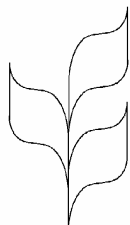




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**CONVENTION ON
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BIOSAFETY CLEARING-HOUSE
TRAINING WORKSHOP
Kuala Lumpur, Malaysia, 24-26 February 2004

ANNOTATIONS TO THE PROVISIONAL AGENDA

INTRODUCTION

Background

1. The Biosafety Clearing-House (BCH) was established in accordance with Article 20, paragraph 1, of the Cartagena Protocol on Biosafety to the Convention on Biological Diversity, as part of the clearing-house mechanism under article 18, paragraph 3, of the Convention, in order to (i) facilitate the exchange of information on, and experience with, living modified organisms, and (ii) to assist Parties to implement the Protocol.
2. Following entry into force of the Biosafety Protocol on 11 September 2003, Parties to the Protocol are obliged to fulfil their obligations pursuant to the Protocol's provisions. The Biosafety Clearing-House is one of the key mechanisms that must be used by Parties to implement the provisions of the Protocol.
3. At its third meeting, the Intergovernmental Committee for the Cartagena Protocol emphasized the importance of capacity building to enable full participation in the development and implementation of the pilot phase of the BCH. Accordingly, the Secretariat is convening a training workshop to review the use of the main components of the BCH and associated issues.

Participants

4. The invitation to attend this workshop were extended on 23 December 2003 to all BCH national focal points. Governments that have not yet designated their BCH focal point have been invited to nominate a person who would most benefit from this training and who would be able to use the acquired skills to fulfill relevant BCH-related obligations pursuant to the Protocol.
5. This meeting is being supported with the kind financial assistance of the Governments of Belgium and the Netherlands. A representative of each Party to the Protocol has been offered financial assistance to attend the meeting.

6. In addition to these Government-nominated participants, a representative from the UNEP-GEF global project on the development of National Biosafety Frameworks has also been invited to participate in the meeting as a resource person.

Anticipated outcome of the workshop

7. It is expected that the workshop will facilitate a better understanding of the various methods by which a government may access and use the Biosafety Clearing-House to fulfill relevant BCH-related obligations pursuant to the Biosafety Protocol. In addition, as National Focal Points and other authorised users will be provided with assistance in registering information on the Biosafety Clearing-House during the workshop, it is expected that more governments will have contributed information to the BCH.

ITEM 1. OPENING OF THE WORKSHOP

8. The workshop will be held in conjunction with the first meeting of the Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on Biosafety at the venue of that meeting (Putra World Trade Centre) in Kuala Lumpur, Malaysia from 24 to 26 February 2004.

9. The workshop will be conducted primarily in English. Two (repeat) sessions of formal group training will take place from 10:00 to 12:00 and 13:00 to 15:00 each day, with the afternoon dedicated to personalized training and assistance in provision of national information to the BCH. Support for French and Spanish will be available during the hands-on training.

ITEM 2. OBJECTIVES AND ORGANIZATION OF THE BCH TRAINING WORKSHOP

Objectives and materials

10. As this workshop will include hands-on training in registering information with the BCH database, it is essential that participants either currently have (or are soon to have) an active role in national participation in the BCH. It would also be valuable if participants could come to the meeting prepared with relevant information to be registered with the BCH (unless this has already been completed prior to the meeting).

11. Information that participants should bring with them to the workshop includes:

- Details regarding Competent National Authorities and National Focal Points;
- Point of contact for notifications on unintentional transboundary movements and emergency measures;
- Any existing laws, regulations and guidelines for implementation of the Protocol, as well as information required for the advance informed agreement procedure under the Protocol;
- Any bilateral, regional and multilateral agreements and arrangements;
- Summaries of risk assessments or environmental reviews of LMOs, including relevant information regarding processed products of LMO origin; and
- Final decisions regarding the importation or release of LMOs.

12. More details regarding the information to be registered with the BCH can be found in Notification-093 from the Secretariat dated 5 September 2003 ('Requirements that need to be fulfilled as at the date of entry into force of the Cartagena Protocol on Biosafety').

Organization of work

13. A proposed programme of work for the meeting is contained in annex I below.

14. Participants will be invited to listen to a presentation by the Secretariat covering issues relevant to finding and registering information in the Biosafety Clearing-House, as well as issues pertaining to options for of developing national BCH nodes.

15. Participants will then engage in hands-on training in entering information in the BCH. Participants will be issued an account for BCHDEMO, a demonstration database that has been established for training purposes, prior to the meeting. Information that is entered into the BCHDEMO database is for instructional purposes only, and will not affect the official information that is available in the BCH.

16. Participants will also be provided assistance in provision of national information to the "live" BCH, as required. Participants who are not registered as BCH National Focal Points for their government are encouraged to bring with them written authorization from the Cartagena Protocol National Focal Point to make their national information publicly available through the BCH, and the Secretariat will be able to assist with validatin g that information.

ITEMS 3 to 12: PROGRAMME OF WORK

17. The workshop will address the following issues in relation to training participants in the access and use of the Biosafety Clearing-House:

Item 3: Presentation of the Participants

18. The participants will have the opportunity to briefly introduce themselves.

Item 4: Introducing the BCH

19. Training under this item will include:

- (a) Purpose of the BCH:
- (b) Features:
- (c) BCH and BCHDEMO
- (d) Importance of national content and national participation
- (e) Quick tour

Item 5: Understanding the BCH

20. Training under this item will include:

- (a) Organization of the information

- (b) Common formats
- (c) Controlled vocabularies
- (d) User accounts, permissions and roles
- (e) Submission and validation process
- (f) Management Center

Item 6: Registering of information related to contacts

21. Training under this item will include:

- (a) General structure of contact information
- (b) Guidelines and examples
- (c) Practical application: updating National Focal Points, registering Competent National Authorities

Item 7: Registering of information related to laws, regulations and agreements

22. Training under this item will include:

- (a) General structure of legal information
- (b) Guidelines and examples
- (c) Practical application: registering laws, regulations and agreements

Item 8: Registering of information related to laws, regulations and agreements

23. Training under this item will include:

- (a) General structure of LMO information
- (b) Guidelines and examples
- (c) Practical application: registering decisions and risk assessments

Item 9: Registering of other official national information

24. Training under this item will include:

- (a) Practical application: registering of official national information
- (b) Questions and answers
- (c) Assistance for possible problems and special cases

Item 10: National BCH

25. Training under this item will include:

- (a) Role of the National BCH
- (b) Introducing interoperability
- (c) Possible options for a National BCH

Item 11: Simple National BCH Application

26. Training under this item will include:

- (a) Objectives and features
- (b) Demonstration
- (c) Presentation of the Simple National BCH web page
- (d) Questions and answers

Item 12: Using the Simple National BCH Application

27. Training under this item will include:

- (a) Download and installation
- (b) Practical application: registering information using the Simple National BCH Application
- (c) Comments and feedback

ITEM 13. FINAL COMMENTS AND CONCLUSIONS

28. Workshop participants will be invited to make any comments to the Secretariat regarding the procedure and outcomes of the workshop.

ITEM 14. CLOSURE OF THE MEETING

29. It is expected that the Meeting will be closed at 5 p.m. on Thursday, 26 February 2004.

Annex I

**PROPOSED PROGRAMME OF WORK FOR THE TRAINING WORKSHOP ON THE
BIOSAFETY CLEARING-HOUSE**

PLEASE NOTE:

During the workshop, participants will be invited to use BCHDEMO – a website established to facilitate achievement of training objectives. Where possible, participants are requested to bring the passwords they have been issued to the meeting with them.

Tuesday, 24 February 2004

10 a.m. – 12 p.m.	Opening of the meeting Objectives of the meeting Presentation of the participants Introducing the BCH Understanding the BCH Registering contact-related information Questions and answers	} Repeat sessions
1 p.m. – 3 p.m.	Same as previous session (10 a.m. – 12 p.m.)	
3:30 p.m. – 5 p.m.	Hands-on training on searching for and registering data with the BCH	

Wednesday, 25 February 2004

10 a.m. – 12 p.m.	Registering legal information Registering LMO-related information Registering other types of information Questions and answers	} Repeat sessions
1 p.m. – 3 p.m.	Same as previous session (10 a.m. – 12 p.m.)	
3:30 p.m. – 5 p.m.	Hands-on training on searching for and registering data with the BCH	

Thursday, 26 February 2004

10 a.m. – 12 p.m.	National BCH Simple National BCH (nBCH) Questions and answers	} Repeat sessions
1 p.m. – 3 p.m.	Same as previous session (10 a.m. – 12 p.m.)	
3:30 p.m. – 5 p.m.	Hands-on training on registering data with the nBCH	
5 p.m.	Closure of the meeting	

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