



CASE STUDY (CSSD05):

Submitting data to the Biosafety Clearing House (BCH): An organization registers a contact person.

Objective:

Learn how to use the BCH to submit a 'Contact' record.

Scenario

As the information officer for a biosafety organization, you will likely use the BCH to submit several records where you will be the contact person for further information. To avoid typing this information several times, you want to create a record containing your contact details for later reference. Your business card is attached below¹.



Mechanics:

Participants need to have their own BCH account ready. They should create a BCH 'General User' account now if they do not have one.

NOTE: While registering as a BCH general user, use an email address you frequently open, and do not forget your password.

¹ The international dialing code for Jamaica is +1-876.





Participants should visit the BCH 'Training Site' (<https://bch.cbd.int>> Help> Training Site). Then log in using their BCH accounts. Then, they should fill in the 'Contact' record using the information provided on the business card.

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.