



CASE STUDY 5:

Registering Data into the BCH Central Portal: LMOs and Decisions on LMOs

Objective:

- To understand the process of registering (submitting and approving) information on the BCH, specifically about LMOs and Decisions or Declarations on LMOs.
- 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)
- Offline Common Formats (Go to <http://bch.cbd.int> > Resources > Common Formats)
- Manual 6: Registering Information in the BCH Central Portal
- Manual 7: Registering National Information in the BCH Central Portal
- Manual 8: Registering Reference Information in the BCH Central Portal



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Participants should form Groups by seating in rows as follows¹:

- 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.

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 go to the **BCH Training Site** and login to the BCH Management Centre using their own BCH account's username and password. Please check Case Study 03 for the procedure or better yet refer to MO06 Training Module for details on how to use the BCH Training Site.
- Following the assigned role (NAU1, NAU2, etc), each participant should enter some fictitious data about one LMO, and then one record about one Decision or Declaration on LMOs (referencing the previously registered LMO, and already existent Contacts and Competent National Authority information, that should have been completed in Case Study 04). S/He will see its status as "pending approval".
- BCH-NFP also practices to enter new records (note that in this case they will be automatically validated).
- When the group's NAUs have entered at least one record, the BCH-NFP can practice "approve" and "request changes." Practice "request changes" for at

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

least one submission. The NAUs could watch the process on the 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 and to quickly see what data is missing.
- Save a draft to make changes later.



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TRAINER NOTES

Training Objective:

For users to experience the process of using the Management Centre to register LMOs and Decisions or Declarations on LMOs.

Requirements:

A BCH account (registered as a general user) and access to the BCH.

Notes:

- It is recommended to go through Case Study 04 (Registering Contacts and National Competent Authorities) before working on this Case Study.
- 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 Manual for details on how to create a BCH account.
- 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.
- This exercise requires that in each group's Training Space, there are existing records for an LMO, a Contact Information, a CNA, and a Risk Assessment. Thus you may opt to do Case Study 06 (Registering Risk Assessment and Laws), and Case Study 16 (Organization registers a contact person) first before doing this one.
- It is recommended to inform the participants to first use the “offline common format” (i.e. the MS Word form) to fill-up their data for a LMO and a “Decision or Declaration on LMOs.” This ensures that they have a copy of the Decision

record, and to eliminate internet connection problems. They can also take their time to complete all the required information. Once the Word form is complete, it would be easy to cut-and-paste the data from the Word form, into the “online form” in the BCH Management Centre. To download the “offline common formats”, please refer to MO06 Training Manual.