



CASE STUDY 06:

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:

- BCH Training Site (Go to <http://bch.cbd.int> > Help (or Resources) > Training Site of the BCH).
- Offline Common Formats (Go to <http://bch.cbd.int> > Resources > Common Formats).
- Manual 06: Registering Information in the BCH Central Portal.
- Manual 07: Registering National Information in the BCH Central Portal.
- Manual 08: Registering Reference Information in the BCH Central Portal
- Case Study 25: “A Competent National Authority registers a risk assessment and decision to import herbicide tolerant cotton”.
- Case Study 26: “A National Focal Point registers biosafety laws”.



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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. Please check Case Study 03 for the procedure or better yet refer to MO06 Training Manual 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 can practice “approve”, and “request changes.” The NAUs could watch the process on BCH-NFP’s computer. Practice “request changes” for at least one submission. Practice also the “cancel” functionality to see how the record
- _____

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

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 specify record’s language, as well as to add a translation.
- Use the “Review” button to check entered data and to quickly see if any data is missing.
- Save a draft to make changes later.



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TRAINER NOTES

Training Objective:

To learn how to use the BCH Management Centre to register Risk Assessments and National Laws or Regulations.

Requirements:

BCH account and access to the BCH.

Notes:

- 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, and a CNA. Thus it is recommended that the participants create a dummy record of each one first. After that, let the “BCH-NFP participant” approve the CNA records, and the instructor (logged in with the role “Administrator: BCH Training Site”) will need to validate completed reference records (Contacts, LMOs) so that participants can start creating Risk Assessment and Law records. 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 generated by a regulatory process.” 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 Manual.

- Case Study 25: “A Competent National Authority registers a risk assessment and decision to import herbicide tolerant cotton” is recommended to be done together with this Case Study.
- Case Study 26: “A National Focal Point registers biosafety laws” is recommended to be done together with or in place of this Case Study.