

INSTRUCTIONS FOR USING THE ATS ONLINE DISCUSSION FORUMS

This document provides instructions for use of the **CEP Discussion Forum** and the **ATCM Discussion Forum**. Queries regarding the use of the Forums should be directed to José María Acero (Antarctic Treaty Secretariat) at tito.acero@ats.aq.

1. Accessing the Forums

The online **CEP** Discussion Forum can be accessed by:

- i) going directly to <http://forum.cep.aq> (Note: no 'www' prefix); or
- ii) going to the home page of the Antarctic Treaty Secretariat website and clicking on the **CEP Forum** link in the bottom Tools and Resources section.

The online **ATCM** Discussion Forum can be accessed by:

- i) going directly to <http://forum.ats.aq> (Note: no 'www' prefix); or
- ii) going to the home page of the Antarctic Treaty Secretariat website and clicking on the **ATCM Forum** link in the bottom Tools and Resources section.

You will be directed either to the CEP or the ATCM Discussion Forum 'homepage', which will look like the image below:

The screenshot shows the homepage of the Antarctic Treaty Consultative Meeting Discussion Forum. The header features the organization's logo and name, along with search and advanced search options. A navigation bar includes a board index, FAQ, and login links. The main content area displays a table with one topic, 'Forum Help and Instructions', and a login form at the bottom.

	TOPICS	POSTS	LAST POST
Forum Help and Instructions	1	1	by Secretariat Mon 13 Aug 2007 5:55 pm

LOG IN
Username: Password: | Log me on automatically each visit

To access the forums you must log in using the username and password provided by the Secretariat to your ATCM Party/CEP Member, Expert or Observer organization. This will ensure that any comments you make are attributed correctly.

Note that these username and password are different to others used to access:

- the CEP Workspace
- the ATCM Meeting documents sections prior to the meetings
- the AT Contact Database and the Electronic Information Exchange System (EIES)

If you don't have or remember your username and password, please contact José María Acero (Antarctic Treaty Secretariat) at tito.acero@ats.aq.

Once logged in, you will be able to see the list of current Categories (e.g. **Intersessional activities 2011/2012**) and forums (e.g. **Draft CEP XIV Report**):

WELCOME TO THE CEP DISCUSSION FORUM			
	TOPICS	POSTS	LAST POST
Forum Help and Instructions	1	1	by Secretariat Fri 20 Jul 2007 6:09 pm
INTERSESSIONAL ACTIVITIES 2011/2012			
Draft CEP XIV Report Moderator: Secretariat	2	6	by Secretariat Wed 10 Aug 2011 1:59 pm
Subsidiary Group on Management Plans (SGMP) 2011-2012 CEP Members Discussion Forum for intersessional review of draft Management Plans. Moderators: Australia, Secretariat	2	2	by Australia Thu 11 Aug 2011 1:11 am
IWG on Area Protection at Taylor Glacier and Blood Falls International Working Group aimed to develop a draft management plan to present to the CEP in 2012. Moderators: United States, Secretariat	1	2	by Belgium Tue 23 Aug 2011 1:10 pm
International Working Group on Fildes Peninsula 2011-2012 Discussion of the International Working Group on a Management Strategy for Fildes Peninsula Moderators: Chile, Germany, Secretariat	1	1	by Germany Tue 16 Aug 2011 5:18 pm
Informal contact group on the improvement of the Electronic Information Exchange System (EIES) At CEP XIV the Secretariat agreed to convene an informal contact group on the CEP Discussion Forum to coordinate technical proposals from Members on this matter (CEP XIV Report, paragraph 16) Moderator: Secretariat	1	1	by Secretariat Fri 19 Aug 2011 2:37 pm

Current discussions are usually shown in the first category while the bottom categories group previous archived discussions.

The columns on the right show the current state of the discussion:

- the **Topics** column shows the number of topics being discussed in the forum;
- the **Post** column shows the number of comments that have been posted; and
- the **Last Post** column shows the date, time and author of the most recent comment.

Forums or topics showing the padlock sign are locked, which means that the discussion has ended, but you can still browse the contents.

2. Viewing Topics

To enter a forum click on its name (e.g. [ICG on passenger vessels 2008/2009](#)). You will find the list of [Topics](#) belonging to that forum:



The screenshot shows the forum interface for the Antarctic Treaty Consultative Meeting. The forum name is "ICG on passenger vessels 2008/2009". The moderators are Norway and Secretariat. The forum is currently locked. A search bar is available for this forum. The list of topics is as follows:

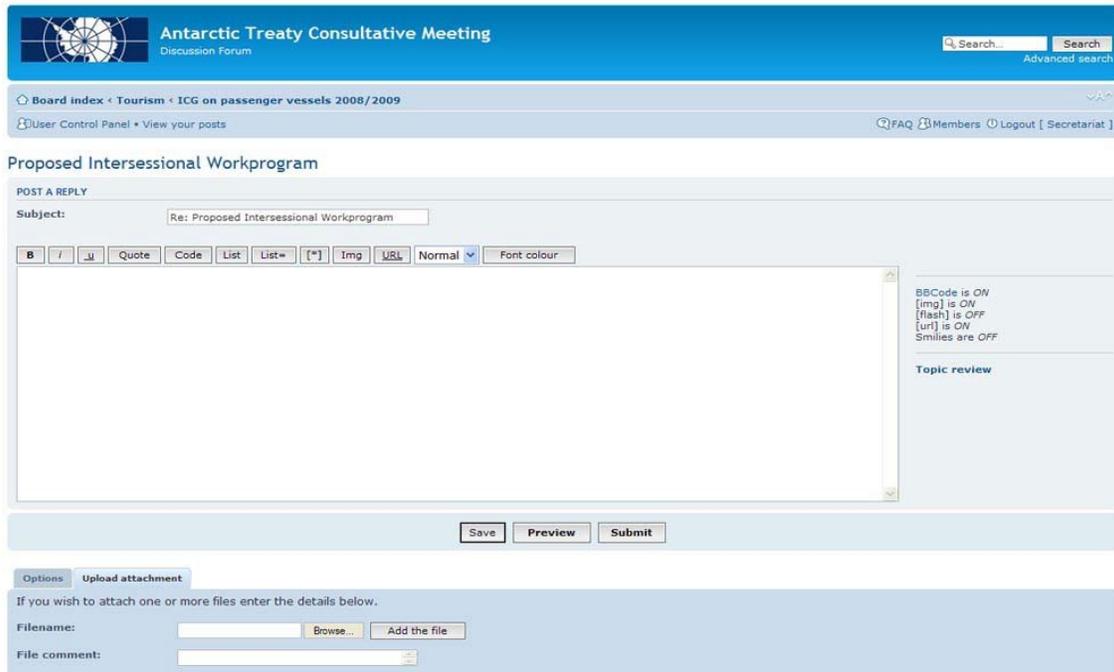
TOPICS	REPLIES	VIEWS	LAST POST
ICG Final Report and Draft MSC document by Norway • Fri 27 Feb 2009 12:20 pm	0	4	by Norway  Fri 27 Feb 2009 12:20 pm
Revised ICG Draf Report (Last round) by Norway • Mon 16 Feb 2009 12:11 pm	1	34	by United States  Thu 19 Feb 2009 9:41 pm
ICG Draft Report and Document to be submitted to IMO by Norway • Tue 20 Jan 2009 4:28 pm	4	69	by IAATO  Mon 16 Feb 2009 12:16 am
Refining the ICG's Risk Analysis Process by United States • Thu 18 Sep 2008 5:05 pm	16	343	by United States  Tue 23 Dec 2008 10:19 pm
Proposed Interseasonal Workprogram by Norway • Thu 21 Aug 2008 12:39 pm	1	128	by ASOC  Thu 21 Aug 2008 8:47 pm

Display topics from previous: [All Topics](#) Sort by [Post time](#) [Descending](#) [Go](#)

Topics may include explanatory comments as an [Announcement](#). You should read these comments for directions on the question or issue being discussed. (Entries made under some Topics may also include links to relevant other Internet pages or documents. Click on these links to gain access).

3. Responding to Topics

Some discussions are open only to certain types of parties or members so depending on the forum selected you might or might not be able to participate in the discussion. If you are, unless the forum is locked, you can respond to any Topic by navigating to that Topic and clicking on the [Post a reply](#) button. This will bring up the [Post a reply](#) screen:



The screenshot shows the 'Post a Reply' interface for the Antarctic Treaty Consultative Meeting Discussion Forum. The page header includes the forum name and a search bar. The breadcrumb trail indicates the current location: Board index > Tourism > ICG on passenger vessels 2008/2009. The main heading is 'Proposed Intersessional Workprogram'. The 'POST A REPLY' section features a subject line with the text 'Re: Proposed Intersessional Workprogram'. Below this is a rich text editor with a toolbar containing buttons for Bold (B), Italic (I), Underline (U), Quote, Code, List, List=, [*], Img, URL, Normal, and Font colour. A large text area is provided for entering the message body. To the right of the text area, there are settings for BBCode (ON), [img] (ON), [flash] (OFF), [url] (ON), and Smilies (OFF), along with a 'Topic review' link. At the bottom of the message area are 'Save', 'Preview', and 'Submit' buttons. Below the message area is an 'Options' section with a tab for 'Upload attachment'. It prompts the user to attach files and provides fields for 'Filename:' (with a 'Browse...' button and an 'Add the file' button) and 'File comment:'.

- i. Type your comments into the [Message body](#) text box.
- ii. You can also attach a file to make it available for other people to download. In the section under the heading [Upload attachment](#):
 - Filename:** Use the [Browse](#) button to locate the file on your computer
 - File comment:** Type in a short title or description of the file, then click the ['Add the file'](#) button. **Attention: There is a site restriction for attachments that limits the size to up to 4 MB. If your attachment is larger than 4 MB please split the file into several attachments.**
- iii. Once you have typed in your comment, and attached a file if appropriate, click on the [Submit](#) button at the bottom of the screen to submit your comment. The screen will display a message stating [Your message has been entered successfully](#) and after a couple of seconds will display your comment in a list containing any comments submitted by other Members.
- iv. You can edit (only your own) comments by clicking on the [Edit](#) button or delete your comments by clicking on the [Delete](#) button .
- v. Repeat the steps above to make further comments on other Topics.

4. Viewing new topics or comments submitted by other users

When a new Topic or comment has been submitted by another user, the **New comments** icon will show next to that Topic or comment. You can then click on the topic heading to access the new information. If no new comments have been posted to a topic, the 'no new comments' icon will show.

5. Getting more information

Both forums have a FAQ section with lots of additional information. Just remember that since these forums have limited functionality, some of that information might not be relevant.

Last update: September 2011