



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

## **“Registering Data in the BCH Central Portal”**

### ***Registering National Information***

July 2012

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## List of Abbreviations

<b>AIA</b>	Advanced Information Agreement
<b>BCH</b>	Biosafety Clearing-House
<b>BCH-NFP</b>	BCH National Focal Point
<b>CBD</b>	Convention on Biological Diversity
<b>CBD-NFP</b>	CBD National Focal Point
<b>CNA</b>	Competent National Authority
<b>COP-MOP</b>	Conference of the Parties Serving as the Meeting of the Parties
<b>CPB</b>	Cartagena Protocol on Biosafety
<b>CPB-NFP</b>	CPB National Focal Point
<b>GEF</b>	Global Environment Facility
<b>LMO</b>	Living Modified Organism
<b>MC</b>	Management Centre
<b>nBCH</b>	National node of BCH
<b>NBF</b>	National Biosafety Framework
<b>NFP</b>	National Focal Point
<b>SCBD</b>	Secretariat of the Convention on Biological Diversity
<b>UNEP</b>	United Nations Environment Programme

# 1. Introduction to the manual

In this manual, you will learn about the detailed steps needed to register records in all categories of national information

## **Context**

The UNEP-GEF Project for Capacity Building for Effective Participation in the Biosafety Clearing-House (BCH-I), 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 later updated within the UNEP-GEF Project for Continued Enhancement of Capacity Building for Effective Participation in the BCH (BCH-II). It 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 manuals, each addressing one element of the BCH.

## **Audience**

This manual was designed to provide guidance to users of the Biosafety Clearing House. It was developed for a non-technical audience with little or no knowledge of the Cartagena Protocol and the BCH, but a need to input data, access and use data, or set-up the IT-related components of the BCH. Functionality of the Users of the BCH is limited to those who have particular levels of access, i.e. National Focal Points (NFPs) and data entry personnel.

## **Purpose**

This manual demonstrates the process of registering **national** information online, using the Management Centre of the Central Portal. The web-based Central Portal allows governments to administer their information directly in the BCH databases. These databases, which form the nucleus of the BCH, can be used to register information pertinent to the Cartagena Protocol.

It is also possible to register information with the BCH in other ways, as long as the common formats for submitting information are used.

**Email:** Filled in common formats can be emailed to the Secretariat at [bch@cbd.int](mailto:bch@cbd.int)

**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 registering new information within this guide, as much of the procedure is similar. More information on common formats can be found in the Manual “Registering Information in the BCH Central Portal”, and in the BCH online help documentation (<http://bch.cbd.int/help/topics/en/webframe.html>).

Because of possible delays, postal mail may not be a viable solution for certain categories of information that must be registered 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).

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## **1.1. BCH Training Site**

To aid in learning and understanding, the CBD Secretariat has created a training site, mirroring the true BCH site.

BCH Website: <http://bch.cbd.int>

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

The training site, which includes the same functionality as the true site, 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 register a test record.**

Please refer to the “Registering Information in the BCH Central Portal” Manual for more details about how to use the BCH Training site.

## 2. General form fields and buttons

The online BCH Common Formats have various fields and buttons for submitting information. Some of these fields and buttons are unique and existing in specific Common Formats. However, there are general fields and buttons existing in all or many Common Formats, which allow standardized submission of some kinds of information such as country, address, phone number, contact information, etc. General fields and buttons allow also information to be registered just once in the BCH and the link to the registered information to be added in other records when it is necessary to refer to the appropriate information.

### 2.1. The button “Add an item”

The button “**Add an item**” allows the creation one or more text field for submitting certain information, if it is necessary. For an example, if you will click on the button “**Add an item**” in the form field “Email Address”, the additional text field will be appeared and you can input more than one email address.

### 2.2. The button “Add Website”

The button “**Add website**” allows providing the link to the specific website or web page with necessary information. After clicking on the button “**Add website**”, the popup window will appear, in which you can provide the link to the relevant website. Having input the URL and the name of the providing website, click on the button “**Save**” and the link with the name of submitted website will appear in the form.

You can add one or more websites by clicking again on the button “**Add Website**”. The websites addresses submitted can be modified by clicking on the corresponding button “**Edit**” that will open popup window with the URL and the name of website for editing.

You can delete the website address provided by clicking on the button “**Delete**” corresponding to the removing website.

### 2.3. The button “Attach File”

The button “**Attach File**” allows a file from your computer to be uploaded and stored in the BCH database and this file will be available for other users to download. After clicking on the button “**Attach File**” the popup window will be appear. Click on the button “**Choose file**” and select a file to upload from your computer. Input description of the uploading file and click on the button “**Save**”. Please, do not close this window until your file will be uploaded.

The link with the description of uploaded file will appear in the form. You can upload one or more relevant documents by clicking again on the button “**Attach file**”. You can modify the description of uploaded file by clicking on the corresponding button “**Edit**” or remove the attached file by clicking on the button “**Delete**”.

### 2.4. The button “Competent National Authority”

The button “**Competent National Authority**” allows submission of the link to the record of Competent National Authority, which has been already registered in the BCH. It means that information about Competent National Authority is registering just once in the BCH and the link to the registered information is added in other records when it is necessary to refer to the appropriate Competent National Authority.

After clicking on the button “**Competent National Authority**”, the popup window will appear containing the list of the Competent National Authorities, which has been

already registered for your country. If you click on the button “**Competent National Authority**” by mistake, you can close this popup window by clicking on the button “**Cancel**”.

Select the necessary Competent National Authority by clicking on its name and then click on the button “**Continue**”. The link to the record of the selected Competent National Authority will appear in the form. You can use the search function to find the specific Competent National Authority using keywords, which can be found in its name or description (record).

You can specify one or more Competent National Authorities by clicking again on the button “**Competent National Authority**”.

If the Competent National Authority required does not present in the list of National Authorities, you can create the new record for the Competent National Authority by clicking on the button “**Create a new record**”. This will open the form “Competent National Authority” and you can create the new record by submitting necessary information. However, it is highly recommended to create all such reference records prior submission of the main record. Therefore, the best way will be to save the record submitted as a draft, create all necessary reference records and then continue submission by editing your draft record.

You can delete the submitted link to the Competent National Authority by clicking on the corresponding button “**Remove**”. If you click on the button “**Edit**”, the record “Competent National Authority” will be opened and you can modify its information. However, it is recommended to modify all such reference records prior submission of the main record.

## ***2.5. The button “Contact”***

The button “**Contact**” allows submission of the link to the record with personal information, which has been already registered in the BCH. It means that personal information is registering just once in the BCH and the link to the registered information is added in other records when it is necessary to refer to the appropriate person.

After clicking on the button “**Contact**”, the popup window will appear containing the list with the names of persons, which has been already registered for your country. If you click on the button “**Contact**” by mistake, you can close this popup window by clicking on the button “**Cancel**”.

Select the necessary person by clicking on his/her name and then click on the button “**Continue**”. The link to the record of the personal information will appear in the form. You can use the search function to find necessary person using keywords, which can be found in his/her name or description (record).

You can specify one or more persons by clicking again on the button “**Contact**”.

If the name of the required person does not present in the list, you can create the new personal record by clicking on the button “**Create a new record**”. This will open the form “Contact” and you can create the new record by submitting necessary information. However, it is highly recommended to create all such reference records prior submission of the main record. Therefore, the best way will be to save the record submitted as a draft, create all necessary reference records and then continue submission by editing your draft record.

You can delete the submitted link to the contact person by clicking on the corresponding button “**Remove**”. If you click on the button “**Edit**”, the record with personal information will be opened and you can modify this information. However, it is recommended to modify all such reference records prior submission of the main record.



## **2.6. The field “Country”**

The field “**Country**” allows entering a country name by selecting the necessary country from the dropdown list. Click on the button “**Select**” and the dropdown list of countries will appear.

Select the necessary country name from the list and click on the button “**Continue**”. To delete country name erroneously entered click on the button “**Delete**” and select the correct country by clicking on the button “**Select**”.

## **2.7. The field “Date”**

The field “**Date**” allows easy entering the necessary date in the format requested by BCH database by Selecting year, month and day from the corresponding dropdown menus.

## **2.8. The fields “Phone number” and “Fax number”**

The fields “**Phone number**” and “**Fax number**” allows entering phone or fax numbers. Please use the following format for submitting phone and fax numbers:

*+(country code) (city code) (phone or fax number) (ext extension, if necessary)*

Country code, city code, phone or fax number and extension should be delimited with blank. Phone or fax numbers can be separated in two groups by three or four digit delimited by hyphen. Extension should be pointed by abridgement “ext”. For an example:

**+1 514 288-2220 ext 221**

where: **1** is the code of the North America, **514** is the code of Montreal, **288-2220** is the phone number of CBD Secretariat, **ext 221** is the direct extension to the switchboard.

Please note, that you can provide more than one phone or fax numbers by clicking on the button “**Add an item**”

## **2.9. The section “Timeframe for confirmation or updating of information”**

Some information provided to BCH needs to be confirmed or updated in the course of certain period. This section allows pointing if the information provided needs to be confirmed or updated by checking radio buttons “**Yes**” or “**No**”.

If you will answer ‘Yes’, the BCH National Focal Point will receive notifications asking to confirm or update the record within 3 month. If no confirmation or updating will be provided, the record will be marked and displayed as “Not confirmed” in BCH database.

## **2.10. The section “Additional information”**

The section **Additional information** allows you:

- to enter any other relevant information that may not have been addressed elsewhere in the record;
- to provide the link to one or more other relevant websites by clicking on the button “**Add Website**” (for details see the section The button “Add Website”) and
- to upload one or more relevant documents by clicking on the button “**Attach file**” (for details see the section The button “Attach File”).

### 3. Register New Information: National Records



#### 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 NFPs are authorized by their countries to use the BCH Management Centre 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 Points;
- Competent National Authority;
- National Biosafety Website or Database;
- Biosafety Law, Regulation, Guidelines & Regional and International Agreements;
- Country's Decision or any other Communication;
- Risk Assessment Generated by a Regulatory Process;
- National reports on implementation of Cartagena Protocol on Biosafety;
- Biosafety Expert;
- Report on the assignment undertaken by the Biosafety Expert.

#### **3.1. 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 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 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 set 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 Management Centre).

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 from the BCH common formats page at <http://bch.cbd.int/resources/common-formats/>.

### **3.2. 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.



#### **Exercise: Register a New Competent Authority**

##### **Solution:**

Click on “Create a new record” in left menu bar. Select “Competent National Authority” from the list provided and then click on the corresponding icon “Submit the record online” in the column “Online format”. The form “Competent National Authority” will be opened. There are three pages to complete, indicated by the boxes with the page numbers on them.

##### **Page 1**

###### **Section 1. Instructions**

The completion of this Common Format requires reference(s) to other record(s). Please verify if contact details of the contact person(s) of the Competent National Authority being submitted are already registered in the BCH

###### **Section 2. General information**

###### ***Name of the Competent National Authority***

Enter the name of the Competent National Authority.

###### ***Website address***

Enter the website of the Competent National Authority by clicking on “**Add Website**” and enter the URL and the name of the website in popup form (for details see the section “Add Website”)

###### **Section 3. Coordinates**

Provide the address information of the Competent National Authority:

***street address***, (e.g. *413 Saint-Jacques Street*)

*city*, (e.g. *Montreal*)

*state or province*, (e.g. *Quebec*)

*country* click on “**Select**” and select your country from the list and click on “**Continue**” (for details see the section The field “Country”)

*postal or zip code*, (e.g. *H2Y 1N9*)

*phone*, (e.g. *+1 514 288-2220*)

(please note, that you can provide some phone numbers by clicking “**Add an item**”),

*email address*, (e.g. *min-nature@gov.nnn*)

(please note, that you can provide some emails by clicking “**Add an item**”).

#### **Section 4. Additional contact information**

##### *Contact person*

Click on “**Contact**” and select the name of a contact person from the list. If you have previously entered contact information in the BCH, these names should already appear and can be selected by clicking over them. (for details see the section The button “Contact”)

#### **Page 2.**

#### **Section 5. Regulatory Function**

This section provides relevant information on the responsibilities of the Competent National Authority. You may select multiple categories from either one or both of the two categories available, i.e. **Administrative functions** and/or **Type of LMO under its jurisdiction**. If there is only one Authority responsible for all functions required by the Protocol, please select "All functions pursuant to the Cartagena Protocol on Biosafety" and/or "All types of organisms".

If the necessary term is not listed, click on the button “**Other**”, to be able to enter a necessary term and then click “**Continue**”

##### *Detailed description of the regulatory functions*

Enter details of the responsibilities of the Competent National Authority in the text area.

#### **Page 3.**

#### **Section 6. Timeframe for confirmation or updating of information**

*Please note that this category of information requires confirmation or updating after one year from the date of submission. After the deadline you will be asked to confirm or update the record within 3 months. After this period, if no confirmation has been received, the record will be marked as “Not Confirmed”.*

#### **Section 7. Additional information**

The section **Additional information** allows you to enter any other relevant text information that may not have been addressed elsewhere in the record, to provide the link to one or more other relevant websites and to upload one or more relevant documents (for details see The section “Additional information”).

After filling in all pages of the form, review your record for accuracy by clicking on the button “**Review**”. If you find any errors, edit the information you have just entered by clicking on the page buttons. If you are satisfied with the record, click on the button “**Save changes**” and submit the information entered for publishing.

### 3.3. National Biosafety Websites and Databases

Many governments maintain national databases that are relevant to the implementation of the Biosafety Protocol. Any records that you register in this category will also automatically be included in the Biosafety Information Resource Centre.



#### Exercise: Register a Biosafety Website or Database

##### Solution:

Click on “Create a new record” in left menu bar. Select “National Biosafety Website or Database” from the list provided and then click on the corresponding icon “Submit the record online” in the column “Online format”. The form “National Biosafety Website or Database” will be opened. There are two pages to complete, indicated by the boxes with the page numbers on them.

##### Page 1.

##### Section 1. General information

###### *Website or database name*

Enter the Name of the National Biosafety Website or Database, for an example:

*Website of the National Co-ordination Biosafety Centre*

###### *Description*

Enter a short description of the website or database, for an example:

*The website provides information about legislation, decisions, risk assessments of LMO created or imported in the country*

###### *Website address*

Enter the website URL by clicking on “**Add Website**”, for an example: *http://ncbc.gov.nnn/* and click on the button “**Save**”.

##### Page 2.

##### Section 2. Timeframe for confirmation or updating of information

*Please note that this category of information requires confirmation or updating after one year from the date of submission. After the deadline you will be asked to confirm or update the record within 3 months. After this period, if no confirmation has been received, the record will be marked as “Not Confirmed”.*

##### Section 3. Additional information

This section allows you to enter any other relevant text information that may not have been addressed elsewhere in the record, to provide the link to one or more other relevant websites and to upload one or more relevant documents (for details see The section “Additional information”).

After filling in all pages of the form, review your record for accuracy by clicking on the button “**Review**”. If you find any errors, edit the information you have just entered by clicking on the page buttons. If you are satisfied with the record, click on the button “**Save changes**” and submit the information entered for publishing.

### 3.4. Biosafety Law, Regulation, Guidelines & Regional and International Agreements

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 registered with the BCH in accordance with Article 20.3(a). Any bilateral, regional and multilateral agreements and arrangements must be registered with 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.



#### Exercise: Register a New Biosafety Law, Regulation, Guideline & Regional and International Agreement

##### Solution:

Click on "Create a new record" in left menu bar. Select "Biosafety Law, Regulation, Guidelines & Regional and International Agreements" from the list provided and then click on the corresponding icon "Submit the record online" in the column "Online format". The form "Law or Agreement" will be opened. There are three pages to complete, indicated by the boxes with the page numbers on them.

##### Page 1.

##### Section 1. Instructions

The completion of this Common Format requires reference(s) to other record(s). Please verify if records associated with the record being submitted are already registered in the BCH.

- Contact(s) of the contact person(s) of the Competent National Authority(ies) linked to the record being submitted (mandatory information)
- Competent National Authority(ies) linked to the record being submitted (mandatory information)
- Other Biosafety Law, Regulation, Guidelines & Regional and International Agreements records if there are amendment(s) to the record being submitted (optional information, if applicable)

##### Section 2. General information

##### *Jurisdiction*

Provide the jurisdiction where the law, regulation, guideline or agreement applies if this is different from your country

Click on the button "**Add an item**" select an entry from the dropdown list provided.

If the necessary jurisdiction is not listed, click "**Specify another value**", to be able to type in a necessary value and then click "**Continue**"

(please note, that you can provide some values by clicking on "**Add an item**").

##### *Title of the document*

Enter the title of the document, for an example: *The Law on Safety in Modern*

## *Biotechnology*

### **Page 2.**

#### **Section 3. Legislative details**

##### *Type of Document*

Select one of the listed types:

- National Law
- National Regulation
- National Guideline
- Regulatory summary / national biosafety framework
- Bilateral Agreement or Arrangement
- Multilateral Agreement or Arrangement
- Regional Agreement or Arrangement

If the necessary type is not listed, click "**Other**" and enter a necessary type in the pop-up field and then click "**Continue**"

##### *Subject areas*

Subject areas are keywords relevant to the subject matter addressed to assist in searching for and translation of the record. Select one or several the subject areas, which correspond to the subject matter of your document.

If the necessary area is not listed, click "**Other**", to be able to enter a necessary area and then click "**Continue**"

##### *Types of LMO addresses*

Select one or several types of LMO addresses in the document. If the necessary LMO is not listed, click "**Other**" and additional form will be opened. You can select necessary type of LMO from dropdown list or enter your term and then click "**Continue**"

##### *Brief description of the document including objective and scope*

Provide brief description of the document including its objective and scope.

##### *Date of entry into force*

Provide date of entry into force of your document by selecting year, month and day from dropdown menus.

#### **Section 4. Document details**

##### *Document text*

Provide official document text as attached file (preferable) or the link (web address) to the official document text by clicking on the button "**Add document**".

Click on the button "**Choose file**" and select file to upload from your computer (please, do not close this window until your file will be uploaded) or click on the radio button "**Specify the web address of the document**" and then enter the URL to the document text.

Select the language of the document from dropdown menu and enter the name of the document or its short description in the text area and click on the button "**Save**".

You can provide one more document texts by clicking again on the button "**Add document**"

##### *Unofficial Documents*

Provide unofficial document text or translation. The procedure of providing unofficial documents is the same as for official documents (see **Document text**)

##### *Amendments*

Provide information about amendments to the document registered. Click on the button “**Law, Regulation or Guideline**” and select a cross-reference link if the amendments have been registered in BCH as a separate record.

If the amendment required does not present in the list, you can create a new record by clicking on the button “**Create a new record**”. This will open the form “Law or Agreement” and you can create a new record by submitting necessary information. However, it is highly recommended to create all such reference records prior submission of the main record.

### **Page 3.**

#### **Section 5. Regulatory contact information**

##### *Competent National Authorities*

Provide information about Competent National Authorities, which are regulatory contact points for the document registered. (for details see the section The button “Competent National Authority”).

#### **Section 6. Timeframe for confirmation or updating of information**

This section allows you to specify if this information should be confirmed or updated after two years from the date of submission (for details see The section “Timeframe for confirmation or updating of information”).

#### **Section 7. Additional information**

The section **Additional information** allows you to enter any other relevant text information that may not have been addressed elsewhere in the record, to provide the link to one or more other relevant websites and to upload one or more relevant documents (for details see The section “Additional information”).

After filling in all pages of the form, review your record for accuracy by clicking on the button “**Review**”. If you find any errors, edit the information you have just entered by clicking on the page buttons.

If you are satisfied with the record, click on the button “Save changes” and submit the information entered for publishing. If you are a BCH National Focal Point, the records are immediately published on the BCH. If not, your submitted information will appear in the section “Pending requests” waiting for validation by your country’s BCH National Focal Point. You will receive an e-mail from BCH to confirm your request.

### **3.5. Country's Decision or any other Communication**

All final decisions regarding the importation or release of LMOs must be registered in the BCH. These include decisions take 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 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 registering in the BCH 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 register in 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: Register a New Country's Decision or any other Communication**

#### **Solution:**

Click on “Create a new record” in left menu bar. Select “Country's Decision or any other Communication” from the list provided and then click on the corresponding icon “Submit the record online” in the column “Online format”. The form “Country's Decision or any other Communication” will be opened There are three pages to complete, indicated by the boxes with the page numbers on them.

#### **Page 1.**

##### **Section 1. Instructions**

The completion of this form requires references to other records. Please verify if records associated with the record being submitted are already registered in the BCH. It is also recommended that new records are completed in the following order:

- **Contact(s)** of the contact person(s) of the Competent National Authority(ies) linked to the record being submitted (mandatory information)
- **Competent National Authority(ies)** linked to the record being submitted (mandatory information)
- Other **Country's Decision or any other Communication** records, if the record being submitted is an amendment to a previous decision (mandatory information, if applicable)

- **Contact(s)** of the Exporter(s) (mandatory information, if applicable)
- **Contact(s)** of the Importer/Applicant(s) (mandatory information, if applicable)
- **Living Modified Organism(s)** linked to the record being submitted (Note: this Common Format requires several references to other Common Formats) (mandatory information, if applicable)
- **Competent National Authority(ies)** responsible for the risk assessment (mandatory information, if applicable)
- **Contact(s)** of the contact person(s) of the Organization responsible for the risk assessment (optional information, if applicable)
- **Organization** responsible for the risk assessment (optional information, if applicable)
- **Contact** of the main responsible risk assessor (optional information)
- **Risk Assessment** (optional information, if applicable)

## Section 2. General information

### *Competent National Authority(ies) responsible for the decision or communication*

Enter the Name(s) of the Competent National Authority(ies) responsible for the decision or communication provided (for details see the section The button "Competent National Authority")

### *Title / Reference number of the decision / communication*

Enter the title or reference number of the decision or communication provided, for an example: *Decision N346/12 "On placing in the market the genetic engineering variety of potato "PGE-123"*.

### *Date of the decision*

Enter the date of issue of the decision or communication provided (for details see the section The field "Date").

### *Is the decision taken prior to entry into force of the Protocol?*

Choose "Yes" if this decision or communication was taken prior to entry into force of the Protocol to your country, otherwise choose "No".

### *Jurisdiction*

Provide the jurisdiction where the decision or communication applies if this is different from your country. Click on the button "**Add an item**" select an entry from the dropdown list provided.

If the necessary jurisdiction is not listed, click "**Specify another value**", to be able to type in a necessary value and then click "**Continue**" (please note, that you can provide some values by clicking on "**Add an item**").

### *Is this an amendment to a previous decision / communication?*

Choose "No" if this decision or communication is not amendment to a previous decision or communication of your country, otherwise choose "Yes".

If you choose "Yes", the additional fields of the form will be opened

### *Indicate the BCH decision amended*

Click on the button "**Country's Decision or any other communication**" and select a record from your country's database, to which the document provided is the amendment.

### *Provide reasons for the amendment*

Enter the reason for the amendment

## Page 2.

### Section 3. Subject of the decision / communication

This section contains the following subjects:

- Decision on LMOs for intentional introduction into the environment (according 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)
- Other decisions, notifications, declarations or communications

You can select one or several subjects of the decision or communication provided. Selection of specific subject will open appropriate additional sections of the form.

### Section 4a. Decision on LMOs for intentional introduction into the environment

Use radio buttons to answer “Yes” or “No” on the following questions:

- Was the decision triggered by a request for a transboundary movement of LMOs into your country?
- Does the decision involve field trials?
- Does the decision allow commercial release?
- Will the decision apply to subsequent introductions of the same LMO(s) into the environment?

*Was the decision triggered by a request for a transboundary movement of LMOs into your country?*

If you will answer “Yes” on this question, the additional fields will appear:

#### *Type of decision*

Choose if the decision provided was taken in accordance with the Advance Informed Agreement procedure or in accordance with domestic regulatory framework.

#### *Date on which the notification was received.*

Enter the date on which the notification from an Applicant was received by your Competent National Authority (for details see the section The field “Date”).

#### *Date on which acknowledgement of receipt of the notification was sent to the notifier.*

Enter the date on which your Competent National Authority send to an Applicant (notifier) the acknowledgement of receipt of its notification (for details see the section The field “Date”).

#### *Date on which the decision was communicated to the notifier.*

Enter the date on which your Competent National Authority communicate to an Applicant (notifier) about the decision provided (for details see the section The field “Date”).

#### *Exporter's contact details*

Enter the contact details of an Exporter of the LMO to your country (for details see the section The button “Contact”).

#### *Importer/Applicant's contact details*

Enter the contact details of an Importer (Applicant) of the LMO to your country (for details see the section The button “Contact”).

If you will answer “No” on the first question, the additional fields will appear:

***Does the decision apply to transboundary movements of LMO(s) into your country?***

Use radio buttons to answer “Yes” or “No” if the decision provided applies to transboundary movements of the LMO(s) into your country.

***Applicant’s contact details***

Enter the contact details of an Applicant of the LMO(s) (for details see the section The button “Contact”).

***Does the decision involve field trials?***

Use radio buttons to answer “Yes” or “No” if the decision provided involve field trials of the LMO(s).

***Does the decision allow commercial release?***

Use radio buttons to answer “Yes” or “No” if the decision provided allow commercial release of the LMO(s).

***Will the decision apply to subsequent introductions of the same LMO(s) into the environment?***

Use radio buttons to answer “Yes” or “No” if the decision provided applies to subsequent introductions of the same LMO(s) into the environment.

The general sections “Result of the decision”, ‘LMO & risk assessment” and “Decision and/or other relevant document(s)” will be described below.

**Section 4b. Decision on LMOs for direct use as food or feed, or for processing**

***Subject of the decision***

Select one or several subjects of the decision provided

***Has the decision been taken in the absence of a domestic regulatory framework and in accordance with Article 11.6?***

Use the radio button “Yes” or “No” to answer if the decision provided has been taken in the absence of a domestic regulatory framework.

***Type of decision***

Select the type of the decision provided.

If the decision applies to the import of the LMO(s), provide the contact details of Exporter of the LMO(s)

***Exporter’s contact details***

Enter the contact details of an Exporter of the LMO to your country (for details see the section The button “Contact”).

***Importer/Applicant’s contact details***

Enter the contact details of an Importer (Applicant) of the LMO to your country (for details see the section The button “Contact”).

The general sections “Result of the decision”, ‘LMO & risk assessment” and “Decision and/or other relevant document(s)” will be described below.

**Section 4c. Simplified procedure**

Use the radio button “Yes” or “No” to answer on the following questions:

*Does the decision specify cases when the intentional transboundary movement of LMOs may take place at the same time of the notification to the Party of import?*

*Does the decision specify cases when the intentional transboundary movement of LMOs should be exempted from the Advance Informed Agreement (AIA) procedure?*

The general sections “**LMO & risk assessment**” and “**Decision and/or other relevant document(s)**” will be described below.

#### **Section 4d. Decision on Pharmaceuticals**

This section does not have additional fields. The general sections ‘LMO & risk assessment’ and “Decision and/or other relevant document(s)” will be described below.

#### **Section 4e. Decision on Transit of LMOs**

This section does not have additional fields. The general sections ‘LMO & risk assessment’ and “Decision and/or other relevant document(s)” will be described below.

#### **Section 4f. Decision on Contained use of LMOs**

This section does not have additional fields. The general sections ‘LMO & risk assessment’ and “Decision and/or other relevant document(s)” will be described below.

#### **Section 4g. Other decisions, notifications, declarations or communications**

##### ***Type of submission***

Choose the type of the document provided:

- 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.

If you choose the first, second or third type of submission, the section “LMO & risk assessment” will appear. In other cases, you should provide the document text only.

The general sections ‘LMO & risk assessment’ and “Decision and/or other relevant document(s)” will be described below.

#### **Section 5. Result of the decision**

Choose the possible result of the decision provided and enter necessary additional information for each result (except the first one):

- Approval of the import/use of the LMO(s) without conditions;
- Approval of the import/use of the LMO(s) with conditions.

### *Specify the conditions*

Enter the conditions, which should be fulfilled during import or use of the LMO(s).

### *Provide reasons*

Enter the reasons of laying down the conditions, which should be fulfilled during import or use of the LMO(s).

### *Prohibition of the import/use of the LMO(s)*

#### **Provide reasons**

Enter the reasons of prohibition of import or use of the LMO(s).

### *Request for additional relevant information*

#### **Provide reasons**

Enter what additional relevant information about the LMO(s) should be provided by the Applicant (notifier) the reasons of requesting this information.

### *Inform the notifier that the period for communicating the decision has been extended*

#### *Specify the time extension in days*

Enter the number of days, on which decision making process should be extended.

#### **Provide reasons**

Enter the reasons of extending decision making process.

## **Section 6. LMO & risk assessment**

### *LMO identification*

Click on the button “**Modified Organism**” and select the necessary LMO, which is the subject of the decision provided, from the list:

You can use the search function to find the necessary LMO by its name or keywords.

If the LMO required does not present in the list, you can create a new record by clicking on the button “**Create a new record**”. This will open the form “Living Modified Organism” and you can create a new record by submitting necessary information. However, it is highly recommended to create all such reference records prior submission of the main record.

### *Risk assessment*

Click on the button “**Risk assessment**” and select a record from your country’s database with necessary risk assessment of the LMO, which is the subject of the decision provided

If the risk assessment required does not present in the list, you can create a new record by clicking on the button “**Create a new record**”. This will open the form “Risk assessment” and you can create a new record by submitting necessary information. However, it is highly recommended to create all such reference records prior submission of the main record.

## **Section 7. Decision and/or other relevant document(s)**

### *Document (attached file)*

Upload the document text by clicking on the button “**Attach File**” (for details see the section The button “Attach File”). or enter the link to the document text in the Internet by clicking on the button “**Add website**” (for details see the section The button “Add Website”).

### Page 3.

#### **Section 8. Timeframe for confirmation or updating of information**

This section allows you to specify if this information should be confirmed or updated after two years from the date of submission (for details see The section “Timeframe for confirmation or updating of information”).

#### **Section 9. Additional information**

The section **Additional information** allows you to enter any other relevant text information that may not have been addressed elsewhere in the record, to provide the link to one or more other relevant websites and to upload one or more relevant documents (for details see The section “Additional information”).

After filling in all pages of the form, review your record for accuracy by clicking on the button “**Review**”. If you find any errors, edit the information you have just entered by clicking on the page buttons.

If you are satisfied with the record, click on the button “Save changes” and submit the information entered for publishing. If you are a BCH National Focal Point, the records are immediately published on the BCH. If not, your submitted information will appear in the section “Pending requests” waiting for validation by your country’s BCH National Focal Point. You will receive an e-mail from BCH to confirm your request.

### **3.6. Register New Information: Risk Assessment Generated by a Regulatory Process**

All risk assessments and environmental reviews of LMOs must be registered with the BCH and linked to the appropriate decision. Parties must register with the BCH summaries of its risk assessments or environmental reviews of LMO generated by a Party’s 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 o replicable genetic material obtained through the use of modern biotechnology.

There are a number of 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](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
- The “**Guidance on Risk Assessment of Living Modified Organisms**”, (accessible at [http://bch.cbd.int/onlineconferences/ra\\_guidance\\_text.shtml](http://bch.cbd.int/onlineconferences/ra_guidance_text.shtml)), that has been welcomed by the Parties at their fifth meeting.



## Exercise: Register a New Risk Assessment information

### Solution:

Click on “Create a new record” in left menu bar. Select “Risk Assessment Generated by a Regulatory Process” from the list provided and then click on the corresponding icon “Submit the record online” in the column “Online format”. The form “Risk Assessment” will be opened. There are three pages to complete, indicated by the boxes with the page numbers on them.

### Page 1

#### Section 1. Instructions

The completion of this Common Format requires references to other records. Please verify if records associated with the record being submitted are already registered in the BCH. It is also recommended that new records are completed in the following order:

- Contact(s) of the contact person(s) of the Competent National Authority(ies) responsible for the risk assessment (optional information)
- Competent National Authority(ies) responsible for the risk assessment (mandatory information)
- Contact(s) of the contact person(s) of the Organization responsible for the risk assessment (mandatory information)
- Organization responsible for the risk assessment (mandatory information)
- Contact of the main responsible risk assessor (optional information)
- Living Modified Organism(s), for which risk assessment was provided (mandatory information)

#### Section 2. General information

##### *Type of risk assessment*

Enter the title of risk assessment submitting in the BCH, for an example:

*Risk assessment of the genetic engineering potato variety PGE-123 for the introduction into the environment for commercial production.*

##### *Date of the risk assessment*

Enter the date of issue of the risk assessment provided (for details see the section The field “Date”). If date is not available, check the box “Date not available”.

##### *Competent National Authority(ies) responsible for the risk assessment*

Select the Name(s) of the Competent National Authority(ies) responsible for the risk assessment provided (for details see the section The button “Competent National Authority”).

##### *Contact details of the main responsible risk assessor*

Select the main responsible risk assessor responsible for the risk assessment provided (for details see the section The button “Contact”).

### Page 2.

#### Section 3. Risk assessment details

##### *Living modified organism*

Click on the button “**Modified Organism**” and select the necessary LMO, which is the subject of the decision provided, from the list. You can use the search function to find



the necessary LMO by its name or keywords.

If the LMO required does not present in the list, you can create a new record by clicking on the button **“Create a new record”**. This will open the form “Living Modified Organism” and you can create a new record by submitting necessary information. However, it is highly recommended to create all such reference records prior submission of the main record.

#### **Scope of the risk assessment**

Select one or several listed scopes of risk assessment. If necessary scope does not listed, click on the button **“Other”** and enter your term.

#### ***Risk assessment report / summary***

Upload the risk assessment report (summary) by clicking on the button **“Attach File”** (for details see the section The button “Attach File”) or enter the link to the document in the Internet by clicking on the button **“Add website”** (for details see the section The button “Add Website”).

#### **Section 4. Methodology and points to consider**

Enter brief information about the risk assessment provided by answering on the following questions:

#### ***Potential adverse effects identified in the risk assessment***

Enter any novel genotypic and phenotypic characteristics associated with the LMO that may have adverse effects on biological diversity in the likely potential receiving environment, taking also into account risks to human health.

#### ***Likelihood that the potential adverse effects will be realized***

Enter an evaluation of the likelihood of these adverse effects being realized, taking into account the level and kind of exposure of the likely potential receiving environment to the LMO.

#### ***Possible consequences***

Enter an evaluation of the consequences should these adverse effects be realized.

#### ***Estimation of the overall risk***

Enter an estimation of the overall risk posed by the LMO based on the evaluation of the likelihood and consequences of the identified adverse effects being realized

#### ***Recommendation(s) on whether the risks are acceptable/manageable and any management strategies***

Enter a recommendation as to whether or not the risks are acceptable or manageable, including, where necessary, identification of strategies to manage these risk

#### ***Need(s) for further information on specific issues of concern***

If there is uncertainty regarding the level of risk, enter requested further information on the specific issues of concern or appropriate risk management strategies and/or monitoring the LMO in the receiving environment

#### ***Receiving environment(s) considered***

Enter information on the location, geographical, climatic and ecological characteristics, including relevant information on biological diversity and centres of origin of the receiving environment/

#### ***LMO detection and identification methods proposed***

Enter description of the LMO detection and identification methods.

**Page 3.**

**Section 5. Timeframe for confirmation or updating of information**

This section allows you to specify if this information should be confirmed or updated after two years from the date of submission (for details see The section “Timeframe for confirmation or updating of information”).

**Section 6. Additional information**

The section **Additional information** allows you to enter any other relevant text information that may not have been addressed elsewhere in the record, to provide the link to one or more other relevant websites and to upload one or more relevant documents (for details see The section “Additional information”).

After filling in all pages of the form, review your record for accuracy by clicking on the button “**Review**”. If you find any errors, edit the information you have just entered by clicking on the page buttons.

If you are satisfied with the record, click on the button “Save changes” and submit the information entered for publishing. If you are a BCH National Focal Point, the records are immediately published on the BCH. If not, your submitted information will appear in the section “Pending requests” waiting for validation by your country’s BCH National Focal Point. You will receive an e-mail from BCH to confirm your request.

### ***3.7. Register New Information: Biosafety Expert***

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 a number of 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 registered 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 register 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 in the BCH at [http://bch.cbd.int/protocol/cpb\\_roster.shtml](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>



### **Exercise: Register Biosafety Expert**

#### **Solution:**

Click on “Create a new record” in left menu bar. Select “Biosafety Expert” from the list provided and then click on the corresponding icon “Submit the record online” in the column “Online format”. The form “Biosafety Expert” will be opened There are five pages to complete, indicated by the boxes with the page numbers on them.

#### **Page 1.**

##### **Section 1. Instructions**

The completion of this Common Format requires reference to the record(s): “Contact of Key Professional References”, which is mandatory. Please verify if records associated with the record being submitted are already registered in the BCH.

## Section 2. General Information

### *Brief Profile of the Expert*

Enter your brief profile as an expert in biosafety including your current position, scientific background and experience as biosafety expert (max 150 words).

## Section 3. Personal Information

### *Title*

Enter your title, i.g. Dr., Prof. Mr. Ms.

### *First Name*

Enter your first name.

### *Last or family name*

Enter your last or family name.

### *Gender*

Select your gender (female or male).

### *Year or date of birth*

Select day, month and year of your birthday (for details see the section The field "Date").

### *Nationalities*

Click on the button "**Add an item**" and select your nationality from the dropdown list. If necessary nationality does not present in the list, click on the button "**Specify another value**" and enter your term.

### *Place of birth*

Enter place (country or city) of your birth.

### *Address*

Enter street address of your residence (apartment, building and street).

### *City*

Enter the city of your residence.

### *State or Province*

Enter the state or province of your residence.

### *Country*

Enter country of your residence.

### *Postal or Zip Code*

Enter postal or zip code of your residence.

### *Phone Number*

Enter your phone number (for details see the section The fields "Phone number" and "Fax number").

### *Fax number*

Enter your fax number (for details see the section The fields "Phone number" and "Fax number").

### *Email Address*

Enter your email address.

### *Website*

Enter URL of your personal website or webpage (for details see the section The button "Add Website").

## Page 2

## Section 4. Current employment

### *Employer / Organization*

Enter the name of your current employer or institution.

**Acronym**

Enter the acronym of your current employer or institution.

**Department / Division / Unit**

Enter the name of the department (division, unit, laboratory, etc.) of your current employer or institution.

**Start date**

Select day, month and year of the start date of your current employment (for details see the section The field "Date").

**Type of organization**

Select the type of your organization (institution).

**Name of supervisor**

Enter the name (first name family name) of your current supervisor.

**Job Title**

Enter job title (position) of your current employment.

**Main responsibilities**

Enter description of your responsibilities related to the areas of expertise for which you are being nominated.

**Specific biosafety-related duties**

Enter description of your duties (tasks) performed and indicate the approximate time spent on each as a percentage of your total working time.

**Main accomplishments relevant to the area(s) of expertise for which you are being nominated**

Enter main accomplishments relevant to the areas of expertise for which you are being nominated.

**Section 5. Employment history**

**Countries or regions where you have worked**

Click on the button "**Add an item**" and select country or region where you have worked from the dropdown list. If necessary country or region does not present in the list, click on the button "**Specify another value**" and enter your term. You can add several countries and regions by clicking on the button "**Add an item**".

**Do you have other professional experience prior to your current employment?**

Select "Yes", if you have other professional experience prior to your current employment, otherwise select "No".

If you select "Yes", three additional sections "Previous employment" will be opened that allow you to provide information about your three previous employments.

**Section 5a. Previous employment**

This section allows providing information about your three previous employments by answering on the following question for each of employments:

**Name, address and contact details of the employer / organization**

Enter the name, address, phone and fax numbers and emails of the previous employer (organization or institution).

**Name and title of supervisor**

Enter the name and the title of your supervisor in that time.

**Job title**

Enter your job title (position) during the employment.

***Starting date***

Select day, month and year of the start date of the employment (for details see the section The field “Date”).

***Ending date***

Select day, month and year of the ending date of the employment (for details see the section The field “Date”).

***Main areas of responsibility***

Enter description of your responsibilities related to the areas of expertise for which you are being nominated.

***Main relevant accomplishments***

Enter main accomplishments relevant to the areas of expertise for which you are being nominated.

**Section 6. Consulting experience**

***Do you have consulting experience?***

Select “Yes”, if you have consulting experience, otherwise select “No”.

If you select “Yes”, three additional sections “Consulting experiences” will be opened that allow you to provide information about your three consulting experiences.

**Section 6a. Consulting experiences**

This section allows providing information about your three consulting experiences by answering on the following question for each of experiences:

***Description of the consultancy***

Enter description of your work related to the areas of expertise for which you are being nominated.

***Starting date***

Select day, month and year of the start date of the consulting work (for details see the section The field “Date”).

***Ending date***

Select day, month and year of the ending date of the consulting work (for details see the section The field “Date”).

***Responsibilities***

Enter description of your responsibilities related to the areas of expertise for which you are being nominated.

***Relevant accomplishments***

Enter main accomplishments relevant to the areas of expertise for which you are being nominated.

**Section 7. Volunteering experience**

***Do you have volunteering experience?***

Select “Yes”, if you have volunteering experience, otherwise select “No”.

If you select “Yes”, three additional sections “Volunteering experience” will be opened that allow you to provide information about your three volunteering experiences.

### **Section 7a. Volunteering experiences**

This section allows providing information about your three volunteering experiences by answering on the following question for each of experiences:

#### ***Description of work done***

Enter description of your work related to the areas of expertise for which you are being nominated.

#### ***Starting date***

Select day, month and year of the start date of the volunteering experience work (for details see the section The field "Date").

#### ***Ending date***

Select day, month and year of the ending date of the volunteering experience work (for details see the section The field "Date").

#### ***Responsibilities***

Enter description of your responsibilities related to the areas of expertise for which you are being nominated.

#### ***Relevant accomplishments***

Enter main accomplishments relevant to the areas of expertise for which you are being nominated.

## **Page 3**

### **Section 8. Formal education - First Degree**

#### ***First Degree or other academic distinction and the subject***

Enter your first degree or other academic distinction and the subject, e.g. B.Sc. in Microbiology.

#### ***Name of academic institution***

Enter the name of academic institution where you obtain your first degree.

#### ***Starting date***

Select day, month and year of the start date of your education for obtaining your first degree (for details see the section The field "Date").

#### ***Ending date***

Select day, month and year of the ending date of your education for obtaining your first degree (for details see the section The field "Date").

#### ***Academic supervisor***

Enter the name of your supervisor for obtaining your first degree.

### **Section 9. Formal education - Second Degree**

#### ***Second Degree or other academic distinction and the subject***

Enter your second degree or other academic distinction and the subject, e.g. M.Sc. in Microbiology.

#### ***Name of academic institution***

Enter the name of academic institution where you obtain your second degree.

#### ***Starting date***

Select day, month and year of the start date of your education for obtaining your

second degree (for details see the section The field “Date”).

***Ending date***

Select day, month and year of the ending date of your education for obtaining your second degree (for details see the section The field “Date”).

***Academic supervisor***

Enter the name of your supervisor for obtaining your second degree.

**Section 10. Formal education - Third Degree**

***Third Degree or other academic distinction and the subject***

Enter your third degree or other academic distinction and the subject, e.g. Ph.D. in Microbiology.

***Name of academic institution***

Enter the name of academic institution where you obtain your third degree.

***Starting date***

Select day, month and year of the start date of your education for obtaining your third degree (for details see the section The field “Date”).

***Ending date***

Select day, month and year of the ending date of your education for obtaining your third degree (for details see the section The field “Date”).

***Academic supervisor***

Enter the name of your supervisor for obtaining your third degree.

**Section 11. Other professional qualifications**

***List a maximum of three other relevant professional qualifications***

Enter maximum of three other relevant professional qualifications e.g. specialized training, certifications obtained, etc.

**Page 4**

**Section 12. Areas of Expertise**

***Main field of expertise***

Please select one of the areas of expertise listed below. The additional sections will be opened based on your selection.

If you select one of the field of scientific and technical area expertise, the following section will be opened:

**Subsection 12a. Scientific and technical expertise**

Please indicate at least one but not more than three specific field(s) of expertise or discipline(s) under your main field of expertise by checking appropriate box(es).

If the necessary field does not present in the list, click on the button “**Other**” and enter your term.

***Organism traits***

Please indicate at least one but not more than three specific field(s) of expertise or discipline(s) under your main field of expertise by checking appropriate box(es).

If the necessary organism does not present in the list, click on the button “**Other**” and enter your term.

If you select the legal area of expertise, the following section will be opened:



#### **Subsection 12b. Legal expertise**

Please indicate at least one but not more than three specific field(s) of expertise or discipline(s) under your main field of expertise by checking appropriate box(es).

If the necessary field does not present in the list, click on the button “**Other**” and enter your term.

If you select the policy and regulatory area of expertise, the following section will be opened:

#### **Subsection 12c. Policy and regulatory expertise**

Please indicate at least one but not more than three specific field(s) of expertise or discipline(s) under your main field of expertise by checking appropriate box(es).

If the necessary field does not present in the list, click on the button “**Other**” and enter your term.

If you select the biosafety systems development and implementation area of expertise, the following section will be opened:

#### **Subsection 12d. Biosafety systems development and implementation expertise**

Please indicate at least one but not more than three specific field(s) of expertise or discipline(s) under your main field of expertise by checking appropriate box(es).

If the necessary field does not present in the list, click on the button “**Other**” and enter your term.

If you select the other area of expertise, the following section will be opened:

#### **Subsection 12e. Other**

*Please specify*

Enter the specific field of expertise or discipline under your main field of expertise. You can enter up to three specific fields of expertise or disciplines by clicking on the button “**Add an item**”.

### **Page 5**

#### **Section 13. Publications**

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

Enter your most important publication related to your main field of expertise. Please, use the Harvard system of referencing. You can enter up to three publications by clicking on the button “**Add an item**”.

*List other publications*

Please list complete citations of all articles, books, book chapters, conference papers and other publications by entering references on your publication related to your main field of expertise. Please, use the Harvard system of referencing. Click on the button “**Add an item**” to add the next reference.

You can attach a separate list of publications if the space provided here does not suffice.

*List other publications (attached file)*

Attach the file with references of all your articles, books, book chapters, conference papers and other publications (for details see the section The button “Attach File”). Please, use the Harvard system of referencing.

#### **Section 14. Awards and Professional Memberships**

### *Awards received*

Enter your scientific / professional awards received that are related to your main field of expertise. You can enter up to awards by clicking on the button “**Add an item**”.

### *Professional memberships*

Enter relevant professional societies or organizations of which you are a member. You can enter up to societies or organizations by clicking on the button “**Add an item**”.

### *Technical committees, expert panels or advisory bodies served*

Enter relevant technical committees, expert panels or advisory bodies on which you have served and briefly describe your specific responsibilities. You can enter up to items or by clicking on the button “**Add an item**”.

## **Section 15. Language proficiency**

### *Mother tongue*

Select your mother tongue(s) by checking appropriate box(es). You can add one or more languages by clicking on the button “**Other**”.

### *Speaking, Reading and Writing*

Select language(s), on which you can speak, read and write by checking appropriate box(es). You can add one or more languages by clicking on the button “**Other**”.

Estimate your level of language knowledge on selected language(s) by checking appropriate radio box(es) (“A” for Excellent, “B” for Good or “C” for Fair).

## **Section 16. References**

### *Key Professional References*

Please indicate at least one but not more than three references with detailed contact information.

Click on the button “**Contact**” and select the name of a reference person from the list. If you have previously entered contact information in the BCH, these names should already appear and can be selected by clicking over them. (for details see the section The button “Contact”).

## **Section 17. Timeframe for confirmation or updating of information**

Please note that according to decision BS-IV/4, experts’ records are maintained on the roster for a period of four years from the last update of their information, after which they will be deleted from the roster unless re-nominated.

## **Section 18. Additional information**

This section allows you to enter any other relevant text information that may not have been addressed elsewhere in the record, to provide the link to one or more other relevant websites and to upload one or more relevant documents (for details see The section “Additional information”).

After filling in all pages of the form, review your record for accuracy by clicking on the button “**Review**”. If you find any errors, edit the information you have just entered by clicking on the page buttons.

If you are satisfied with the record, click on the button “Save changes” and submit the information entered for publishing. If you are a BCH National Focal Point, the

records are immediately published on the BCH. If not, your submitted information will appear in the section “Pending requests” waiting for validation by your country’s BCH National Focal Point. You will receive an e-mail from BCH to confirm your request.

### **3.8. Register New Information: Report on the assignment undertaken by the Biosafety Expert**

According to the decision BS-I/4 of the First meeting of the Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on Biosafety (COP-MOP 1) (23-27 February 2004, Kuala Lumpur, Malaysia) Parties are encouraged to provide the Secretariat with an evaluation of the advice or other support provided by biosafety experts and the results achieved. Such evaluations should be made available through the Biosafety Clearing-House.

Once a year, the Quarterly Report prepared by the Secretariat will include a section on the operation of the roster, which should include factual information on the number of experts on the roster, regional, gender, discipline breakdowns of the roster, direct contacts initiated by Parties and their results or contacts facilitated by the Secretariat and their results, including the individual experts contracted by each requesting Party, a note on the topic and description of the assignment, results of the work undertaken and the availability of written products. These reports should be made available through the Biosafety Clearing-House.



#### **Exercise: Register a New Report on the assignment undertaken by the Biosafety Expert**

##### **Solution:**

Click on “Create a new record” in left menu bar. Select “Report on the assignment undertaken by the Biosafety Expert” from the list provided and then click on the corresponding icon “Submit the record online” in the column “Online format”. The form “Report on the assignment undertaken by the Biosafety Expert” will be opened. There are three pages to complete, indicated by the boxes with the page numbers on them.

##### **Page 1**

###### **Section 1. Instructions**

The completion of this Common Format requires references to other records. Please verify if records associated with the record being submitted are already registered in the BCH. It is also recommended that new records are completed in the following order:

- Contact(s) of the contact person(s) of the Competent National Authority(ies) responsible for the assignment (mandatory information).
- Competent National Authority(ies) responsible for the assignment (mandatory information).
- Biosafety Expert(s) (mandatory information).

###### **Section 2. General information**

*Title of the report*

Enter the title of your report on the assignment undertaken by the biosafety expert.

*Expert(s)*

Click on the button “Biosafety Expert” and select the name of the expert, who carried out the assignment.

*Starting date of the assignment*

Select day, month and year of the start date of the assignment (for details see the section The field “Date”).

*Ending date of the assignment*

Select day, month and year of the ending date of the assignment (for details see the section The field “Date”).

**Page 2.**

**Section 3. Information on assignment**

*Competent National Authority responsible for the assignment*

Click on the button “**Competent National Authority**” and select from the list your Competent National Authority responsible for the assignment (for details see the section The button “Competent National Authority”).

*Purpose of the assignment*

Enter the purpose of the assignment undertaken by the biosafety expert(s) requested.

*Specific activities of the assignment*

Enter the specific activities of the assignment undertaken by the biosafety expert(s) requested.

*Is the final report(s) of the work of the expert(s) attached?*

Select the radio buttons “Yes” or “No” whether the final report(s) of the work of the expert(s) is attached.

*Report of the expert(s) and other relevant document or link*

Upload the document with the assignment report of the expert(s) or(and) other relevant document by clicking on the button “**Attached File**” (for details see the section The button “Attach File”) or

Submit the URL to the document with the assignment report of the expert(s) or(and) other relevant document in the Internet by clicking on the button “**Add website**” (for details see the section The button “Add Website”).

*Notes about the report*

Enter your notes about the assignment report of the expert(s).

*Was the work finished within the time specified?*

Select the radio buttons “Yes” or “No” whether the work was finished within the time specified.

If you select “No” on this question, the additional field will appear:

*Why the work was not finished within the time specified?*

Enter the reason(s) why the assignment was not finished within the time specified?

*Did the work and associated products fulfill the purpose of the assignment?*

Select the radio buttons “Yes” or “No” whether the work and associated products fulfilled the purpose of the assignment.

If you select “No” on this question, the additional field will appear:

*Why the work and associated products did not fulfill the purpose of the assignment?*

Enter the reason(s) why the work and associated products did not fulfill the purpose of the assignment.

*Please report on the quality and standard of work performed by the expert(s)*

Upload the document with the report on the quality and standard of work performed by the expert(s) by clicking on the button “**Attached File**” (for details see the section The button “Attach File”) or

Submit the URL to the report on the quality and standard of work performed by the expert(s) in the Internet by clicking on the button “**Add website**” (for details see the section The button “Add Website”).

*Notes about the report*

Enter your notes about the report on the quality and standard of work performed by the expert(s).

*On a scale from 1 (poor) to 5 (excellent), please provide an overall rating of the quality of work performed by the expert*

Provide estimation of the quality of work performed by the expert(s) by checking the radio button from 1 (poor) to 5 (excellent).

### **Page 3**

#### **Section 4. Section reserved for the Expert**

This section reserved for the experts carried out the assignment and should be filled in by the expert(s).

*Please briefly describe your experience and lessons learned in carrying out the assignment*

Enter description of your experience and lessons learned in carrying out the assignment.

#### **Section 5. Timeframe for confirmation or updating of information**

This category of information does not require confirmation or updating.

#### **Section 6. Additional information**

The section **Additional information** allows you to enter any other relevant text information that may not have been addressed elsewhere in the record, to provide the link to one or more other relevant websites and to upload one or more relevant documents (for details see The section “Additional information”).

After filling in all pages of the form, review your record for accuracy by clicking on the button “**Review**”. If you find any errors, edit the information you have just entered by clicking on the page buttons.

If you are satisfied with the record, click on the button “Save changes” and submit the information entered for publishing. If you are a BCH National Focal Point, the records are immediately published on the BCH. If not, your submitted information will appear in the section “Pending requests” waiting for validation by your country’s BCH National Focal Point. You will receive an e-mail from BCH to confirm your request.