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**UNEP-GEF Project for
Building Capacity for Effective Participation in the
Biosafety Clearing House**



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Latin American Regional Workshop
Building Capacity for effective participation in the BCH Project
3 – 6 May 2006

Final Workshop Report

UNEP-GEF Biosafety Unit



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UNEP-GEF Project for Building Capacity for Effective Participation in the Biosafety Clearing House



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I. INTRODUCTION

1. UNEP-GEF Biosafety Unit has organized one workshop in May 2006, for Latin American countries eligible to participate in the UNEP-GEF Project for Building Capacity for Effective Participation in the Biosafety Clearing-House. The main objective of the workshop was to provide support to the countries to start implementing the BCH project in order to effectively participate in the Biosafety Clearing-House as required by the Cartagena Protocol.
2. In March 2004, approval was given for a new UNEP-GEF project entitled "Building Capacity for Effective Participation in the Biosafety Clearing House (BCH) of the Cartagena Protocol", hereafter referred to as the BCH project. The BCH project will assist eligible countries to participate in the BCH as established under Article 20 of the Cartagena Protocol.
3. Latin America countries are in the embryonic phase of this project, with different levels of progress, but still no one has signed the MOU or started effectively the project.
4. It is obvious that there is a strong need for the countries to meet in a common forum and to increase their understanding and knowledge of the BCH and about the BCH Project, its benefits and requirements, and the processes to be followed in order to launch it.

1. Objectives

a. Main Objective: The main objective of this workshop was

To improve understanding of the requirements to participate, as well as to, start the process of drafting the MOUs for the BCH project.

5. In order to reach the main objective, the workshop has pursued the following partial objectives:
 - To give participants, where applicable, from countries that are Parties advise on how to participate in the project.



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- To give the participants a thorough understanding of the BCH project and of the country's obligations relating to the BCH, as Parties of the Cartagena Protocol.
- To give the participants an initial training on the usage and contents of the BCH Central Portal.
- To provide information to the participants about the different options that are available to implement the national participation on the BCH.
- To provide information and analyse with each country participant, all the requirements that are to be met in order to draft the Memorandum of Understanding.

2. Participants

6. Each Latin America country has been invited to send one participant for the workshop:

- A person from the BCH National Focal Point or the Cartagena Protocol Focal Point who will be involved in designing and managing the BCH and with enough relationships to manage interactions with the Competent National Authorities. The UNEP-GEF BCH Project will cover the full costs (return air-tickets plus per diems) of this person.
- The following Countries have sent participants: Argentina, Bolivia, Brazil, Costa Rica, Chile, Dominican Republic, Ecuador, El Salvador, Guatemala, Nicaragua, Panamá, Paraguay, Peru and Uruguay. The only absences were Honduras and Venezuela

3. Intended Workshop Outputs

7. The intended workshop outputs were to give participants:

- A clear understanding of the requirements for participating in the BCH Project
- An understanding of Biosafety Clearing-House, including the obligations relating to the BCH, how to use the BCH and how to enter information in the BCH.
- A clear understanding of the options available for creating national BCH



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access, and the requirements associated with each one.

- A general understanding of the software applications offered by different donors and the requirements associated with each one, their advantages and disadvantages.
- A complete knowledge about the process to follow to fulfill all the required forms and to write and submit a draft MOU.
- An increased personal relationship with other countries representatives and the Biosafety Unit staff and consultants that could exchange experience, knowledge and ideas to better work in the BCH Project

II. WORKSHOP DEVELOPMENT

4. Brief review of agenda

8. The workshop agenda was designed in order to fulfill the intended objectives. So, there were scheduled presentations on the relevant subjects in the mornings, immediately followed by group work on analyzing and fulfilling all the requirements of a typical Memorandum of Understanding. The afternoons were in general reserved to more focused sessions about the Cartagena Protocol, the BCH, the usage of the Central Portal and discussions about important issues that would impact on the MoU drafting.
9. Here' the outline of each day's objectives and work:
 - DAY 1 – Introduction To CP, BCH And Project Requirements
 - DAY 2– Options for National Participation in the BCH, Group Work On MOUs And Using The BCH Central Portal
 - DAY 3- National Training Work plans, Project Implementation Work plans and Using the Mgmt Center to Register Information in the BCH.
 - DAY 4- Presentation of Group Work, Discussion, Conclusions & Demos
10. The agenda documents “Agenda Seminario CIISB.doc” for the Spanish version, and “BCH TRAINING WORKSHOP AGENDA.doc” for the English version can be found in the Annexes. In the Annexes there is also a detailed storyboard of all the workshop, day by day and session by session, stating also the required infrastructure / support materials and presenters.

5. Opening

11. The Rector of “Universidad Católica del Uruguay” Rector, Antonio Ocaña, welcomes the participants and passes the floor to Mr. Benigno Rodríguez, representing Mr. Pablo Mandeville, UNDP Resident Representative in Uruguay, officially opens the workshops, welcoming the delegates from 16 countries.
12. Jyoti Mathur-Filipp, as UNEP – GEF Biosafety BCH Project Manager, welcomes the participants, briefly describing the objectives of the training and passes the floor to Ernesto Ocampo, who explains the methodology to be used



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during the workshop and introduces the Regional Advisor, Mrs. Ileana Catalina López. Mrs. Lopez also welcomes all the participants and develops more on the practical methodology to be used in the workshop.

13. After these introductions, participants were asked to introduce themselves, describing their roles in relation with their national Biosafety Framework and BCH Project, and expectations and concerns were collected.

6. Expectations and concerns

14. The following is the transcription in Spanish of the Expectations and Concerns expressed by the participants at the beginning of the workshop. Their fulfillment would be assessed in the final session.

- *Ponerse “en rueda” con los mecanismos de intercambio. Ratificar.*
- *Informaciones sobre bioseguridad.*
- *Aprender cómo usar el portal. Beneficios de este proceso.*
- *Conocer los procesos de MNB y BCH.*
- *Opciones de interop.*
- *Poder usar la información. Intercambio y uso para toma de decisiones. Divergencia entre BCH y movimiento de LMOs.*
- *Implementación. Firma de documento sobre BCH. Más información para intercambio. Más uso.*
- *Conocer más el proyecto para la firma del documento.*
- *Acercarse más al sistema, más información para toma de decisiones.*
- *Conocer el portal para un uso racional de la información a nivel regional.*
- *Capacitación para la toma de decisiones.*
- *Necesidad de instalar el portal para intercambio de la información regional.*
- *Aprender. Información para mejorar el uso, y como herramienta.*
- *Mejor comprensión de la herramienta. Transmisión del conocimiento.*
- *Funcionamiento. Mecanismos.*



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- *Información a nivel regional, científica. Mejora de la percepción pública.*

7. Introduction to BCH Project

15. Ernesto Ocampo introduces the BCH Project and its objectives, remarking human resources capabilities development for an efficient usage and participation in the BCH by the countries. Another objective is to help establish the appropriate infrastructure, according to each country reality and needs. It is therefore important to evaluate each country independently, as needs are very different. It is very important to address the sustainability issues. Each country has received copies of the MoU and the Operational Handbook., available also from www.unep.ch/biosafety. Regional Advisors has been presented, and que requirements for asking their services during the Project. The available training materials have been described.

8. Introduction to Cartagena Protocol

16. Mrs. Ileana Catalina López presents a brief review of the Topic, followed by a Questions and Answers session

9. Presentation on countries situation and countries remarks

17. Mr. Giovanni Ferraiolo opened the first morning working session with a presentation that exposed the actual situation of the Latin – America subregion, regarding countries National Biosafety Frameworks, Development Project, Implementation Project and BCH Project. During this presentation, participants where asked to estimate their countries degree of advancement with the NBF.

COUNTRY	NBF ADVANCEMENT DEGREE (ESTIMATE %)
Argentina	90
Bolivia	85
Brazil	95
Chile	50
Costa Rica	50
Ecuador	85
El Salvador	95
Guatemala	50
Nicaragua	50
Panamá	30



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Paraguay	40
Perú	60
Uruguay	40-50

18. All countries presentations can be found under the folder “\Presentaciones\Regional” in the CD-ROM that was deployed to all participants.

10. Sessions on Cartagena Protocol, BCH, Using the Central Portal, Registering information using the Management Centre and Interoperability options

19. These sessions were developed using adapted versions of the standard modules available in the Training Workshop Manual, in Spanish Language. Interactive modules and case studies were also used. All the used materials, presentations and reference documents were given to the participants in CD-ROM, and are available online in the Training Workshop Manual site, and also in the new moodle site.

11. Group work on MoUs

20. Starting the first morning, participants were distributed in four working groups, with the objective of analyzing a fictitious country BCH Project, and fulfill all the forms related to the MoU, discussing all the suitable alternatives. Groups composition were as follows:

GROUP 1

Argentina	Perla Godoy
Chile	Gonzalo Pardo Hernández
Guatemala	Ricardo Avila
Panama	Marisol Dimas

GROUP 2

Brasil	Pablo Peret
Brasil	Sonia Regina Mudrovitsch
Paraguay	Nélida Rivarola
El Salvador	Francisco Romero

GROUP 3

Uruguay	Fernanda Pardo
Uruguay	Marcos Frommel
Peru	Enrique Fernández- Northcote
República Dominicana	Omar Ramírez
Nicaragua	Carlos Ramiro Mejía

GROUP 4

Bolivia	Cecilia Berzain
Ecuador	Galo Fernandez Jarrín
Costa Rica	Alex May Montero
Costa Rica	Reynier Ramirez Arroyo

21. Final MoUs and forms developed by each group were presented during the last day, in an open session. All this work has been collected and made available to all participants in the deployed CD-ROM, under folder “\Presentaciones\TRABAJO GRUPOS MOU”

12. Options for National Participation

22. Second day morning was dedicated to presenting and analyzing the different options available for implementing the national participation in the BCH. Presentations were given on the available options (extracted from the Training Workshop Manual) and about the available donors application.

23. Following a Q&A session on options for participating in the BCH, participants were asked to perform a case analysis simulating different countries situations, in order to be able to decide which option would fit better to that context. After that, participants continued their work on assigned groups, developing the Forms 2, 3 and 4 according to the scenarios assessed.

13. Training activities work plan.

24. at the first session in the morning several sample training work plans were presented. After that, Participants were asked to analyze and design a standard training work plan, stating, for each activity, Objectives, duration, target audience,



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infrastructure and training materials required, and Regional Advisors required.

14. Estimated times for drafting MoUs, according to countries, issues to be solved, tools that have been acquired in the workshop

25. In this session the delegates analyzed the possible issues that would need to be resolved in their countries while writing the MoU and estimated a date to have a final MoU draft.

COUNTRY	Estimated time to draft MoU	PROBLEMS – ISSUES	TOOLS ACQUIRED
Brazil	30/5/2006	-	Group work
El Salvador	12/5/2006	Lack of signatures for approval	Central portal knowledge, Group work interoperability options
Panama	15/06/2006	Task force representatives designations	BCH knowledge, search, tools practice, registering information.
Guatemala	30/5/2006	-	Group Work, BCH usage.
Paraguay	15/06/2006	Language (local laws do not allow to sign in English)	BCH Project knowledge, ideas exchange.
Ecuador	15/06/2006	Lack of consensus between BCH participating institutions	Forms models presented by groups. Example MoUs,
Costa Rica	31/5/2006	-	Central portal knowledge, Group work
Bolivia	30/6/2006	New authorities, it is needed to start the process of informing them and obtain consensus.	Central portal knowledge, Group work Choice of national participation, countries realities



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Nicaragua	16/6/2006	Task force authorities consensus. Task force designations. Focal Point Designation.	MoU requirements understanding. BCH usage.
Peru	15/5/2006	Delay in obtaining signatures.	MoU requirements understanding. Group Work
Dominican Republic	9/6/2006	Institutions consensus.	Project logic framework comprehension, solidarity

IMPORTANT NOTES:

- MOU official translation to Spanish needed (updated to match the last English version).
- The NEA will sign the MOU and the FP signs the Forms and annexes, or both sign.
- Panama situation: task force has no power to deliver reports. The reports produced by the Task Force shall be delivered to GEF by the Project Coordinator.

15. Participants CD-ROM

At the end of the workshop participants were provided with a CD-Rom containing all the support materials used in the workshop, reference documents, case studies, interactive modules, countries presentations and outputs from the group work.


















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16. Expectations reviewed:

Ponerse “en rueda” con los mecanismos de intercambio. Ratificar.	
Informaciones sobre bioseguridad.	
Aprender cómo usar el portal. Beneficios de este proceso.	
Conocer los procesos de MNB y BCH.	
Aprender a usar la información que esta en el centro de Intercambio para la toma de decisiones de cada país. (NO ERA OBJETIVO DEL TALLER)	
Implementación. Firma de documento sobre BCH. Más información para intercambio. Más uso.	
Conocer más el proyecto para la firma del documento.	
Acercarse más al sistema, más información para toma de decisiones.	
Conocer el portal para un uso racional de la información a nivel regional.	
Capacitación para la toma de decisiones. NO ERA OBJETIVO DEL TALLER	
Necesidad de instalar el portal para intercambio de la información regional.	
Aprender. Información para mejorar el uso, y como herramienta.	
Mejor comprensión de la herramienta. Transmisión del conocimiento.	
Conocer el funcionamiento y los Mecanismos.	
Información a nivel regional, científica. Mejora de la percepción pública. NO ERA OBJETIVO DEL TALLER.	
CONSIDERACIONES FUTURAS	
Divergencia entre el uso del BCH y la realidad del movimiento transfronterizo de OVMS-	



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17. Workshop evaluation

Evaluation forms were distributed every workshop day. Evaluation results were collected and processed; following is the transcription of the answers to the free text questions, original in Spanish language.

QUESTION: *¿Recomendaría a sus colegas o asociados que trabajan en las mismas áreas que asistan a una sesión de entrenamiento similar? n caso de que sí, ¿a cuáles colegas (ej.: políticos, técnicos, etc.?)*

ANSWERS:

DAY 1

- *Otros técnicos asesores del Proyecto*
- *Técnicas, fiscalizaciones, sector privado.*
- *Tomadores de decisiones, puntos focales, rep. Sociedad.*
- *Equipo técnico*
- *Técnicos*
- *Técnicos de los diferentes organismos asociados a la biodiversidad.*
- *Considero que será importante aplicarlo a profesionales técnicos de los ministerios involucrados con el tema de bioseguridad.*
- *Colegas técnicos*
- *Tomadores de decisiones*
- *Comunicadores y técnicos*
- *Técnicos, especialistas*
- *Tomadores de Decisión (sectores/actores nacionales)*
- *Equipo técnico del área de bioseguridad.*
- *Todo muy satisfactorio.*

DAY 2:

- *Autoridades de aplicación y empresarios del tema*
- *Técnicos.*
- *Tomadores de decisiones y miembros de la autoridad nacional competente.*
- *Equipo técnico.*
- *Profesionales ministerios relacionados con el Protocolo.*

DAY 3:

- *Equipo técnico, autoridades competentes*
- *Técnicos.*
- *Técnicos.*

DAY 4:

- *A todos los integrantes ONE.*
- *Tomadores de decisiones.*
- *Técnicos.*
- *Técnicos y especialistas*
- *Técnicos*
- *Equipo técnico y tomadores de decisiones.*



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QUESTION: *Comentarios adicionales; ej.: qué le agradó, qué se podría mejorar y cómo.*

ANSWERS:

DAY 1:

- *Muy buena la parte del módulo interactivo, a mi juicio facilitó una instancia de discusión entre todos los participantes, evaluando dicha metodología y su contenido.*
- *Fue muy dinámico. Mejorar que los módulos interactivos sea traducido en el idioma del educando (para otras oportunidades)*
- *Los países deben hacer una presentación y los organizadores deben realizar una sesión sobre lecciones aprendidas del Proceso de Desarrollo del MNB.*
- *El material entregado y los módulos interactivos son de muy buena calidad y podrían ser utilizados en procesos de capacitación, se solicita una copia para poder replicar la sesión con el equipo técnico.*
- *Los módulos interactivos fueron muy enriquecedores.*
- *Excelente entendimiento por parte de los organizadores.*
- *Agenda más balanceada.*
- *Todo muy bien*
- *Estuvo muy bien.*
- *En las prácticas.*
- *Presentación virtual sobre BCH fue muy bien hecha. Facilita la difusión pública.*
- *Muy bueno.*

DAY 2:

- *Los casos de estudios fueron didácticos.*
- *Nulos nuevamente, recalco que sería bueno instancias de discusión sobre los módulos interactivo, ejemplo: discutir qué problemas aparecen durante el trabajo, complicaciones, sugerencias.*
- *Todo bien.*
- *Hay que actualizar el estudio de Caso I y II.*
- *Faltó tiempo para realizar los formularios del Memorandum.*
- *Todo muy bien.*

DAY 3:

- *Registrar información y validarla ha sido muy útil.*

DAY 4:

- *Muy bien gracias.*
- *El boletín electrónico se realice en idioma español y se haga impreso para enviar en el interior donde existe falencia de información. Folletos y audiovisuales.*
- *Todo estuvo excelente.*
- *Buena instancia de exposición de los trabajos grupales; faltó tiempo en algunos grupos. Felicitaciones por la excelente organización y calidez de todo el personal (especialmente consultores, personal de cafetería y secretaría)*



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Muchas gracias por su invitación y espero que nuestro país tome pronto una decisión para continuar en contacto con uds. (Fernanda Pardo).

- *El material de entrenamiento puede ser en forma de cartillas educativas dirigidas a diferentes públicos. También se recomiendan videos y módulos interactivos.*



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EVALUATION FORMS SYNTHESIS

SCALE: 1..5

Day / QUESTION	Question													DAY AVG
	1	2	3	4	5	6	7	8	9	10	11	12	13	
3 MAY	4.94	4.71	4.77	4.67	4.69	4.94	4.87	4.73	4.79	4.76	4.76	4.82	4.94	4.80
4 MAY	4.88	4.76	4.76	4.59	4.86	4.80	4.63	4.50	4.62	4.88	4.88	4.82	4.94	4.76
5 MAY	4.78	4.56	4.67	4.33	5.00	4.88	5.00	4.86	5.00	4.78	4.75	5.00	5.00	4.81
6 MAY	4.80	4.80	4.79	4.57	4.92	4.87	4.86	4.50	4.73	4.93	4.93	5.00	5.00	4.82

TOTAL WORKSHOP AVERAGE EVALUATION

4.78

III. ANNEXES

18. List of Participants

ARGENTINA

Perla Godoy

Coordinadora Técnica de Bioseguridad

Secretaria de Agricultura, Ganadería, Pesca
y Alimentos

BOLIVIA

Cecilia Berzain

Técnico en Bioseguridad- Responsable
Programa de Bioseguridad

Ministerio de Biodiversidad, Recursos
Forestales y Medio Ambiente – Dirección
General de Biodiversidad y Áreas
Protegidas

BRAZIL

Paulo Péret

Coordenador Geral de Biotecnología e
Saúde

Ministerio Da Ciencia e Tecnologia

Sonia Regina Mudrovitsch de Bittencourt

Analista em Ciencia e Tecnologia

ASCAP / SEXEC – Ministerio da Ciencia e
Tecnologia

CHILE

Gonzalo Pardo
Encargado Nacional OVM'S
Servicio Agrícola y Ganadero
División protección agrícola, subdepto.
Defensa agrícola

COSTA RICA

Reynier Ramirez
Gerente de Biotecnología
Ministerio de Agricultura y Ganadería
Alex May
Ministerio de Agricultura y Ganadería

DOMINICAN REPUBLIC

Omar Ramírez Tejada
Coordinador Nacional – Proyecto
Bioseguridad
Secretaría de Estado de Medio Ambiente y
recursos Naturales

ECUADOR

Galo Jarrín
Coordinador Proyecto de Bioseguridad -
CIISB
Ministerio del Ambiente

EL SALVADOR

Francisco Romero
Gerente de Informática
Ministerio de Medio Ambiente y Recursos
Naturales

GUATEMALA

Ricardo Avila
Técnico formulación de Proyectos
Complejo Nacional de Áreas Protegidas –
CONAP

NICARAGUA

Carlos Ramiro Mejia
Especialista en Biodiversidad
Ministerio del Ambiente y los Recursos
Naturales

PANAMA

Marisol Dimas
Punto Focal Nacional del Protocolo de
Cartagena sobre Bioseguridad
Autoridad Nacional del Ambiente

PARAGUAY

Nélida Rivarola
Directora – Dirección de Información



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Ambiental

Secretaría de Ambiente

PERU

Enrique Fernández-Northcote
Coordinador Nacional Bioseguridad
Consejo Nacional del Ambiente

URUGUAY

Marcos Frommel
Coordinador
DINAMA

Fernanda Pardo
Asistente Técnico Proyecto URU-04-009
DINAMA

19. LATIN AMERICAN BCH WORKSHOP AGENDA

DAY 1 – Introduction To CP, BCH And Project Requirements

MORNING

- Introduction to the workshop, Biosafety Unit Team, Trainers Introduction, Objectives
- Participants Introduction, Expectations and Concerns
- Participant's presentations on Current Situation of Cartagena Protocol agreements, countries NBFs and BCH projects
- Overview of BCH Project, Operational Manual, MOU, Forms, etc.
- Working and navigation meetings groups setup; assignment of Group Work on Sample MOUs & Group Work on MOU

AFTERNOON

- Introduction to Cartagena Protocol, Interactive Module on Cartagena Protocol
- Introduction to BCH, Interactive Module on Introduction to BCH
- Using the Central Portal to find information, hands – on computer labs – examples on finding info

DAY 2– Options for National Participation in the BCH, Group Work On MOUs And Using The BCH Central Portal

MORNING

- Presentation on options for national participation
- Presentations of National BCH options, Pros-Cons of each application
- Open Discussion, Q&A on applications implementation
- Group Work on MOUs, focusing on National Options selection, and development requirements for National BCH implementation.

AFTERNOON

- Presentations on Searching and Finding information on the BCH Central Portal
- Hands-on computer lab on using the BCH Central Portal - finding information

DAY 3- National Training Workplans, Project Implementation Workplans and Using the Mgmt Center to Register Information in the BCH.

MORNING

- Presentations of example national training workplans, project implementation work plans and task force meetings schedules from other countries MOUs.
- Group Work on MOUs, focusing on training & implementation workplans, and task force meetings requirements and schedule.

AFTERNOON

- Introduction to Management Centre, using the Central Portal to Register Information in the BCH
- Hands-on computer lab with exercises about registering information in the BCH.
- Group Dinner at typical restaurant



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DAY 4- Presentation of Group Work, Discussion, Conclusions & Demos

MORNING

- Presentations of MOUs developed by Groups. Detailed description of all forms and documents, work plans, etc.
- Discussion about developed MOUs, lessons learned.

AFTERNOON

- Donors applications brief live demonstrations
- Review of Expectations and Concerns
- Recap of Workshop, BCH Project requirements, Main conclusions for MOU drafting & Further Work
- Course Evaluation
- Closing of the Workshop

20. AGENDA SEMINARIO CIISB

DÍA 1 – Introducción al Protocolo de Cartagena, CIISB y a los Requerimientos del Proyecto CIISB

MAÑANA

- Introducción al Seminario, Presentación del Equipo de la Unidad de Bioseguridad, Objetivos, Presentación de los Instructores.
- Presentaciones por parte de los Participantes acerca de la situación actual de sus Países en relación al Protocolo de Cartagena, Marco Nacional de Bioseguridad y Proyecto CIISB.
- Introducción al proyecto CIISB, Manual Operacional, Memorando de Entendimiento, Formularios relativos al mismo.
- Configuración de los grupos de trabajo y asignación del Trabajo Grupal sobre Memorando de Entendimiento (MdE). Trabajo en grupo sobre el MdE.

TARDE

- Introducción al Protocolo de Cartagena, Módulo Interactivo sobre el PdC.
- Introducción al CIISB, Módulo Interactivo.
- Utilización del Portal Central del CIISB para búsqueda de información; laboratorio de computadoras, ejercicios prácticos sobre búsqueda de información.

DÍA 2 – Opciones para la participación nacional en el CIISB, Trabajo en Grupo Sobre MdEs ; utilización del Portal Central del CIISB

MAÑANA

- Presentación de las opciones para la participación nacional.
- Presentaciones de las opciones nacionales de CIISB, ventajas y requerimientos de cada una
- Discusión abierta, preguntas y respuestas sobre la implementación de aplicaciones.
- Trabajo en Grupo sobre MdEs, centrándose en la selección de opciones nacionales, y requisitos para el desarrollo del CIISB nacional

TARDE

- Presentaciones sobre Búsqueda de Información en el Portal Central del CIISB.
- Ejercicios prácticos en laboratorio de computadoras sobre búsqueda de información en el Portal Central del CIISB

DÍA 3- Planificación de la Capacitación, Planificación de la Implementación del Proyecto, y utilización del Centro de Administración del Portal Central para Registrar Información en el CIISB.

MAÑANA

- Presentación de planes de capacitación nacionales y planes de implementación del Proyecto; ejemplos de agendas de reuniones del Grupo de Trabajo a partir de MdEs de otros países.
- Trabajo grupal sobre los MdEs, enfocado a los planes de implementación, capacitación y reuniones del Grupo de Trabajo de CIISB..



United Nations
Environment Programme

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TARDE

- Presentación del Centro de Administración del Portal Central y utilización del mismo para registro de información en el CIISB.
- Ejercicios prácticos en laboratorio de computadoras sobre registro de información en el Portal Central del CIISB.
- Cena en restaurante típico.

DÍA 4 – Presentación de los Trabajos Grupales, Discusión, Conclusiones y Demostraciones de Aplicaciones

MAÑANA

- Presentaciones de los MdEs desarrollados por los Grupos. Descripción detallada de todos los formularios y documentos, planes de trabajo, etc.
- Discusión sobre los MdEs desarrollados, lecciones aprendidas.

TARDE

- Demostraciones de las aplicaciones de CIISB nacionales de donantes
- Revisión de expectativas y preocupaciones
- Recapitulación del Seminario, requerimientos del Proyecto CIISB, Principales conclusiones para la redacción del MdE y trabajo futuro
- Evaluación del Seminario
- Cierre



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21. Detailed Storyboard for workshop

DAY 1- May, 3 Introduction To CP, BCH And Project Requirements

Time	Task	Presenter	Duration	Tools required
0900	Opening address Biosafety Unit Team BCH Project Team Trainers Introduction	EOE1 JMF2 GF3	20 mins	Projector Screen
0920	Workshop Main Objectives & Program of work Methodology	ICL4	10 mins	Projector Screen PPTs
0930	Participants Introduction, Expectations and Concerns	PPANTS	20 mins	Flipchart Color Cards Glue Markers Note-taking

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- 1 Ernesto Ocampo Edye
 - 2 Jyoti Mathur-Filipp
 - 3 Giovanni Ferraiolo
 - 4 Ileana Catalina López



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Time	Task	Presenter	Duration	Tools required
0950	Overview of BCH Project, Operational Manual, MOU, Forms, etc. Presentation on Operational Manual Contents – Steps to develop the national BCH and comply with the CP obligations, Presentation on MOUs, Role of Regional Advisors	EOE	30 mins	Projector Screen Computer PPT Handouts Operational Manual Printed
1020	Working groups setup Assignment of Group Work on Sample MOUs & Group Work on MOU	ICL & EOE	10 mins	Flipchart Color Cards Glue Markers Note-taking
1030	Coffee Break		15 mins	catering
1045	Introduction to CPB – presentation PPT	ICL 5	10 mins	Projector Screen PPTs
1055	Interactive Module 1	ICL EOE	40 mins	Computers Netop Headphones Projector Screen



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Time	Task	Presenter	Duration	Tools required
1135	Intro to CPB Module review, Q&A, discussion	GF & ICL	10 mins	Computers Netop Projector Screen
1145	Introduction to BCH, obligations	ICL & EOE	10 mins	Computers Netop Projector Screen PPTs handouts
1155	Interactive module 2	ICL & EOE	50 mins	Computers Netop Headphones Projector Screen
1245	Self- review of modules 1 and 2, Q&A session about CPB and BCH	PPANTS, JMF , GF ICL & EOE	15 mins	Computers Netop Projector Screen Flipchart Color Cards Glue Markers Note-taking
1300	Lunch Break		90 mins	free
1400	Transfer to BANK – to get DSAs			



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Time	Task	Presenter	Duration	Tools required
1500	Giovanni Ferraiolo overview of Latinamerican biosafety projects Current Situation of Cartagena Protocol agreements, LAM countries NBFs and BCH projects	GF PPANTS	1 h	Projector Screen Countries' PPTs
1600	Coffee Break		15 mins	catering
1615	LAM countries NBFs and BCH projects	GF PPANTS	1 h 15 mins	Projector Screen Countries' PPTs
1730	Day evaluation	JMF , GF ICL & EOE	30 mins	Evaluation forms Flipchart Color Cards Glue Markers Note-taking
1800	TRANSFER TO HOTEL			



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DAY 2 May, 4 Options for National Participation in the BCH, Group Work On MOUs And Using The BCH Central Portal

Time	Task	Presenter	Duration	Tools required
0900	Recap of previous day	JMF , GF ICL & EOE	10 mins	Flipchart Color Cards Glue Markers Note-taking
0910	Options for information interchange with Central Portal	EOE	20 mins	Projector Computers Netop PPTs Handouts
0930	Donors applications presentation, alternatives, advantages and requirements Pros & Cons of each application	EOE	40 mins	Projector Computer Netop PPTs Handouts
1010	Module self-review, Module Q&A session, general discussion about options and alternatives	PPANTS, ICL, JMF & EOE	20 mins	Projector Computer Internet access Netop PPTs Handouts Flipchart Color Cards Glue Markers Note-taking
1030	Coffee Break		15 mins	Catering



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Time	Task	Presenter	Duration	Tools required
1045	Group Work on MOUs – Interoperability Option selection and development of National BCHs. Participants work in Groups, assisted by BCH Team Infrastructure (hardware, software, communications links, etc) selection. Fulfillment of forms 2, 3 and partially 4.	JMF ICL GF EOE	2 hours 15 mins	Flipchart Color Cards Glue Markers Note-taking
1300	Lunch Break		90 mins	free
1430	Introduction to Module 3 – Surfing the BCH Portal	EOE	20 mins	Projector Computes Internet access Netop PPTs Handouts
1450	Introduction to Module 4 – Finding information	EOE	20 mins	Projector Computers Internet access Netop PPTs Handouts
1510	Modules 3 & 4 self-review	PPANTS JMF, ICL & EOE	10 mins	Projector Computers Internet access Netop PPTs Handouts
1520	Case study introduction - DEMO	ICL & EOE	10 mins	Projector Computer Internet access Netop PPTs Handouts
1530	Coffee Break		15 mins	Catering



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Time	Task	Presenter	Duration	Tools required
1545	Case study 1	JMF, ICL & EOE	45 mins	Computers Internet access Case Study 1 handouts
1630	Case study 2	JMF, ICL & EOE	45 mins	Computers Internet access Case Study 2 handouts
1715	Q&A about Modules 3 & 4, and case studies	JMF, GF RA & EOE	15 mins	Flipchart Color Cards Glue Markers Note-taking
1730	Day evaluation	JMF, GF RA & EOE	30 mins	Evaluation forms Flipchart Color Cards Glue Markers Note-taking
1800	TRANSFER TO HOTEL			
2030	GROUP DINNER AT TYPICAL RESTAURANT			



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**DAY 3 May, 5 National Training Workplans, Project Implementation Workplans
and Using the Mgmt Center to Register Information in the BCH**

Time	Task	Presenter	Duration	Tools required
0900	Recap of previous day	JMF, GF RA & EOE	10 mins	Flipchart Color Cards Glue Markers Note-taking
0910	Presentation of example National Training Workshops work plans Presentation of example project implementation and deployment work plan Presentation of example Task Force meetings schedules		40 mins	Projector Computer Internet access Netop PPTs Handouts
0950	Group Work on MOUs: Training and implementation work plans, Task Force meetings schedule, etc.	PPANTS, ICL, JMF & EOE	40 mins	Flipchart Color Cards Glue Markers Note-taking
1030	Coffee Break		15 mins	Catering
1045	Group Work on MOUs: Training and implementation work plans, assisted by BCH Team Fulfillment of Forms 4 (partially) and 5.	PPANTS, RA, JMF & EOE	2 hours 15 mins	Flipchart Color Cards Glue Markers Note-taking
1300	Lunch Break		90 mins	free



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Time	Task	Presenter	Duration	Tools required
1430	Introduction to Management Center	EOE	10 mins	Projector Computer Internet access Netop PPTs Handouts
1440	Authorized users demo	EOE	10 Mins	Projector Computers Internet access Netop Training BCH Database setup
1450	Definition of Working Groups for the BCH hands-on labs	ICL & EOE	10 mins	Flipchart Color Cards Glue Markers Note-taking Training BCH Database setup
1500	Case Study 3	ICL & EOE	30 mins	Projector Computers Internet access Case Study 3 handouts Training BCH Database setup
1530	Coffee Break		15 mins	Catering



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Time	Task	Presenter	Duration	Tools required
1545	Computer lab: Using the Management Centre Case Study 4,5 & 6	ICL & EOE	90 mins	Projector Computers Internet access Case Studies 4-6 handouts Training BCH Database setup
1715	Management Centre Module self-review, Q&A session	PPANTS, JMF, GF ICL & EO	15 mins	Flipchart Color Cards Glue Markers Note-taking PPTs Handouts
1730	Day evaluation	JMF, GF ICL & EOE	30 mins	Evaluation forms Flipchart Color Cards Glue Markers Note-taking
1800	TRANSFER TO HOTEL			

DAY 4 May, 6 Presentation of Group Work, Discussion, Conclusions & Demos

Time	Task	Presenter	Duration	Tools required
0900	Recap of previous day	JMF, GF ICL & EOE	10 mins	Flipchart Color Cards Glue Markers Note-taking
0910	Presentations of MOUs developed by Groups Detailed description of all forms and documents, work plans, etc.	JMF, ICL & EOE	1 hour 20 mins	Projector Computer Flipchart Color Cards Glue Markers Note-taking
1030	Coffee Break		15 mins	Catering
1045	Presentations of MOUs developed by Groups Detailed description of all forms and documents, work plans, etc.	JMF, ICL & EOE	2 hour 15 mins	Projector Computer Flipchart Color Cards Glue Markers Note-taking
1300	Lunch Break		90 mins	free
1430	Q&A session, general discussion on MOUs, lessons learned from MOUs development'	PPANTS, JMF, ICL & EOE	1 hour	Flipchart Color Cards Glue Markers



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Time	Task	Presenter	Duration	Tools required
				Note-taking
1530	Coffee Break		15 mins	Catering
1545	Review of Expectations and Concerns	JMF, GF, ICL & EOE	15 mins	Projector Screen Computer
1600	Course evaluation	PPANTS	15 mins	Workshop Evaluation forms
1615	Closing	JMF		
1630	TRANSFER TO HOTEL			



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