



**Antarctic Treaty
Contacts Database
User Guide**

Updated February 2024

Purpose of the Contacts Database

This database provides contact information and management of access permissions to the Secretariat's information systems including the ATCM and CEP workspaces, the Electronic Information Exchange System (EIES) and meeting registration, among others.

Contact Administrators and regular users

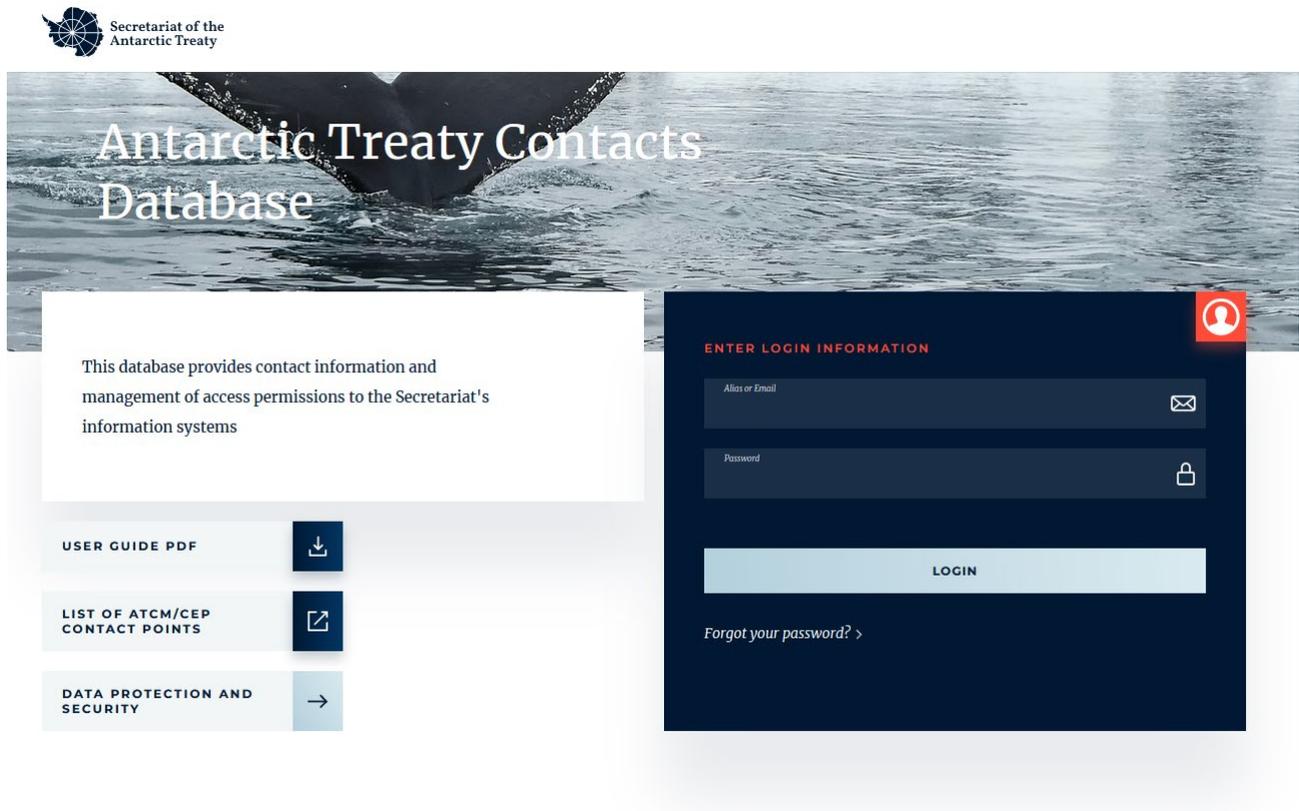
Contact Administrators of a Party have the ability to add, modify, and delete contact and organization data. Contact Administrators can also administer sector/role assignment and permissions settings of all users within their Party. If Contact Administrators need to delegate their functions to a colleague, they can assign Contact Administrator permission level to another user.

On the other hand, regular users are able to browse the information in the database, but cannot make changes to any of the data except their personal information. Regular users must request their Contact Administrators to assign permissions to access other Secretariat information systems.

How to use the system

Login Page

To start using the system, go to <https://contacts.ats.aq>. You will be greeted by the login page:



Enter your email address or username and password to log in.

Password Recovery

If you have forgotten your password you can retrieve it clicking the “Forgot your password?” link. You will be prompted to enter your email address, after which you will receive an email containing a link with instructions to reset your password, as long as your contact details already exist in the contact database. Otherwise, you should first contact your authorities to be added to the contact database. If you do not receive the password recovery email within a couple of minutes, check your Spam folder.

Welcome Screen

(The following screenshots displayed are as viewed by Contact Administrators)

After you have entered your credentials, you will be directed to the Welcome Screen as shown below:

1) Begin typing a name to perform a **Quick Search** for a contact or organization.

2) **My Contacts** and 3) **My Organizations**: These tabs open lists of all contacts and organizations, beginning by default with your own Party, organized by sectors. You can view the detailed data of any contact or organization by clicking the name in the list. (See below under sections “Viewing and Editing Contact Information” and “Organization Information”.)

4) **Role Assignment by Delegation**: Select a Delegation from the drop-down menu to view the role/sector assignment of each contact.

5) **Viewing History**: This is a private list of your last viewed contacts, for quick access. (Only you can see it.)

6) **Latest modifications**: This shows you the last three modifications made by users from your Party/organization.

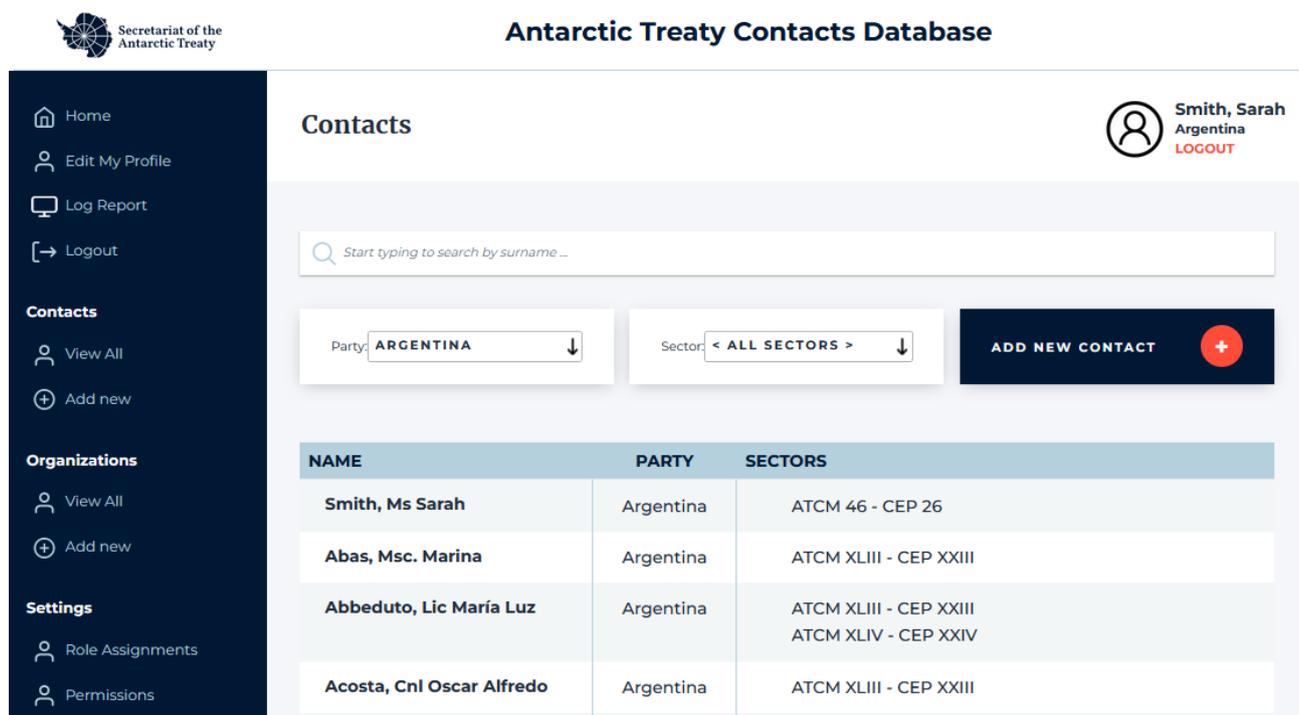
7) **Role Assignments**: Here you can view – and, if you are a Contact Administrator, make changes to – the assigned sectors/roles of your Party’s Contacts. (See below under **Role Assignment**.)

8) Permissions Settings: This shows a list of your Party's contacts who have access permissions settings assigned. (See below under **Permissions Settings**.)

9) Log Report: Here you will find a detailed report of all database actions of Contact Administrators of your Party/organization. Select the dates using the calendar icons  and click the red arrow  to view the list.

Viewing and Editing Contact Information

By clicking “My Contacts” from the welcome page or “Contacts” from the side panel you will see a list of contacts, beginning by default with your own delegation. You can search and filter by surname, Party and/or sector. To the right you can also add a new contact for your delegation by clicking **Add New Contact** to the right.



Secretariat of the Antarctic Treaty

Antarctic Treaty Contacts Database

Contacts

Smith, Sarah
Argentina
LOGOUT

Start typing to search by surname...

Party: ARGENTINA

Sector: < ALL SECTORS >

ADD NEW CONTACT

NAME	PARTY	SECTORS
Smith, Ms Sarah	Argentina	ATCM 46 - CEP 26
Abas, Msc. Marina	Argentina	ATCM XLIII - CEP XXIII
Abbeduto, Lic María Luz	Argentina	ATCM XLIII - CEP XXIII ATCM XLIV - CEP XXIV
Acosta, Cnl Oscar Alfredo	Argentina	ATCM XLIII - CEP XXIII

Once you select a contact name, a new window will open with detailed contact data. This window is divided into four sections:

- Personal Data
- Organization Information
- Sectors/Roles Assigned
- Permissions Settings

The screenshot shows the user interface of the Antarctic Treaty Contacts Database. At the top left is the logo of the Secretariat of the Antarctic Treaty. The main header reads "Antarctic Treaty Contacts Database". On the right, the user's name "Smith, Sarah" and country "Argentina" are displayed, along with a "LOGOUT" button.

A dark blue sidebar on the left contains navigation options: Home, Edit My Profile, Log Report, Logout, Contacts (View All, Add new), Organizations (View All, Add new), Settings (Role Assignments, Permissions), and Contact lists (ATCM / CEP Contact Points, Antarctic Treaty Observers For Inspections, PEP Arbitrators).

The main content area is divided into four sections:

- PERSONAL DATA:** A table with the following information:

PARTY	Argentina
TITLE	Ms
NAME	Sarah
SURNAME	Smith
GENDER	Female
TELEPHONE	54911154913562
EMAIL	annacathok@outlook.com
POSITION/DEPARTMENT	Head of Department
- ORGANIZATION INFORMATION:** A table with the following information:

ORGANIZATION	Dirección Nacional del Antártico - Min. de Relaciones Exteriores, Comercio Internacional y Culto
ADDRESS 1	Esmeralda 1212 - piso 3
CITY	Buenos Aires (ARGENTINA)
POSTAL CODE	C1007ABR
TELEPHONE 1	+54 11 4819 7000 int. 3359
WWW	www.dna.gob.ar
- SECTORS/ROLES ASSIGNED:** A list containing "ATCM 46 - CEP 26 Delegation".
- PERMISSIONS SETTINGS:** A list containing "Contact Administrator" and "EIES - Administrator".

At the bottom, there are two buttons: "EDIT PROFILE" (red) and "BACK TO LIST" (white).

Adding a New Contact

To add a new contact, click **Add New** from the side panel or **Add New Contact** from the My Contacts page for your Party. Clicking this button will open a form like the one below:

The screenshot shows the 'New Contact' form in the Antarctic Treaty Contacts Database. The page header includes the Secretariat of the Antarctic Treaty logo and the title 'Antarctic Treaty Contacts Database'. The user is logged in as 'Smith, Sarah Argentina' with a 'LOGOUT' button. The form is titled 'New Contact' and shows the user's profile picture and a '+ ADD / CHANGE PHOTO' button. The form fields are organized into sections: 'PERSONAL DATA' (TITLE, NAME, SURNAME, GENDER), 'TELEPHONE' (TELEPHONE, CELLPHONE), 'EMAIL' (EMAIL, CONFIRM EMAIL), 'ALTERNATE EMAIL', 'POSITION', 'ORGANIZATION', and 'REMARKS'. The 'EMAIL' section has two radio buttons: 'Use this email address as recipient' (selected) and 'Use this email address as recipient'. The 'ORGANIZATION' field has a dropdown menu with the option 'Does not belong to an Organization'. At the bottom, there are 'SAVE PROFILE' and 'CANCEL' buttons.

In the AT Contacts Database email addresses are used to identify users. Therefore, if you enter an email that already exists in the system, you will be alerted to this. You can also add an alternate e-mail address to be used in any of the public contact lists in the Secretariat’s website. (You will be able to configure which email address to use for each of those listings when editing contact information later.)

Under “Organization”, you can associate the user with one of your existing Party Organizations or choose “Does not belong to an Organization”.

After filling in this information, be sure to click “Save Profile” at the bottom of the screen.

Editing existing contacts

To edit the profile of an existing contact, click “Edit profile” from the screen shown on page 6. You will be taken to the following page, where you can edit the personal information of a contact, assign or change their password, and assign or change access permissions to multiple information systems:

The screenshot shows the 'Antarctic Treaty Contacts Database' interface. On the left is a dark blue sidebar with navigation options: Home, Edit My Profile, Log Report, Logout, Contacts (View All, Add new), Organizations (View All, Add new), Settings (Role Assignments, Permissions), and Contact lists (ATCM / CEP Contact Points, Antarctic Treaty Observers For Inspections, PEP Arbitrators). The main content area is for user 'Agraz, Pepe' from Argentina, with a 'LOGOUT' button for 'Smith, Sarah'. The profile is divided into two sections: 'PERSONAL DATA' and 'ASSIGN / CHANGE PERMISSIONS'. The 'PERSONAL DATA' section includes fields for TITLE, NAME (Pepe), SURNAME (Agraz), GENDER (Male), TELEPHONE, CELLPHONE, EMAIL (with a radio button for 'Use this email address as recipient'), ALTERNATE EMAIL, POSITION (Department), ORGANIZATION (Does not belong to an Organization), and REMARKS. The 'ASSIGN / CHANGE PERMISSIONS' section has a list of roles with checkboxes: Contact Administrator (checked), EIES - Administrator, EIES - Environmental Information Operator (checked), EIES - Operational Information Operator, EIES - Other Information Operator, EIES - Scientific Information Operator, and Meeting Report Contributor (checked). At the bottom are buttons for 'SAVE PROFILE', 'PASSWORD RESET', 'CANCEL', and 'DELETE PROFILE'.

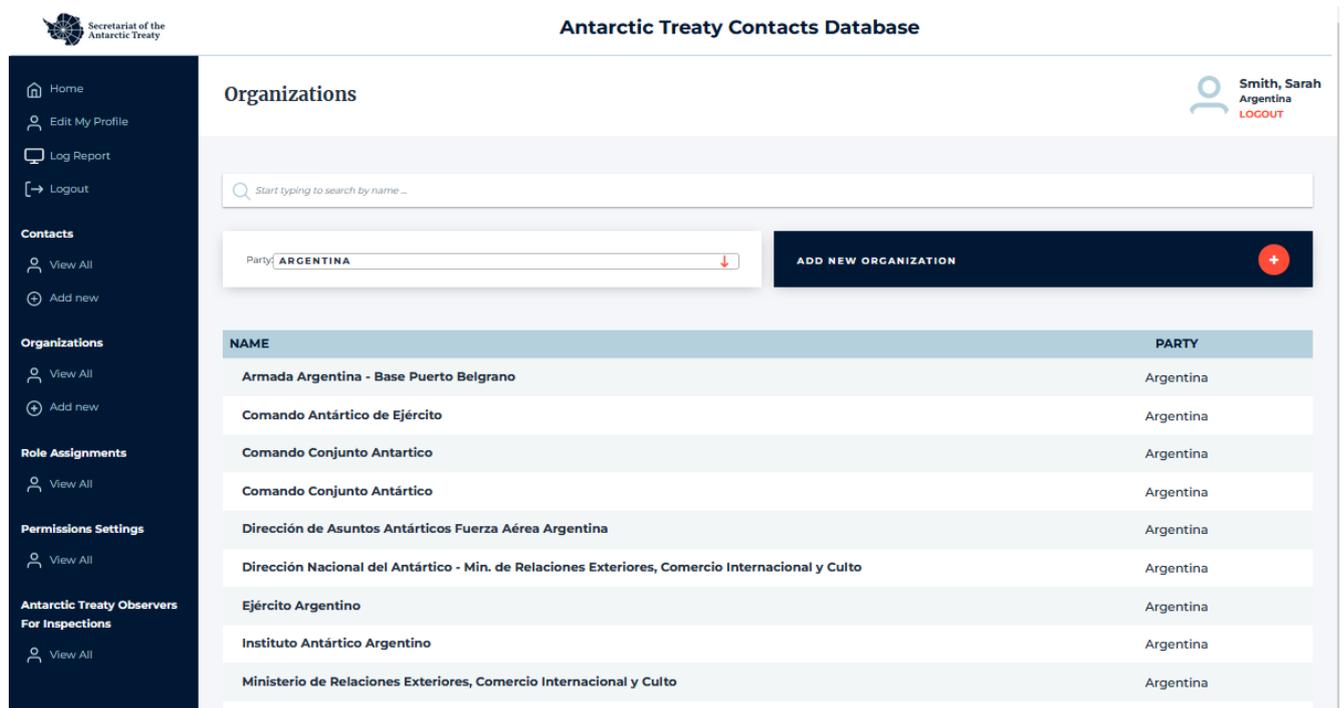
When you are finished working with the contact information, click “Save Profile” at the bottom of the page in order to save changes or “Cancel” to exit without changes.

To reset the password of the user, click “Password reset”. You will be asked to confirm that you want to send a password reset email to the contact.

To remove the contact from the system, click “Delete profile”.

Organization Information

Under “My Organizations” from the Welcome page you will open a list of your Party’s organizations:



The screenshot displays the 'Organizations' page within the Antarctic Treaty Contacts Database. The page features a dark blue sidebar on the left with navigation options: Home, Edit My Profile, Log Report, Logout, Contacts (View All, Add new), Organizations (View All, Add new), Role Assignments (View All), Permissions Settings (View All), and Antarctic Treaty Observers For Inspections (View All). The main content area has a header with the Antarctic Treaty logo and 'Antarctic Treaty Contacts Database'. Below the header is a search bar with the placeholder 'Start typing to search by name...'. A dropdown menu for 'Party' is set to 'ARGENTINA'. To the right of the dropdown is a dark blue button labeled 'ADD NEW ORGANIZATION' with a red plus icon. Below these elements is a table with two columns: 'NAME' and 'PARTY'. The table lists several organizations, all associated with 'Argentina'.

NAME	PARTY
Armada Argentina - Base Puerto Belgrano	Argentina
Comando Antártico de Ejército	Argentina
Comando Conjunto Antartico	Argentina
Comando Conjunto Antártico	Argentina
Dirección de Asuntos Antárticos Fuerza Aérea Argentina	Argentina
Dirección Nacional del Antártico - Min. de Relaciones Exteriores, Comercio Internacional y Culto	Argentina
Ejército Argentino	Argentina
Instituto Antártico Argentino	Argentina
Ministerio de Relaciones Exteriores, Comercio Internacional y Culto	Argentina

Click “Add New Organization” to the right to enter a new organization for your Party.

To view an existing organization’s information, click on the name in the list. You will be able to view the entered information and edit it by clicking “Edit Profile” at the top right of the page.

On this page you can also view organizations of other Parties by choosing a different Party in the drop-down menu.

Role Assignment

To view a list of your Party's Contacts with their assigned sectors/roles, select "Role Assignments" from the bottom of the welcome page or the side panel. If you are a Contact Administrator, you will be able to add or replace contacts for each sector/role.

Role Assignments

 **Smith, Sarah**
Argentina
[LOGOUT](#)

ARGENTINA		
SECTOR / ROLE	CONTACT NAME	ADD / REPLACE
ATCM Par 3 Main	Ayala, Mr. Julio  López Crozet, Minister Fausto Mariano 	Select a contact  
ATCM Par 3 Alternate		Select a contact  
ATCM Par 5 Main	Mac Cormack, Dr. Walter	Select a contact  
ATCM Par 5 Alternate	De Cicco, Secretary Of Embassy Javier Alfredo  Diaz, Dr. Martin Andres  Santiago, Secretary Of Embassy Facundo Anibal 	Select a contact  
ATCM Intersessional Representative Main	De Cicco, Secretary Of Embassy Javier Alfredo  López Crozet, Minister Fausto Mariano  Santiago, Secretary Of Embassy Facundo Anibal 	Select a contact  
ATCM Intersessional Representative Alternate	Diaz, Dr. Martin Andres 	Select a contact  
CEP Representative	Diaz, Dr. Martin Andres 	
CEP Alternate	Casela, Lic. Paula 	Select a contact  
CEP Mailing		Select a contact  
ATCM Liability		Select a contact  
ATCM Tourism	Casela, Lic. Paula 	Select a contact  

Assigning a Sector/Role

Select a contact from the drop-down list on the right and click the + button. To remove a contact from a particular sector, press the - button next to the contact's name.

For certain roles, there is a mandatory minimum of one contact; therefore, if you only have one contact listed in such a role, the - button will not be displayed. In order to remove the role assignment from this contact, you must first add a replacement for this role using the + button to the right.

Permissions Settings

Click “Permissions” from the side panel or “Permissions settings” from the welcome page to view and manage the permissions settings of the contacts in your Party.

At the bottom of the page, select a name from the drop-down menu and click “Go” to manage the contact’s permissions settings. You will be taken to the user’s profile with the permissions settings below the personal data, as shown on page 8.

Remember to click “Save Profile” when you have finished or “Cancel” to exit without making changes.

Support

If you encounter any difficulties in using the Contacts Database, please contact the Secretariat’s Information Officer, José Luis Agraz, at the following address: pepe.agraz@ats.aq.