



United Nations
Environment
Programme

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



GEF
Global
Environment
Facility

SUB REGIONAL WORKSHOP – AFRICA, ASIA, CEE *Building Capacity for Effective Participation in the BCH*

3-7 March, 2008

Venue: Marriott Hotel, Cairo, Egypt

Group A

Region: CENTRAL AND EASTERN EUROPE

Participating countries:

ARMENIA, BELARUS, KYRGYZSTAN, KAZAKHSTAN, MOLDOVA,
TAJIKISTAN, TURKMENISTAN, UKRAINE

MISSION REPORT

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Foreword

This document contains information prepared by the Regional Advisors who supervised Group A during the Sub Regional Workshop for Africa, Asia, CEE for Building Capacity for Effective Participation in the BCH of the Cartagena Protocol. It includes workshop objectives, narratives of all workshop activities, workshop evaluations, etc.

Other materials delivered to participants, like presentations, case studies, etc., are available separately.

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- Jyoti Mathur-Filipp, UNEP BCH Project Manager
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- Giovanni Ferraiolo, SCBD
- Philippe Leblond, SCBD
- Nader Ibrahim, MKI
- Management and Staff of Marriott Hotel, Cairo, Egypt

Introduction

The sub-regional workshop “Building Capacity for Effective Participation in the Biosafety Clearing-House” for Africa, Asia, CEE countries was held in Cairo, Egypt from March 3rd to 14th of 2008. This report is related to the first part of this workshop, intended for Asia and CEE countries, which was held from March 3rd to 7th of 2008.

60 representatives from 35 countries participated in the workshop and were divided into three groups:

- Group A - Russian speaking group, 15 participants from Central Asia, Caucasus and Eastern Europe.
- Group B - English speaking group, 17 participants from Central and Eastern Europe.
- Group C - English speaking group, 28 participants from Asia.

The main objective of the workshop was to transfer to the participants knowledge on the Biosafety Clearing House and to strengthen collaboration and exchange experiences between participating countries. Another objective was to familiarize participants with training materials developed by the UNEP/GEF and Secretariat on f the Convention on Biological Diversity to enable them to deliver effectively national training courses.

The workshop was facilitated by joint team of 11 Regional Advisors, UNEP-GEF staff and SCBD representatives.

This report is related to the workshop delivered for Group A which included representatives of Armenia, Belarus, Kyrgyzstan, Kazakhstan, Moldova, Tajikistan, Turkmenistan and Ukraine.

Objectives

The main objectives of this workshop were:

- to familiarize participants the new features of the BCH central portal;
- to introduce the new training materials and tools for effective participation in BCH, which have been developed by UNEP-GEF and the Secretariat of the Convention on Biological Diversity;
- to exchange experiences between participating countries on national systems of Biosafety Clearing-House;

- to identify and address outstanding issues on biosafety and in particular on Biosafety Clearing-House;
- to strengthen collaboration between countries on biosafety issues.

Methodology

Different methodologies for content delivery and managing activities were used during the workshop, depending on session content, objectives, etc. Among the techniques used were:

- PowerPoint presentations
- Case studies
- Role playing
- Brainstorming and discussions
- Quizzes and other interactive tools.

Preparation

For efficient preparation and conducting of the workshop the “day agenda and content focal point” responsible for gathering of all presentations and required training materials and the “day lead facilitator” responsible for leading all the days’ sessions, time management and writing of the report of the day were defined among Regional Advisors for each day of the workshop.

Customization of materials

The draft workshop agenda received from the UNEP-GEF Biosafety Unit was revised, agreed and translated into Russian for participants. All training materials and most of the presentations were prepared and translated into Russian prior the workshop.

Some of the materials, including presentations of Fee Chon Low, Lydia Eibl-Kamolleh, Giovanni Ferraiolo and Philippe Leblond as well as questionnaire and evaluation form were received from UNEP-GEF Biosafety Unit during the workshop and were translated into Russian at once.

Training database and Hermes instances

Before the workshop, a training database on the BCH Training site was setup. This database included 9 countries (including one for each country participating in the workshop) with 4 users for each country, including one NFP and 3 NAUs.

Also 9 Hermes instances were setup by Mr. Stephane Bilodeau from SCBD, linked to the corresponding country in the training database. With this configuration, records entered by participants during the training sessions on the BCH Management Center were then visible in the corresponding Hermes instance.

Cards with all the information required to login as administrator to the HERMES websites were distributed to participants before the Hermes training sessions.

For the HERMES module, a role-play was adapted by Boris Korotkov and Damir Amirov to be used to present the basic features of HERMES to the participants. A previously developed HERMES practical exercise was adapted for this audience for use in the practical session on Day 3. For this exercise, the HERMES user manual was translated into Russian and included into participant’s kit. Also sample banners, images and style sheets were preloaded onto all the computers in the lab for participants to use as a source material during the practical exercise.

Logistical Preparations

Mr. Nader Ibrahim and support staff of the MKI travel agency arranged logistics relating to hotel reservations, airport pick-ups, the opening ceremony, daily subsistence allowances, a official dinner for participants, etc. Ms. Sharon Oseku (UNEP-GEF Biosafety Unit) facilitated the preparation of folders with workshop materials in Russian.

Facilitation Meeting

All Regional Advisors and the UNEP Project Team met at March 2, 2008 to discuss workshop activities and to finalize preparations for the workshops.

The following activities were undertaken during facilitation meeting:

- adjustment of the workshop agenda and schedule of mission;
- review of presentations;
- review of selected and new case studies and interactive tools;
- checking of required handouts and other materials;
- checking of venue and preparation of technical infrastructure including PC setup.

The final agenda was agreed, translated into Russian and printed out for participants along with the other materials.

Narrative Summary of Workshop Proceedings

Day One - Monday, March 3, 2008

Primary Focus: Introductions and Regional Experiences

Day Lead Facilitator: Boris Anoshenko

Day contents & agenda focal point: Anastasia Idrisova

After opening ceremony, the participants started to work in their groups.

Workshop Objectives, Agenda and Methodology.

The Day Lead Facilitator Boris Anoshenko welcomed participants and started the work in the group by presenting workshop objectives, agenda and methodology. He noted that the main objective of this workshop is not only to present new features of the BCH central portal and BCH training materials and tools but to share experiences and address outstanding issues on national implementation of the BCH.

Participants Introduction and Expectations.

Anastasia Idrisova asked participants to introduce themselves and to state their expectations of the workshop. These expectations can be found in Annex 3 hereto.

UNEP-GEF biosafety projects

Anastasia Idrisova introduced to the participants the presentation about UNEP-GEF biosafety projects prepared by UNEP-GEF Biosafety Unit (Mr. David Duthie and Dr. FeeChon Low). In this presentation Anastasia explained the role of GEF and UNEP in ensuring biosafety and providing support to the countries. She gave an overview of the status and main achievements of the UNEP projects on development and implementation of the National Biosafety Frameworks. The main elements of the revised GEF strategy on CPB Implementation as well as the new GEF Project cycle were also introduced to the participants. Then Anastasia and FeeChon Low answered participants' questions about BCH and Implementation Projects.

BCH Project: Overview and Update.

After lunch Anastasia Idrisova gave participants an overview of the global BCH project and introduced its goals and objectives, main components of the project cycle and expected outcomes and indicators of success. The second part of her presentation was focused on the state of the project implementation in the region and on the summary of the national information records for each country, which can currently be found in the BCH. After the presentation Anastasia answered different questions from the participants most part of which were about possibility to joint the project and required steps.

Exercise to Determine Country-Specific Outstanding Issues.

Anastasia Idrisova with the assistance of Boris Korotkov conducted a brainstorm asking participants to determine and state possible constrains on providing information to the BCH and then to define to which constraints group they belong (answers of participants are presented in the Annex 4). During the discussion participants agreed that all constrains can be divided into 4 groups: technical constraints, political, bureaucratic/administrative constraints and information-related constraints. Anastasia underlined this again in a short presentation of constraints' categories and then introduced to participants their first assignment in the small groups.

All participants were organized into 3 small groups based on their country and level of experience in BCH Project implementation. Countries that were well advanced in project

Implementation were teamed with countries that were about to start the project implementation or join it.

Group 1 was assigned to work on the technical constraints,
Group 2 - on the political and bureaucratic/ administrative constraints,
Group 3 - on the information-related constraints.

All groups were asked to discuss and answer on the following questions:

- Which constraints are preventing provision of information to BCH?
- Why are these constraints present?
- What can be done to overcome these constraints?

They were given flipchart paper to capture their conclusions and were asked to be prepared to make group presentations.

The work in small groups went well and group presentations showed that it was very productive. Participants realized possible constraints that prevent provision of information to BCH and proposed adequate arrangements to overcome these constraints. The results of this exercise are presented in Annex 4.

Upon completion of the assignment the Questionnaire on Effective participation on BCH was introduced and distributed among participants. They were asked to fill it in during the workshop and to return it back by Thursday evening.

Exercise: Development of National BCH sustainability plan.

Boris Anoshenko acquainted participants with the next exercise: each country should prepare a one slide presentation (up to 10 minutes) on way forward and sustainability plan of national BCH system. The presentations prepared should be presented and discussed at the day five. He also answered on questions of participants about structure of future presentations.

Workshop Navigation Meeting

Regional Advisors explained to the participants the workshop navigation process and invited them to meet in the small groups (in which they worked during the first group assignment), select rapporteur to take notes and to discuss the events of the first workshop day. Comments on any aspect of the training were encouraged, including the venue, the facilitation, the content of the sessions, etc. Participants were noted that their feedback should include *what went well, what went wrong and what can be improved*. After 15 minutes representative of each group met with the training team and representatives of other regional groups and shared their feedbacks. Summary of the participants' feedbacks can be found in Annex 9.

Day Two - Tuesday, March 4, 2008

Primary Focus: Obligations of Party to Cartagena Protocol on Biosafety

Day Lead Facilitator: Anastasia Idrisova

Day contents & agenda focal point: Damir Amirov

The Day Lead Facilitator Anastasia Idrisova began the day by reviewing activities of the previous day and presentation of the Tuesday's Agenda. She also announced some logistical information and then asked Mrs. Elen Voronkova to present the report from the Workshop Navigation Meeting.

Administrative procedures for closing a country BCH Project

Anastasia Idrisova delivered a presentation on the "Administrative Procedures for Closing a Country BCH Project" (prepared by Lydia Eibl-Kamolleh from the UNEP-GEF Biosafety Unit). The

presentation was focused on the Memorandum of Understanding (MoU), its Annexes, available tools to support countries in project implementation and other issues and procedures. It was followed by a question and answer session.

Introduction to the BCH

Boris Anoshenko presented general information about Biosafety Clearing-House. It was noted that BCH was established by the Article 20 of the Cartagena Protocol on Biosafety to the Convention on Biological Diversity as part of the clearing-house mechanism of the Convention on Biological Diversity. The information about purposes of BCH, its objectives and principals of functioning was presented to participants. Importance of sharing biosafety information for effective functioning national biosafety system as well as international biosafety system was emphasized.

Obligations of a Party to the Protocol

Boris Anoshenko presented information about obligations of a Party of the Cartagena Protocol on Biosafety to provide information to Biosafety Clearing-House. Information required to be made available to the BCH under the Protocol was divided into 7 categories: national contacts, laws and regulation, bilateral, multilateral and regional agreements, decisions and declarations, notifications, risk assessments, national reports. All articles of the Protocol, which contain obligations to provide information, were discussed in details.

Introduction to the Central Portal and Case Studies on finding information

Boris Korotkov gave a presentation on new version of Central Portal. He emphasized the changes implemented at the start of November 2008, which include a change of the appearance, improved user friendliness, enhanced query facilities, and greater quality control. He then mentioned current plans for further improvements. Finally, he mentioned the improved options for interoperability with national biosafety websites offered by the HERMES application and AJAX plug-in.

Then, the participants were assigned Case Studies, which had been updated to reflect the changes to the BCH Central Portal. These case studies enabled participants to consolidate their skills in using the BCH query facilities and understand how the BCH can assist in the implementation of the Protocol. Regional Advisors provided support to the participants during the case studies implementation.

BCH Quick Quiz

Anastasia Idrisova and Damir Amirov introduced the participants to the Quick Quiz Cards on BCH using a game. Using a power point presentation, twenty questions were assigned in two categories from 50 to 100 points. The questions were hidden from the participants. Participants were divided into two groups. Each group took a turn and selected which question they wanted to answer first. If they answered correctly the score was recorded on a flipchart. If one group did not know the answer it was passed to the next group and if they answered correctly they scored the points. The group with the highest score was the winner. Chocolates were given as a reward. All participants were congratulated. Participants enjoyed the activity and showed their understanding of the material covered in the first two days.

Introduction to Moodle and workshop design using Moodle environment

Damir Amirov presented an overview and live demonstration of the MOODLE web site which can be found at moodle.unep.ch. He explained that the site contained all the training materials developed through the BCH project and described how the site could be used by participants in conducting their own workshops. The Guest user capabilities were demonstrated to the participants.

After that, the participants were given the opportunity to browse the site to become familiar with its content and sections. Following the introduction to Moodle, participants were divided into two groups and asked to complete an exercise which involved browsing the contents and various sections of Moodle. The exercise involved the preparation of a sample curriculum for various target audiences. The participants downloaded and customized the curriculum to suit their audience and the time available for the workshop. The exercise followed by presentation of the results to the whole group made by the participants themselves.

Workshop Navigation Meeting

The day's activities concluded with the Workshop Navigation meeting. Summary of the participants' feedbacks can be found in Annex 9.

Day Three - Wednesday, March 5, 2008

Primary Focus: SCBD Tools for National Participation

Day Lead Facilitator: Boris Korotkov

Day contents & agenda focal point: Damir Amirov

The Day Lead Facilitator, Boris Korotkov, started the day with a review of the Tuesday's activities and a presentation of Wednesday's agenda. Mr. Dilovarsho Dustov made the presentation about Tuesday's navigation meeting.

Hermes application

The first item on the day's agenda was a role-play to show participants how to use Hermes to implement a national biosafety website which automatically displays national information that has been previously entered through the BCH Central Portal. The main actors of this show were Boris Korotkov and Damir Amirov. A description of the role-play can be found in Annex 7 with a sample script. The role-play was designed to be humorous as well as didactic. Using a role play was a strategy to introduce dry technical material to a non-IT audience.

Following the role play, participants were asked to work in groups to complete a Hermes Practical exercise. In this exercise, participants had the opportunity to implement what they had learnt about Hermes by customizing their own country website. To enable this exercise, practice Hermes websites had been created previously by Stephane Bilodeau and user accounts set up to allow participants access to the practice sites. These user accounts and passwords were handed out to participants at the start of the exercise. A copy of this exercise can be found in Annex 4. The exercise was facilitated by Boris Korotkov and Damir Amirov.

Ajax Plug-in

The Ajax Plug-in is the second solution presented in this session. It is used when there is an existing national web site. Implementing AJAX technically only requires adding two lines of HTML code to an existing web page and can therefore be implemented literally in minutes.

It was emphasized that having a national website is NOT an obligation under the Protocol and that making information available on a national website does NOT fulfill a Party's information sharing obligations under the Protocol. Rather, a country may for other national reasons, choose to have a national website. Hermes and Ajax are solutions that will assist country's wishing to establish their own national biosafety website. Both solutions provide out-of-the box interoperability with the BCH Central Portal.

The day's events concluded at half-day to allow participants to enjoy a free afternoon and excursion to the pyramids kindly arranged by UNEP-GEF Biosafety Unit and MKI. No navigation meeting was held since it was a short day.

Day Four - Thursday, March 6, 2008

Primary Focus: Registering Information on the BCH, Options for National Participation

Day Lead Facilitator: Damir Amirov

Day contents & agenda focal point: Boris Korotkov

The Day Lead Facilitator, Damir Amirov, started the day by reviewing the activities completed on Wednesday and presenting the agenda for Thursday. There was no navigation review since no navigation meeting had been conducted the previous day.

Current Status of the Biosafety Clearing-House

Boris Anoshenko delivered in Russian the presentation prepared by Giovanni Ferraiolo (Programme Officer, BCH Biosafety Division, Secretariat of the Convention on Biological Diversity) about current status of the Biosafety Clearing-House including COP-MOP decisions on functioning BCH and particularly Multi-year Program of Work. It was emphasized that the provision of sufficient relevant information is essential for the effective operation of BCH and COP-MOP urges Parties to participate in BCH by contributing or continuing to contribute information. Giovanni Ferraiolo with the help of Boris Anoshenko answered on questions of participants about obligations under the Protocol and functioning of the central portal of BCH.

Registering Info on the BCH Management Center

Boris Korotkov then made a presentation on using the Management Centre to enter information into the BCH. The participants were then organized into groups and asked to complete Case Study 4,5,6 to reinforce the previous sessions on data entry and on information sharing obligations of Parties. During this hands-on exercise, participants were given usernames for NFP's and NAU's for access to a training BCH site and were asked to enter data as required under the Case Study. The session was facilitated by Boris Korotkov and Damir Amirov.

Options for National Participation on the BCH

Damir Amirov presented the options for national participation. The presentation reviewed the 4 options for national participation, including the requirements (HR and equipment) for each possible option. Once again the newly developed SCBD applications HERMES and AJAX were emphasized. It was noted by the presenter that no single option is better than others, and the best option primarily depends on the needs, assets, and actual and future resources of the participating country.

Presentation from countries on national BCH websites

The participants from the countries that have their national BCH websites were asked in advance to prepare a short demo of their websites. Thus, the following websites were used for this demonstration:

Tajikistan using HERMES: <http://tj.biosafetyclearinghouse.net>
<http://bch.biodiv.tj> (same website as above but different URL)

Belarus using AJAX: <http://biosafety.org.by/rus/nBCH.html>

Moldova using OPTION 3: <http://www.biosafety.md/index.php?l=en>

To further illustrate the options for national participation, Damir Amirov made a demonstration of how other countries (Lao, Peru, Guyana, India, Cambodia, Colombia, Korea, etc.) have implemented options 1, 3 and 4.

After that the participants were given time to discuss the implementation of national options, share the experiences and ask questions. Questions were successfully answered.

This concluded the activities for Thursday, Day 4 of the regional workshop. A navigation meeting was held.

Day Five - Friday, March 7, 2008

Primary Focus: Way Forward, Sustainability and Closing

Day Lead Facilitator: Boris Anoshenko

Day contents & agenda focal point: Anastasia Idrisova

The Day Lead Facilitator Boris Anoshenko started with the review of the previous day information presented, acquainted participants with this day agenda and presented information from Workshop Navigation Meeting.

Way forward: presentations on national BCH sustainability plans

Each country delivered their presentations “Way Forward and Sustainability Plan of national BCH system” (these presentation are included in CDROM with workshop materials). Necessity of creation regulatory system and establishing or improving administrative system was emphasized in all presentation.

Ensuring effectiveness and sustainability of national BCH development

Boris Anoshenko summarized information from all country presentations and presented information about sustainable development of national BCH system. It was noted that effective functioning and sustainable development is based on regulatory system, administrative system and technical and financial aspects. Regulatory and administrative systems should be mainly supported by country and maybe supported by international organizations by education, consultations and trainings. It was emphasized that international financial support should be only addition to governmental support otherwise functioning of national BCH could be stopped after finishing international financial support.

After the presentation there was a productive discussion about structure of regulatory system, optimal structure of administrative system and possibilities and role of international support in sustainable development of national BCH.

General biosafety issued were also discussed including national system of risk assessment and necessity and possibilities of its international support. It was emphasized that effective functioning on national biosafety systems needs collaboration between countries in a region including creation special training center on LMO detection and identification, continual training courses and workshops for experience exchange.

Anastasia Idrisova asked participants to think about steps/activities required to ensure effectiveness and sustainability of BCH implementation. During this discussion the following recommendations were made by participants to the SCBD, GEF and UNEP-GEF Biosafety Unit:

- To provide encouragement to countries implementing their obligations on BCH. For example, GEFSEC could take this into account while considering project proposals from the countries (GEFSEC).
- To develop some formats on BCH implementation (SCBD).
- To provide finance support to countries, including support of countries representatives' participation in the COP-MOP meetings (SCBD).

- To analyze situation on unintended transboundary movements of the LMOs and to provide the summary of such cases through the BCH (SCBD).
- To include into the national laws provision on submission of the information to the BCH (countries).
- To add to the BCH section devoted to the disputes rose around BCH obligations (SCBD).
- To provide support to the BCH Focal Point, similar to the support provided to the GEF Focal Points (GEF).
- To prolong the BCH project in order to allow countries who couldn't join it till now to do it lately (UNEP-GEF).
- To widen participation of the non-government organizations in the BCH (SCBD).

Addressing countries' specific issues

Boris Anoshenko discussed with the participants their workshop expectations expressed in the first day. Participants noted that almost all their expectations were realized and they received essential information, which will help them in establishing national BCH, its effective functioning and sustainable development.

Workshop evaluation

Participants were asked to fill in the workshop evaluation form (summary of workshop evaluation is presented in Annex 6). Comments from the evaluation forms indicated that the workshop was successful and useful for participants in terms of transferring valuable knowledge and skills.

Special appreciation was expressed for the practical exercises on finding and entering information to the Central Portal, information about AJAX and Hermes, Hermes role-play, sharing experience on national BCH and national web-sites implementation.

Participants noted that the workshop atmosphere was well-disposed and creative, working program was well balanced, skilled advisors delivered workshop effectively, presentations and exercises were excellent. Some technical problems with internet connection and using computers (necessity of external mice for laptops) were mentioned by participants as well.

Closing Workshop

In closing ceremony, facilitators appreciated participants for their hard work during the workshop. Participants thanked facilitators for the well organized workshop, information and for the knowledge they received from the presentations and practical exercises. They expressed their wish to have such workshops continual and more often.

The workshop facilitators and Regional Advisors had a wrap up meeting to analyze the workshop process and identify issues, which should be improved for the workshop during the next week and give their recommendations for effective strategy of future workshops.

The workshop facilitators had a wrap up meeting to analyze the success of the workshop.

Lessons Learned

In general training workshop went very well and only some minor problems were raised during the training, and most of them were solved at once due to the RAs preparedness and good team work.

Among lessons learned we can mention problems with:

1. Workshop venue. Some participants could not find the venue of the workshop at the first day. Although the organizers of the workshop prepared information for participants about the time and venue and gave it to the reception for further distribution during check-in, hotel personnel didn't pass it to the most participants. The lesson learned is that organizers should control activities given to hotel personnel and prepare direction signs, which will help participants to find necessary place in a complex building.
2. Laptops. The use of laptop's touchpad wasn't comfortable for most of the participants and caused delay in their work during hands-on exercises. The lesson learned is that, if it is possible, the external mice for laptops should be provided for the training.
3. Central portal disoperation. During the workshop some disoperation of the Central portal was discovered when trying to access it (for both retrieving and entering information) using versions of Internet Explorer other than version 7. Fortunately, the issue was quickly resolved and didn't affect the working schedule because the possession by the RAs of all necessary software allowed to perform the necessary installations and testing in a shortest time.

Conclusions and recommendations

In general, the workshop was successful. The objectives of the workshop were achieved:

- Participants become acquainted with the new features of the central portal of the Biosafety Clearing-House.
- Participants gained new information about possibilities of effective participation in the Biosafety Clearing-House.
- Participants clarified provisions of the Cartagena Protocol on Biosafety and country obligation under the Protocol in providing information to the Biosafety Clearing-House.
- Participants gained better understanding of options for national participation in the Biosafety Clearing-House.
- Participants gained experience in inputting information to the Biosafety Clearing-House using Management Centre of the BCH central portal.
- Participants became acquainted with the SCBD tools Hermes and Ajax plug-in for creation national web-sites and presenting BCH information on national web-sites.
- Participants gained experience in creation and design national web-sites using the SCBD tool Hermes.
- Participants gained necessary information and tools for providing BCH training workshops in their countries.
- Countries gained information about implementation UNEP-GEF project for Building Capacity for Effective Participation in the Biosafety Clearing House.
- Countries gained information in creation national plans on way forward and sustainable development of national BCH systems.
- Countries became familiar with all Regional Advisors, which can help them in implementation UNEP-GEF BCH project.

- Countries had a great opportunity to exchange their experience in national biosafety systems and particularly in national BCH systems.
- SCBD, UNEP Biosafety Team, Regional Advisors had a great opportunity to become familiar with the country representatives, with which they may contact during implementation UNEP-GEF BCH project and other biosafety activities.

Participants do not provide specific recommendations for improvement of the workshop. However, Regional Advisors wish to provide some recommendation for future workshops:

1. Translation of all presentations into other languages should be done few days before the workshop. For Cairo training some of the presentations were received by Regional Advisors night before the training and it was difficult to translate them into Russian in time. It is recommended for organizers to provide to RAs materials that should be translated at least 5-7 days before the workshop.
2. Some parts of the Russian version of the workshop documents contain improper translated terms. It is recommended, if possible, to send all draft translations to the Regional Advisors for review and comments.
3. The availability of alternative Internet browsers like FireFox is highly recommended for future trainings because sometimes in Cairo workshop participants had problems with Internet Explorer during operates with Central Portal.
4. Some participants during the workshop did the work not related to the workshop. To avoid this NETOP was installed at all computers and helped trainers to control the audience and concentrate on assigned tasks. The recommendation is to install NETOP or similar software on all computers before the workshop.
5. It is recommended by participants as well as Regional Advisors to provide handouts of the materials before their presenting in workshops.

Annexes

Annex 1: Workshop Agenda

Day One - Monday, March 3, 2008

INTRODUCTION AND REGIONAL EXPERIENCES

09:00 - 10:00	Opening addresses
10:00 - 10:20	Coffee Break
10:20 - 10:30	Workshop Main Objectives. Methodology. Program of Work.
10:30 - 10:50	Participants Introduction, Expectations and Concerns
10:50 - 11:50	UNEP-GEF biosafety projects
11:50 - 13:20	Lunch
13:20 - 13:50	BCH Project: Overview and Update
13:50 - 14:30	Individual Country Exercise to Determine Country-Specific Outstanding Issues
14:30 - 14:45	Coffee Break
14:45 - 15:30	Individual Country Exercise to Determine Country-Specific Outstanding Issues (cont'd)
15:30 - 15:45	Exercise: Development of National BCH sustainability plan
15:45 - 16:00	Workshop Navigation Meeting
19:00	Official Cocktail

Day Two - Tuesday, March 4, 2008

OBLIGATIONS OF PARTY TO CARTAGENA PROTOCOL ON BIOSAFETY

09:00 - 09:10	Recap of previous day
09:10 - 09:40	Administrative procedures for closing a country BCH Project
09:40 - 10:00	Introduction to the BCH
10:00 - 10:30	Obligations of a party to the protocol
10:30 - 10:45	Coffee Break
10:45 - 11:10	Introduction to the new Central Portal. Finding/ Searching Information.
11:10 - 12:00	Exercises: Case Studies on finding information
12:00 - 13:30	Lunch
13:30 - 14:45	Exercises: Case Studies on finding information (cont'd)
14:45 - 15:15	Group Exercise: Quiz questions
15:15 - 15:30	Coffee Break
15:30 - 15:45	Introduction to MOODLE
15:45 - 16:45	Group exercise : Workshop Design
16:45 - 17:00	Workshop Navigation Meeting

Day Three - Wednesday, March 5, 2008
SCBD TOOLS FOR NATIONAL PARTICIPATION

09:00 - 09:10	Recap of previous day
09:10 - 09:40	Introduction to HERMES application
09:40 - 11:10	Exercise: Using HERMES for nBCH website development
11:10 - 11:25	Coffee Break
11:25 - 11:40	Introduction to AJAX
11:40 - 12:00	Brainstorming session on possible improvements to HERMES AND AJAX
12:00 - 13:00	Lunch
13:00	Afternoon free

Day Four - Thursday, March 6, 2008
REGISTERING INFORMATION ON THE BCH, OPTIONS FOR NATIONAL PARTICIPATION

09:00 - 10:00	Current Status of the Cartagena Protocol on Biosafety
10:00 - 10:30	Registering Info on the BCH Management Center
10:30 - 10:45	Coffee Break
10:45 - 12:15	Exercises: Case Studies on registering information
12:15 - 13:45	Lunch
13:45 - 14:30	Exercises: Case Studies on registering information (cont'd)
14:30 - 15:00	Options for national participation on the BCH
15:00 - 15:50	Demonstration of completed national websites
15:50 - 16:05	Coffee Break
16:05 - 16:45	Group discussions on implementation of national options
16:45 - 17:00	Workshop Navigation Meeting
19:00	Official Dinner

Day Five - Friday, March 7, 2008
WAY FORWARD, SUSTAINABILITY AND CLOSING

09:00 - 09:10	Recap of previous day
09:10 - 09:30	Ensuring effectiveness and sustainability of national BCH development
09:30 - 10:25	Way forward: presentations on national BCH sustainability plans
10:25 - 10:40	Coffee Break
10:40 - 12:00	Addressing countries' specific issues
12:00 - 13:30	Lunch
13:30 - 13:45	Workshop evaluation
13:45 - 14:00	Closing Ceremonies

Annex 2: List of Participants



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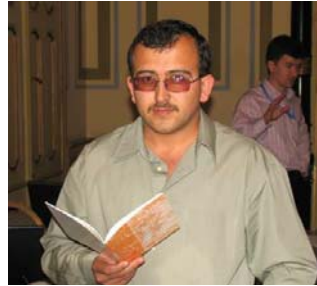
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Annex 3: Participants' expectations

#	Country	Name	expectations
1.	Armenia	Mr. Artashes ZIROYAN	How can the effectiveness of the BCH be evaluated? To learn from the experiences of the countries where the projects have already been completed or at the stage of completion.
2.	Armenia	Ms. Ruzan DAVTYAN	UNEP biosafety projects. Exchange of experiences and information.
3.	Belarus	Ms. Elen VORONKOVA	To learn how to obtain the maximum possible information on biosafety, risk assessment related to the use of LMOs, preservation of genetic diversity
4.	Belarus	Ms. Aksana URBANOVIC	How can the country join the global process (node) on the Biosafety Clearing-House?
5.	Kyrgystan	Ms. Elnura KARYBAEVA	Exchange of experiences and information related to implementation of biosafety projects
6.	Kyrgystan	Ms. Baglan SALYKMANBETOVA	The project in the country is just starting. Exchange of experiences on the implementation of the BCH. Examples of effective participation in the BCH
7.	Kazakhstan	Ms. Vera INYUTINA	An introduction to the experiences of other countries on information sharing and greater familiarity with the BCH website. To learn how a country can join the process. If not within this project, is there any other way?
8.	Moldova	Ms. Angela LOZAN	Positive experiences of other countries for sustainable development. Regional cooperation: how to ensure the effective cooperation.
9.	Moldova	Mr. Ion AMARFII	The development of software compatible with the technologies employed by the central portal. AJAX Module.
10.	Turkmenistan	Ms. Jahan ANNACHARIYEVA	To understand the BCH logistics MPB.
11.	Turkmenistan	Mr. Timur BERKELIEV	How is it possible to force into warning on GMOs? How "informal" CHM body has formal country's authority obligations (and how is it translated into practical activities)?
12.	Tajikistan	Ms. Tatyana NOVIKOVA	The foundations for the development of a national plan for BCH sustainable development. How to analyze and harmonize the specifics of the country in drafting such plans?
13.	Tajikistan	Mr. Dilovarsho DUSTOV	To learn the details of experiences of other countries in building biosafety systems

14.	Ukraine	Ms. Oksana VOLOSKO DEMKIV	To get information on the progress / problems in dealing with biosafety issues in different countries to determine a strategy in Ukraine. To examine the negative experiences of the countries on implementing the biosafety systems.
15.	Ukraine	Mr. Oleksandr RIABOKONENKO	The experiences of the countries on building the biosafety systems, the financial mechanisms to support the operation of the system

Annex 4: Results of the Exercise on Constrains on Day One

Brainstorm:

Constraints
Endorsement and harmonization of information before its publication in the CP of the BCH
Technical difficulties, including data compatibility when using Option 3
The ambiguities with the data formats
Lack of institutional continuity
It is not clear who enters and approves the information; Lack of established system for supplying the information and absence of authorized person.
Frequent changes in government structures
Limited access to the Internet
Uncertain timing for the provision of information
Technical difficulties
Lack of necessary financial resources
Lack of coordination and consensus between ministries and agencies
Scientific nature, reliability and confidentiality of information
Limited awareness of national BCH coordinator
Unwillingness of ministries to cooperate
Absence or lack of national staff to support BCH

Group exercise:

	Group 1	Group 2	Group 3
	Technical constraints	Political and bureaucratic/ administrative constraints	Information-related constraints
Which constraints are preventing provision of information to BCH?	<ul style="list-style-type: none"> – Insufficient technical resources – Mismatching of provided format with technical abilities of the country (the software chosen by the country) – Lack of trained human resources, implementing participation in the BCH – Lack of technical capacity to maintain the web site in local language 	<ul style="list-style-type: none"> – Lack of interest from the administrative apparatus to provide the information to the BCH – Lack of interdepartmental distribution of responsibilities and roles – Lack of established procedures for information sharing – Lack of responsibility system 	<ul style="list-style-type: none"> – Lack of system for primary information collection – Absence of procedures and timing for information provision – Lack of formats – Interdepartmental flows are mostly vertical and centralized – Lack of legislative basis for operation – Issue of qualified specialists (from data collection specialists to translators) – Personnel retraining – Absence of a national monitoring system (information repository, transparency and accessibility)

<p>Why are these constraints present?</p>	<ul style="list-style-type: none"> – Financing, equipment – Lack of sufficient knowledge about software – Lack of motivation for personnel training – Lack of experience 	<ul style="list-style-type: none"> – Corruption – Incompetence – Bureaucracy – Lack of interest – Not developed system of responsibilities – Insufficient political interest 	<ul style="list-style-type: none"> – Not enough time passed since entry into force of the Cartagena Protocol – As a result, the lack of developed laws and regulations on the country level – Low awareness – Poor coordination between agencies – Insufficient funding – Poor technical equipment
<p>What can be done to overcome these constraints?</p>	<ul style="list-style-type: none"> – To attract Investments (donors), establish lobby from the government structures – To adjust accordingly – Training and workshops – Software tools 	<ul style="list-style-type: none"> – Transparency in decision-making – Clear responsibilities – Strengthening international and regional cooperation – Creating a regulatory framework – Awareness and training 	<ul style="list-style-type: none"> – Training and retraining – Legal base (policies, laws, regulations, formats, instructions) – Financial and technical support – Development of manuals and instructions in national languages – Establishment of inter-ministerial committees – Development of inter-ministerial linkages – Legal approval of horizontal flows of information

Annex 5: Results of Group Exercise on Day Two: Workshop Design Using Moodle

GROUP 1

Exercise

You are a member of the national Task Force. You need to prepare a **half day Public Awareness Workshop** for the **Mass Media**. Visit the <http://moodle.unep.ch> and login as guest to access the sample curriculum for this audience. You can download and customize this curriculum to suit your audience and the time available for the workshop.

- What training modules will you use?
- What PowerPoint presentations would you use?
- What Case Studies will you use?
- Which Interactive Modules will you use?
- What Ready Reference Guides will you use?
- Choose 2 Discussion Points to use in an exercise.
- What facilities and equipment will you need?
- How many participants will you invite?
- What other logistical preparations will you need to make?

Outcome of group work

Time	Task/Activity
9:00-9:20	Registration
9:20-9:30	Welcoming speech
9:30-9:50	Training Module 1 Introduction to Cartagena protocol
9:50-10:00	Questions/answers
10:00-10:20	Training Module 2 Introduction to the BCH
10:20-10:30	Questions/answers
10:30-10:45	Coffee break
10:45-11:05	Training Module 3 Surfing the BCH Central Portal and
11:05-11:20	Training Module 4 Finding Information in the BCH
11:20-11:30	Questions/answers
11:30-12:00	CS15
12:30-13:00	Discussion

GROUP 2

Exercise

You are a member of the national Task Force. You need to prepare a **one-day Training Workshop** for **Scientists, Academics, Biosafety Organizations**, which need BCH to get access to scientific, technical and educational information. Visit the <http://moodle.unep.ch> and login as a guest to access the sample curriculum for this audience. You can download and customize this curriculum to suit your audience and the time available for the workshop.

- What training modules will you use?
- What PowerPoint presentations would you use?
- What Case Studies will you use?
- Which Interactive Modules will you use?
- What Ready Reference Guides will you use?
- Choose 2 Discussion Points to use in an exercise.
- What facilities and equipment will you need?
- How many participants will you invite?
- What other logistical preparations will you need to make?

Outcome of group work

Time	Task/Activity
9:00 - 9:30	Registration of participants
9:30 - 9:50	Introduction - Objectives of Cartagena Protocol on Biosafety
9:50 - 10:10	Biosafety Clearing House
10:10 - 11:30	Discussion in groups
11:30 - 11:45	Coffee break
11:45 - 13:00	Practical interactive exercise on BCH website: navigation and information search
13:00 - 14:00	Lunch
14:00 - 15:45	Case Studies: search of information on LMOs, experts, organizations, etc.
15:45 - 16:00	Coffee break
16:00 - 17:00	Quick Quiz
17:00 - 18:00	Questions & Answers

Annex 6: Workshop Evaluation by Participants

Summary of evaluation:

The overall feedback is very positive. Evaluation showed that the workshop has improved participants' understanding and skills on all covered issues and that they reached assigned objectives. All participants appreciated hands-on work and interactive tools used during the training. They also noted the unique nature of the training workshop, its usefulness, high level of organization and good interaction with trainers.

Summary of responses:

	#	Question	Average responses (scale of 1-6)
		<i>On a rating of 1 to 6, assess how useful the workshop has been in:</i>	
A	1	Improving your understanding of the technical requirements of the Biosafety Clearing-House?	5,19
	2	Improving your understanding of the options for national participation to the BCH?	5,38
	3	Improving your understanding of the BCH and Biosafety in your region?	5,00
	4	Improving your understanding of the BCH project administrative procedures?	4,94
	5	Improving your understanding of options made available by the SCBD (Hermes and Ajax)?	5,44
	6	Improving your understanding of national information sharing obligations?	5,25
	7	Improving your understanding of how to access learning resources for the BCH?	5,31
B	8	How useful was the workshop for you as an individual?	5,56
	9	How well organised was the workshop?	5,56
	10	How did you find the balance of presentations and discussions?	5,19
	11	How well did the speakers present their materials?	5,38
	12	How useful was having Regional Advisors (trainers) from your region?	5,63
	13	Overall, how would you rate the workshop?	5,50

What part of workshop was the most useful?

- Practical exercises
- Information about AJAX and Hermes. Hermes role-play.
- Experience in nBCH and national web-sites implementation
- Country experience in BCH implementation, presentations and discussions
- Practical information on entering information to Central Portal
- Sustainability plan
- Project closing procedures
- Everything

What was the least useful?

- Common questions
- Sustainability plan
- Navigation meetings
- Nothing

What offers do you have to reporters?

- More interactive
- Resource CD should be distributed in the beginning of the workshop
- Be more active in group working
- Keep on pace
- Reports and presentations were on the high level
- Thanks words
- To send Agenda to participants before the workshop
- Provide external mice to laptops
- Organize more trainings
- Don't evict participants from rooms, if flight has place in 10-12 hours

Other suggestions and comments:

- Distribute copies of presentation among participants
- Training was organized and conducted fine
- The same trainings and workshops should be organized more often
- Qualified advisers conducted workshop, presentations and exercises excellent
- Show zeal to achieve the started goals
- Working program was well balanced and effective
- Russian materials contributed to good comprehension and qualitative participation
- The different methods and approaches were applied
- The workshop atmosphere was well-disposed and creative
- The workshop conditions (hotel, excursion) were wonderful
- Technical problem has place (ext. mice and Internet breaks, delays)
- Thanks for coffee-breaks and juice
- Training was effective and successful

Annex 7: Role Play Exercise for Demonstrating the Key Characteristics of HERMES

Preparation:

The facilitators need to prepare some files beforehand to be used in this exercise. Firstly, a JPG graphic file 940px wide needs to be prepared to be used as a replacement banner. Also a replacement style sheet needs to be prepared to replace the default style sheet. Finally, some photos need to be made available on the hard disk to be placed in a Photo Gallery that will be added during the demonstration.

Ask the participants to open their presentations of the tutorials corresponding to the subject matter dealt with in the role-play.

Role Play:

Boris Korotkov plays the part of Mr. Petrov (Regional Adviser). His character has a positive and pleasant personality. He comes to demonstrate the use of HERMES, the Content Management System, to the National Focal Point.

Damir Amirov plays the part of Mr. Ivanov, the National Focal Point. His character has a negative and demanding personality. He is reluctant to believe that a software development tool can be that effective, easy to use and inexpensive to implement.

The following script serves as a general guide of the topics to touch in the demonstration/role play. The actors don't have to learn the script word-for-word. What they really need to have is a list of the characteristics/advantages of HERMES that should be mentioned in the discussion. In the way, the dialogue can develop naturally, as long as the actors touch on all the key points. The behavior of the actors should be exaggerated to make the role-play comical.

It starts with Mr. Petrov showing the client the key characteristics of HERMES. About halfway through the demonstration, he has to leave for a lunch appointment with his wife. Mr. Ivanov has become very interested in this tool and still has many questions so he leaves him with the task of answering her own questions using the HERMES Manual available on MOODLE manual. He talks aloud to himself while he uses MOODLE to find the manual. Mr. Petrov returns an hour later (in reality, only 1 or 2 minutes.) He asks Mr. Ivanov if he was able to find the answers to his questions. He then explains to him, point-by-point what he learned during his absence.

A sample dialogue:

Mr. Petrov: Good Morning, Mr. Ivanov. (pronounced "I'm a pain" for comic effect.)

Mr. Ivanov: Good morning. Come in.

Mr. Petrov: I would like to show you HERMES, the new tool the SCBD has made available to the countries that are participating in the BCH.

Mr. Ivanov: Oh really? And what does it do?

Mr. Petrov: It enables countries to develop their own national Biosafety websites, which automatically incorporate the information they have previously entered in the BCH central portal. It also allows them to customize this website additional national information that is not included on the BCH.

Mr. Ivanov: Oh no, is it an application? Definitely we will need to hire an expensive IT expert!

Mr. Petrov: No, it is extremely easy to use. HERMES is a Content Management System so you only need to put in the content. This content will then automatically display in an appropriate format on the website. Look.

(Mr. Petrov enters the sample national site xx.biosafetyclearinghouse.net. He describes the home page, the banner, content area, left navigation bar, links to BCH records, and how to login as administrator. He highlights the interoperability with the Central Portal of the BCH.)
[Tutorial 1.2]

Mr. Ivanov: But it's empty! So it's useless!

Mr. Petrov: No, with this tool you can:

- Manage content (pages and text)
- Manage files (images, documents, etc.)
- Manage menus
- Site management

[Tutorial 1.1]

Mr. Ivanov : So how do you do that?

Mr. Petrov: First you should login as administrator. Like this. [Tutorial 2.1]

(Mr. Petrov demonstrates the login procedure.)

Mr. Ivanov: Oh! The screen has changed!

Mr. Petrov: Icons appear at the top to close session, change the personal profile of the administrator, switch to design mode and manage files. [Tutorial 3]

Mr. Ivanov: Ok so what is "My Profile" for?

Mr. Petrov: I'll show you.

(Mr. Petrov enters My Profile and explains the different fields.) [Tutorial 3]

Mr. Ivanov: And this other icon with the triangular ruler?

Mr. Petrov: It allows the user to switch to Design Mode.

(Mr. Petrov toggles the Design Mode a few times to demonstrate the changes in the screen. Then he explains the design bar, and the editable sections of the page, etc.) [Tutorial 3]

Mr. Ivanov: And what about this little folder icon?

Mr. Petrov: That is for File Management.

(Mr. Petrov enters File Management and explains its functions.) [Tutorial 3]

Mr. Ivanov: But all the pages are still empty! How do I add my own content?

Mr. Petrov: That is easy! We can add modules to the Content Area. A module can contain text, photos or discussion forums. Let us add a content module with text.

(Mr. Petrov demonstrates how to add a module and fills it with some sample text, showing simple formatting such as making text bold, italic and underlined; adding lists, and section headings. He also takes this opportunity to show the Quick Reference for CMS syntax.) [Tutorial 4.3]

Mr. Ivanov: That's interesting! But I would also like to add photos.

Mr. Petrov: That is just as easy as adding text!

(Mr. Petrov demonstrates how to add a photo module and fill it with photos. For this part of the exercise, the role players must be sure to have appropriate photos handy.) [Tutorial 5.1]

Mr. Petrov: So you can see how easy it is to create and customize a national biosafety website with the HERMES tool.

Mr. Ivanov: Yes, it does seem quite straightforward. It may be useful after all.

Mr. Petrov: I am glad that you think so. Well, its midday. I must leave now because I have a lunch appointment with my wife.

Mr. Ivanov: No! You can't leave! I have many more questions!

Mr. Petrov: Oh really! Well, I am very glad that you are so interested! Don't worry. I will show you how to answer your own questions. You can access a HERMES Manual. This manual will give you all the information that you need.

(Mr. Petrov shows him the HERMES Manual.)

Mr. Petrov: So I will leave you with this manual. I will return after lunch to see if you have managed to find all your answers.

(Mr. Petrov leaves and Mr. Ivanov peruses the Manual, speaking aloud to herself, as she discovers all the information in the Manual. About a minute later, Mr. Petrov returns. The audience is meant to understand that an hour has passed. Mr. Ivanov' attitude is very different than it was in the morning. He is now very enthusiastic about HERMES.)

Mr. Petrov: Good afternoon. How are you? So tell me what you have learned about HERMES.

Mr. Ivanov: Well, I learned how to add hyperlinks to other web sites. Let me show you!

(Mr. Ivanov demonstrates how to add a link.) [Tutorial 5.4.]

Mr. Petrov: Excellent! I see that you are a fast learner!

Mr. Ivanov: Oh yes, I am. I also learned how to rearrange modules on the page. I don't have to erase anything.

(Mr. Ivanov demonstrates how to move modules around within the page.)

Mr. Ivanov: Now let me show you how to change the default banner and replace it with our very own banner.

(Mr. Ivanov demonstrates how to change the banner. The role players must have a replacement banner prepared ahead of time, which is no more than 940 pixels wide.) [Tutorial 6.1]

Mr. Petrov: Oh! Mr. Ivanov! How intelligent you are! You have learned so much! Did you also learn how to change the default font and style?

Mr. Ivanov: Oh yes! Of course! I am an expert now! I figured out how to change the default style sheet and put in my own customized Cascading Style Sheet which defines the formatting styles that

I like. I created a new stylesheet called "MyStyles.css" and substituted it for the "default.css."

(Mr. Ivanov demonstrates how to change the default style sheet. The appearance of the site changes as she loads her own style sheet. The role players should have a substitute style sheet prepared ahead of time. It is preferable that the changes to the font size, colour and family be very obvious for the purposes of this demonstration.) [Tutorials 6.1 and 6.2]

Mr. Petrov: How beautiful! Well congratulations, Mr. Ivanov. You have created and customized a national Biosafety website for your country in only one day!

Annex 8: Practical Exercise Using HERMES

In this exercise, participants must use the HERMES Manual 1.0 (which has been made available on all computers) as a reference. The instructions below contain references to the pages in this Manual where help for that particular task can be found. Note that the first three tasks have very detailed instructions, to assist you in completing them successfully. For the rest, you will need to read the reference materials available to find out how to complete them. NOTE: This exercise must be done using Internet Explorer.

Part One

1) Access the national website as administrator.

a. Enter the appropriate URL. (Each group will be assigned a national website, as well as an administrator account and password by the course facilitators.) Enter the assigned username and password. Click on "Sign in." Do not click on "Remember Me."

Reference: HERMES Manual, page 7.

b. Update the information in "My Profile."

i. Fill in the Contact Details fields with your contact information.

ii. Save the changes by clicking on "Update my Profile."

Reference: HERMES Manual, page 9.

2) Change the Welcome message on the Home Page to something more appropriate and relevant to your country. E.g.

Step 1: Change to Design Mode by clicking on the icon located at the top of the screen (pg. 10). Once you are in Design Mode, the Design Bar appears at the top of the screen. Additionally, the editable section of the page will be highlighted.

Step 2: To edit the information in this module, click on the icon. Upon clicking on this icon, a new window appears, called the Content Module Menu. Click on the "Edit" option. Insert the following text:

Welcome to the <insert country name> Biosafety Website

<insert country name> signed the Convention on Biological Diversity on <insert date> and ratified it on <insert date>.

3) Add a text module to the home page. (pgs. 24- 26)

Step 1: On the design bar, select "CONTENT" as the type of module and set the position at "Row 1".

Step 2: Click on the "Add Module" button on the right portion of the design bar.

Step 3: To insert text into this module, click on the icon. Upon clicking on this icon, a new window appears, called the Content Module Menu. Click on the "Edit" option.

Step 4: Insert the text below into the content module, making sure to use various formatting options including bold and italics. Click on Quick Reference at any time to see a quick guide to the wiki-type syntax.

Biosafety Issues for <insert country name>:

With the quick pace of scientific and technological change in biotechnology over the last two decades, and the many applications in the pharmaceutical and agro-food industries, there is an urgent need in <insert country name>, as a country with high biodiversity, to develop a national policy with respect to the use and trade of Genetically Modified Organisms (GMOs) for her own benefit and as part of her obligations under the Cartagena Protocol on Biosafety.

4) Add a hyperlink to the UNEP website at the bottom of the home page. (pgs. 32-33) The URL address is www.unep.org.

5) Add a new page called "Mission Statement" using a variety of formatting styles (bold, italic, underline, lists, etc.) and hyperlinks e.g. to other government websites. It should appear immediately below the Home Page link on the left navigation bar. (pgs. 20 - 23) Add the following text:

Mission Statement

To ensure the health of the citizens of <Country> and to safeguard its biodiversity, by promoting sound decision making and careful management as it relates to the importation and use of genetically modified organisms (GMOs) for any purpose within the country, ensuring that there is harmony between national development and respect for nature, while guaranteeing the protection of the civil rights of all citizens.

The objectives of this website are:

- To inform the public about national policies, decisions and laws relating to biosafety.
- To educate the general public about biotechnology and trade in GMOs.
- To provide a forum for discussion on biotechnology and biosafety.
- To facilitate trade with other countries by providing ready access to information. regarding national mechanisms government the transboundary movement of GMOs.

6) Update the following properties of the new page appropriately: Title, Navigation Title, Menu Title, Position, Description, and Subject. Save the changes.

7) Change the banner (“banner-en.jpg”) substituting a more customized one. (pgs. 45 - 47) You can find a new banner that can be used in this exercise in the graphic file “Caribbean-banner-en.jpg” under the “Hermes Exercises” folder on the desktop.

Part Two

8) Add a photo gallery to the “Mission Statement” page. Fill in the following metadata fields: File to upload, Title, Full Description, Source or Credits, Photo data. Save the changes. Select a photo to upload. First click on the BROWSE button to find all graphic files. (pgs. 38 - 41).

9) Add a discussion forum.

10) Upload the file “c:\unep\publications\Cartagena Protocol.pdf” to the HERMES website. Create a hyperlink to this file within the “Mission Statement” page. (Please note that the instructions for this cannot be found in the HERMES Manual.)

Annex 9: Summary of Workshop Navigation Meetings

Day 1 – Monday, March 3, 2008

What went well:

- Excellent organization level
- Interesting presentations
- Time management
- Coffee-breaks
- Time management
- Program was not tight
- Useful information

What went wrong/improvements:

- Nothing
- Venue - hard to find conference rooms
- Too cold
- Internet access
- Mouse for computers
- Cyrillic keyboard for the Russian Group
- Presentations from countries will be helpful

Day 2 – Tuesday, March 4, 2008

What went well:

- Very satisfied
- Very useful case studies
- Regional Advisors work appreciated
- Interesting presentations
- Quiz was very interesting
- Moodle exercise very useful and appreciated
- Practical hands-on work

What went wrong/improvements:

- Nothing
- No laptop mouse
- Internet access of and on

Day 4 – Thursday, March 6, 2008

What went well:

- The afternoon of and visit to the pyramids
- Practical exercises on using the management centre and Hermes
- Case studies were interesting and informative
- SCBD presentation
- Options for national participation became clear to countries on how to select
- Discussions on the Cartagena Protocol for countries to understand their obligations to the BCH.

What went wrong/improvements:

- Web-site was not always responding for the hands on training
- Low activity in work groups
- Room was stuffy creating a sleepy environment

Annex 10: Workshop Photos



