



CASE STUDY 6:

Registering Data into the BCH Central Portal:

Risk Assessment and National Laws or Regulations.

Objective:

To understand the process of registering (submitting and approving) information on the BCH, specifically about Risk Assessment and National Laws or Regulations

To have a general knowledge about the different data input screens.

References:

<http://bchtraining.cbd.int> (Training demonstration website)

Module 6: Using the Management Centre

Module 7: Registering National Information in the BCH Central Portal



CASE STUDY 6:

Registering Data into the BCH Central Portal:

Risk Assessment and National Laws or Regulations.

Participants should form Groups by seating rows

- Row 1 : Group 1 – Greece
- Row 2 : Group 2 - Angola.
- Row 3 : Group 3 – Andorra
- Row 4 : Group 4 - Comoros.
- Row 5 : Group 5 - Benin.

Each user of a group will take the role of a National Authorized User and National BCH Focal Point, in turns

You have a username “GROUPE_x.NAU_n”.(e.g. “GROUPE_3.NAU_2”) or “GROUPE_x.NFP” (e.g. “GROUPE_5.NFP”

Deploying the lab:

- First time, first in row will be BCH-NFP, all the other will be NAUs
- Participants would enter the Training website using the following URL <http://bchtraining.cbd.int>
- Use the login / password to enter into the management center – user as explained above, all passwords are “montreal”.
- Following the assigned role (NAU1, NAU2, etc), each participant should enter some fictitious data about one Risk Assessment related to one existing LMO, and, after that, one record about one National Law or Regulation (referencing an existing Competent National Authority). She / he will see it as “pending approval”.
- BCH-NFP also enters some records (NOTE that in this case they will be automatically validated).
- When all group participants have entered at least one record of each kind, the BCH-FP validates or rejects *one of them*. The NAUs could watch the

process on BCH-FP's computer.

- Participants exchange roles between them so that each participant can play the role of a BCH-FP.

During this exercise, participants can explore the following functions:

- Using the translation button (little grey button labeled SP, FR, RS, etc) to add a translation
- Using the Mailbox button. This function has been developed to show the emails exchange between the system and the users (confirmation emails, request for validation email.
- Edit or delete metadata
- Save a draft for later editing