



BCH
training



CASE STUDY 05:

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 and Other Communications on LMOs.
- 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



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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, one of the participants 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. 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 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.” The NAUs could watch the process on the BCH-NFP’s computer. Practice “request changes” for at least one

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

submission. 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 specify record’s language, as well as to add a translation.
- Use the “Review” button to check 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:

To learn how to use the Management Centre to register LMOs and Decisions and Other Communications on LMOs.

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, a Contact Information, a CNA, and a Risk Assessment. Thus you may opt to do Case Study 06 (Registering risk assessment and national laws or regulation), and Case Study 04 (Registering contact information and competent national authority) 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 an LMO and a “Country’s Decision or Other Communication” 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.

- During this exercise, the instructor (logged in with the role “Administrator: BCH Training Site”) will need to validate completed reference records (Contacts, LMOs) so that participants can access them through the “Finding Information” section of the BCH Training Site.
- Users can then observe the “record status” – link in the left-hand menu.
- 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.