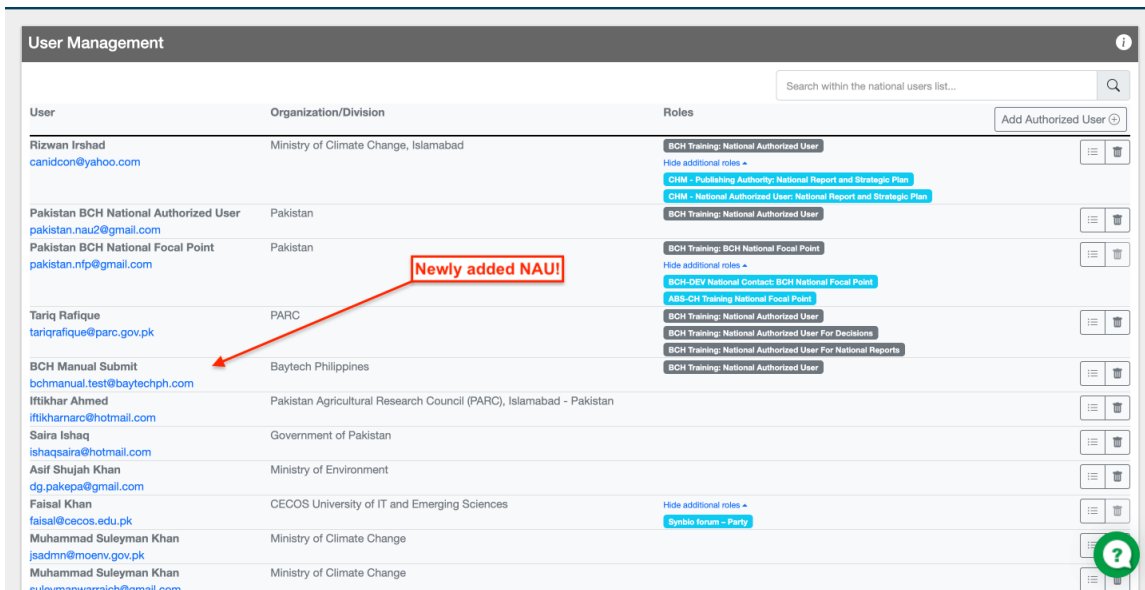
Figure 40. NAU added!

4.8.2. Changing the NAU's Assigned Roles

As the BCH-NFP, you can change the assigned role of your NAUs. To do this, go to the "User Management" tab, and click on the "Edit role button" found on the row of the NAU you want to edit. Illustration for editing the role of NAU named "BCH Module Submit":
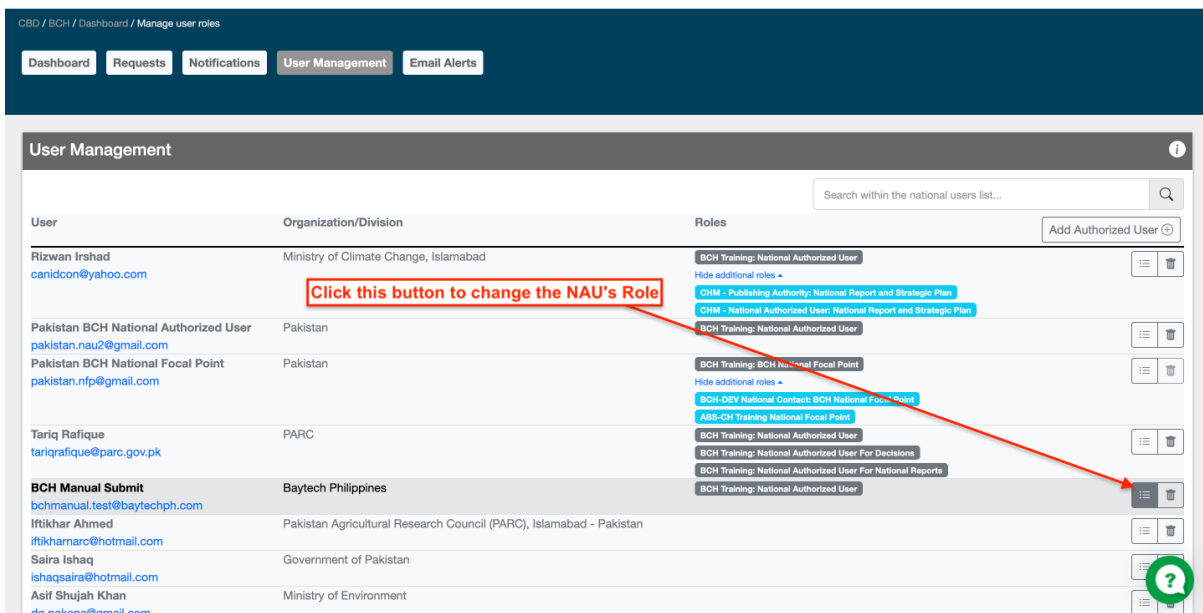
Figure 41. Edit NAU role button.

This will pull up the "Grant/Revoke Roles" dialog box. Reselect the new role you want for the NAU. Illustration:
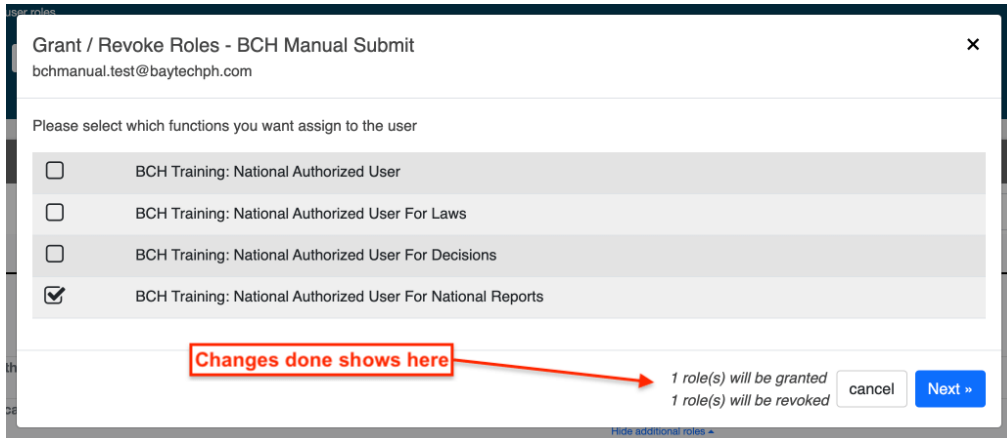
Figure 42. Dialog box for changing NAU roles.

Once you have reselected the proper roles, click "Next." This will show the dialog box that shows the changes you have done. This is for your final checking of correctness. Illustration:
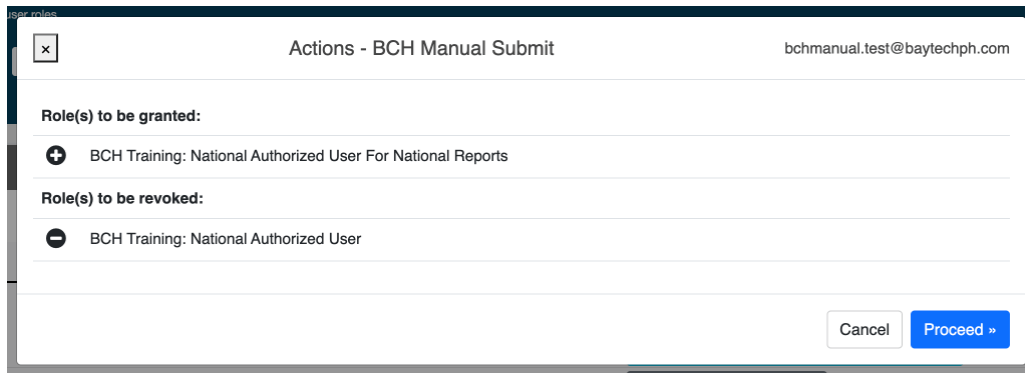
Figure 43. Dialog box for final checking of role changes.

If the changes are incorrect, click "Cancel" and repeat the steps above.

If all are correct, click "Proceed." The changes will be done in the system, and you should see the changes reflected in the next screen (list of national users):
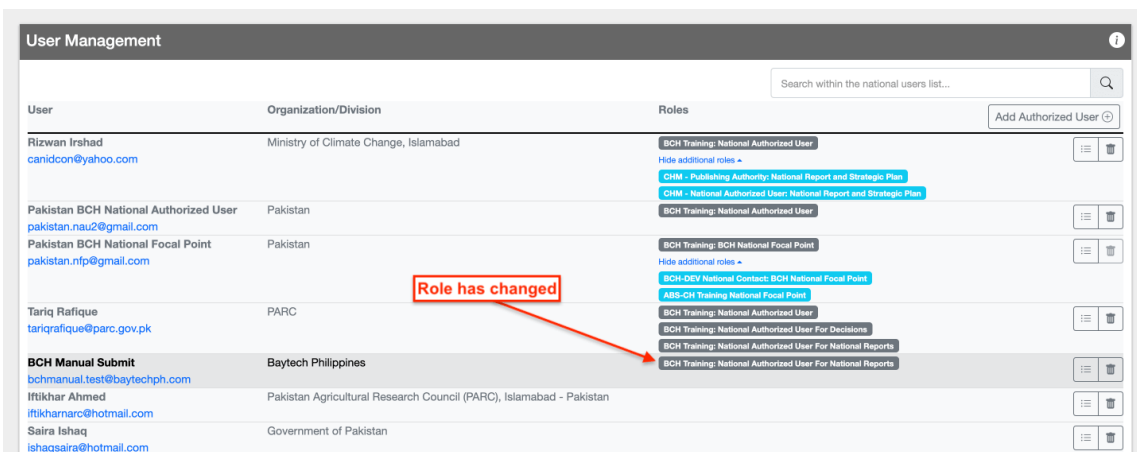
Figure 44. NAU role has changed.

That's it! The NAU role is now changed.

4.8.3.   Removing an NAU

As BCH-NFP, you can also remove an NAU from the national users list. This is usually done when the person has resigned or has been assigned to a different office.

To do this, go to the "User Management" tab and click " 🗑 " in the same row of the NAU you want to remove. For example, removing the NAU named "BCH Module Submit":
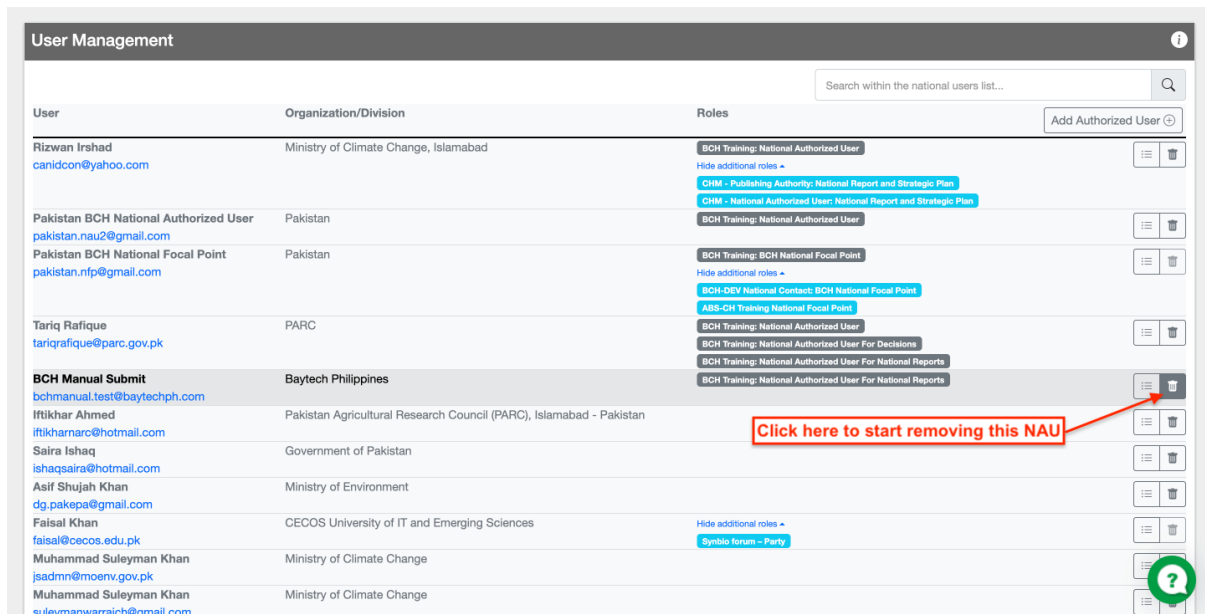
Figure 45. Button to remove an NAU.

This will pull up the dialog box showing the NAU you want removed for your final checking:
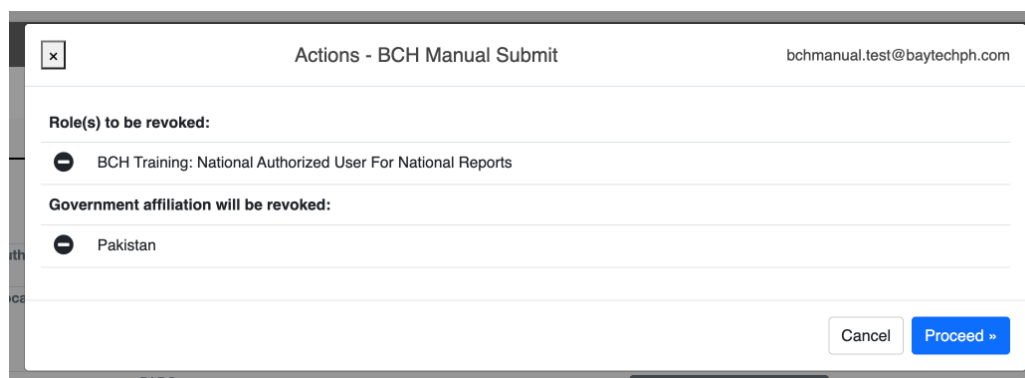
Figure 46. Final checking of NAU to be removed.

If you do not want to remove this NAU, click "Cancel."

If you want to remove this NAU, then click "Proceed" and the system will remove the user as an NAU for your country. The user will return to become a regular "registered

user" wherein s/he can still submit "reference records" but not "national records" anymore.

4.9. The "Email Alerts" Tab

This tab shows the "Settings" of your email alerts. In this screen, you can create email alerts so that the system will send you notification/s when a BCH record was added, or updated, or deleted:
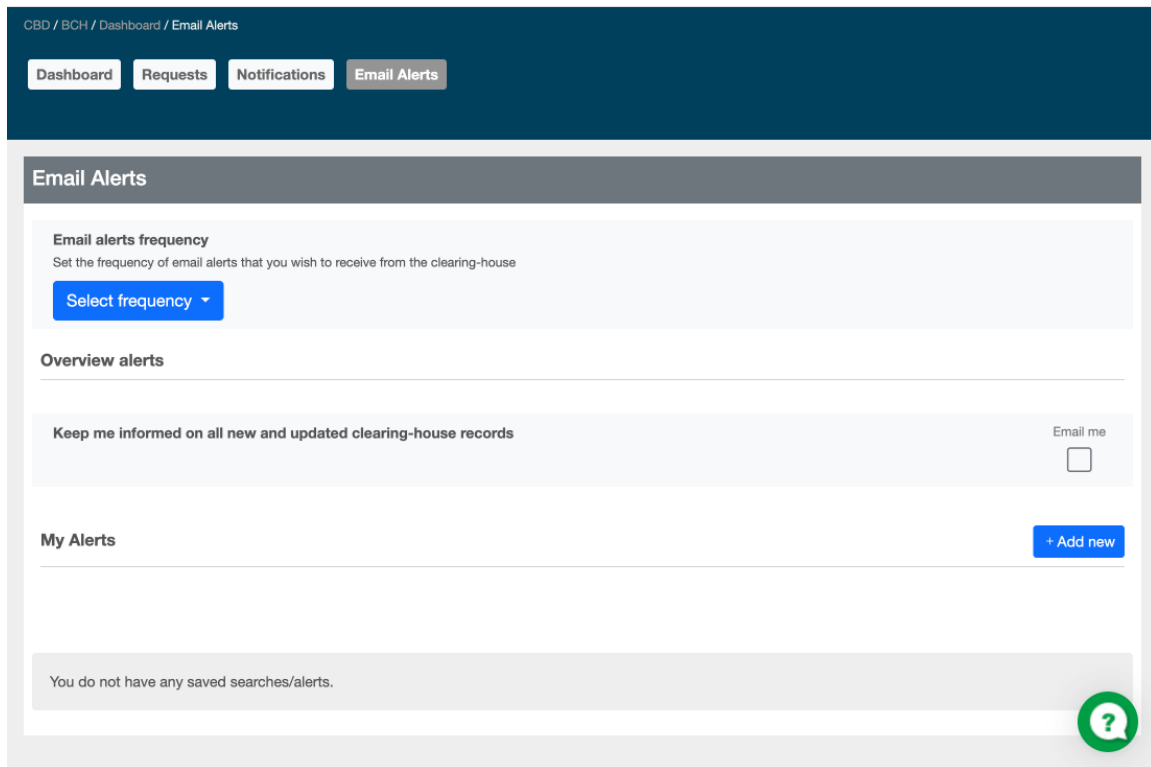
Figure 47. The "Email Alerts" tab.

In this screen, you can:

- Change the frequency of the email alerts sent to you (Never, Daily, Weekly, Monthly)
- Select/Deselect to receive notifications for any changes done to the BCH
- Create custom email alerts (e.g., receive notifications only when a CNA has been added or changed)

4.9.1. Changing the Frequency of Your Email Alerts

To change the frequency of email alerts being sent by the system, select it from the drop-down menu as shown:
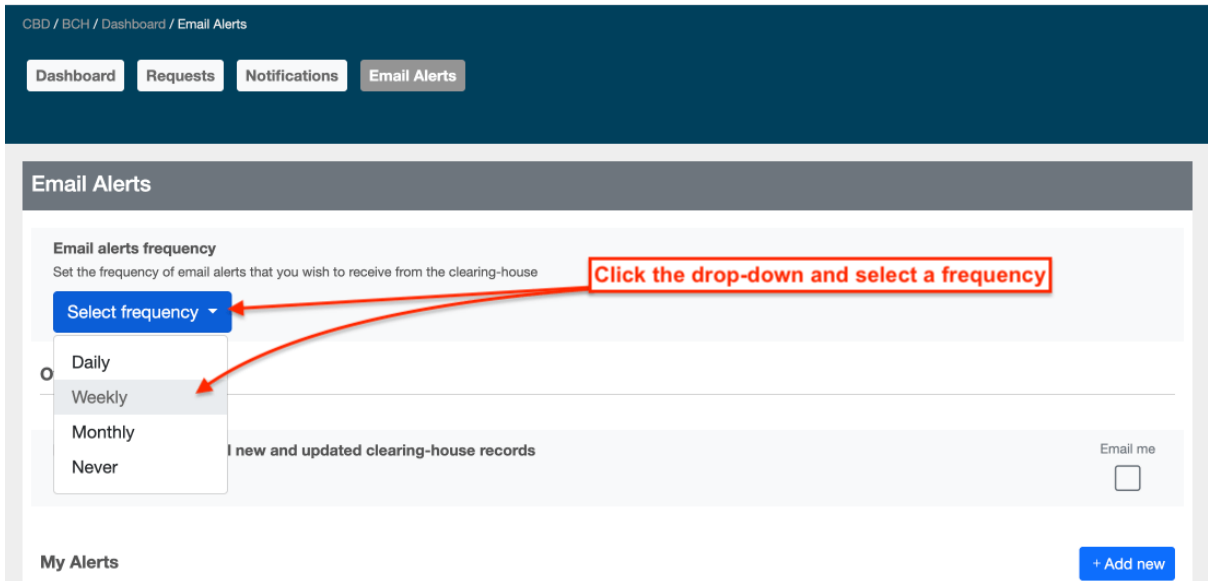
Figure 48. Change the frequency of email alerts.

4.9.2.   Selecting to Receive All Email Alerts

After selecting your frequency of alerts, you can opt to receive all types of email alerts, i.e., whenever any type of BCH record is added or edited or deleted.

To do this, tick the "Email me" checkbox in the second row, under "Overview alerts":
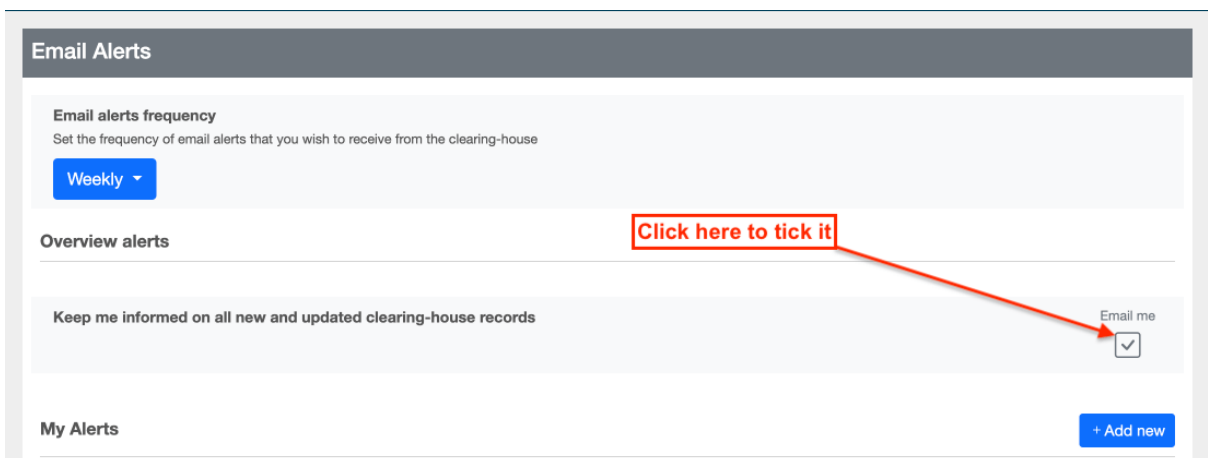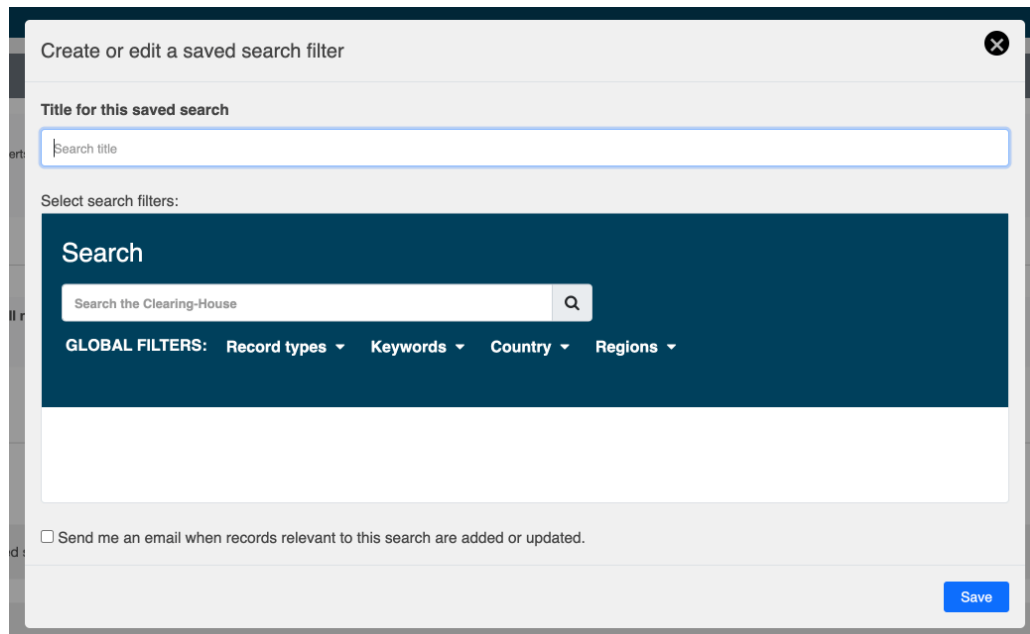
Figure 49. Selecting to receive all email alerts.

When you do not want to receive email alerts for any record changes in the BCH, just remove the tick in this checkbox by clicking on it again.

4.9.3.   Adding a Custom Email Alert

After selecting your frequency of alerts (daily, weekly, or monthly), you can also create your own custom email alert.

Let us say you want to only receive an alert when a CNA is added or updated. To do this, click "+Add new." This will show the dialog box to create or edit a custom email alert:

Figure 50. Create a custom email alert.

Type in the title of your email alert, e.g., Alert for CNA changes:

Select "Competent National Authority" under GLOBAL FILTERS: > Record types:

Tick the checkbox "Send me an email when records relevant to this search are added or updated."
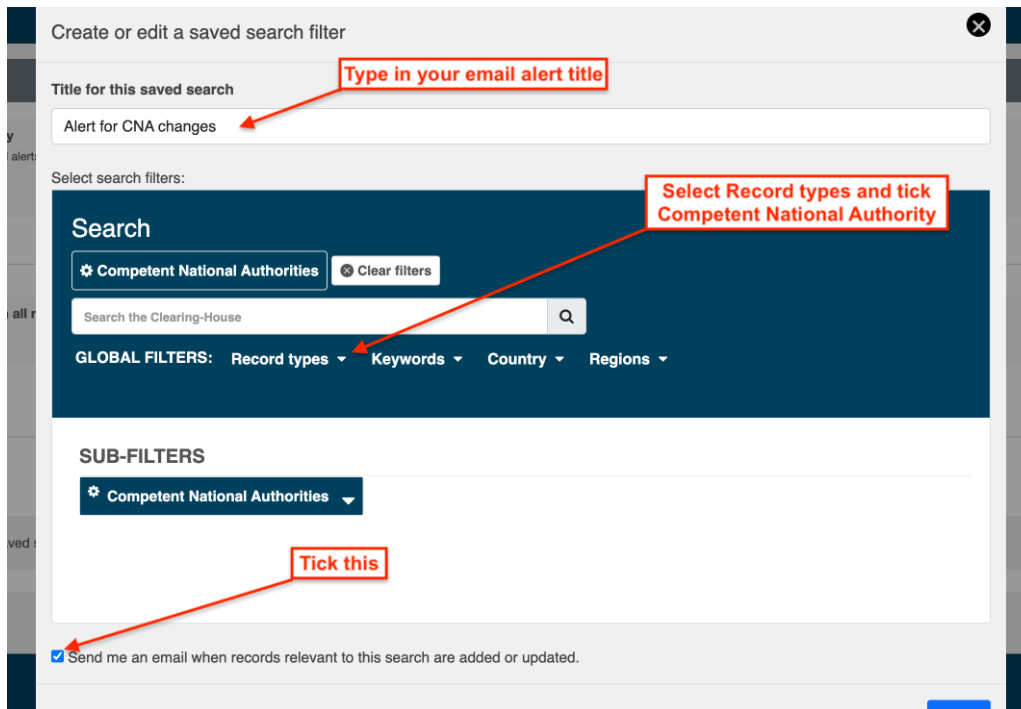
Figure 51. Entering needed settings to create a custom alert.

Click "Save" and that's it!

4.9.4.   Editing a Custom Email Alert

If there are changes needed for a custom email alert, you can do so by clicking on the "Edit" button of the custom email alert:
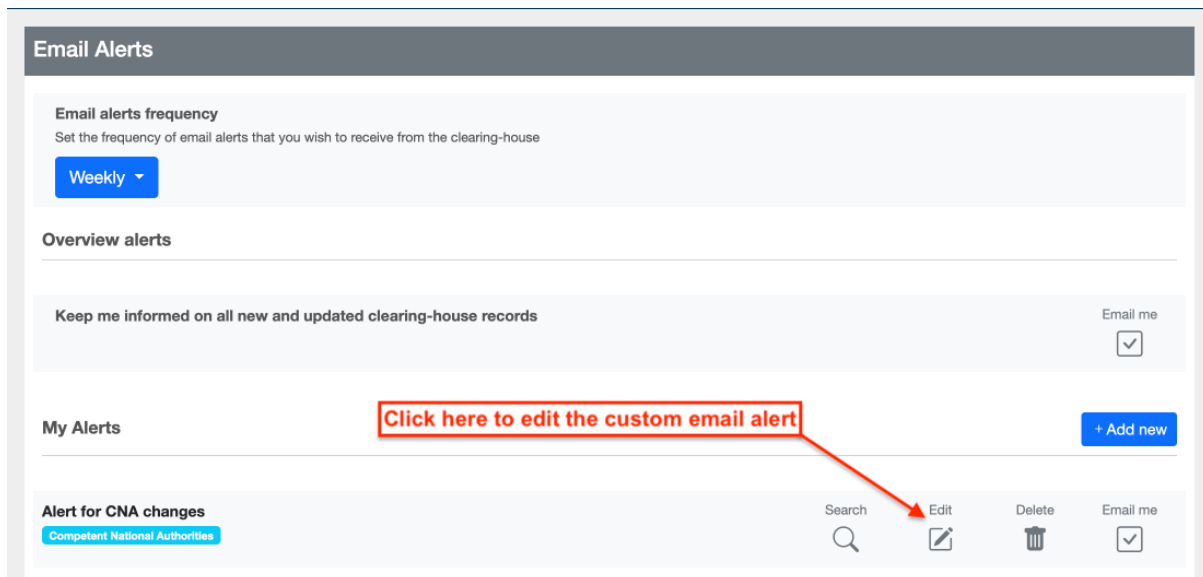
Figure 52. Edit button for a custom email alert.

The "create or edit" dialog box shows up, and now you can do the changes needed.

Once done, click "Save."

4.9.5.   Turning Off a Custom Email Alert

If you only want to turn off an email alert (not delete it), this can be done by unticking the "Email me" checkbox of that email alert:
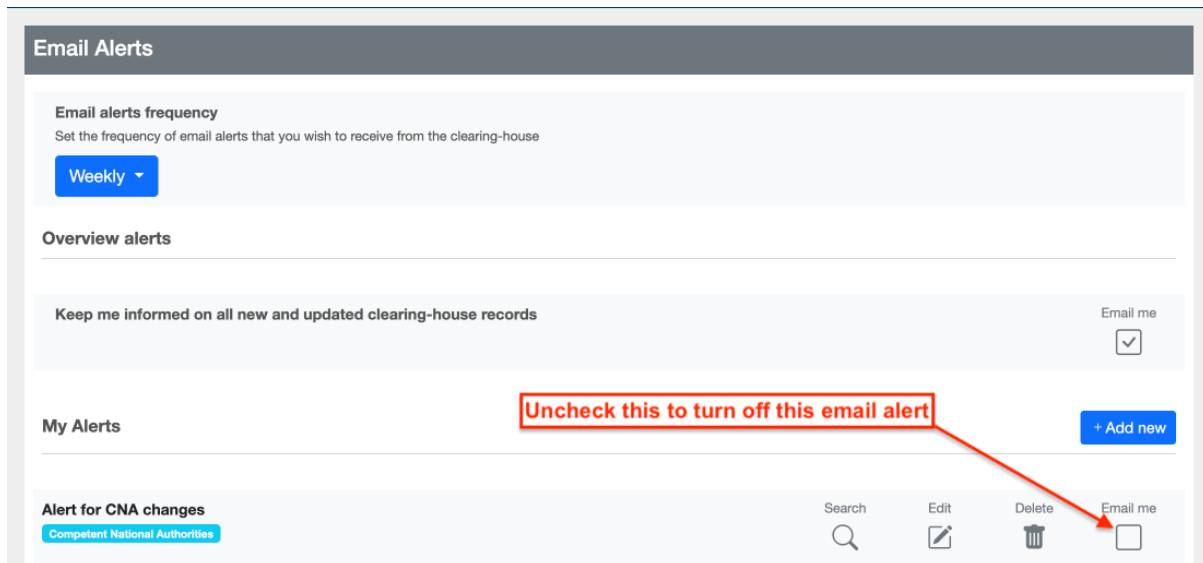
Figure 53. Turning off an email alert.

Once unchecked, you will not receive this type of email alert.

4.9.6.   Deleting a Custom Email Alert

You can also delete a custom email alert once you do not need it anymore.

Click the "Delete" button of the custom email alert you want to delete:
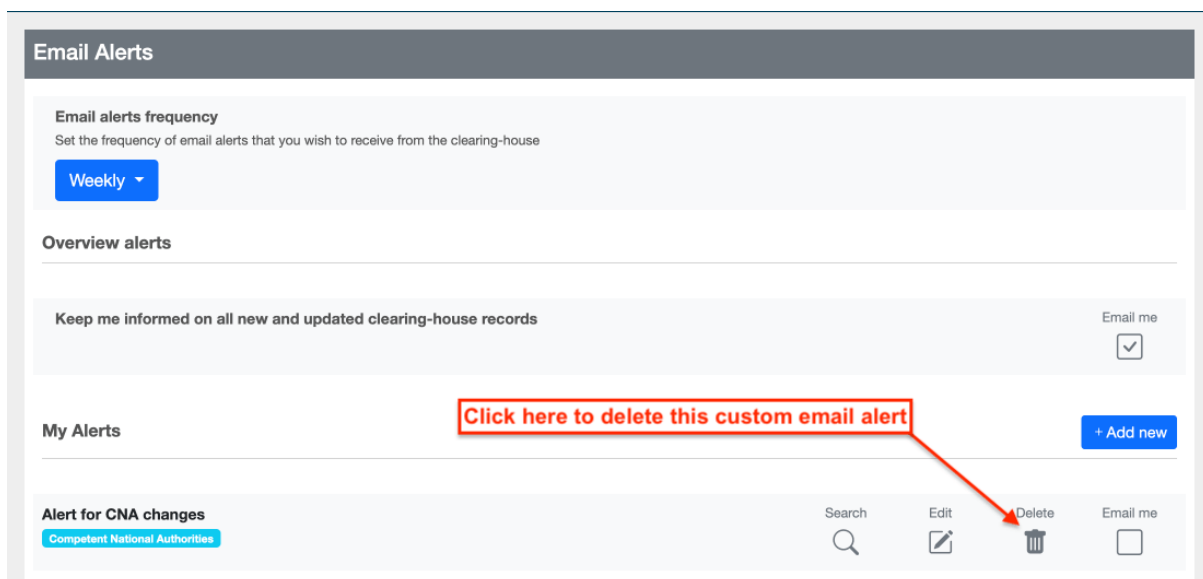
Figure 54. Delete button for a custom email alert.

This will immediately delete the custom email alert.

5. Your User Profile

To view your CBD user account profile, click the drop-down menu at your user name – found in the upper-right corner of the screen:
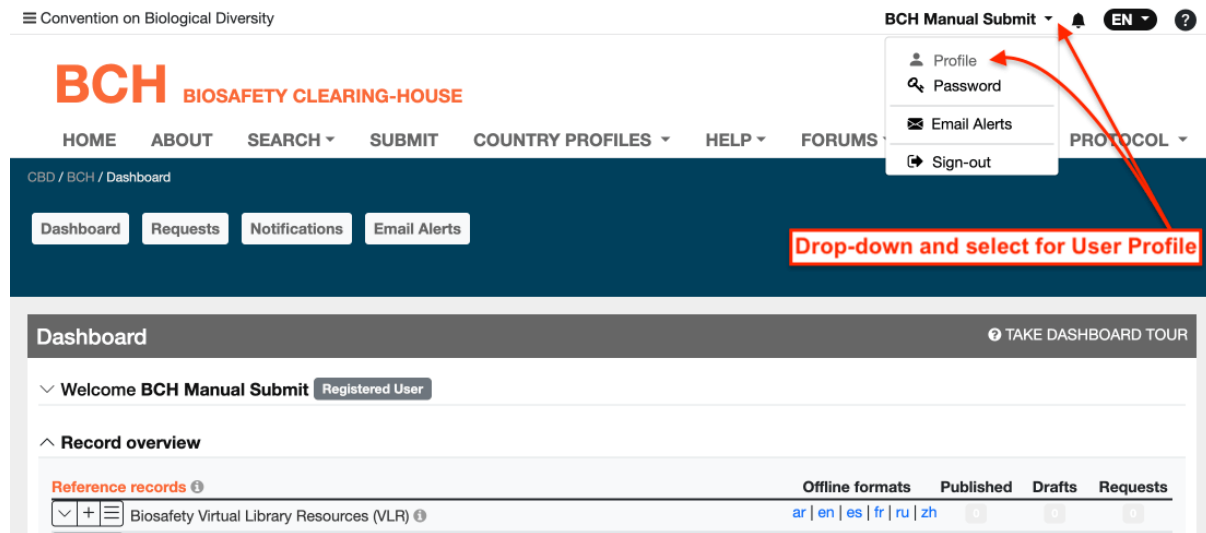
Figure 55. User Profile button.

This will load the CBD user profile page on screen:
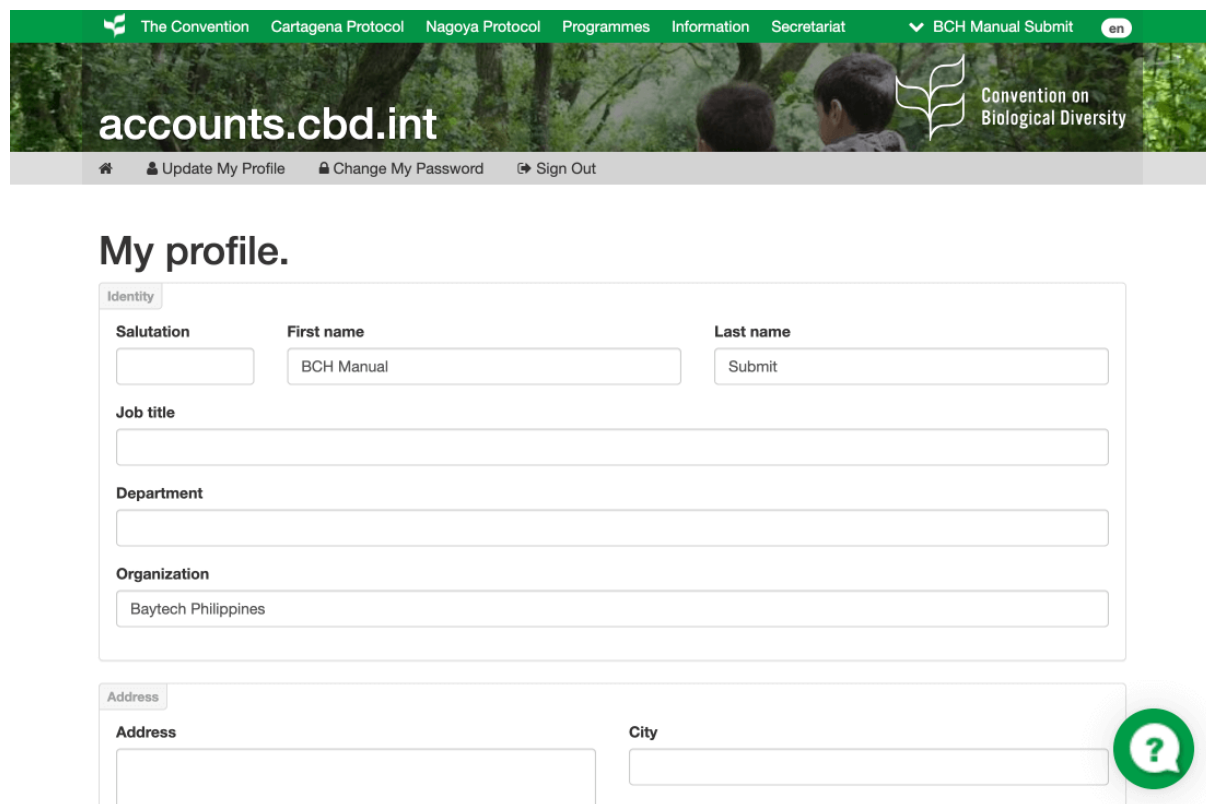
Figure 56. CBD user account profile page.

5.1. Editing your User Account Information / Changing your Password

Once you are in the CBD user account profile page shown above, you can now add any new information or change any incorrect information about your user profile. This is where you can also change your user password (through the "Change My Password" link at the top bar of the page).

Once done, click "Update" found in the bottom of the page.

If you do not want to change anything, click "Cancel" found in the bottom of the page.

This will take you back to the BCH website (the webpage where you left off).

6. The BCH Training Site

To safely practice submitting BCH records, BCH has a feature called the "Training Site." It is a mirror copy of the official BCH and has been implemented to help users practice submitting BCH records without affecting the data of the official BCH Central Portal.

It is highly recommended to use the "Training Site" when you want to practice submitting information to the BCH, or during BCH trainings and workshops. This way, you are not playing with the actual BCH Central Portal data.

To use the "Training Site," go to the BCH home page, and select-click "HELP" > "Training Site":
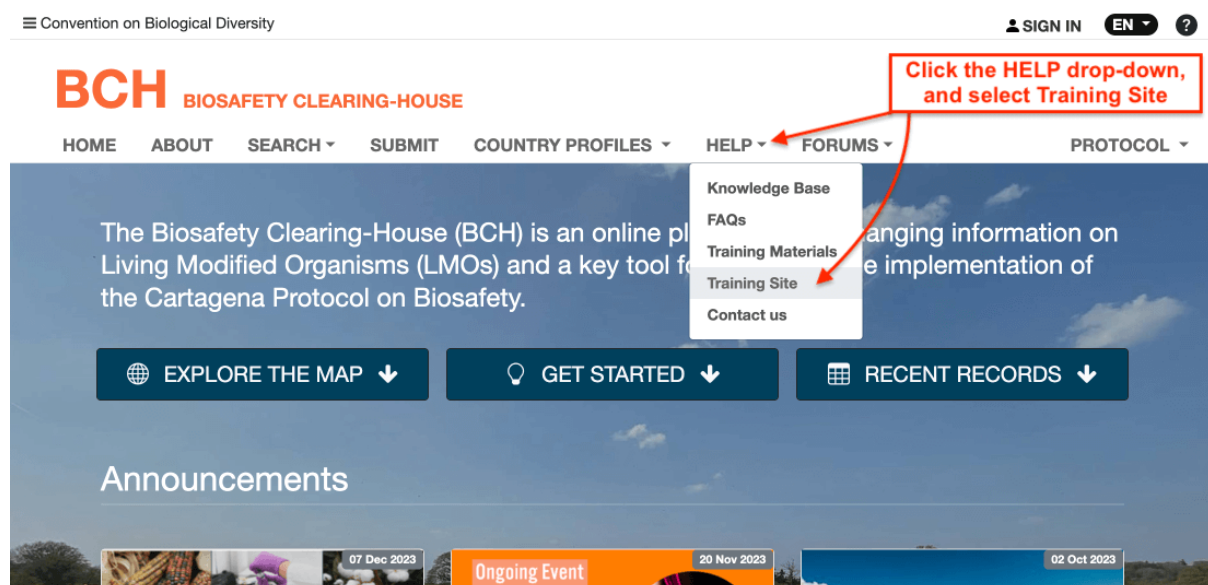
Figure 57. Accessing the Training Site.

This will load the "Training Site" of the BCH.

Figure 58. The Training Site page.

Everything looks the same as the online BCH Central Portal but you will know that you are in the "Training Site" because of the black background and yellow "Training Site" labels <u>on the header</u>.

NOTE: Always check the header to make sure whether you are on the Training Site or not, before practicing submitting BCH records.

All procedures on how to use the online BCH Central Portal (like in submitting BCH records) is the same with the Training Site.

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

Module

Module 07. Practice Exercises on Submitting National Records to the BCH Central Portal

December 2023

Version 7.0

December 2023

Reproduction

This publication may be reproduced in whole or in part and in any form for educational or nonprofit services without special permission from the copyright holder, provided the source is acknowledged. The United Nations Environment Programme would appreciate receiving a copy of any publication that uses this publication as a source. No use of this publication may be made for resale or any other commercial purpose without prior permission from the United Nations Environment Programme. Applications for such permission, with a statement of the purpose and extent of the reproduction, should be addressed to unep-communication-director@un.org .

Disclaimers

The designations employed and the presentation of the material in this publication do not imply the expression of any opinion whatsoever on the part of the Secretariat of the United Nations concerning the legal status of any country, territory, city or area or its authorities, or concerning the delimitation of its frontiers or boundaries.

Mentioning a commercial company or product in this document does not imply endorsement by the United Nations Environment Programme or the authors. The use of information from this document for publicity or advertising is not permitted. Trademark names and symbols are used editorially with no intention of infringement of trademark or copyright laws.

The views expressed in this publication are those of the authors and do not necessarily reflect the views of the United Nations Environment Programme. We regret any errors or omissions that may have been unwittingly made.

Module outline

List of Abbreviations

BCH   Biosfaety Clearing-House

BCH-NFP   BCH National Focal Point

CBD   Convention on Biological Diversity

CNA   Competent National Authority

COP-MOP   Conference of the Parties Serving as the Meeting of the

GEF   Parties

LMO   Global Environment Facility

NAU   Living Modified Organism

NFP   National Authorized User

SCBD   National Focal Point

UNEP   Secretariat of the Convention on Biological Diversity

                United Nations Environment Programme

7.   Introduction to the Module

In this module you will learn the detailed steps needed to submit records in the different types of BCH national records through practical exercises.

Context

The UNEP-GEF Project for Capacity Building for Effective Participation in the Biosafety Clearing House (BCH) is preparing a 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 tailored to meet the diverse needs of different countries, allowing them to select the tools and ideas most useful to their situation, needs, and priorities. The training package is divided into several modules, each addressing one element of the BCH.

Audience

This module is designed to guide specifically BCH National Focal Point and National Authorized users of the Biosafety Clearing House (BCH) who need to submit national records to the BCH. It is developed for a non-technical audience with little or no knowledge of the Cartagena Protocol and the BCH. Still, it needs to understand the requirements of the BCH Central Portal.

Purpose

This module demonstrates the process of submitting national information to the BCH Central Portal using the online submission forms in the BCH Submit Dashboard. The web-based BCH allows governments to administer their BCH information directly online, helping them implement the Cartagena Protocol on Biosafety.

BCH users with limited internet access may also submit information offline by completing the common formats and submitting them, duly signed, to the SCBD (Secretariat of the Convention on Biological Diversity).

- By Email: Filled in common formats can be emailed to the Secretariat at bch@cbd.int

- By Fax: Filled in common formats can be faxed to the Secretariat at +1 514-288-6588

As an example, you can refer to the instructions for submitting information within this guide, as much of the procedure is similar. More information on common formats can be found in the Module "Submitting Information in the BCH Central Portal", and in the BCH online help documentation - https://bch.cbd.int/en/kb/tags/submitting-information/What-are-common-formats-/619c55464f1f30000140eec8

Because of possible delays, postal mail may not be a viable solution for certain categories of information that must be submitted according to strict timelines (e.g.

final decisions regarding domestic use of LMOs for food or feed, or final decisions for processing under Article 11.1 of the Protocol, which must be made available through the BCH within fifteen days of making the decision).

7.1. BCH Training Site

To aid in learning and understanding how to submit BCH records, the BCH has a training site, mirroring the actual BCH Central Portal.

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

BCH Training Site: https://bch-training.cbd.int/en/

The training site, which includes the same functionality as the actual BCH, 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 practice in submitting test records.

Please refer to the "Submitting Information in the BCH Central Portal" Module for more details about how to use the BCH Training site.

8. Submitting New National Information to the BCH

OVERVIEW: National Records include information shared by Parties following entry into force of the Protocol.

The submission of National Records is restricted to Biosafety Clearing-House National Focal Points (BCH-NFPs) and National Authorized Users (NAUs). BCH BCH-NFPs are authorized by their countries to use the BCH Submit Dashboard to create and modify information required by the Protocol and COP-MOP decisions. BCH-NFPs can register NAUs for the country to organize submitting national information. However, only the BCH-NFP has the authority to "validate" information for that country, i.e. verify the accuracy of a record and make it public. This means that the role of the BCH National Focal Point is to ensure the quality, accuracy and completeness of the information that is being made available through the BCH. To assist in this process, most countries will put in place local management procedures to ensure that information providers have verified that their information is correct and complete before it is provided to the BCH Focal Point.

National Records include the following types of records:

- National Focal Point (NFP)
- Competent National Authority (CNA)

- Supplementary Protocol Competent Authorities (SPCA)

- Biosafety Laws, Regulations, Guidelines and Agreements (LAW)

- Countries' Decisions or any other Communications (DEC)

- Risk Assessments generated by a regulatory process (RA)

- National Biosafety Websites or Databases (NDB)

- National Reports on the Implementation of Cartagena Protocol on Biosafety (NR4, NR3, NR2, NR1, NRI)

- Biosafety Experts (EXP)

- Country Profiles for Biosafety Clearing-House (BCP)

8.1.   National Focal Points

National Focal Points are the primary point of contact for all information about a particular issue within a country. They are provided to the BCH in accordance with various articles of the Protocol:

- In addition to their role in validating all national records for publication through the BCH, BCH Focal Points are responsible for liaison with the CBD Secretariat on technical issues related to the BCH, provided in accordance with the BCH Modalities of Operation, adopted in accordance with Article 20 of the Protocol.

- National Focal Points for the Protocol are responsible for liaison with the CBD Secretariat on Protocol issues and details are provided in accordance with Article 19 of the Protocol.

- The point of contact for notifications on unintentional transboundary movements and emergency measures is provided in accordance with Article 17 of the Protocol.

In accordance with standard procedure for nomination of all focal points, written confirmation of the nomination of a person or institution to the post of any category of National Focal Point must be sent to the CBD Secretariat before such records can be created (i.e. they are the only type of national record that cannot be created directly through the BCH Submit Dashboard).

Written confirmation may either be sent by fax or postal mail to the Secretariat on Ministry letterhead, signed by a Focal Point for the Protocol or Convention, or responsible Minister. Email confirmation may be used, as long as the email originates from an account that has previously been validated by the Secretariat (i.e. an existing focal point).

The information that should be provided to register a National Focal Point is contained in the National Focal Point and Contact Details Common Formats, which can be downloaded (in the six UN languages) from the BCH common formats page at

.

8.2. Important! Accessing the correct BCH Submit Dashboard

For all the solutions in the next sections, it is assumed that you have done the following:

- If you are <u>practicing</u> how to submit BCH information
  - Log in the "Training Site" of the BCH

- If you are not practicing, that is, you are submitting directly to the BCH
  - Log in the BCH

- After logging in, go to the BCH Submit Dashboard.

Please refer to the module entitled "Submitting Information in the BCH Central Portal" for more details about how to login the BCH or use the BCH Training site.

8.3. Competent National Authorities

One or more Competent National Authorities should be designated by a government to have the responsibility of performing the administrative functions required by the Protocol. Relevant information on the functions of these authorities is made available to the BCH in accordance with Article 19 of the Protocol.

Where more than one competent national authority is designated, the information provided through the BCH should, at a minimum, specify which competent national authority is responsible for which type of LMO.

💡 SOLUTION:

In the "Submit Dashboard," click on "+" found in the same row as "Competent National Authority" from the list of National Records. This will open the online submission form which has four (4) arrow/tabs, i.e., Introduction, Submission form, Review, and Publish. It always opens the first arrow/tab "Introduction" which describes the BCH record type you are planning to submit, along with instructions on how to submit such a record.

Introduction arrow/tab

- Read the description and instructions and click "Submission form" arrow/tab to continue.

Submission form arrow/tab

- General Information
  Select which language(s) you wish to submit this record: *
    - Select: English (or your local language if data is in local language)
  Country *
    - Nothing to do. This is fixed and defaults to your country.
  Name of the Competent National Authority *
    - Type in the name of the competent national authority.
- Contact Details
  Address
    - Type in the street address of the competent national authority, e.g., 413 Saint-Jacques Street
  City *

- Type in the city of the CNA, e.g., Montreal

State or Province

- Type in the State/Province of the CNA, e.g., Quebec

Postal Code or Zip

- Type in the postal/zip code of the CNA, e.g., H2Y 1N9

Country of Contact *

- Select the country address of the CNA

Phone number(s) *

- Type in the phone number/s of the CNA, e.g., +1 514 288 2220

Fax number(s)

- Type in the fax number/s of the CNA if any, e.g., +1 514 288 6588

Email(s) *

- Type in the email address/es of the CNA, e.g., secretariat@cbd.int

Website address(es)

- Click "+ Add link" – "Editing link" dialog box shows up

Editing link

Url *

(i) Type in the URL of the website of the CNA, e.g., https://bch.cbd.int

Name

(ii) Type in the name of the website, e.g., BCH Central Portal

Language *

(iii) Select the language used in the CNA's website, e.g., English

- Click "Save" to add the CNA's website

Additional Contact Information

Contact person

- Click "+ Add record(s)" – list of contacts shows up in a dialog box

Please select from the list of published records below:

- Type in name of contact person in search box, and click "Search", or

Scroll through the names to find the contact person

- If found In the list, tick the checkbox beside the contact person of the CNA, to select it.

(iv) Click "Select" to continue and add the ticked contact as CNA contact person.

- If not found in the list, you can add a new contact person

"reference record" by clicking "Create Contact". The "Create new Contact" dialog box appears which contains the online submission form for "Contacts."

Create new Contact/Introduction

(v)   Read "Introduction" page.

(vi)   Click "Submission form" arrow/tab

Create new Contact/Submission form

(vii)   Type in all the details of the new contact person to be added

(viii) Once all are typed in and correct, click "Review" arrow/tab.

Create new Contact/Review

(ix)   Check that the document is valid and all details are correct and complete.

(x)   If all are correct, click "Publish" arrow/tab.

(xi)   If need correction, click "Submission form" arrow/tab to go back to editing the contact's details.

Create new Contact/Publish

(xii)   Do a final check of all contact's details.

(xiii) If all are correct, click "Publish." The new contact will be added to the BCH and also added as Contact Person to your CNA record.

(xiv)   If corrections are needed, click "Submission form" arrow/tab to go back to editing the contact's details.

Responsibilities

Administrative functions *

- Tick the function/s of this CNA. You can tick as many as needed.

Types of organism(s) under its responsibility *

- Tick the appropriate organism/s, as many as needed.

Detailed description of the regulatory functions

- If needed, type in details for this CNA

Timeframe for confirmation or updating of information

- Read the instructions.

Additional Information

Additional Information

- Type in any additional information for this CNA (if needed)

Any other relevant documents

- Click "+ Add file" to upload a file document about the CNA (if needed)

- Click "+ Add link" to add an online document about the CNA (if needed)

Notes

- Type in any notes about this record (if needed)

- Click "Review" arrow/tab to continue.

Review arrow/tab

- Top of the page shows whether the entered data is complete or lacking any mandatory data fields.

- Lower part of the page shows all the data you have entered about the CNA.

- Check for completeness and correctness.

- If document is valid and complete, click "Publish."

- If there are data that needs correcting, click "Submission form" arrow/tab to go back to editing the CNA's details.

- Publish arrow/tab

- The lower part of the page shows all CNA details you have entered. Do a final check for correctness and completeness.

- If correction is needed, click "Submission form" arrow/tab to go back to editing the CNA's details.

- If all information is correct and complete, click "Publish" (for BCH-NFP); "Request publish" (for NAUs)

- If you are a BCH-NFP, the new CNA record will now be published on the BCH; If you are an NAU, the new CNA record will be pending approval by your BCH-NFP.

8.4. Biosafety Laws, Regulations, Guidelines and Agreements (LAW)

Any existing laws, regulations, and guidelines for implementation of the Protocol, as well as information required by Parties for the Advance Informed Agreement procedure, must be submitted to the BCH in accordance with Article 20.3(a). Any bilateral, regional, and multilateral agreements and arrangements must be submitted to the BCH in accordance with Article 20.3(b).

Typically, a national law is a law that has been passed by the national legislative body of a country's government. In most jurisdictions, a national regulation is "subordinate legislation," usually of an administrative nature, that is authorized by a national law. A national guideline is intended to assist with providing ways of complying with national laws, and national regulations.

Your country can also have BCH-related Agreements with other entities like: other countries, regions, organizations, private entities, etc., that are also required to be submitted to the BCH.

EXERCISE: Submit a new Biosafety Law, Regulation, Guidelines, or Agreement (LAW)

SOLUTION:

In the "Submit Dashboard," click on "+" found in the same row as "Biosafety Laws, Regulations, Guidelines, or Agreements" from the list of National Records. This will open the online submission form which has four (4) arrow/tabs, i.e., Introduction, Submission form, Review, and Publish. It always opens the first arrow/tab "Introduction" which describes the BCH record type you are planning to submit, along with instructions on how to submit such a record.

Introduction arrow/tab

- Read the description and instructions and click "Submission form" arrow/tab to continue.

Submission form arrow/tab

- General Information
  Select which language(s) you wish to submit this record: *
  - Select: English (or your local language if data is in local language)
  Country submitting a law, regulation, guideline or agreement *
  - Nothing to do. This is fixed and defaults to your country.
  Is this an amendment to a law, regulation, guideline or agreement already published on the BCH? *
  - Toggle "Yes" or "No" to indicate if this is an amendment or not.
  Title of document *
  - Type in the title of the law/regulation/guideline/agreement

Legislative details

  Type of Law / Regulation *

- Toggle the radio button corresponding to the document being submitted (i.e., law, regulation, policy, guidelines, regulatory framework, agreement, etc.)

Area of jurisdiction *
- Select from the drop-down menu the area of jurisdiction of the law or regulation (i.e., Regional, National, Sub-national, Other)

Subject areas *
- Tick the checkbox/es that applies to the law / regulation

Types of organisms addressed *
- Tick the checkbox/es that applies to the law / regulation

Brief description of the document including objective and scope
- Type in a description of the document, if needed.

Date of entry into force
- Select the date, if needed.

Document details

Document text
- If the law / regulation has its text in a file, click "+ Add file" to upload.
- If the law / regulation has online text available, get its URL and click "+ Add link" to link it here.

Unofficial Documents (or courtesy translations)
- If there are unofficial documents whose text is in a file, click "+ Add file" to upload the file.
- If there are unofficial documents whose text is online, get its URL and click "+ Add link" to link it here.
- If it is available as text, copy-and-paste the text into the provided textarea input field.

Relationship with other laws/regulations
- If this law / regulation has relations with other law / regulation that is published in the BCH or you want to publish it in the BCH, link it here by clicking "+ Law, Regulation or Guideline"

Please select from the list of published records below:

(xv)   If the related law / regulation is already published in the BCH > Search the published related law / regulation > Tick its checkbox to select it > Click "Select" to link it as related to this law / regulation

(xvi)   If the related law / regulation is not yet published in the BCH > Click "Create Biosafety Law…" > Add the related law / regulation as discussed in this section.

- If the related law / regulation has text already available but you don't want to publish yet on the BCH, you can just copy-and-paste the text into the provided textarea input field.

Regulatory contact information

Competent National Authority(ies) and/or Supplementary Protocol Competent Authority(ies) *

- Click "+ Add records" to link the "reference record" of the CNA's contact information.

Timeframe for confirmation or updating of information

Should this information be confirmed or updated after two years from the date of submission? *

- Toggle "Yes" or "No" to answer this question

Additional Information

Any other relevant information

- Type in any other relevant information – if not available as a file or published in the BCH.

Any other relevant documents

- If available as a file, click "+ Add file" to upload.
- If available as a published document in the web, click "+ Add link".

Notes

- Type in any notes you have for this document.

- When all input is done, click "Review" arrow/tab

Review arrow/tab

- The top part of the page will indicate whether the data entry is complete or lacking mandatory fields.

- The lower part shows all the data entered for your final checking.

- If there are data needed to be corrected or added, go back to the form by clicking "Submission form."

- If the data entry form is valid and all data are checked to be correct, continue by clicking "Publish" arrow/tab.

- Publish arrow/tab

- The lower part of the page shows all the details you have entered for this record. Do a final check for correctness and completeness.

- If correction is needed, click "Submission form" arrow/tab to go back to editing the entries.

- If all information is correct and complete, click "Publish" (for BCH-NFP); "Request publish" (for NAUs)

- If you are a BCH-NFP, the new law / regulation record will now be published on the BCH; If you are an NAU, the new law / regulation record will be pending approval by your BCH-NFP.

8.5.   Country Decision or any other Communications (DEC)

All final decisions regarding the importation or release of LMOs must be submitted to the BCH. These include decisions taken under the Advance Informed Agreement procedure for intentional release into the environment, decisions, and declarations under Article 11 of the Protocol for LMOs for food or feed, or for processing and other decisions. The decisions can be categorized by their subjects in the following types:

- Decision on LMOs for intentional introduction into the environment (according to Article 10 or domestic regulatory framework)

- Decision on LMOs for direct use as food or feed, or for processing (Article 11, LMOs-FFPs)

- Decision under the Simplified Procedure (Article 13)

- Decision on Pharmaceuticals (Article 5)

- Decision on Transit of LMOs (Article 6.1)

- Decision on Contained use of LMOs (Article 6.2)

The Protocol also requires submitting to the BCH the country's notifications, declarations and other communications related with transboundary movements of LMOs or implementation of the Protocol including notifications of illegal or unintentional transboundary movement. The notifications and other communications can be categorized by their subjects in the following types:

- Notification that domestic regulations shall apply with respect to specific imports of LMOs (Article 14.4)

- Notification about the unintentional transboundary movement of LMOs (Article 17.1)

- Notification about illegal transboundary movements of LMOs (Article 25.3)

- Notification that a Party does not have access to the Biosafety Clearing- House (Article 11.1)

- Declaration that, in the absence of a domestic regulatory framework, decisions on LMOs-FFPs will be taken according to Article 11.6

- Communication of information on 'Handling, Transport, Packaging and Identification' (Article 18)

- Declaration made upon ratification of or accession to the Protocol

Countries can also submit to the BCH any other relevant decisions and communications related with LMOs or implementation of the Protocol that governments wish to make available through the BCH including decisions on import or release of LMOs taken before the Protocol has entered into force for the country.

The COP-MOP 3 meeting also invited Parties to the Protocol and other Governments to make available to the Biosafety Clearing-House the following additional information:

- The transformation events that are commercially produced for each planting cycle in the exporting country;

- The geographical area within the exporting country where each transformation event was cultivated;

If this information is available, it should be provided through the "additional information" field of a decision document.

EXERCISE: Submit a new Country Decision or any other Communications (DEC)

SOLUTION:

In the "Submit Dashboard," click on "+" found in the same row as "Countries' Decisions or any other Communications (DEC)" from the list of National Records. This will open the online submission form which has four (4) arrow/tabs, i.e., Introduction, Submission form, Review, and Publish. It always opens the first arrow/tab "Introduction" which describes the BCH record type you are planning to submit, along with instructions on how to submit such a record.

Introduction arrow/tab

- Read the description and instructions and click "Submission form" arrow/tab to continue.

Submission form arrow/tab

- General Information
  Select which language(s) you wish to submit this record: *
  - Select: English (or your local language if data is in local language)
  Country submitting the decision or communication *
  - Nothing to do. This is fixed and defaults to your country.
  Is this an amendment to a decision or communication already published on the BCH? *
  - Toggle "Yes" or "No" to indicate if this is an amendment or not.
  Competent National Authority(ies) responsible for the decision or communication *
  - Click "+ Add record(s)" to link the CNA's BCH record that is related to this country decision.
  Title / Reference number of the decision or communication *

- Type in the title of this decision / communication.

Date of the decision *
- Select the date the decision / communication was made

Is the decision taken prior to entry into force of the Protocol?
- Toggle "Yes" or "No" to answer the question.

Jurisdiction
- Type in the jurisdiction of the decision / communication, if any.

Subject of the decision, notification, communication or declaration

Common decisions *
- Tick the checkbox/es applicable.

Other decisions *
- Toggle the radio button applicable.

Communications, notifications and declarations *
- Toggle the radio button applicable.

Timeframe for confirmation or updating of information

Should this information be confirmed or updated after two years from the date of submission? *
- Toggle "Yes" or "No" to answer the question.

Additional Information

Any other relevant information
- Type in any other relevant information – if not available as a file or published in the BCH.

Any other relevant documents
- If available as a file, click "+ Add file" to upload.
- If available as a published document in the web, click "+ Add link".

Notes

- Type in any notes you have for this document.

- When all input is done, click "Review" arrow/tab

Review arrow/tab

- The top part of the page will indicate whether the data entry is complete or lacking mandatory fields.

- The lower part shows all the data entered for your final checking.

- If there are data needed to be corrected or added, go back to the form by clicking "Submission form."

- If the data entry form is valid and all data are checked to be correct, continue by clicking "Publish" arrow/tab.

- Publish arrow/tab

- The lower part of the page shows all the details you have entered for this record. Do a final check for correctness and completeness.

- If correction is needed, click "Submission form" arrow/tab to go back to editing the entries.

- If all information is correct and complete, click "Publish" (for BCH-NFP); "Request publish" (for NAUs)

- If you are a BCH-NFP, the new law / regulation record will now be published on the BCH; If you are an NAU, the new law / regulation record will be pending approval by your BCH-NFP.

8.6.   Risk Assessment generated by a regulatory process (RA)

All risk assessments and environmental reviews of LMOs must be submitted to the BCH and linked to the appropriate decision. Parties must submit summaries of its risk assessments or environmental reviews of LMO generated by a its regulatory process and carried out in accordance with Article 15 (Risk Assessment), including, where appropriate, relevant information regarding products thereof, namely, processed materials that are of LMO origin, containing detectable novel combinations or replicable genetic material obtained using modern biotechnology.

There are several public sources that address the actual process for developing the Risk Assessment procedures.

The BCH itself contains very valuable specific tools and training materials targeted to Risk Assessments procedures:

- The Online Forum on Risk Assessment and Risk Management (accessible at http://bch.cbd.int/onlineconferences/forum_ra.shtml). This portal has been developed as a response to the Parties decision BS-IV/11. The portal also includes real-time online conferences and discussion groups.

- In the link above are several resources like: "Guidance on Risk Assessment of Living Modified Organisms" (accessible at https://www.cbd.int/doc/meetings/bs/mop-08/official/bs-mop-08-08-add1-en.pdf) that has been welcomed by the Parties at their fifth meeting.

SOLUTION:

In the "Submit Dashboard," click on "+" found in the same row as "Risk Assessments generated by a regulatory process (RA)" from the list of National Records. This will open the online submission form which has four (4) arrow/tabs, i.e., Introduction, Submission form, Review, and Publish. It always opens the first arrow/tab "Introduction" which describes the BCH record type you are planning to submit, along with instructions on how to submit such a record.

Introduction arrow/tab

- Read the description and instructions and click "Submission form" arrow/tab to continue.

Submission form arrow/tab

- General Information
  Select in which language(s) you wish to submit this record: *
    - Select: English (or your local language if data is in local language)
  Country *
    - Nothing to do. This is fixed and defaults to your country.
  Title of the risk assessment*
    - Type in the title of this risk assessment.
  Date of the risk assessment *
    - Select the date of this record, or, tick the checkbox "Date not available" if date is not available.
  Competent National Authority(ies) responsible for the risk assessment *
    - Click "+ Add record(s)" to link the CNA's BCH record that is

responsible for this risk assessment.

Please select from the list of published records below:

(xvii) Type in part of the CNA's name in the Search box to get results of submitted CNAs in the BCH with that name.

(xviii) Select the correct CNA from the results by ticking its checkbox.

(xix) Click "Select" to link it to this RA.

(xx) If the CNA has not yet been added to the BCH, you can do so now by clicking "Create Competent National Authority." Just be sure that you have all the required data to enter in all the mandatory fields.

Contact details of the main responsible risk assessor

- Click "+ Add record(s)" to link the contact record of the risk assessor, if needed.

Please select from the list of published records below:

(xxi) Type in part of the Contact's name in the Search box to get results of submitted Contacts in the BCH with that name.

(xxii) Select the correct Contact from the results by ticking its checkbox.

(xxiii) Click "Select" to link it as the risk assessor of this RA.

(xxiv) If the Contact has not yet been added to the BCH, you can do so now by clicking "Create Contact." Just be sure that you have all the required data to enter in all the mandatory fields.

Risk assessment details

Living modified organism(s) *

- Click "+ Add record(s)" to link the LMO's BCH record/s.

Please select from the list of published records below:

(xxv) Type in part of the LMO's name in the Search box to get results of submitted LMOs in the BCH with that name.

(xxvi) Select the correct LMO from the results by ticking its checkbox.

(xxvii) Click "Select" to link it as the LMO for this RA.

(xxviii) If the LMO has not yet been added to the BCH, you can do so now by clicking "Create Living Modified Organism." Just be sure that you have all the required data to enter in all the mandatory fields.

Scope of the risk assessment *

- Tick the checkboxes applicable.

Risk assessment report / summary *

- If available as a file, click "+ Add file" to upload.
- If available as a published document in the web, click "+ Add link".

Please use this field to provide a summary of the risk assessment.

- Type in (or copy-paste) the summary text if available.

Methodology and points to consider (Refer to Annex III, paragraphs 8 and 9 of the Cartagena Protocol on Biosafety.)

Potential adverse effects identified in the risk assessment
- Type in (or copy-paste) the text into the provided textarea input field.

Likelihood that the potential adverse effects will be realized
- Type in (or copy-paste) the text into the provided textarea input field.

Possible consequences
- Type in (or copy-paste) the text into the provided textarea input field.

Estimation of the overall risk
- Type in (or copy-paste) the text into the provided textarea input field.

Recommendation(s) on whether the risks are acceptable/manageable and any management strategies
- Type in (or copy-paste) the text into the provided textarea input field.

Need(s) for further information on specific issues of concern
- Type in (or copy-paste) the text into the provided textarea input field.

Receiving environment(s) considered
- Type in (or copy-paste) the text into the provided textarea input field.

LMO detection and identification methods proposed
- Type in (or copy-paste) the text into the provided textarea input field.

Information sharing with other databases

Is this risk assessment related to an LMO for commercial use?
- Toggle "Yes" or "No" to answer the question.

Timeframe for confirmation or updating of information

Should this information be confirmed or updated after two years from the date of submission? *
- Toggle "Yes" or "No" to answer the question.

Additional information

Any other relevant information
- Type in (or copy-paste) the text into the provided textarea input field.

Any other relevant documents
- If available as a file, click "+ Add file" to upload.
- If available as a published document in the web, click "+ Add link".

Notes

- Type in any notes you have for this document.

- When all input is done, click "Review" arrow/tab

Review arrow/tab

- The top part of the page will indicate whether the data entry is complete or lacking mandatory fields.

- The lower part shows all the data entered for your final checking.

- If there are data needed to be corrected or added, go back to the form by clicking "Submission form."

- If the data entry form is valid and all data are checked to be correct, continue by clicking "Publish" arrow/tab.

- Publish arrow/tab

- The lower part of the page shows all the details you have entered for this record. Do a final check for correctness and completeness.

- If correction is needed, click "Submission form" arrow/tab to go back to editing the entries.

- If all information is correct and complete, click "Publish" (for BCH-NFP); "Request publish" (for NAUs)

- If you are a BCH-NFP, the new law / regulation record will now be published on the BCH; If you are an NAU, the new law / regulation record will be pending approval by your BCH-NFP.

8.7.   National Biosafety Websites or Databases (NDB)

Many governments already have national websites that are relevant to the implementationof the Biosafety Protocol. These can be modified a bit to also display the country's BCH data (using BCH code snippets) and then can be added as a National Biosafety Website or Database in the BCH. Or a government can opt to create a new one for the sole purpose of its BCH activities.

EXERCISE: Submit a new National Biosafety Website or Database (NDB)

SOLUTION:

In the "Submit Dashboard," click on "+" found in the same row as "National Biosafety Websites or Databases (NDB)" from the list of National Records. This will open the online submission form which has four (4) arrow/tabs, i.e., Introduction, Submission form, Review, and Publish. It always opens the first arrow/tab "Introduction" which describes the BCH record type you are planning to submit, along with instructions on how to submit such a record.

Introduction arrow/tab

- Read the description and instructions and click "Submission form" arrow/tab to continue.

Submission form arrow/tab

- Select in which language(s) you wish to submit this record: *
- Select: English (or your local language if data is in local language)
  Website or Database details
    Country *
       - Nothing to do. This is fixed and defaults to your country.
    Website or database name *

- Type in (or copy-paste) the name of this website / database.

Description *

- Type in (or copy-paste) the text into the provided textarea input field.

Website address *

- Click "+ Add link" to enter the website's URL.

Timeframe for confirmation or updating of information

- Read the information.

Additional information

Any other relevant information

- Type in (or copy-paste) the text into the provided textarea input field.

Any other relevant documents

- If available as a file, click "+ Add file" to upload.
- If available as a published document in the web, click "+ Add link".

Notes

- Type in any notes you have for this document.
- When all input is done, click "Review" arrow/tab

Review arrow/tab

- The top part of the page will indicate whether the data entry is complete or lacking mandatory fields.
- The lower part shows all the data entered for your final checking.
- If there are data needed to be corrected or added, go back to the form by clicking "Submission form."
- If the data entry form is valid and all data are checked to be correct, continue by clicking "Publish" arrow/tab.
- Publish arrow/tab
- The lower part of the page shows all the details you have entered for this record. Do a final check for correctness and completeness.
- If correction is needed, click "Submission form" arrow/tab to go back to editing the entries.
- If all information is correct and complete, click "Publish" (for BCH-NFP); "Request publish" (for NAUs)

- If you are a BCH-NFP, the new law / regulation record will now be published on the BCH; If you are an NAU, the new law / regulation record will be pending approval by your BCH-NFP.

8.8.   Biosafety Experts (EXP)

The roster of experts on biosafety was established by the Conference of the Parties to the CBD (COP) in decision EM-I/3 that adopted the Cartagena Protocol on Biosafety in January 2000. The mandate of the Roster is 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".

At its first meeting in February 2004, the Conference of the Parties serving as the meeting of the Parties (COP-MOP), adopted decision BS-I/4 on the roster of experts, including the Interim guidelines for its operation and the Interim guidelines for the Pilot Phase of the Voluntary Fund for the Roster, which was established by the COP in its decision VI/29 to support eligible countries to pay for the use of experts selected from the roster.

At its third meeting in March 2006, the COP-MOP in its decision BS-III/4 outlined a process aimed at strengthening the quality, effectiveness, and level of use of the Roster of Biosafety Experts.

At its fourth meeting in May 2008, the COP-MOP in decision BS-IV/4 adopted several measures for improving the quality, effectiveness, and level of use of the roster of biosafety experts. These included a set of criteria and minimum requirements for experts to be nominated to the roster, updated guidelines for the roster, as well as a revised nomination form. Parties and other Governments were requested to make fresh nominations in accordance with the new criteria and minimum requirements and the Executive Secretary was requested to remove all existing records in the roster within three months and refill the roster with the new nominations. The Parties also decided to revitalize the pilot phase of the Voluntary Fund for the Roster.

 At its fifth meeting in October 2010, the COP-MOP considered the report on the status of the Roster of Experts and the Voluntary Fund for the Roster. In decision BS-V/4 it urged Parties and other Governments that had not yet done so to nominate experts to the roster, taking into account the need for gender balance and for balanced coverage of the different areas of expertise in the roster. It also urged Parties and other Governments to facilitate the release of their experts on the roster, and in a timely and flexible manner, when they are selected to undertake assignments by other Parties.

Experts can only be submitted to the roster by BCH National Focal Points, using a form which requires detailed information about the background and specialization of the expert. 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, BCH National Focal Points may then give permission to the expert to modify his or her own record. If you are an expert and would like to have access to your record, ask the BCH-NFP that registered you to

the roster to inform the Secretariat that you have permission to access your record. Once the Secretariat is informed, you will receive a password.

In accordance with the guidance for use of the roster Governments are requested to submit the reports on the assignments undertaken by Biosafety Experts contacted through the roster.

Important: It should be noted that decisions taken by Governments are the sole responsibility of the country taking those decisions, whether or not they have been taken on the basis of advice given by the experts nominated for the biosafety roster of experts. Nominating governments or the Secretariat may, upon request, provide suggestions to governments regarding the selection of experts, but neither shall be liable for the selection of experts decided upon by the requesting country, nor for the use of the roster of experts or the conduct of and the advice given by an expert from the roster.

Up-to-date information about the Roster of Expert, news and nomination process is available at http://bch.cbd.int/protocol/cpb_roster.shtml.

The SCBD has published a "Guide to the Roster of Experts", that can be downloaded from the BCH at http://bch.cbd.int/database/attachment/?id=10937. This is quite old but still a useful guide.

EXERCISE: Submit a new Biosafety Expert (EXP)

SOLUTION:

In the "Submit Dashboard," click on "+" found in the same row as "Biosafety Experts (EXP)" from the list of National Records. This will open the online submission form which has four (4) arrow/tabs, i.e., Introduction, Submission form, Review, and Publish. It always opens the first arrow/tab "Introduction" which describes the BCH record type you are planning to submit, along with instructions on how to submit such a record.

Introduction arrow/tab

- Read the description and instructions and click "Submission form" arrow/tab to continue.

Submission form arrow/tab

- NOTE: The form has seven (7) parts separated by tabs: Part I to VII.
PART I

- General Information
Select in which language(s) you wish to submit this record: *
  - Select: English (or your local language if data is in local language)
Country *
  - Nothing to do. This is fixed and defaults to your country.
Notes

- Type in any notes you have for this document.

- When done, click "Part II" tab.
PART II
Profile of the expert
Brief profile *
  - Type in (or copy-paste) the text into the provided textarea input field.
Contact details
  - Click "+ Add record(s)" to link the contacts BCH record of this expert.
Year of birth
  - Type in the expert's birth year.
Country of birth
  - Select the expert's country of birth from the drop-down menu.
Nationality(ies)
  - Select the expert's nationality/ies from the drop-down menu.
Notes

- Type in any notes you have for this document.

- When done, click "Part III" tab.
PART III
Details of current employment
Name of Employer / Organization / Company *
  - Type in the expert's employer name.

Job title *

- Type in the expert's job title.

Department / Division / Unit *

- Type in the expert's department.

Start date *

- Select the date the expert started (month and year)

Type of organization *

- Select from the drop-down menu.

Main Areas of Responsibility *

- Type in (or copy-paste) the expert's background.

Employment history

Countries or regions where you have worked

- Select the country/ies and/or region/s the expert has worked in.

Name of Previous Employer / Organization / Company

- Type in the name of a previous employer.

Department / Division / Unit

- Type in the department name, if any.

Start date

- Select the start date.

End date

- Select the end date.

Type of organization

- Select the type of organization from the drop-down menu.

Main Areas of Responsibility

- Type in (or copy-paste) the expert's experience/s.

Notes

- Type in any notes you have for this document.

- When done, click "Part IV" tab.

PART IV

Post-secondary education

A. Formal education

First Degree (e.g. B.Sc. in Microbiology)

Title of the Degree or other academic distinction and subject *

(xxix)   Type in the degree title.

Name of academic institution *

(xxx)   Type in the name.

Start date *

(xxxi) Select the start date (month and year)

End date *

(xxxii) Select the end date (month and year)

Second Degree

Title of the Degree or other academic distinction and subject *

(xxxiii) Type in the degree title.

Name of academic institution *

(xxxiv) Type in the name.

Start date *

(xxxv) Select the start date (month and year)

End date *

(xxxvi) Select the end date (month and year)

B. Other professional qualifications

List a maximum of three other relevant professional qualifications.

(xxxvii) Type in (or copy-paste) the expert's professional qualifications.

Notes

- Type in any notes you have for this document.

- When done, click "Part V" tab.

PART V

Areas of expertise

Expertise

- Tick all checkboxes applicable.

Publications

- List your three most important publications related to your main field of expertise.

Professional memberships

Professional memberships

- Type in (or copy-paste) up to three relevant professional societies or organizations of which you are a member.

Technical committees, expert panels or advisory bodies served

- Type in (or copy-paste) up to three relevant technical committees, expert panels or advisory bodies on which you have served and briefly describe your specific responsibilities.

Notes

- Type in any notes you have for this document.

- When done, click "Part VI" tab.

PART VI

Language proficiency
    Mother tongue *
- Tick all checkboxes applicable.
- You can also select from the drop-down menu "Add other language".

    Other languages
- If the expert uses other language/s, toggle the applicable radio buttons.
- You can also select from the drop-down menu "Add other language".

Notes

- Type in any notes you have for this document.

- When done, click "Part VII" tab.

PART VII

Timeframe for confirmation or updating of information

- Please read the information.

Any other relevant information
    Additional information
- Type in (or copy-paste) the text into the provided textarea input field.

    Any other relevant documents
- If available as a file, click "+ Add file" to upload.
- If available as a published document in the web, click "+ Add link".

Notes

- Type in any notes you have for this document.

- When all input is done, click "Review" arrow/tab

Review arrow/tab

- The top part of the page will indicate whether the data entry is complete or lacking mandatory fields.

- The lower part shows all the data entered for your final checking.

- If there are data needed to be corrected or added, go back to the form by clicking "Submission form."

- If the data entry form is valid and all data are checked to be correct, continue by clicking "Publish" arrow/tab.

- Publish arrow/tab

- The lower part of the page shows all the details you have entered for this record. Do a final check for correctness and completeness.

- If correction is needed, click "Submission form" arrow/tab to go back to editing the entries.

- If all information is correct and complete, click "Publish" (for BCH-NFP); "Request publish" (for NAUs)

If you are a BCH-NFP, the new law / regulation record will now be published on the BCH; If you are an NAU, the new law / regulation record will be pending approval by your BCH-NFP.

8.9. Country Profiles for Biosafety Clearing-House (BCP)

Parties to the Protocol can submit additional information to their "Country Profile" that is being displayed in the BCH. These would be BCH information that the country may want to highlight, or that is not submittable in any of the BCH common formats.

EXERCISE: Submit additional information to your Country Profile for Biosafety Clearing-House (BCP)

SOLUTION:

In the "Submit Dashboard," click on "+" found in the same row as "Country Profiles for Biosafety Clearing-House (BCP)" from the list of National Records. This will open the online submission form which has four (4) arrow/tabs, i.e., Introduction, Submission form, Review, and Publish. It always opens the first arrow/tab "Introduction" which describes the BCH record type you are planning to submit, along with instructions on how to submit such a record.

Introduction arrow/tab

- Read the description and instructions and click "Submission form" arrow/tab to continue.

Submission form arrow/tab

General Information
Select in which language(s) you wish to submit this record: *
- Select: English (or your local language if data is in local language)
Country *
- Nothing to do. This is fixed and defaults to your country.
Additional information for the country profile *
Any other relevant information

- Type in (or copy-paste) the text of the additional information you want to show in your Country Profile into the provided textarea input field.

Notes

- Type in any notes you have for this document.
- When all input is done, click "Review" arrow/tab

Review arrow/tab

- The top part of the page will indicate whether the data entry is complete or lacking mandatory fields.
- The lower part shows all the data entered for your final checking.
- If there are data needed to be corrected or added, go back to the form by clicking "Submission form."
- If the data entry form is valid and all data are checked to be correct, continue by clicking "Publish" arrow/tab.
- Publish arrow/tab
- The lower part of the page shows all the details you have entered for this record. Do a final check for correctness and completeness.
- If correction is needed, click "Submission form" arrow/tab to go back to editing the entries.
- If all information is correct and complete, click "Publish" (for BCH-NFP); "Request publish" (for NAUs)
- If you are a BCH-NFP, the new law / regulation record will now be published on the BCH; If you are an NAU, the new law / regulation record will be pending approval by your BCH-NFP.

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