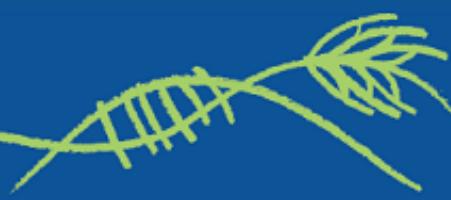


# FAO GM Foods Platform



FAO GM Foods Platform

User Guide

<http://fao.org/gm-platform>



January 2015

Food Safety and Quality Unit  
Agriculture and Consumer Protection Department  
Food and Agriculture Organization of the United Nations

### Disclaimer

The designations employed and the presentation of information on the FAO website do not imply the expression of any opinion whatsoever on the part of FAO concerning the legal or development status of any country, territory, city or area or of its authorities, or concerning the delimitation of its frontiers or boundaries. The mention of specific companies or products of manufacturers, whether or not these have been patented, does not imply that these have been endorsed or recommended by FAO in preference to others of a similar nature that are not mentioned. The views expressed in material made available on the FAO website are those of the authors and do not necessarily reflect the views or policies of FAO.

Information on this site is provided on an "as is" and "as available" basis. FAO makes every effort to ensure, but does not guarantee, the accuracy, completeness or authenticity of the information on the FAO website. FAO reserves the right to alter, limit or discontinue any part of this service at its discretion. Under no circumstances shall FAO be liable for any loss, damage, liability or expense suffered that is claimed to result from the use of information posted on this site, including without limitation, any fault, error, omission, interruption or delay.

Hyperlinks to non-FAO websites do not imply any official endorsement of or responsibility on the part of FAO for the opinions, ideas, data or products presented at these locations, or guarantee the validity of the information provided. The sole purpose of links to non-FAO sites is to indicate further information available on related topics. The information is provided on the basis that users accessing the platform assume responsibility for assessing its relevance, accuracy and suitability for application.

No part of these Terms and Conditions shall constitute or be interpreted as a waiver of the privileges and immunities of FAO.

## Contents

<b>ACKNOWLEDGEMENT .....</b>	- 3 -
<b>ACRONYMS .....</b>	- 3 -
<b>1      INTRODUCTION .....</b>	- 4 -
<b>2      SCOPE AND OBJECTIVES .....</b>	- 4 -
<b>3      USER LEVELS.....</b>	- 4 -
<b>4      FAO GM FOODS PLATFORM - HOME PAGE .....</b>	- 5 -
<b>5      HOW TO BROWSE INFORMATION.....</b>	- 6 -
<b>5.1     Browse by OECD Unique Identifier .....</b>	- 6 -
<b>5.2     Browse by commodity .....</b>	- 6 -
<b>5.3     Browse by trait .....</b>	- 8 -
<b>5.4     Browse by country.....</b>	- 10 -
<b>5.5     Individual detailed page for a OECD Unique Identifier .....</b>	- 12 -
<b>6      HOW TO REGISTER TO THE PLATFORM.....</b>	- 15 -
<b>6.1     Step-by-step instructions for completing the registration form .....</b>	- 15 -
<b>7      HOW TO LOG-IN TO THE PLATFORM.....</b>	- 17 -
<b>7.1     What do I do if I forget my password? .....</b>	- 18 -
<b>7.2     How do I change my password?.....</b>	- 18 -
<b>8      HOW TO EDIT/UPLOAD INFORMATION ON THE PLATFORM .....</b>	- 18 -
<b>8.1     I am new to the Platform. What should I do first? .....</b>	- 21 -
<b>8.2     How to upload records with safety assessment information .....</b>	- 21 -
<b>8.3     How to edit/update a posted record .....</b>	- 25 -
<b>8.4     How to add a new unique identifier to the drop-down list .....</b>	- 26 -
<b>8.5     How to enter/update my country profile.....</b>	- 27 -
<b>8.6     How to check/update my registered account information.....</b>	- 29 -
<b>9      HELPFUL TIPS .....</b>	- 31 -
<b>10     HOW TO LOG OUT FROM THE PLATFORM.....</b>	- 32 -
<b>ANNEX I - FAQ.....</b>	- 34 -

## Acknowledgement

FAO would like to express its appreciation to the many people who provided advice and guidance during the development of FAO GM Foods Platform. The development of the Platform was coordinated by Masami Takeuchi, Food Safety Officer of FAO with the development team consisting of Ludovica Mei and Massimiliano de Luca under the overall direction and consultation with Giorgio Lanzarone, Donatella Mori and Renata Clarke. FAO is grateful to the international experts who participated in the informal network discussions and the review process, namely Ana I. Viloria Alebesque (The Netherlands), Reynaldo Ariel Álvarez Morales (Mexico), Namaporn Attaviroj (Thailand), Astrid Bjerkås (Norway), Luc Bourbonniere (Canada), Jason Dietz (USA), Zhongwen Fu (China), Niall Gerlitz (EU), Janet Gorst (Australia), Hanne Boskov Hansen (Denmark), Agung Hendriadi (Indonesia), Sandy Lawrie (UK), Martin Lema (Argentina), Leena Mannonen (Finland), Ugo Marchesi (Italy), Emmanuelle Miralles (France), Pat O'Mahony (Ireland), Nguyen Thanh Thuy (Vietnam), Joachim Bendiek (Germany), Meenakshi Singh (India), Ziva Hamama Elishov (Israel), Bernhard Jank (Austria), Eline Rademakers (Belgium), Marisol Figueroa (Chile), Josephine Nketsia-Tabiri (Ghana), Pat O'Mahony (Ireland), Hiroshi Yoshikura (Japan), Ashiemb Seruya Nyakowa (Kenya), Marcel Bruch (Luxemburg), Shazlina Mohd Zaini (Malaysia), Kyoung-mo Kang (Republic of Korea), Eisa Ibrahim El gaali (Sudan). Technical contributions from many FAO colleagues are also gratefully appreciated.

## Acronyms

BCH	Biosafety Clearing House (Cartagena Protocol on Biosafety)
CIO	Information Technology Division of FAO
FAO	Food and Agriculture Organization of the United Nations
GM	Genetically modified
IT	Information Technology
MB	Mega byte
OECD	Organisation for Economic Co-operation and Development
URL	Universal or Uniform resource locator

## 1 Introduction

The FAO GM Foods Platform is a simple online platform to share information on safety assessment of foods derived from recombinant-DNA plants authorized in accordance with the Codex "*Guideline for the conduct of food safety assessment of foods derived from recombinant-DNA plants* (CAC/GL 45-2003, annex III adopted in 2008)". This Platform also facilitates the effective utilization of food safety assessment in situations of Low Level Presence (LLP) of r-DNA plant materials in food.

The FAO GM Foods Platform is freely accessible for those who want to browse the information. Registration is required for those who need to upload or edit information. Only officially nominated Focal Points can register to the Platform.

One Focal Point per Codex Member is officially nominated by the respective country through its Codex Contact Point. The nominated Focal Point is then invited to register to the Platform. Once his/her registration has been approved, the Focal Point can start uploading the relevant national data and information to the Platform. All the entries will be reviewed by FAO before they will be online.

## 2 Scope and objectives

This User Guide is the reference document for all users of the Platform. The User Guide illustrates the necessary instructions to navigate the FAO GM Foods Platform and to upload information on the platform.

## 3 User levels

There are four levels of FAO GM Foods Platform users:

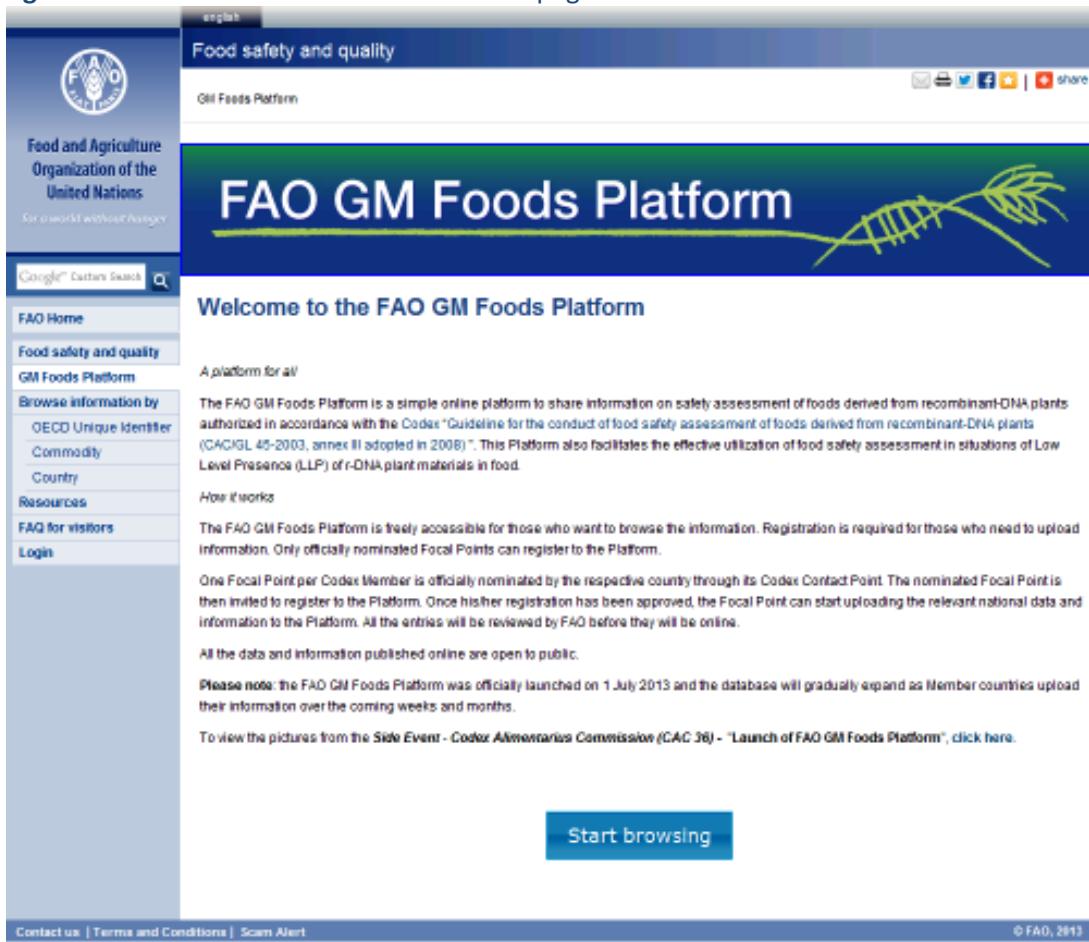
- **Visitor:** A Visitor is a non-registered user of the Platform. A Visitor can read all the information on the FAO GM Foods Platform. Neither log-in nor permission is required. A Visitor cannot add or edit information on the Platform.
- **Registered User:** A Registered User is a registered national Focal Point officially nominated by the respective country through its Codex Contact Point. A Registered User can upload and edit national information on the Platform. In order for a Registered User to upload and edit information on the platform, log-in is necessary.
- **Content Administrator:** A Content Administrator can do all that the Registered User can do and, in addition, can approve the format of the submitted records to be published. Content Administrators are food safety officers/consultants of FAO and they are the manager of the FAO GM Foods Platform.
- **IT Manager:** An IT Manager can do all the Content Administrator can do. An IT Manager will also maintain the IT functions of the Platform. IT Managers are the Information Technology Division (CIO) officers of FAO.

## 4 FAO GM Foods Platform - Home page

The home page of the FAO GM Foods Platform contains two main sections (Figure 1).

- The main navigation menu on the left.
- A central area where a short description of the website is given. The central area also contains a “Start browsing” button at the bottom of the page. By pressing the button, it will automatically navigate the users to the page under “Browse information by - OECD Unique Identifier”. All Platform users can browse information without logging-in.

**Figure 1-** The FAO GM Foods Platform home page



The main navigation menu on the left side contains links to seven pages - the last four of which are the key pages of the Platform.

- **FAO Home:** FAO's home page (external)
- **Food safety and quality:** FAO Food Safety and Quality homepage (external)
- **GM Foods Platform:** Homepage of the Platform
- **Browse information by:** There are four options for browsing information on the Platform: 1) by **OECD Unique Identifier**, 2) by **Commodity**, 3) by Trait, and 4) by Country.
- **Resources:** Useful and relevant documents and websites are listed in this section. Resources include the Platform-related materials, Codex documents on the topic, other relevant documents from national, regional and international sources, training tools and other relevant links.
- **FAQ for visitors:** Frequently-asked questions about the Platform for visitors.
- **Login:** Link to log-in to the Platform.

## 5 How to browse information

The “Browse information by” menu on the left side navigation menu provides four sub-menus: Browse information by 1) OECD Unique Identifier, 2) Commodity, 3) Trait and 4) Country. Each sub-menu will allow users to browse information using their preferred criteria.

### 5.1 Browse by OECD Unique Identifier

The FAO GM Foods Platform uses the OECD’s Unique Identification system for transgenic plants. The Unique Identifier is a code of a fixed length of 9 alphanumeric digits for a transformation event derived from recombinant DNA techniques. It is composed of three elements separated by dashes:

- 2 or 3 alphanumerical digits to designate the applicant;
- 5 or 6 alphanumerical digits to designate the "transformation event"; and
- One numerical digit as verification.

Please consult [Revised 2006: OECD Guidance for the Designation of a Unique Identifier for Transgenic Plants](#) for more information.

By clicking on the “OECD Unique Identifier” sub-menu, a page with the list of OECD Unique Identifiers appears (Figure 2). All the OECD Unique Identifiers are listed in alphabetical order. Clicking on a code (see the red arrow) will open an individual page with detailed information about that specific Unique Identifier. Please see section 5.4 for the navigation instructions on the individual detailed page.

**Figure 2- OECD Unique Identifier page**

Unique Identifier	Organisms/commodity	Traits
ACS-BN011-5	Canola / Oilseed rape / Rape Seed	Bromoxynil tolerance
ACS-BN001-4	Canola / Oilseed rape / Rape Seed	Fertility restoration, Glufosinate tolerance, Kanamycin resistance
ACS-BN002-5	Canola / Oilseed rape / Rape Seed	Fertility restoration, Glufosinate tolerance, Kanamycin resistance

### 5.2 Browse by commodity

By clicking on the “Commodity” sub-menu, a page with the list of commodity names appears (Figure 3). The commodity names are listed in alphabetical order.

**Figure 3-** Commodity page

The screenshot shows the 'Browse information by Commodity' section of the FAO GM Foods Platform. On the left, a sidebar menu includes links for FAO Home, Food safety and quality, GM Foods Platform, Browse information by, OECD Unique Identifier, Commodity, Country, Resources, FAQ for visitors, and Login. The main content area has a blue header 'Food safety and quality' and a green banner 'FAO GM Foods Platform'. Below the banner, a sub-header says 'Browse information by Commodity'. A list of commodities is provided, with 'Alfalfa / Lucerne' highlighted by a red arrow. Other items in the list include Canola / Oilseed rape / Rape Seed, Corn / Maize, Cotton, Flax / Linseed, Papayas, Potatoes, Rice, Soyabean / Soybeans, Sugar Beet, Tomatoes, and Vegetable Marrow/ Squash.

When a commodity name (see the red arrow) is selected, a page will open with a list of OECD Unique Identifiers of the selected commodity (Figure 4).

**Figure 4-** Commodity details

The screenshot shows the 'Browse information by Commodity > Alfalfa / Lucerne' page. The sidebar menu is identical to Figure 3. The main content area has a blue header 'Food safety and quality' and a green banner 'FAO GM Foods Platform'. Below the banner, a sub-header says 'Browse information by Commodity > Alfalfa / Lucerne'. A table lists three entries:

Unique Identifier	Traits
MON-00163-7	Glyphosate tolerance
MON-00101-8	Glyphosate tolerance
MON-00101-8xMON-00163-7	Glyphosate tolerance

Clicking on one Unique Identifier code will open an individual page with detailed information about the OECD Unique Identifier. Please see section 5.4 for the navigation instructions on the individual detailed page.

### 5.3 Browse by trait

By clicking on the “Trait” sub-menu a page with the list of traits appears (Figure 5). The traits are displayed on an alphabetical order.

The screenshot shows the 'Food safety and quality' section of the FAO GM Foods Platform. The left sidebar includes links for 'FAO Home', 'Food safety and quality', 'GM Foods Platform', 'Browse information by', 'OECD Unique Identifier', 'Commodity', 'Trait', 'Country', 'Resources', 'FAQ for visitors', 'My work area', 'Helpful tips', and 'Logout'. The main content area has a blue header 'Browse information by Trait' with a dropdown menu set to '-- Select a Trait --' and a 'Filter' button. Below the header is a list of traits, each preceded by a blue circular bullet point. The traits listed are: 2,4-dichlorophenoxyacetic acid (2,4-D) tolerance, Acetolactate synthase (ALS) inhibitors tolerance, Altered diurnal regulation, Altered flower colour, Altered lignin profile, Altered starch composition, Aryloxyphenoxypropionate (AOPP) acetyl coenzyme A carboxylase (ACCase) inhibitor tolerance, Bean Golden Mosaic Virus (BGMV) resistance, Bromoxynil tolerance, Coleoptera resistance, Coloration, Cucumber mosaic virus resistance, Degradation of Phytate, Dicamba tolerance, Drought tolerance, Fertility restoration (with a red arrow pointing to it), Glufosinate tolerance, Glyphosate tolerance, Herbicide tolerance, and High oleic acid. At the bottom of the list are two small blue buttons labeled '1' and '2'.

Clicking on one of the traits (see red arrow) will open a page that lists OECD Unique Identifiers that contain this trait (Figure 6).

**Food safety and quality**

GM Foods Platform > Browse information by > Trait

**FAO GM Foods Platform**

**Browse information by Trait > Fertility restoration**

OECD Unique Identifier	Commodity
ACS-BN001-4	Canola / Oilseed rape / Rape Seed
ACS-BN002-5	Canola / Oilseed rape / Rape Seed
ACS-BN003-6	Canola / Oilseed rape / Rape Seed
ACS-BN005-8xACS-BN003-6xMON-00073-7	Canola / Oilseed rape / Rape Seed

Contact us | Terms and Conditions | Scam Alert © FAO, 2014

Clicking on one Unique Identifier code will open an individual page with detailed information on this OECD Unique Identifier. Please see section 5.4 for the navigation instructions on the individual detailed page.

## 5.4 Browse by country

By clicking on the “Country” sub-menu, a page with the list of Codex region names appears (Figure 7). There are six regions and when a region is selected, a list will appear with the countries in this area. Please note that this list will show only the names of countries that have already registered to the Platform, so if a certain country is not listed it does not necessarily mean that it does not have conducted food safety assessments on r-DNA plants.

**Figure 7-** Browse information by Country

The screenshot shows the 'Browse information by Country' page of the FAO GM Foods Platform. The header includes the FAO logo, a 'Food safety and quality' section, and social media sharing options. The main title is 'FAO GM Foods Platform'. Below it, a sub-section titled 'Browse information by Country' provides instructions for selecting a country from a list of Codex Regions. The regions listed are: CCAFRICA - Africa region, CCASIA - Asia and Pacific region, CNASWP - North America and South West Pacific region (with 'Australia' highlighted and circled in red), CCLAC - Latin America and Caribbean region, CCNEA - Near East region, and CCEURO - Europe region.

Browse information by country	
• CCAFRICA - Africa region	
• CCASIA - Asia and Pacific region	
• CNASWP - North America and South West Pacific region	
- Australia	(highlighted and circled in red)
- Canada	
- New Zealand	
• CCLAC - Latin America and Caribbean region	
• CCNEA - Near East region	
• CCEURO - Europe region	

By clicking a country name from the list (see the red arrow), you will be taken to the selected “Country page” that shows information on safety assessment of r-DNA derived foods done in the selected country (Figure 8).

**Figure 8-** Country page



Browse information by Country › Australia

1 2 3 4 5 6 7 8 9

OECD Unique Identifier	Commodity	Traits	Latest entry uploaded on
ACS-BN011-5	Canola / Oilseed rape / Rape Seed	Bromoxynil tolerance	14/06/2013
ACS-BN001-4	Canola / Oilseed rape / Rape Seed	Fertility restoration,Glufosinate tolerance,Kanamycin resistance	13/06/2013
ACS-BN002-5	Canola / Oilseed rape / Rape Seed	Fertility restoration,Glufosinate tolerance,Kanamycin resistance	13/06/2013
ACS-BN003-6	Canola / Oilseed rape / Rape Seed	Fertility restoration,Glufosinate tolerance	13/06/2013
ACS-BN004-7	Canola / Oilseed rape / Rape Seed	Glufosinate tolerance,Kanamycin resistance,Male sterility	13/06/2013
ACS-BN005-8	Canola / Oilseed rape / Rape Seed	Glufosinate tolerance,Male sterility	13/06/2013
ACS-BN007-1	Canola / Oilseed rape / Rape Seed	Glufosinate tolerance	13/06/2013
ACS-BN008-2	Canola / Oilseed rape / Rape Seed	Glufosinate tolerance	13/06/2013
ACS-GH001-3	Cotton	Glufosinate tolerance	14/06/2013
ACS-GM005-3	Soyabean / Soybeans	Glufosinate tolerance	14/06/2013

1 2 3 4 5 6 7 8 9

#### Contact Information

E-mail:	janet.gorst@foodstandards.gov.au
Country:	Australia
Organization/agency name (Full name):	Food Standards Australia New Zealand
Contact person name:	Janet Gorst
Website:	<a href="http://www.foodstandards.gov.au">http://www.foodstandards.gov.au</a>
Physical full address:	Boeing Building, 55 Blackall Street, Barton ACT 2600, Australia
Phone number:	+61 2 6271 2266
Fax number:	+61 2 6271 2278

Country information about GM food safety assessment	
Country introduction:	Food Standards Australia New Zealand (FSANZ) is the regulatory agency responsible for the development of food standards in Australia and New Zealand. The main office (approximately 120 staff) is located in Canberra (in the Australian Capital Territory) and the smaller New Zealand office (approximately 15 staff) is located in Wellington on the North Island. The Food Standards Australia New Zealand Act 1991 establishes the mechanisms for the development and variation of joint food regulatory measures and creates FSANZ as the agency responsible for the development and maintenance of a joint Australia New Zealand Food Standards Code (the Code). The Code is read in conjunction with corresponding NZ and State & Territory food legislation as well as other appropriate legislative requirements (e.g. Trade Practices; Fair Trading). Within the Code, Standard 1.5.2 deals with Foods produced using Gene Technology. Applicants seeking to have a GM food approved, request a variation to Std 1.5.2 to have the GM food (from a particular line) included in the Schedule to Std 1.5.2. Only those GM foods listed in the Schedule can legally enter the food supply. An Application Handbook provides information that is required to make an application to vary the Code. This Handbook is a legal document and therefore the specified mandatory information must be supplied. For GM foods, there is also a Guidance Document that, as the name suggests, provides applicants with further details and background information on the data needed for the safety assessment of GM foods. The assessment process must be completed within a statutory timeframe (9 - 12 months depending on the complexity of the application) and involves at least one public consultation period. All GM applications involve an Exclusive Capturable Commercial Benefit i.e. applicants are required to pay a fee (outlined in the Application Handbook). Following the last public consultation, an Approval Report is prepared and is considered by the FSANZ Board who make a decision about whether the requested variation to the Code should be approved or not. The Board's decision is then passed on to the Legislative and Governance Forum on Food Regulation (the Forum), a committee comprising senior government Ministers from Australia and NZ. This Committee has approximately 2 months to review the Board's decision. If the Board's approval is accepted by the Forum, the approval is then gazetted and becomes law.
Relevant links to documents and information prepared by the competent authority responsible for the safety assessment	<a href="#">Food Standards Australia New Zealand</a> <a href="#">Australian Government ComLaw (Std 1.5.2)</a> <a href="#">GM current applications and approvals</a>
Relevant documents	<a href="#">FSANZ GM Guidance Doc_2007.pdf</a> <a href="#">GM Foods Safety Assessment of Genetically Modified Foods.pdf</a> <a href="#">Application Handbook as at 1 August 2011.pdf</a>
Information on stacked events	
Stacked events:	FSANZ does not: Separately assess food from stacked event lines where food from the GM parents has already been approved; Mandate notification of stacked events by developers; Notify the public of stacked event 'approvals'; List food derived from stacked event lines in the Code, unless the stacked event line has been separately assessed as a single line e.g. Application A518: MXB-13 cotton (DAS-21023-5 x DAS-24236-5)
Contact details of the competent authority(s) responsible for the safety assessment and the product applicant:	<a href="#">Food Standards Australia New Zealand (FSANZ) (<a href="http://www.foodstandards.gov.au">http://www.foodstandards.gov.au</a>)</a>
Country information last modified:	04/06/2013

On the top page, there is a list of information uploaded by the country. Following the list of information, there is a space for country information and contact information.

Users can further click on a OECD Unique Identifier to open an individual detailed page about the OECD Unique Identifier. Please see section 5.5 for the navigation instructions on the individual detailed page.

## 5.5 Individual detailed page for a OECD Unique Identifier

On all the above four pages (by OECD Unique Identifier, by Commodity, by Trait or by Country), clicking on a OECD Unique Identifier will open an individual detailed page (Figure97).

**Figure 9 –Individual detailed page for a OECD Unique Identifier**

 **Food safety and quality**

GM Foods Platform > Browse information by > OECD Unique Identifier 

# FAO GM Foods Platform



**OECD Unique Identifier details**

ACS-BN011-5	
Commodity:	Canola / Oilseed rape / Rape Seed
Traits:	Bromoxynil tolerance
<b>Australia</b>	
Name of product applicant:	Rhone-Poulenc Rural Australia Ltd (since trading as Aventis CropScience)
Summary of application:	Aventis CropScience Pty Ltd has made an application to ANZFA to vary Standard A18 to include oil derived from canola, which has been genetically modified to be tolerant to the oxynil family of herbicides comprising bromoxynil and ioxynil. The genetically modified canola is marketed as Navigator™ canola. The oxynil family of herbicides act by inhibiting electron transport in photosystem II in plants. Inhibition of electron transport causes super oxide production resulting in the destruction of cell membranes and an inhibition of chlorophyll formation, leading to plant death (Comai and Stalker 1986). Tolerance to either bromoxynil (3,5-dibromo-4-hydroxybenzonitrile) or ioxynil (2,5-di-iodo-4-hydroxybenzonitrile) is achieved through expression in the plant of a bacterial
Upload:	 A388_Final_Assessment_Report.pdf
Date of authorization:	17/09/2002
Scope of authorization:	Food
Links to the information on the same product in other databases maintained by relevant international organizations, as appropriate. (We recommend providing links to only those databases to which your country has officially contributed.):	OECD BioTrack Product Database
Summary of the safety assessment:	
Upload:	 A388_Final_Assessment_Report.pdf
Where detection method protocols and appropriate reference material (non-viable, or in certain circumstances, viable) suitable for low-level situation may be obtained:	
Relevant links to documents and information prepared by the competent authority responsible for the safety assessment:	Application A388 - Oil from bromoxynil-tolerant canola line Westar-Oxy-235
Upload:	
Authorization expiration date:	



Contact us | Terms and Conditions | Scam Alert © FAO, 2013

Each individual page has the basic information about the OECD Unique Identifier, including commodity and traits. The list of countries that have uploaded information regarding the concerned OECD Unique Identifier follows.

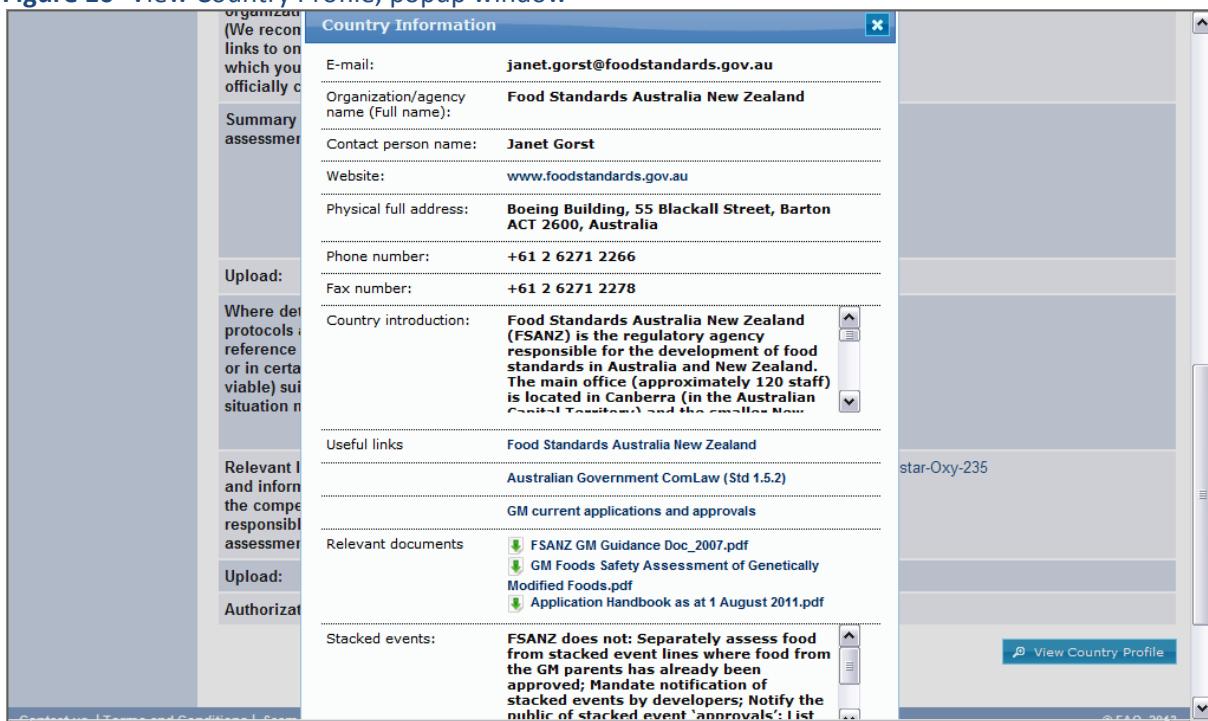
Under each country's name, there will be a table that includes information on:

- Name of product applicant;

- Summary of application;
- Date of authorization;
- Scope of authorization;
- Links to the information on the same product in other databases maintained by relevant international organizations, as appropriate;
- Summary of the safety assessment;
- Where detection method protocols and appropriate reference material (non-viable, or in certain circumstances, viable) suitable for low-level situation may be obtained; and
- Relevant links to documents and information prepared by the competent authority responsible for the safety assessment (Figure 9).
- Authorization expiration date.

At the bottom right corner of each table, there is a blue button labelled “View Country Profile”. Clicking the button will allow Users to view, in a pop-up window, the country contact information as well as the country profile, including the relevant GM food safety assessment related policies (Figure 10).

**Figure 10- View Country Profile, popup window**



## 6 How to Register to the Platform

One Focal Point per Codex Member is officially nominated by the respective country through its Codex Contact Point. The nominated Focal Point is then invited to register to become a Registered User of the Platform. A Registered User can upload the relevant national data and information to the Platform.

Following is the general mechanism for the registration process.

- 1) If you believe that you should be a Registered User for the platform, we strongly recommend you to contact your country's national Codex Contact Point and request that they officially nominate you as a Focal Point for this Platform. In principle, one Focal Point per Codex Member must be officially nominated by the respective country through its Codex Contact Point. If necessary, a country could nominate an alternative Focal Point to be a Registered User who uses the same account of the Focal Point.
- 2) Once an official nomination has been received by the FAO at [GM-Platform@fao.org](mailto:GM-Platform@fao.org), the FAO Content Administrator will send an e-mail message to the nominated Focal Point with a direct link to the registration page (Figure 11).
- 3) The nominated Focal Point will use the link to register to the Platform. Please see below for the step-by-step instructions (6.1) for completing the registration form. This process should take 5 minutes.
- 4) Once the form has been submitted, the FAO Content Administrator will review the form and grant the nominee access to the Platform.
- 5) The Focal Point will be informed of the approval and become a Registered User.

### 6.1 Step-by-step instructions for completing the registration form

- 1) To register, click on the link provided by e-mail from the FAO. You will then be taken to the registration page (Figure 11).

**Figure 11-** Registration page

Food safety and quality

Food and Agriculture Organization of the United Nations  
for a world without hunger

FAO GM Foods Platform

Registration page

One Focal Point per Codex Member is officially nominated by the respective country through its Codex Contact Point.  
Please register if you are officially nominated.  
The process of registration shouldn't take more than 5 minutes. Please read [FAQ on user registration](#) and the [User Guide](#) for more information.

E-mail \*

Email confirmation

Username \*

Password \*

Confirm password

Region \*

Country \*

Organization/agency name (Full name)\*

Contact person name

Website

Physical full address\*

Phone number\*

Fax number

(\*) Mandatory Fields

Submit

Contact us | Terms and Conditions | Scam Alert

© FAO, 2013

- 2) At the top of the registration page you can find the link to “FAQ on user registration” page that contains answers to user registration commonly-asked questions and the link to the User Guide. We recommend you read the FAQ before you start filling out the form.
- 3) A red asterisk (\*) indicates a mandatory field. In case of errors, validation messages will appear, notifying you of the missing field(s)/incorrect format(s).
- 4) Provide your work e-mail address (mandatory). The system will ask you to confirm the email you entered.
- 5) Set your username (mandatory). We recommend you use your country name as a username (for example, if you are from Australia we recommend using “australia” and if you are from DRC Congo, we recommend using “drccongo”). Though this is just a recommendation, it would be helpful for the sustainability of the Platform, because if a national Focal Point changes in the government over the course, we just need to change the contact information but not the username.
- 6) Set your password (mandatory). Please write down both the username and password and keep them safe. The system will ask you to enter and confirm a password of choice.
- 7) Select your Codex Region from the drop down list (mandatory).
- 8) Select your Country from the drop down list (mandatory). For the EU Focal Point, please choose “European Union” from the list.
- 9) Provide the full name of your organization or agency, followed by an acronym in parenthesis if applicable. Then if applicable, provide the full name of the department, section or unit responsible for the safety assessment. Ensure that the name of your organization is correctly written in the form (mandatory).
- 10) Provide a name of a contact person (optional, but strongly recommended).
- 11) Provide the website address of your organization (optional).
- 12) Provide the full physical business address of your organization. Please ensure it is correctly reflected in the form (mandatory).
- 13) Provide your work phone number (mandatory).
- 14) Provide your fax number (optional).

Once all fields are filled out, click “Submit” to complete the registration process. After clicking the “Submit” button, you will receive an email receipt of your account registration request. Once your account is verified by the FAO Content Administrator, you will receive a confirmation email.

## 7 How to Log-in to the Platform

All Registered Users can log in to the Platform. Following are the steps to log in to the GM Foods Platform.

- 1) Click on “Login” at the left menu.
- 2) Insert your username and password (see Figure 12).

**Figure 12-** The login page

You are logged on (Figure 13). You will notice the left side navigation menu now contains new menu items. You will also see the blue button stating “Go to my work area” in the central area (Figure 13).

**Figure 13-** The navigation menu after logging in

### 7.1 What do I do if I forget my password?

If you cannot remember your password, click on the “Password recovery” link located at the bottom of the “Login” page (Figure 12). A new page appears with the title “How to get your password back”. Provide your username and email address and click the “Send current password” button. You will receive an e-mail to the address you have registered that contains your password. If you have also forgotten your username, please contact [GM-Platform@fao.org](mailto:GM-Platform@fao.org).

### 7.2 How do I change my password?

If you want to change your password, go to “My work area” page, click on the “Your account information” blue tab on top-right, click the “Edit profile” button at the bottom, then change your password and click the “Submit changes” button.

## 8 How to edit/upload information on the Platform

Once you have logged in (section 7), you will see a blue button saying “Go to my work area”. Clicking on the button will take you to a designated space for your country, entitled “My work area” page. You can go to this page also by simply clicking “My work area” from the left side navigation menu.

“My work area” page contains four main sections in blue tabs on the top (Figure 14).

**Figure 14- My work area page**

Unique identifier	Name of product applicant	Country of authorization	Date of authorization	Status
ACS-BN001-4	sdfsdfsdf	Poland	14/05/2013	Deleted
ACS-GM004-2	Name of product applicant	Poland	13/03/2013	Deleted

- **List of records:** this tab is automatically selected when “My work area” has been clicked. This page shows a list of submitted records by your country. This page also has a button “Add new record” which will take you to the form to create a new record (section 8.2).
- **Add new unique identifier:** the space under this tab provides a list of OECD Unique Identifiers submitted by you (Figure 15). This page also has a button “Add new unique identifier” which will take you to the form to create a new unique identifier (section 8.4).

**Figure 15 - Add new unique identifier page**

- **Country profile:** the space under this tab provides a link for the respective country to edit its country information (Figure 16).

**Figure 16 – Country profile page**

Contact details of the competent authority (s) responsible for the safety assessment and the product applicant:	Name/Title of the regulator dealing with GM food approvals
Relevant links	Insert website title 1
	Insert website title 2
	Insert website title 3
Relevant documents	 2_1.doc  1_2.doc  1_3.doc
<a href="#">Edit country profile</a>	

Contact us | Terms and Conditions | Scam Alert

© FAO, 2013

- **Your account information:** the space under this tab provides a link for the respective Registered User to edit his/her account information (Figure 17).

**NOTE:**

In principle, all the records must be submitted in one of the FAO official languages (English, French, Spanish, Arabic, Chinese or Russian). However, please note during the Platform development process, many countries strongly recommended the use of English in order to avoid any confusion due to possible mis-translations.

**Figure 17 – Your account information page**

Food safety and quality

GM Foods Platform > My work area

# FAO GM Foods Platform



**My work area**

List of records
Add new unique identifier
Country profile
Your account information

Organization/agency name (Full name):	Test
Country:	Poland
Contact person name:	Test
E-mail:	massimiliano.deluca@fao.org
Website:	www.fao.org
Physical full address:	Viale delle Terme di Caracalla, 00100 Rome, Italy
Phone number:	087867678
Fax number:	078896890

[Edit profile](#)

## **8.1 I am new to the Platform. What should I do first?**

The first time you log in to the platform, all of the above sections will be empty, except “Your account information” section. Before you start uploading information to the Platform, we recommend you first complete the country profile section. In order to do so, please refer to section 8.5.

Also we strongly recommend you browse through the form to create a new record, by clicking the “Your submitted records” tab then clicking on the “Add new record” button. You will see necessary items you might like to prepare offline. Please see section 8.2 for more details.

## **8.2 How to upload records with safety assessment information**

When you have all the required information available (see above paragraph), you are ready to start uploading the information to the Platform following the step-by-step instructions below.

- 1) Make sure you have logged in (section 7).
- 2) Click “My work area” from the left navigation menu (or a button saying “Go to my work area” on the screen immediately after you log in).
- 3) Make sure you are looking at the page under the “List of records” tab
- 4) Click the blue “Add new record” button.
- 5) A form consisting of 10 fields appears<sup>1</sup> (Figure 18).
- 6) The form should be completed and submitted in a single session (timeout: 24 hours) as it is not possible to save a partially completed form online. If you log out without submitting your work, the information entered will be lost. It is therefore recommended that you prepare your record offline and transfer the relevant sections on the online form after completion. ,

---

<sup>1</sup> The form has been created according to the items listed in the Codex Plant Guideline (CAC/GL 45-2003, Annex 3).

**Figure 18- Online form**

**Organization of the United Nations**  
for a world without hunger

Google™ Custom Search

FAO Home  
Food safety and quality  
GM Foods Platform  
Browse information by  
OECD Unique Identifier  
Commodity  
Trait  
Country  
Resources  
FAQ for visitors  
My work area  
Helpful tips  
Logout

# FAO GM Foods Platform

**Online Form**

Name of product applicant (\*)

**Summary of application (\*)**

Path: p

**Upload**

Choose File No file chosen

Date of authorization (\*)

08/01/2015

Scope of authorization (\*)

--Select--

OECD Unique Identifier (\*)

If you cannot find the unique identifier in the above list, or if you are submitting record with a new unique identifier, please create new unique identifier before filling out the present form. Please note that clicking the "Add new unique identifier" link, you will be directed to the New Unique Identifier form. We strongly recommend you to complete the New Unique Identifier form before filling out the present form, otherwise you will lose the data entered on this page.

Add new unique identifier

Links to the information on the same product in other databases maintained by relevant international organizations, as appropriate. (We recommend providing links to only those databases to which your country has officially contributed.)

Insert URL http:// Title

Insert URL http:// Title

Insert URL http:// Title

**Summary of the safety assessment (\*)**

**Upload**

Choose File No file chosen

Where detection method protocols and appropriate reference material (non-viable, or in certain circumstances, viable) suitable for low-level situation may be obtained

**Upload**

Choose File No file chosen

Relevant links to documents and information, as appropriate

Insert website/document URL  Title

Insert website/document URL  Title

Insert website/document URL  Title

Upload  No file chosen

Authorization expiration date, if any

(\*) Mandatory Fields

Contact us | Terms and Conditions | Scam Alert © FAO, 2015

The following instructions explain the different steps involved in completing the form:

- 1) Provide the name of product applicant.
- 2) Provide the summary of the application.

**Kindly note that the goal of the “summary of application” field is to provide only summarized information and not the entire application submitted as part of the request for authorization.**

**NOTES:**

- There is no set length for the summary field.
- If you prefer to upload a document of the application or a document of the summary, instead of cutting & pasting the paragraphs in the text box, upload the document then the summary text field will become an optional field.
- You can upload up to three files to an entry by clicking on the “Browse” button besides the box that says Upload.
- Acceptable file formats are: Portable Document Format (.pdf) and Microsoft Word (.doc, .docx).
- The maximum file size is set to 40MB.
- Important: Please name your files properly before you upload the file, as the link will appear with the clickable file name. We recommend you to name your document with a descriptive filename and, if enough space your country name.
- If you want to remove an uploaded file, “check” the check-box beside the file then you will be able to delete it from the list.

**In principle, all the records must be in one of the FAO official languages (English, French, Spanish, Arabic, Chinese or Russian). However, please note during the Platform development process, many countries strongly recommended the use of English in order to avoid any confusions due to possible mistakes in translation.**

- 3) Select the date of authorization from the calendar.
- 4) Select the scope of authorization from the drop down list.
- 5) Select the OECD Unique Identifier from the drop down list.

**NOTES:**

If you cannot find the OECD Unique Identifier in the provided list, or if you are submitting a record

with a new unique identifier, we recommend you create a new unique identifier before filling out the main form, otherwise you will lose the entered data. See section 8.4 for more instruction to create a new unique identifier.

- 6) Provide links to the information on the same product in other databases maintained by relevant international organizations, as appropriate. First, enter the title of the website, and then insert the corresponding URL (starting with http://) next to the title to create a hyperlink.
- 7) Provide a summary of the safety assessment , which should be consistent with the framework of food safety assessment of the Codex Plant Guideline, including:
  - a. A description of the r-DNA plant and the host plant and its use as a food.
  - b. A description of the donor organism(s)
  - c. Information on naturally occurring toxins and allergens.
  - d. A description of genetic modification
  - e. A characterization of the genetic modification(s)
  - f. For all expressed substances in the r-DNA plant the information to be provided should include the gene product(s) ( e.g., protein or untranslated RNA), the function of the gene product(s), the phenotypic description of the new trait (s) and the concentration of the expressed substance in the edible portions of the r-DNA plant.
  - g. Analyses of key toxicants and allergens are important in certain types of foods derived from r-DNA plants (e.g. those that are commonly consumed whole and undiluted such as potatoes, tomatoes, and papaya).
  - h. Safety assessment of the possible toxicity and the allergenicity (proteins) of newly expressed substances.

**Kindly note that the goal of the summary of the safety assessment field is to provide only summarised information and not the entire safety assessment submitted as part of the request for authorization.**

**NOTES:**

- There is no set length for the summary field.
- If you prefer to upload a document of the safety assessment or a document of the summary, instead of cutting & pasting the paragraphs in the text box, upload the document so the summary text field becomes an optional field. The uploading of additional documents that contain detailed information on the safety assessment is accepted.
- You can upload up to three files to an entry by clicking on the “Browse” button besides the box that says “Upload”.
- Acceptable file formats are: Portable Document Format (.pdf) and Microsoft Word (.doc, .docx).
- The maximum file size is set to 40MB.
- Important: Please name your files properly before you upload the file, as the link will appear with the clickable file name so we recommend you to name your document with a descriptive filename and, if enough space, your country name.
- If you want to remove an uploaded file, “check” the check-box beside the file then you will be able to delete it from the list.

**In principle, all the records must be in one of the FAO official languages (English, French, Spanish, Arabic, Chinese or Russian). However, please note during the Platform development process, many countries strongly recommended the use of English, in order to avoid any confusion due to possible mis-translations.**

- 8) If applicable, provide details on where the detection method protocols and appropriate reference material may be obtained. State what guidelines the detection methodology follows. You can upload up to three files by clicking on the “Browse” button besides the box that says “Upload”.
- 9) If you would like to share “complimentary information related to the conclusions of the safety assessment in accordance with the Codex Plant Guidelines”, first enter the title of the webpage, then insert the corresponding URL (starting with http://) next to the title to the page in order to create a hyperlink. If you would like to share any related documents, up to three files can be uploaded by clicking on the “Browse” button besides the box that says “Upload”.
- 10) Once you have finished filling in all the mandatory fields, please review the contents you have inserted, then click the “Save” button to submit your information. In case of errors, validation messages will appear, notifying you of the missing field(s)/incorrect format(s).

Please note that the information will not become available online immediately after you have submitted the information. After clicking the “Save” button, you will receive an email receipt of your submission. The format of all the entries will be reviewed by FAO Content Administrator before they will become available online. Please note that FAO is not responsible for the content of your submitted information. Your submitted records will be locked while in this review process and you will not be able to edit the record. Once your record has been reviewed and placed online, another email will be sent to you to confirm this. You can check the status of your record on the “My work area” page, under the “Your submitted records” tab.

Remember to click the “Log out” from the Platform, when you finish uploading information. See Section 10 for further information.

### 8.3 How to edit/update a posted record

If you would like to edit/update the information on the Platform, go to the “My work area” page and select the “List of records” tab (Figure 19). You can edit the information of posted records by clicking the Edit icon depicting a yellow pencil (✏) at the right side of the entry.

**Figure 19-** List of records

Once you have finished editing/updating, press the “Save” button to re-submit the record. Please note that the information will not become available online immediately after you have submitted the information. After clicking the “Save” button, you will receive an email receipt of your submission. The format of all the entries will be reviewed by the FAO Content Administrator once again before they will become available online. Please note that FAO is not responsible for the content of your submitted information. Your re-submitted records will be locked again while in this review process and you will not be able to edit the record. Once your record has been reviewed and made available online, another email will be sent to you to confirm this. You can check the status of your record on the “My work area” page, under the “List of records” tab.

#### 8.4 How to add a new unique identifier to the drop-down list

If you cannot find the OECD Unique Identifier of the information you would like to submit in the drop down list, or if you are submitting a record with a new unique identifier, first add a new unique identifier to our database before filling out the record form (section 8.2), otherwise you will lose the data.

Follow the step-by-step instructions below.

- 1) Make sure you have logged in (section 9).
- 2) Click “My work area” from the left navigation menu (or a button says “Go to my work area” on the screen immediately after your logging in).
- 3) Click the blue “Add new unique identifier” tab on the top.
- 4) Click on the blue “Add new unique identifier” button.
- 5) You will be directed to the New unique identifier form (Figure 20)

**Figure 20-** New unique identifier form

If you can't find your organisms/commodity option in the drop downlist, please send us an email ( GM-Platform@fao.org ) with "Organisms/Commodity" in the subject line. In the body of the email, indicate the new organisms/commodity you would like to add to the list. Please include your contact information including the organization/agency name and the country name.

**Add new unique id\***

**Unique identifier \***

**Organisms/commodity \***

Alfalfa / Lucerne  
Canola / Oilseed rape / Rape Seed  
Corn / Maize  
Cotton  
Flax / Linseed

**Traits \***

Low level of fatty acids  
Male sterility  
Papaya ringspot virus resistance  
Potato leaf roll virus resistance  
Potato virus Y resistance  
Reduced ethylene synthesis

- 6) Enter the unique identifier code in the top field labelled “Unique identifier”. (Please make sure to check with the developer of the product what Identifier to use. The developer should set the unique identifier in accordance with the OECD document entitled “*Revised 2006: OECD Guidance for the Designation of a Unique Identifier for Transgenic Plants*”. See Resources section of the Platform to download the document.)
- 7) Select the related commodity from the drop down list.

**NOTE:**

If you can't find the commodity you are searching for in the drop down list, please send us an email at [GM-Platform@fao.org](mailto:GM-Platform@fao.org). In the e-mail please write “Commodity” in the subject line. In the body of the email, indicate the new commodity you would like to add to the list. Please include your contact information including the organization/agency name and the country name.

- 8) Select the related traits from the drop down list. You can select multiple values in the list by holding down the Control key of your keyboard while choosing list options. To de-select a value, hold the Control key of your keyboard and click on the list item once more.

**NOTE:**

If you can't find the traits you are searching for in the drop down list, please send us an email at [GM-Platform@fao.org](mailto:GM-Platform@fao.org). In the e-mail please write “Traits” in the subject line. In the body of the email, indicate the new trait(s) you would like to add to the list. Please include your contact information including the organization/agency name and the country name.

- 9) Review your entry and click “Save” to finish creating the code
- 10) Once you have finished this process, the new unique identifier you have created will be available to choose in the drop-down list on the record submission form (Figure 18). Please note that the unique identifier you have added will be visible only to you until the main record (Figure 18) is submitted to FAO and published.

## 8.5 How to enter/update my country profile

In order to edit your “Country profile”, follow the steps below.

- 1) Make sure you have logged in (section 7).
- 2) Click “My work area” from the left navigation menu (or a button says “Go to my work area” on the screen immediately after your logging in).
- 3) Click the blue “Country profile” tab on the top.
- 4) Click on the blue “Edit country profile” button.
- 5) You will be directed to the Country profile form (Figure 21).

The “Country profile” is visible when a visitor browses the entry your country has submitted (Figure 8). The country profile is also visible from the pop-up menu from the individual detailed page for a unique identifier once a visitor clicks the button labelled “View Country Profile” (Figure 11). The “Country profile” page (Figure 16) offers a space for countries to provide information about GM food safety assessment in their country.

You will see the “Country profile” page is separated into the following sections:

- **Country introduction:** countries are invited to provide any relevant country information on GM food safety assessment. It provides a space to explain any of the country’s specific schemes/mechanisms for safety assessment and/or systems to review/authorize product applications.
- **Relevant links:** links to national documents, databases or websites.
- **Relevant documents:** various documents that the country would like to share.
- **Stacked events:** If your country prefers, a short description of existing national policies, regulations, mechanisms or approaches in assessing “stacked” events can be provided in this space.
- **Contact details of the competent authority(s) responsible for the safety assessment and the product applicant.**

Remember to click the “Log out” from the Platform, when you finish uploading information. See Section 10 for further information.

**Figure 21 –Edit country profile page**

The screenshot displays the 'Edit country profile' page of the FAO GM Foods Platform. The top navigation bar includes the FAO logo, language selection (english), and social sharing options. The main header features the platform's name and a stylized plant graphic.

**Country information about GM food safety assessment:** This section contains a dropdown menu for 'Country introduction' filled with repeated entries. Below it is a 'Relevant links:' section with three rows for inserting website titles and URLs. A 'Relevant documents:' section shows three document attachments: '2\_1.doc', '1\_2.doc', and '1\_3.doc', each preceded by a checkbox labeled '(check to remove)'.

**Information on stacked events:** This section includes a dropdown menu for 'Stacked events' filled with repeated entries. It also contains fields for 'Contact details of the competent authority(s) responsible for the safety assessment and the product applicant' and 'Name/Title of the regulator dealing with GM food approvals'. At the bottom are 'Submit changes' and 'Exit without a change' buttons.

At the very bottom of the page are links for 'Contact us | Terms and Conditions | Scam Alert' and the copyright notice '© FAO, 2013'.

All the fields on the “Country profile” form are optional, so it is possible to leave fields empty. If all fields are empty, no information will appear on your country profile page.

Once you have finished entering your information, press the “Submit changes” button to save the information. You can edit/update your “Country profile” page anytime. Your saved information will not be reviewed by FAO and the changes you make will be immediately reflected in the Platform. Remember to click the “Log out” from the Platform, when you finish uploading information. See Section 12 for further information.

## 8.6 How to check/update my registered account information

In order to edit your account information, follow the steps below.

- 1) Make sure you have logged in (section 7).

- 2) Click “My work area” from the left navigation menu (or a button says “Go to my work area” on the screen immediately after your logging in).
- 3) Click the blue “Your account information” tab on the top.
- 4) Click on the blue “Edit profile” button.
- 5) You will be directed to the Edit profile form (Figure 22)

The “Your account information” page (Figure 17) summarizes your registered account details. This page shows the following items of your account:

- Email
- Organization/agency name (Full name)
- Region
- Country
- Contact person name
- Website
- Physical full address
- Phone number
- Fax number

**Figure 22 – Edit country profile page**

The screenshot shows the 'Edit profile' page of the FAO GM Foods Platform. The page has a blue header with the FAO logo and the text 'Food safety and quality'. Below the header, there's a navigation bar with links like 'FAO Home', 'Food safety and quality', 'GM Foods Platform', etc. The main content area is titled 'Edit profile' and contains the following form fields:

E-mail *	massimiliano.deluca@
Email confirmation	massimiliano.deluca@
Username *	FAO
Password *	*****
Confirm password	*****
Region	CCEURO - Europe region
Country	Poland
Organization/agency name (Full name) *	Test
Contact person name	Test
Website	www.fao.org
Physical full address *	Viale delle Terme di Caracalla, 00100 Rome, Italy
Phone number *	087867678
Fax number	078896890

At the bottom of the form are two buttons: 'Submit changes' and 'Exit without a change'. The 'Submit changes' button is highlighted with a yellow background.

- 6) You will be able to edit/update the following fields: email, password, contact person name, telephone number, fax number. Changes are recorded only after the "Submit changes" button is clicked. You will receive a notification e-mail that you have successfully changed your account information.

Remember to click the "Log out" from the Platform, when you finish editing/updating information. See Section 10 for further information.

**Note:**

- Should you need to change any other items under your account information, please send an email to [GM-Platform@fao.org](mailto:GM-Platform@fao.org).
- If you do not make any changes to the form, click the "Exit without a change" button to leave the page.

## 9 Helpful tips

You will notice there is a sub-menu under "My work area" on the left side navigation menu, called "Helpful tips". Clicking the link will take you to the page that contains some useful tips for first-time users and FAQs for Uploaders (Annex I) when filling out the online forms (Figure 23).

**Figure 23- Helpful tips page**

**Food safety and quality**

GM Foods Platform > My work area > Helpful tips

**FAO GM Foods Platform**

**Helpful tips**

We recommend that you take a few minutes to read through the Platform User Guide before filling in the on-line form. The submission process is simple and will probably take between twenty and thirty minutes to complete.

- ▶ Step one: Read carefully the form and make sure you can provide the required information and documents.
- ▶ Step two: Fill out all necessary blanks, typing your answers in the response boxes and uploading your files. You can upload up to 3 files at a time. Acceptable file formats are: Portable Document Format (.pdf) and Microsoft Word (.doc, .docx).
- ▶ Step three: Check your answers
- ▶ Step four: Click on 'Save' button.

The form consists of 10 fields, according to the items listed in the Codex Plant Guideline (CAC/GL 45-2003, Annex 3). A red asterisk (\*) indicates a mandatory field. The following fields are optional: 1) Links to the information on the same product in other databases maintained by relevant international organizations, as appropriate; 2) Where detection method protocols and appropriate reference material (non-viable, or in certain circumstances, viable) suitable for low-level situation may be obtained; 3) Relevant links to documents and information prepared by the competent authority responsible for the safety assessment; 4) Authorization expiration date.

- ▶ The form should be completed and submitted in a single session as it is not possible to save a partially completed form online.
- ▶ If you log out without submitting your work, the information entered will be lost.

- ▶ It is therefore recommended that you prepare your responses offline, where appropriate, cut and paste them into the relevant sections during the single section.
- ▶ You will be able to view your complete form only by clicking the 'Save' button.
- ▶ If you have missed out information or you have incorrectly filled in some parts of the submitted form , please contact us.
- ▶ Records are locked while in an approval process and you will not be able to make any changes to it.
- ▶ After you submit your form, you will be sent an acknowledgement e-mail shortly to confirm that your information and files have been safely processed.
- ▶ Once your record is submitted, the administrator has to approve it for publication.
- ▶ If you click on "My work area", in the left-hand side menu, you will see your uploaded file(s) and information and their status.

If you have any questions about the form filling process please contact us at [GM-Platform@fao.org](mailto:GM-Platform@fao.org).

The below set of frequently asked questions (FAQ for uploaders) provides brief guidelines to answering.

- ▶ [1. What information do I need to provide in the summary of the application?](#)
- ▶ [2. What information do I need to include in the summary of the safety assessment?](#)
- ▶ [3. What other information needs to be addressed regarding the product?](#)
- ▶ [4. Is there a maximum \(or recommended\) length for the summary field?](#)
- ▶ [5. What files format and versions would be accepted?](#)
- ▶ [6. Is there any limit to the number of files that can be uploaded?](#)
- ▶ [7. Can I provide hyperlinks instead of uploading files or providing text?](#)
- ▶ [8. What language\(s\) should I use to submit data and information to the Platform?](#)
- ▶ [9. What do I provide in the field "Relevant links to documents and information prepared by the competent authority responsible for the safety assessment "?](#)
- ▶ [10. Can I save a partially completed form?](#)
- ▶ [11. Who is the administrator of FAO GM Foods Platform?](#)
- ▶ [12. What is the role of the administrator?](#)
- ▶ [13. Who is responsible for the correctness of the information on safety assessment of foods submitted by countries and published on the Platform?](#)
- ▶ [14. Will FAO be responsible for maintaining links to other databases?](#)

## 10 How to log out from the Platform

Remember to click the "Logout" from the Platform, when you finish uploading information. In order to log out, follow the steps below.

- 1) Click "Logout" from the left navigation menu.
- 2) Your login status page appears (Figure 24).

Figure 24 – Current online status page

The screenshot shows the FAO GM Foods Platform's online status page. At the top, there is a blue header bar with the FAO logo and the text "Food safety and quality". Below the header, the main title "FAO GM Foods Platform" is displayed in large white text on a dark blue background, accompanied by a stylized green DNA helix graphic. On the left side, there is a vertical sidebar menu with the following items: "FAO Home", "Food safety and quality" (which is highlighted in blue), "GM Foods Platform", "Browse information by", "OECD Unique Identifier", "Commodity", "Country", "Resources", "FAQ for visitors", "My work area", "Helpful tips", and "Logout". Below the sidebar, there is a "Google Custom Search" bar. In the center, under the heading "Current online status", it says "Here you can see your current online status. If you want to leave this website, please don't forget to log out." It shows the "Username: FAO" and a "Logout" button. To the right of the "Logout" button is a blue button labeled "Go to my work area". At the bottom of the page, there are links for "Contact us", "Terms and Conditions", and "Scam Alert", along with the copyright notice "© FAO, 2013".

- 1) Click the “Logout” button.
- 2) You are logged off from the Platform. You will be directed to the log in form (Figure 12).

## Annex I - FAQ

### FAQ for Visitors

➤ **What is the basis of the safety assessment information shared on this Platform?**

The safety assessment information shared on FAO GM Platform should be based on the principles and guidelines developed by the Codex Alimentarius Commission. Many international expert consultations carried out by the Food and Agriculture Organization of the United Nations (FAO) and the World Health Organization (WHO) have contributed to the development of these principles and guidelines.

Please see [Resources section](#) for more information.

➤ **What is an OECD unique identifier?**

The FAO GM Foods Platform applies the OECD's unique identification system for transgenic plants. The Unique Identifier is a code of a fixed length of 9 alphanumeric digits for a transformation event derived from recombinant DNA techniques. It is composed of three elements separated by dashes:

- 2 or 3 alphanumeric digits to designate the applicant;
- 5 or 6 alphanumeric digits to designate the "transformation event"; and
- One numerical digit as a verification.

Please consult [Revised 2006: OECD Guidance for the Designation of a Unique Identifier for Transgenic Plants](#) for more information.

➤ **Where can I find information about the procedure for safety assessment of GM plants?**

Please refer to the Codex Plant Guideline, entitled ["Guideline for the conduct of food safety assessment of foods derived from recombinant-DNA plants \(CAC/GL 45-2003, annex III adopted in 2008\)](#)

➤ **Does the FAO GM Foods Platform also cover with feed?**

This Platform is established for Codex Members to share information on safety assessment of foods derived from recombinant-DNA plants authorized in accordance with the Codex Plant Guideline. However, countries have the opportunity to indicate feed related authorization information.

➤ **I would like to provide a comment/suggest a change to the Platform. How do I proceed?**

Any comments can be sent to GM-Platform@fao.org. However, if you are suggesting a change to the Platform, the suggestion should be submitted through your (closest) national Focal Point to have a consensus by all Codex Members. Please discuss your suggestion with your country's [Codex Contact Point](#) to seek a way to obtain the consensus among Codex Members (not Observers).

➤ **Who is responsible for the correctness of the information on safety assessment of foods submitted by countries and published on the Platform?**

Focal Points who have been nominated by the Codex Contact Points are responsible for the correctness of the records that they submit. FAO checks the format of the submitted records.

➤ **Who can upload the information to the FAO GM Foods Platform?**

Only officially nominated Focal Points can upload information to the Platform, after the FAO Content Administrator grants the nominee access to the Platform.

#### **FAQ on user registration**

➤ **What name do I provide when registering?**

Provide the full name of your organization or agency with an acronym in parenthesis if applicable, the full name of your department, section or unit responsible for the safety assessment. Ensure that the name of your organization is correctly reflected in the form.

➤ **What address do I provide?**

Provide your full physical business address of the organization and your work e-mail address in the registration form, as this will be used as primary means of communication with FAO. Please ensure it is correctly reflected in the form.

➤ **Who can upload information to the Platform?**

The information/data shared on the platform will be uploaded only by the Codex-nominated focal points from national authorities (government agencies).

➤ **Who should I contact if I need help with my registration?**

If you experience problems with the registration, contact [GM-Platform@fao.org](mailto:GM-Platform@fao.org).

## Helpful tips - FAQ for Uploaders

### ➤ What information do I need to provide in the summary of the application?

Please provide an explanatory summary regarding the product details which includes name of the product, its scientific name, the country of authorization, date of authorization, the scope of authorization and other details on the product and the organization Please refer to the [Codex Plant Guideline](#) for more details.

*Kindly note that the intent of the summary of application field is to provide only summarized information, so please do not submit an entire application.*

### ➤ What information do I need to include in the summary of the safety assessment?

Please provide a summary of the safety assessment , which should be consistent with the framework of food safety assessment of the Codex Plant Guideline including:

- a. A description of the rDNA plant and the host plant and its use as a food.
- b. A description of the donor organism(s)
- c. Information on naturally occurring toxins and allergens.
- d. A description of the genetic modification
- e. A characterization of the genetic modification(s)
- f. For any expressed substances in the r-DNA plant the information to be provided include the gene product(s) (e.g. protein or an untranslated RNA), gene product(s)'function, a phenotypic description of the new trait (s) and the concentration of the expressed substance in the edible portions of the rDNA plant.
- g. Analyses of key toxicants and allergens are important in certain cases of foods from rDNA plants (e.g. those that are commonly consumed whole and undiluted such as potatoes, tomatoes, and papaya).
- h. Safety assessment of the possible toxicity and the allergenicity (Proteins) of newly expressed substances.

Please see [Resources section](#) to check available documents for more information.

**Kindly note that the intent of the summary of application field is to provide only summary information and not the entire application submitted as part of the request for authorization.**

### ➤ What other information needs to be addressed regarding the product?

Please, provide details of any detection method protocols together with reference materials relevant to detection of the product. State whether the detection methodology follows [Codex Plant Guideline](#) or follows some other recognized standard protocol.

### ➤ Is there a maximum (or recommended) length for the summary field?

There is no set length for the summary field, though it should not be too excessively long. If an attachment is provided, the summary text field can be left empty.

### ➤ What files format and versions would be accepted?

Acceptable files format are Portable Document Format (.pdf) and Microsoft Word (.doc; .docx). Files should not exceed 40MB in size.

### ➤ Is there any limit to the number of files that can be uploaded?

Yes, there is a limitation. You may select up to three files for each form item.

### ➤ Can I provide hyperlinks instead of uploading files or providing text?

Please provide a short text summary together with the URL in the summary text box or upload files. This will prevent the Platform having broken links in a longer term scheme.

### ➤ What language(s) should I use to submit data and information to the Platform?

In principle, all the records must be in one of the FAO official languages (English, French, Spanish, Arabic, Chinese or Russian). However, please note during the Platform development process, many countries strongly recommended the use of English, in order to avoid any confusions due to possible mistakes in translation.

➤ **What should I provide in the field “Relevant links to documents and information prepared by the competent authority responsible for the safety assessment”?**

If applicable, please provide a link (URL) to your national decision document, relevant data uploaded to other databases, public notification documents available on your websites etc.

➤ **Can I save a partially completed form?**

It is not possible to save a partially completed form. Uploaders should make sure that they have all the information available before uploading a new record. It may be useful to prepare the information in an offline document, ready to cut and paste into the relevant fields.

➤ **Who is the administrator of FAO GM Foods Platform?**

FAO's Food Safety and Quality Unit in the Agriculture and Consumer Protection Department is responsible for the FAO GM Foods Platform. Contact [GM-Platform@fao.org](mailto:GM-Platform@fao.org) for more information.

➤ **What is the role of the administrator?**

The FAO GM Foods Platform administrator is responsible for maintaining the website. The duties of the administrator include the regulation and management of access rights of users, the approval of submitted records, ensuring that the web servers, hardware and software are operating correctly, generating and revising web pages and replying to user comments.

➤ **Who is responsible for the correctness of the information on safety assessment of foods submitted by countries and published on the Platform?**

The FAO Content Administrator will check the format of the submitted records. All the Platform Focal Points who have been nominated by the Codex Contact Points will be responsible for the correctness of the records that they submit.

➤ **Will FAO be responsible for maintaining links to other databases?**

FAO will be checking and updating the Resources section but not the individual country pages. Country information should be edited and maintained by the nominated Focal Point.