



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 :

- 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)
- Module 6: Registering Information in the BCH Central Portal
- Module 7: Registering National 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:

- On the first round, first participant in the row 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 Risk Assessment (referencing an existing LMO record and an existing Competent National Authority record). S/He will see its status as "pending approval".
- Participants also enter one record about one National Law or Regulation (referencing an existing Competent National Authority). S/He will see its status as "pending approval".
- BCH-NFP also enters some records (note that in this case they will be automatically validated).
- When the group's participants have entered at least one record, the BCH-NFP
- _____

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

can practice “approve”, and “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 can play the role of a BCH-NFP.

During this exercise, participants can 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 experience the process of using the Management Centre to register Risk Assessments and National Laws or Regulations.

Requirements:

A BCH account (registered as a general user) 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.
- 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, and a CNA. Thus it is recommended that the participants create a dummy record of each one first. Let the “BCH-NFP participant” approve these records first before they create a Risk Assessment and Law.
- 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 “Risk Assessment.” This ensures that they have a copy of the Risk Assessment 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 Module.