



**Biosafety Clearing House
Project - Phase III**

***Introduction to Management
Centre/Registering Information
Minsk 17-19 Sep 2018***

Session Objectives/Outcomes

OBJECTIVES

At the end of the session, participants should be able to:

- Register relevant information on BCH
- demonstrate clear understanding of the
 - *required information that need to be provided/shared to stakeholders through the BCH-CP;*
 - *common formats of BCH records and their impact on the institutional processes for creating and registering BCH information and making biosafety related decisions (e.g. registering and publishing decisions); and*
- share and exchange experience and analyze as well the lessons learned in BCH management at national level.

OUTCOME

- Improved institutional expertise in registering BCH data for different categories of users

Methodology

- Session Brief
- Presentation & Demonstration
- Hands-On Exercises

Time Alloted:

45 min + 75 minutes (Registering Information Presentation and Demonstration with Hands-On Exercises: Case Study 6, Case Study 17, Case Study 18)

Institutional Structure

In the framework of the Cartagena Protocol on Biosafety, two groups of users are considered for interacting with the Biosafety Clearing House (**for national information**):

- *National Focal Point for the Biosafety ClearingHouse (NFP-BCH)*
- *National Authorized User (NAU)*
- *General Users*

BCH vs BCH Training Website

BCH Website:

<http://bch.cbd.int>

BCH Training Website:

<http://bchtraining.cbd.int>

- *Training site helps in the learning & understanding of the process in registering BCH information*
- *Similar to the real website but may have differences due to upgrading.*

Management Centre

- *Data entry interface for registering, updating, deleting or correcting information*
- *Access restricted to the BCH NFPs and other authorized users*
- *Information must be validated by BCH-NFP or the CBD Secretariat*
- *Anyone can register*

Registering a BCH account

Registering a BCH account is 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*

Who can nominate National Focal Points and how?

- *Registration: ONLY by the SCBD*
- *CPB-NFP: endorsed by CBD-NFP or direct expression of Government*
- *BCH-NFP: endorsed by CPB-NFP.*
- *Point of contact for Article 17 (Emergency Measures) : endorsed BCH-NFP.*

National Information registering process

- *NFP can register and publish new information*
- *NFP can create NAUs (e.g. from different National Competent Authorities)*
- *NAUs can introduce new information on the BCH – will go public once validated by NFP*
- *NFP & NAU work together to add / review / update information*
- ***ONLY NFP PUBLISHES!!!***

Reference Information

Registering process

- *Registered users input new information and submit to publish*
- *SCBD reviews and publishes*

Common Formats – Offline common formats:

It is recommended to download offline common format, gather all required information, review, approve and then register using the online formats via the Management Centre

<http://bch.cbd.int/resources/common-formats/>

Biosafety Clearing-House

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BCH Information Registering available training resources

- BCH training curricula (in BCH training materials)
- Manual MO06 “Registering Information in the BCH Central Portal (in BCH training materials)
- Manual MO07: Registering Data in the BCH Central Portal National Records (in BCH training materials)
- Manual MO04: Registering Data in the BCH Central Portal Reference Records,
- BCH-II Project Webinars on “Using the BCH Management Centre to register national and reference information in the BCH” and “Registering Information in the Biosafety Clearing House: National Authorized Users Management” available at http://bch.cbd.int/help/UNEPGEFBCHII_material.shtml
- Case studies (in BCH training materials)