



#### **CASE STUDY 4:**

#### **Registering Data into the BCH Central Portal: Contact Information and Competent National Authorities**

#### **Objective:**

- To understand the process of registering (submitting and approving) information on the BCH, specifically about Contact Information and Competent National Authorities.
- To have a general knowledge about the different data input screens.

#### **References:**

- Training Site for the BCH Management Centre (Go to <http://bch.cbd.int> > Resources > Training Site of the BCH)
- Manual 6: Registering Information in the BCH Central Portal
- Manual 7: Registering National Information in the BCH Central Portal



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**Participants should form Groups by seating in rows as follows<sup>1</sup>:**

- 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 participant in each group will take turns in assuming the role of the BCH-National Focal Point while the rest are National Authorized Users.**

**Your username is the email address that you used to create your BCH account. Your password is the password that you entered when you created your BCH account.**

**If you have not created a BCH account yet, do so now. Please refer to “MO06 Training Module” for details in creating a new BCH account. IMPORTANT: Remember to use an email address that you always open, and do not forget your password.**

#### **Deploying the lab:**

During the first round, the first participant in the group will be the BCH-NFP. All the other participants will be NAUs.

Participants should enter the **BCH Training Site** using the link in the BCH Central Portal. Please follow the procedure in Case Study 03 or better yet, refer to MO06 Training Module for more details on how to use the BCH Training Site.

Following the assigned role (NAU1, NAU2, etc), each participant should enter some

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<sup>1</sup> Countries names here as examples, can be changed as needed as long as the groups are clearly identified.

fictitious data about Contact Information and after that, about Competent National Authority (referencing the previously registered Contact Information). S/He will see its status as “pending approval”.

BCH-NFP also enters some record (NOTE that in this case it will be automatically validated).

When the group’s participants have entered at least one record, the BCH-NFP can practice “approve,” “cancel” or “request changes.” Practice “request changes” for at least one submission. The NAUs could watch the process on BCH-NFP’s computer. Practice also the “cancel” functionality to see how the record can be put as in a “draft” state or completely deleted

Participants shall exchange roles between them so that each participant in the group can play the role of a BCH-NFP.

**During this exercise, participants can also explore the following functions:**

- Use the “Specify languages” button (upper-right corner of the data entry form) to add a translation.
- Use the “Review” button to automatically check and validate the entered data.
- Save a draft to make changes later.



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### **TRAINER NOTES**

#### **Training Objective:**

For users to practice using the BCH Management Centre to register a Contact Information (which is a “Reference Record”) and a Competent National Authority.

#### **Requirements:**

A BCH account and access to the BCH.

#### **Notes:**

- Users can work singly or in small groups for this exercise.
- Participants need to have their own BCH account ready. They will login the **BCH Training Site** using their own BCH account. Refer to MO06 Training Module for details on how to create a BCH account, and on how to use the **BCH Training Site**.
- It is recommended for you to setup your own Training Space for your workshop before you start this exercise. Otherwise, the participants can select the “Public BCH Training” training space.
- At the end of the exercise, the instructor (logged in with the role “Administrator: BCH Training Site”) will need to validate completed reference (Contact) records so that participants can access them through the Biosafety Information Resource.
- Users can then observe the “record status” – link on the left bar
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