



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:

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

Module 6 Using the Management Centre

Module 7: Registering National Information in the BCH Central Portal



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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 is “montreal”.

Following the assigned role (NAU1, NAU2, etc), each participant should enter some fictitious data about one LMO and, after that, one record about one Decision or Declaration on LMOs (referencing the previously registered LMO, Contact Information and 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 to make later changes