Instructions for using the ATCM and CEP discussion forums

Latest update: April 2020

Accessing the forums

ATCM Forum: go to https://forum.ats.aq/atsforum (Note: no 'www' prefix); or go to the homepage of the Antarctic Treaty Secretariat website and click on ATCM Forum on the top right of the menu bar under Meetings. A link to this forum is also available from the Quick Links section on the homepage.

CEP Forum: go to https://forum.ats.aq/cepforum (Note: no 'www' prefix); or go to the homepage of the Antarctic Treaty Secretariat website and click on CEP Forum at the bottom right of the menu bar under Environmental Protection. A link to this forum is also available from the Quick Links section on the homepage.

You will be directed to the ATCM or CEP Forum homepage, which looks like this:

Log in using the username and password provided by the Secretariat to use the forums. **These credentials are unique for your Party (Country or Organization)**, **different from your personal credentials for other sections of the Secretariat website**.

Browsing

Once logged in, you will see each forum category nested in a blue frame. Current discussions are usually shown in the first blue frame after the forum instructions (Intersessional activities …), while the bottom frames show previous, archived discussions (Archive of Intersessional activities …).

Some forums are open to all Parties (and Organizations) and some only to Consultative ones. Depending on your Country/Organization status, you might be able to see and access only a limited number of forums.

The following image shows how forums are displayed:

INTERSESSIONAL ACTIVITIES 2019/20	TOPICS	POSTS	LAST POST
Intersessional consultation among Consultative Parties on the next steps following the cancellation of ATCM XLIII - CEP XXIII in Finland Moderator: Secretariat	1	4	**Re: Opening Announcement** by United Kingdom Thu 16 Apr 2020 3:28 pm
Consultative Party Status Request from Belarus Moderators: Secretariat, United States	1	3	**Re: Diplomatic Note, Executiv…** by United States Thu 20 Feb 2020 1:25 pm
Intersessional Contact Group on a voluntary on-board observer operational framework for tourist vessels operating within the Antarctic Treaty area Moderator: France	2	17	**Re: Stage 1 – Round 1: Introd…** by France Fri 03 Apr 2020 11:46 am
Intersessional Contact Group on Education and Outreach 2019/20 Moderators: Chile, United Kingdom, Belgium, Brazil, Bulgaria, Portugal, Spain	7	13	**COMNAP Workshop 2019 Outcomes** by COMNAP Sun 15 Mar 2020 10:17 pm

- The **first column** shows the name of each forum (e.g. Intersessional Contact Group on Education and Outreach 2019/2020).
    - o The *Moderators* line shows the party or parties designated to convene discussions when the forum was established.
    - o The rounded icon shows its currents status. It will show in red if there are unread posts.
    - o A padlock sign means that the discussion has ended, and it is not possible to insert new comments, but only to browse the forum contents.

- the **Topics** column shows the number of topics being discussed within each forum;
- the **Posts** 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 post.

To enter a forum, click on its name. You will find the list of topics belonging to that forum:

Committee for Environmental Protection
Discussion Forum

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Quick links

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🏠 Board index ‹ Intersessional activities 2019/20 ‹ Redesign of the Format of the List of Historic Sites and Monuments

## Redesign of the Format of the List of Historic Sites and Monuments
Moderator: CEP Bureau

New Topic ✎   Search this forum... 🔍 ⚙   Mark topics read • 2 topics • Page **1** of **1**

TOPICS	REPLIES	VIEWS	LAST POST
HSMs consolidated table. Comment round by Argentina » Tue 03 Mar 2020 9:24 pm	8	79	by Australia ⊠ Wed 18 Mar 2020 10:09 pm
Opening announcement by Argentina » Mon 25 Nov 2019 12:25 am	15	221	by Argentina ⊠ Mon 02 Mar 2020 11:46 pm

New Topic ✎   Mark topics read • 2 topics • Page **1** of **1**

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Topics may include an opening announcement with instructions for participating. Please read those first.

The Quick links drop-down menu on the top left gives you fast access to unread posts, unanswered topics and more.

Posting

Unless the forum is locked you can post your comments by choosing the topic of your interest and clicking the "Post a reply" button. This will bring up the "Post a reply" screen:

1) Type your comments into the message body text box. You can use the icons above the text box to apply some basic styling to the text.

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Opening announcement

POST A REPLY

Subject: Re: Opening announcement

B I U " </> ☰ ☰ ✳ 🖼 % ◆ Normal ▾

BBCode is *ON*
[img] is *ON*
[flash] is *OFF*
[url] is *ON*
Smilies are *OFF*

Topic review

Save draft Preview Submit

Options Attachments

If you wish to attach one or more files enter the details below. You may also attach files by dragging and dropping them in the message box.

Add files

2) You can also attach a file to your message from the Attachments tab in the lower left corner: the size limit is 4 MB. After attaching your file, you can insert a brief description of it in the File comment box in the lower right corner.

3) Once you have typed in your comment, and attached a file if appropriate, you can check your message by clicking Preview, and then submit it.

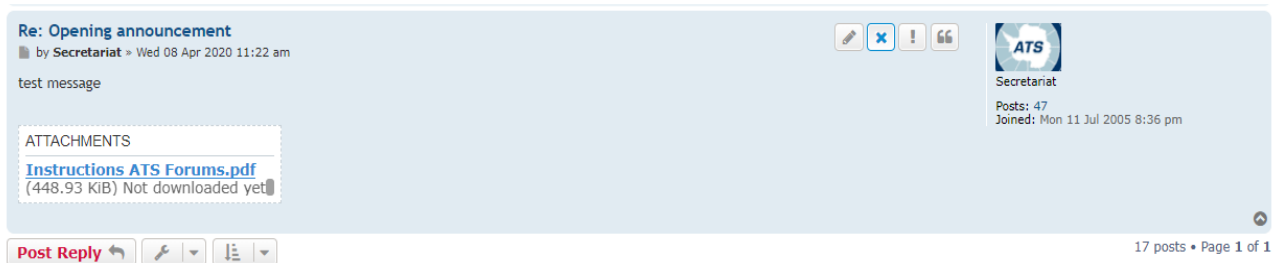4) Once posted, you can still edit (✏) or delete (✖) your message using the icons to the left of your flag.

Although all forum participants can start new topics, this action is usually carried out by moderators, who add new topics according to each forum's work schedule.

Customisation

By clicking on the name of your Party at the top right of the main screen, you will find access to the User Control Panel, where you can set up useful forum functionality.

Some of those functions require that you first provide an email address by clicking the Profile tab and selecting the Edit account settings option.
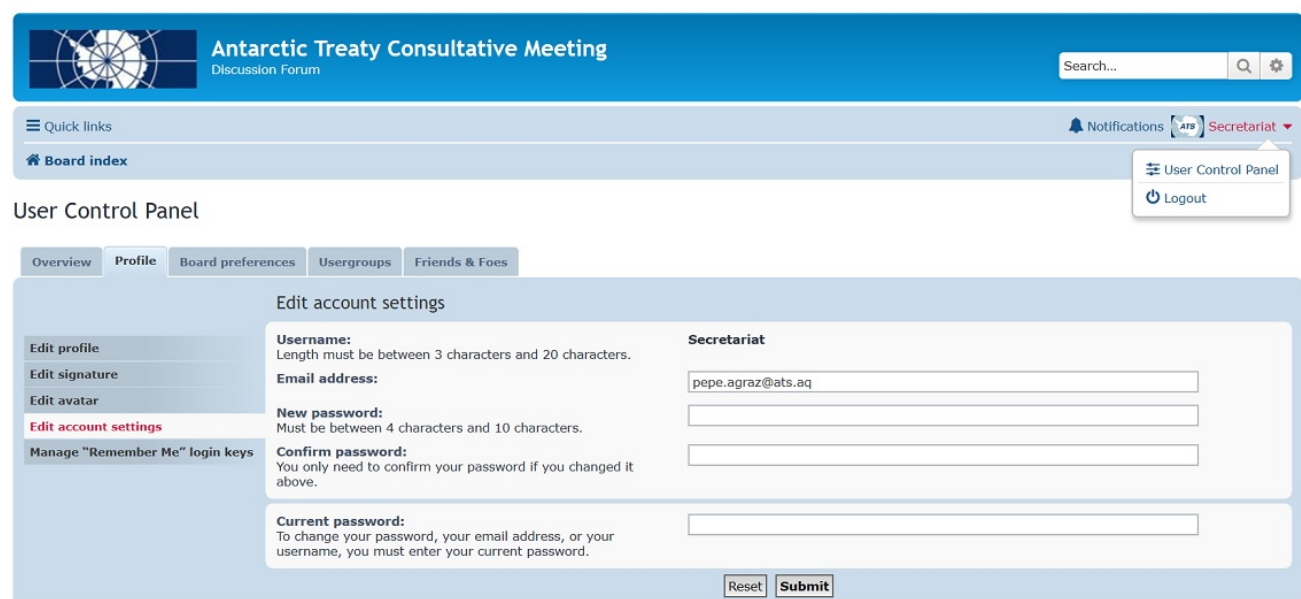
Please note that both in the ATCM forum and the CEP forum there is a single username representing the Party and therefore only one email address can receive forum alerts. Using this configuration screen you can also change your password, but if this is not needed, just leave the passwords fields blank.

Now that you have entered your email you can Subscribe to any of the Forums or specific Topics and receive email updates when new posts are made. To do so, return to the Board Index and choose to which forums and topics you want to subscribe: Use either the *Subscribe forum* checkbox at the bottom left of the main forum page or the Subscribe Topic option located within the tools dropdown menu at the bottom of each Topic page.

You can always change your preferences from the User Control Panel (*Manage Subscritions* option from the *Overview* tab) or from the Forum/Topics pages at any time.

Support and more information

If you have forgotten your password and have previously provided an email - that you can access - as explained above, you can use the *I forgot my password* function of the forum, located to the right of the login fields.

If you need further assistance, contact the forum administrators:

Pablo Wainschenker at pablo.wainschenker@ats.aq (CEP Forum); and

José Luis Agraz at pepe.agraz@ats.aq (ATCM Forum).