



CASE STUDY 17:

An organization registers a biosafety newsletter

Objective:

- To learn how to register a Biosafety Information Resource using the BCH Management Centre.

References:

- BCH Training Site (Go to <http://bch.cbd.int> > Help (or Resources) > Training Site of the BCH)
- Training Manual 06: Registering Information in the BCH Central Portal
- Training Manual 08: Registering Reference Information in the BCH Central Portal
- Common format «Biosafety Information Resource Center» (Go to <http://bch.cbd.int> > Resources > Common formats)

Scenario:

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

As the information officer for a non-government organization located 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 been releasing it on a quarterly basis since 1 January 2006. It is available in hard-copy format (6 pages) for your local constituents if they contact your office, and can also be downloaded for free as a PDF from your website at www.jamngo.net/news. You are happy for other non-profit organizations to use your articles without cost, so long as you are properly 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

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

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 (this would normally be done by the SCBD and would take up to 48 hours). After it has been validated, you should find and view your record by doing a search 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 appearing in the first edition of the newsletter (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.

Important note:

Please be sure that you are using the [BCH Training Site](#) for this exercise!



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TRAINER NOTES

Training Objective:

To learn how to use the BCH Management Centre to create a new Biosafety Information Resource record.

Requirements:

BCH account and access to the BCH.

Notes:

- Users can work singly or in small groups for this exercise.
- Participants need to have their own BCH account ready. They will login the BCH Training Site using their own BCH account. Refer to MO06 Training Manual for details on how to create a BCH account.
- It is recommended for you to setup your own Training Space for your workshop before you start this exercise. Otherwise, the participants can select the “Public BCH Training” training space.
- Participants may register their own records, or use the sample provided.
- If participants have not completed Case Study 04 (registering contact information and Competent National Authorities), the instructor may need to provide assistance in creating the linked contact record.
- At the end of the exercise, the instructor (logged in with the role “Administrator: BCH Training Site”) will need to validate completed records so that participants can access them through the Biosafety Information Resource Center of the BCH Training Site.
- Users can then observe the “record status” – link in the left-hand menu
- Additional tasks (without answer key) are provided for participants who finish the exercise quickly, which cover editing existing records and providing translations.