



Antarctic Treaty
Electronic Information Exchange System
User Guide

Updated September 2023

Contents

Introduction	3
1. General aspects of the EIES	3
2. Type of users: Operators and Administrators.....	3
3. Publishing and Authorization	4
4. Categories of information in the EIES	4
a) Pre-season information	4
b) Annual Report	4
c) Permanent information	4
d) Continuous Information	4
5. Loading Schedule.....	5
6. Ways to provide information	5
7- Using the system	6
Login page	6
(For Contact Administrators) How do I grant access permissions to the EIES?	6
Where do I provide information?	7
How do I publish or authorize information?	7
How do I view and print reports?	7
8 - Support	9

Introduction

This User Guide contains information regarding general use of the Electronic Information Exchange System (EIES).

Each section of the EIES contains its own help document with specific information about the section forms and requirements.

1. General aspects of the EIES

- The information exchange requirements were first compiled in Resolution 6 (2001) and have evolved throughout the years with updates agreed by the ATCM. The Secretariat began the development of the Electronic Information Exchange System (EIES) in 2006 and in Decision 4 (2012) the ATCM made the EIES the official means of exchanging information. The last update to the information exchange requirements was adopted in Decision 4 (2023).
- Access to the EIES is reserved for users designated by Parties through their own Contact Administrators, as established in the [Antarctic Treaty Contacts Database](#).
- The information provided to the system is restricted until the Party (through an EIES Administrator) decides to publish it.
- There are 3 basic ways of providing information:
 - by manually entering data;
 - by uploading files (intended for sections with high volumes of data to report, (eg, non-governmental activity based on vessels, Permits); and
 - by importing data from other categories.
- The system processes all the information published by the Parties and assembles the collatable data into [Summarized Reports](#) and [Maps](#) that allow their visualization. These reports and maps currently cover only a fraction of the existing information in the EIES, so new ones are added periodically at the request of the Parties.

2. Type of users: Operators and Administrators

Access to the EIES is restricted to officials authorized by each Party to input, remove, or edit data in the EIES.

Authorization is carried out through the [AT Contacts Database](#) by Contact Administrators.

There are two types of EIES users:

- **EIES Administrators** have access privileges to all sections and can publish and authorize the information entered or modified by Operators.
- **EIES Operators** can access only those sections to which permission is granted. The information entered or modified by the EIES Operators must be authorized by an EIES Administrator user to be made publicly available.

Since EIES data is divided into four subject areas (Operations, Environment, Science, and Other) and in some countries responsibility for each area may be assigned to different agencies, access privileges can be assigned for a specific section. An official responsible for information exchange matters can serve as Operator for all four subject areas, for any one area, or for any combination of the four.

3. Publishing and Authorization

To ensure the reliability of the data supplied to the EIES, data entry proceeds in two stages:

1. Data input
2. Publication or Authorization.

It is important to note that entered data will remain hidden to other Parties and the public until an EIES Administrator publishes them.

4. Categories of information in the EIES

The three main categories established by the Information Exchange Requirements are Pre-Season information, Annual Report and Permanent information:

a) Pre-season information

This is information on the activities that the Party expects to carry out in Antarctica during the next year of operations. It must be submitted as soon as possible, preferably before October 1, and in any case no later than the start of the reported activities.

b) Annual Report

Information on the activities carried out by the Party in Antarctica in the previous year of operations. It must be submitted as soon as possible after the end of the austral summer season, but in all cases before October 1, with a notification period from April 1 to March 30.

c) Permanent information

Information on facilities permanently or semi-permanently deployed by the Party in Antarctica, as well as on diverse national procedures and relevant legislation in force. Permanent Information should be submitted in accordance with the requirements of the Antarctic Treaty and the Protocol on Environmental Protection of the Antarctic Treaty, and can be updated at any time.

Additionally, through Decision 5 (2016), the ATCM created a new category for information to be provided at any time, as described below:

d) Continuous Information

This allows the provision of information in certain sections at any time (as soon as possible after the completion of the national processes or when national plans are completed or updated, maintaining existing deadlines).

5. Loading Schedule

As previously described, the time of the year you should provide information through the EIES varies depending on the category. Below is a suggested schedule for entering information to the EIES based on these temporal requirements:

CATEGORY	J	F	M	A	M	J	J	A	S	O	N	D
Pre-season												
Annual												
Permanent and continuous												

Red: Optimal period for entering information

Pink: Possibility of early / late loading in the system

6. Ways to provide information

As mentioned above, data can be provided to the EIES in three different ways:

- a) **Manual loading:** Information can be entered or modified by manually filling online forms.
- b) **File Uploading:** For entering large volumes of data, it is possible to download an Excel spreadsheet from the EIES section, complete it offline and then upload it to the EIES.
- c) **Importation of previously submitted data:** Permanent information or data from previous reports can be imported to automatically complete some sections in the Pre-season and Annual Reports.

Depending on the section, options might be available to import from the permanent section, pre-season information, or the previous year. Use these buttons wherever possible!

Before entering new information, Parties are encouraged to check that it does not already exist in the system.

7- Using the system

Login page

To start using the system, go to <http://eies.ats.aq>. On the right side of the screen, you will find the login window to the EIES, as shown below:

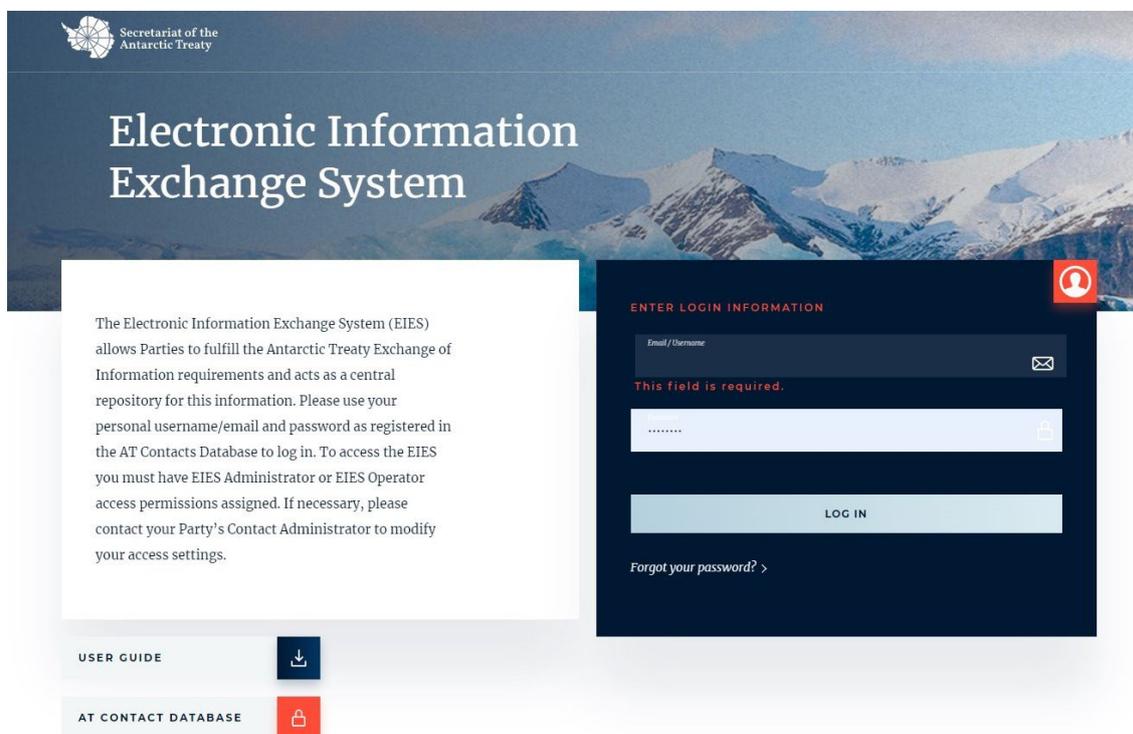


Figure 1: EIES Login page

At the bottom of this screen you will find a link to download the most up-to-date version of this User Guide and access to the [AT Contacts Database](#), to check whether you are authorized to provide or modified information, as well as what kind of information you are allowed to provide. This database is also the tool for Contact Administrators to use to manage access settings among their authorized officials (see below).

If you don't remember your password, use the password recovery tool below the **Log in** button. The AT Contacts Database will send you a message with instructions for resetting it.

(For Contact Administrators) How do I grant access permissions to the EIES?

Contact Administrators can grant/edit access permissions of contacts in your Party to the EIES by clicking "View All" under "Permissions Settings" from the side panel in the [AT Contacts Database](#). 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. Here you will be able to assign EIES Administrators and EIES Operators for the different sections in the EIES.

Where do I provide information?

After logging in you will be transferred to the Main Menu, where you can choose the category of information to report: Continuous Information, Permanent Information or Pre-season Information/Annual Report. **(See the Help & Instructions doc at the top right of each page to find specific guidance.)** If you wish to enter information to the Annual Report, make sure you have selected the right period; you might need to change the period of activities, as shown below:

The screenshot shows the EIES Main Menu interface. At the top left is the Secretariat of the Antarctic Treaty logo. The title 'Electronic Information Exchange System' is centered, and 'Help & Instructions' is on the right. Below the title, the user is identified as 'Balok, Anna (ATS)' with options for 'IMPERSONATE PARTY USER' and 'LOGOUT'. The main menu is divided into three sections: 'CONTINUOUS INFORMATION', 'PERMANENT REPORT', and 'ANNUAL AND PRESEASON REPORTS'. The 'ANNUAL AND PRESEASON REPORTS' section includes a 'PERIOD OF ACTIVITIES' dropdown menu with options for '2022/2023', '2021/2022', and '2022/2023'.

Figure 2: EIES Main menu

How do I publish or authorize information?

If you are an EIES Administrator, you will need to publish the information already entered or modified by your Party's EIES Operators/Administrators.

To publish information, you can either "Publish all sections" using the button located at the bottom of an unpublished Pre-Season or Annual Category listing, or, by entering each unpublished section, you will be allowed to publish each one individually.

If changes have been made by an EIES Operator to already-published sections, you should authorize that information. The Authorization Panel is located on the main page of the EIES. Sections pending authorization are displayed and changes clearly marked.

How do I view and print reports?

All reports (Pre-Season, Annual and Permanent) can be generated automatically using the data you have entered into the EIES.

To do so, click the "View Report" button in the relevant category from the Main Menu:



Main Menu

Electronic Information Exchange System

CONTINUOUS INFORMATION	PERMANENT REPORT
<p>Report or update Continuous Information</p> <p>The following information can be submitted at any time, as soon as possible after completion of national processes or when domestic plans are completed or updated, while maintaining the existing deadlines.</p> <p style="text-align: right;">Enter ></p>	<p>Report or update Permanent Information</p> <p>Information on the facilities deployed on a permanent or semi-permanent basis by the Party in Antarctica. Should be submitted in accordance with the requirements of the Antarctic Treaty and Protocol on Environmental Protection to the Antarctic Treaty. This information can be updated at any time.</p> <p style="text-align: right;"> Enter > View Report > </p>
ANNUAL AND PRESEASON REPORTS	
PERIOD OF ACTIVITIES: 2022/2023 ▼	
<p>Report or update Pre-Season Information</p> <p>Information on the activities the Party expects to undertake in Antarctica in the next year of operations (See the User Guide for more details on how to choose the correct Year). Should be submitted as early as possible, preferably by 1 October, and in any event no later than the start of the activities being reported.</p> <p style="text-align: right;">Enter > View Report ></p>	
<p>Report or update Annual Information</p> <p>Information on the activities undertaken by the Party in Antarctica in the past year of operations (See the User Guide for more details on how to choose the correct Year). Should be submitted as early as possible after the end of the austral summer season, but in all cases before 1 October, with a reporting period of 1 April to 30 March.</p> <p style="text-align: right;">Enter > View Report ></p>	

Figure 7: “View Report” buttons for permanent, pre-season and annual information.

After clicking “View Report” next to a report or section, you will see the button on the top right “Print Report.” Click this to print or save the report.

You can print/save a full report for each category, or you can produce a partial report of any particular sub-section, by using the “Expand all”/“Collapse all” button (located below the “Print Report” button).

You can identify which sections have information entered (dark blue) and which have no information (gray):

Secretariat of the Antarctic Treaty

PRINT REPORT

Antarctic Treaty
Electronic Information Exchange System

Pre-Season Information - 2022/2023

EXPAND ALL

- OPERATIONAL INFORMATION - NATIONAL EXPEDITIONS - STATIONS
- OPERATIONAL INFORMATION - NATIONAL EXPEDITIONS - NON-MILITARY SHIPS
- OPERATIONAL INFORMATION - NATIONAL EXPEDITIONS - NON-MILITARY AIRCRAFT
- OPERATIONAL INFORMATION - NATIONAL EXPEDITIONS - RESEARCH ROCKETS
- OPERATIONAL INFORMATION - NATIONAL EXPEDITIONS - MILITARY
- OPERATIONAL INFORMATION - NON GOVERNMENTAL EXPEDITIONS - VESSEL-BASED OPERATIONS
- OPERATIONAL INFORMATION - NON GOVERNMENTAL EXPEDITIONS - LAND-BASED OPERATIONS
- OPERATIONAL INFORMATION - NON GOVERNMENTAL EXPEDITIONS - AIRCRAFT ACTIVITIES
- ENVIRONMENTAL INFORMATION - AREA PROTECTION AND MANAGEMENT

Figure 8: The “Print Report” button and the “Expand all/ Collapse all” button.

The reports can be produced in a printer-friendly version in Letter or A4 paper size. To adjust the printing properties of your Internet browser, for optimal results enable the [Print Background Color and Images](#) or similar feature of your browser.

8 - Support

We have tried to make the navigation and the form-filling as easy as possible. In addition to this general user guide, you will find specific help documents for each section of the EIES, available from the “Help & Instructions” link located in the upper right corner of each page.

However, should you have any problems using the system or find any errors, please do not hesitate to contact the Secretariat.

If you have any questions or comments regarding the information requested in the forms or experience any technical difficulties, please contact the Secretariat’s Information Officer, José Luis Agraz, at pepe.agraz@ats.aq.

If you have questions or comments regarding the file upload process in any of the sections, please contact the Secretariat’s Communications Specialist, Anna Balok, at anna.balok@ats.aq.