



CASE STUDY (CSSD06):

Submitting data to the Biosafety Clearing House (BCH): An organization submits a biosafety newsletter.

Objective:

Learn how to submit a Biosafety Information Resource to the BCH.

Scenario

Optional alternative: If you or your organization has an existing biosafety information resource, you may wish to register your existing resource instead of using the scenario outlined below.

As the information officer for a non-government organization in Jamaica ("Jam NGO"), you have been asked to circulate information about a new biosafety newsletter you have established. The newsletter deals mainly with capacity-building and public awareness. It is entitled "Building Biosafety Bridges," and you have released it quarterly since January 1st, 2006. It is available in hard-copy format (6 pages) for your local constituents if they contact your office, and it can also be downloaded for free as a PDF from your website at www.jamngo.net/news. Other non-profit organizations may use your articles without cost if you are appropriately credited. The ISSN¹ is 0123-5672. Please make this resource available through the Biosafety Clearing House. (Note: If you have previously created other records, such as contact information, you may use them for this exercise; otherwise, you may have to create a new record.) After registering the record, notify the instructor so s/he can validate the record for you (the SCBD would typically do this, and it would take up to 48 hours). After validating it, you should find and view your record by searching in the BCH.

Extra work: If time permits, you may wish to carry out some of the additional tasks outlined below.

- Register one of the major articles in the newsletter's first edition (Volume 1, p.2): "Capacity-building lessons learned over the past ten years in Jamaica" by Human Being.
- Edit the record you created for the "Building Biosafety Bridges" newsletter to change it to an annual, peer-reviewed publication.
- Edit the record you created for the "Building Biosafety Bridges" to add descriptive information in another language.

¹ International Standard Serial Number, used to identify a periodical publication.





Mechanics:

Participants should be divided into four groups of four members each. Each group will be assigned a given country.

Groups and log-in details are summarized below:

Group	Country	Role	User name	Password
1	Greece	NFP	greece.nfp@gmail.com	Abdef1234\$
		NAU	greece.nau1@gmail.com	Abdef1234\$
		NAU	greece.nau1@gmail.com	Abdef1234\$
		NAU	greece.nau1@gmail.com	Abdef1234\$
2	Angola	NFP	angola.nfp@gmail.com	Abdef1234\$
		NAU	angola.nau1@gmail.com	Abdef1234\$
		NAU	angola.nau2@gmail.com	Abdef1234\$
		NAU	angola.nau3@gmail.com	Abdef1234\$
3	Andorra	NFP	andorra.nfp@hotmail.com	Abdef1234\$
		NAU	andorra.nau1@hotmail.com	Abdef1234\$
		NAU	andorra.nau2@hotmail.com	Abdef1234\$
		NAU	andorra.nau3@hotmail.com	Abdef1234\$
4	Comoros	NFP	comoros.nfp@hotmail.com	Abdef1234\$
		NAU	comoros.nau1@hotmail.com	Abdef1234\$
		NAU	comoros.nau2@hotmail.com	Abdef1234\$
		NAU	comoros.nau3@hotmail.com	Abdef1234\$

Participants should visit the BCH 'Training Site' (<https://bch.cbd.int>> Help> Training Site). Then log in using the assigned country user names and passwords.

Each participant should submit a 'Biosafety Virtual Library Resources (VLR)' using the fictitious information of the scenario provided above. After that, S/He will see its status as 'Pending SCBD Approval.'

During this exercise, participants can also explore the following functions:

- Submitting the record in multiple languages by selecting the languages in the 'Please select in which language(s) you wish to submit this record' drop-down menu and including translation in the newly added fields.
- Use the 'Review' tab to check entered data and if any mandatory data is missing quickly.
- Use the 'Save Draft' functionality to save your data and make changes later.