



 **CASE STUDY (CSSD02):**  
**Submitting data to the Biosafety Clearing House (BCH): Contact Information and Competent National Authorities.**

**Objective:**

- To understand the process of submitting (registering and approving) information to the BCH, specifically 'Contact Information' and 'Competent National Authorities' records.
- To have a general knowledge of the different data input screens.

**Mechanics:**

Participants should be divided into four groups of four members each. Each group will be assigned a given country. Participants in each group will take turns assuming the BCH National Focal Point role while the rest are National Authorized Users.

Groups and log-in details are summarized below:

| Group | Country | Role | User name                | Password    |
|-------|---------|------|--------------------------|-------------|
| 1     | Greece  | NFP  | greece.nfp@gmail.com     | Abdef1234\$ |
|       |         | NAU  | greece.nau1@gmail.com    | Abdef1234\$ |
|       |         | NAU  | greece.nau1@gmail.com    | Abdef1234\$ |
|       |         | NAU  | greece.nau1@gmail.com    | Abdef1234\$ |
| 2     | Angola  | NFP  | angola.nfp@gmail.com     | Abdef1234\$ |
|       |         | NAU  | angola.nau1@gmail.com    | Abdef1234\$ |
|       |         | NAU  | angola.nau2@gmail.com    | Abdef1234\$ |
|       |         | NAU  | angola.nau3@gmail.com    | Abdef1234\$ |
| 3     | Andorra | NFP  | andorra.nfp@hotmail.com  | Abdef1234\$ |
|       |         | NAU  | andorra.nau1@hotmail.com | Abdef1234\$ |
|       |         | NAU  | andorra.nau2@hotmail.com | Abdef1234\$ |
|       |         | NAU  | andorra.nau3@hotmail.com | Abdef1234\$ |
| 4     | Comoros | NFP  | comoros.nfp@hotmail.com  | Abdef1234\$ |
|       |         | NAU  | comoros.nau1@hotmail.com | Abdef1234\$ |
|       |         | NAU  | comoros.nau2@hotmail.com | Abdef1234\$ |
|       |         | NAU  | comoros.nau3@hotmail.com | Abdef1234\$ |

Participants should visit the BCH 'Training Site' (<https://bch.cbd.int>> Help> Training Site). Then log in using the assigned country user names and passwords.





Following the assigned role (NAU1, NAU2, etc.), each participant should submit a 'Contact Information' record using his coordinates. After that, they should submit a 'Competent National Authority' record (referencing the previously submitted 'Contact Information' record) using their institution information. Finally, S/He will see its status as 'Pending BCH-NFP Approval.'

The BCH-NFP can also submit some records (note that, in this case, it will be automatically published with a need to be validated).

When the group's participants have entered at least one record, the BCH-NFP can practice the 'Approve,' 'Edit,' or 'Reject' functionalities. The NAUs could watch the process on BCH-NFP's computer. Practice 'reject' for at least one submission. Participants should 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:

- Submitting the record in multiple languages by selecting the languages in the 'Please select in which language(s) you wish to submit this record' drop-down menu and including translation in the newly added fields.
- Use the 'Review' tab to check entered data and if any mandatory data is missing quickly.
- Use the 'Save Draft' functionality to save your data and make changes later.