



**Antarctic Treaty**  
**Electronic Information Exchange System**  
**User Guide**

**Updated September 2021**

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## ***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.

## ***Background***

In Resolution 6 (2001) the ATCM recommended Parties to “exchange information in accordance with Appendix 4 of the ATCM XXIV Final Report” and to “provide this information to a central information exchange web site to be hosted by Argentina or provide that site with relevant links to where this information can be found”. This website was taken over by the Antarctic Treaty Secretariat in 2004, and in Decision 10 (2005) the ATCM instructed the Secretariat to begin the development of the EIES, a database for the collection of all information exchange data required in the Treaty, the Protocol and its Annexes, as well as other relevant measures. After follow-up instructions from ATCM XXIX and ATCM XXX and a trial period of two years, ATCM XXXI instructed the Secretariat to start operation of the EIES through Decision 5 (2008).

## ***Publishing and Authorization***

To ensure the reliability of the data supplied to the EIES, data entry proceeds in two stages: data input and publication. Only officials authorized by their Party to input data (EIES Operators and Administrators, as described below) have access to the input forms of the EIES. **It is important to note that entered data (except Continuous Information) remain hidden to other Parties and the general public until the EIES Administrator publishes them.** In the cases of the Pre-Season Information and Annual Report, this simply means that Operators are able to enter new data without the risk of disseminating information before it has been authorized by Administrators of the Party concerned.

Permanent and Continuous Information, on the other hand, are always visible, so changes made to them by Operators are always updated in relation to previous data. Continuous Information is automatically published when saved by an Operator or Administrator. Any changes made by Operators to published data in Permanent Information are marked “pending” until authorized by an Administrator. The same process is applied to minor changes made in Pre-Season Information and Annual Reports already published.

See *EIES Main Menu - Authorization Panel* for more information.

### ***Type of users, usernames and passwords***

Entry into the EIES is restricted to the authorized officials of each Party. Usernames and passwords can be assigned by the Contact Administrators of your country using the AT Contact Database (see the *EIES and the AT Contacts database* section below).

Since EIES data is divided into four subject areas (Operations, Environment, Science, and Other) and in some countries responsibility for each area is 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.

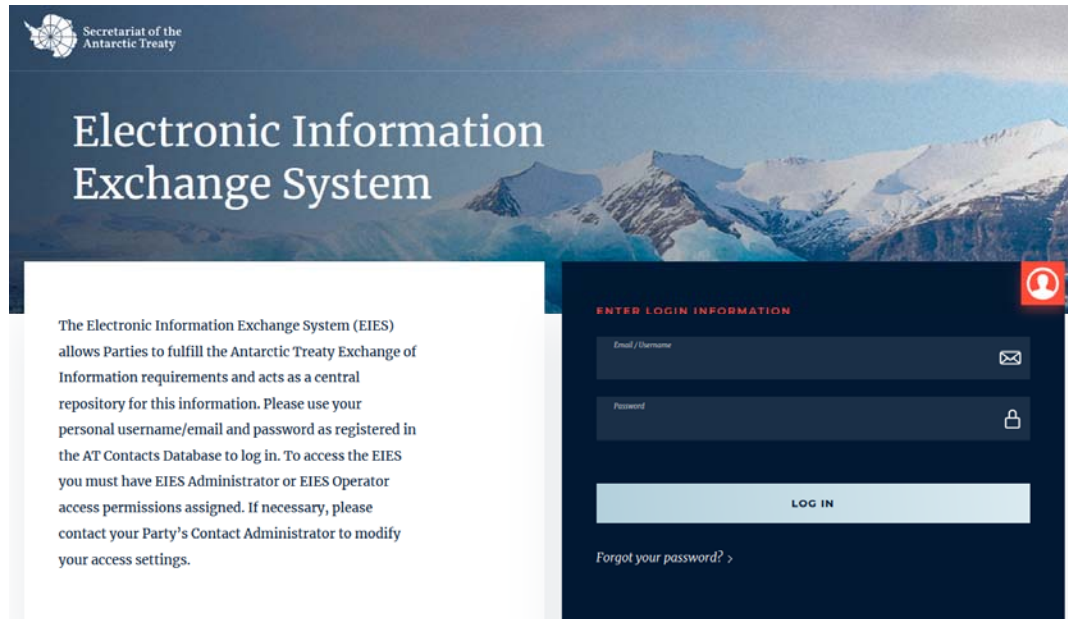
There are two types of users:

- **Administrators** have access privileges to all sections and can authorize entries made by Operators.
- **Operators** can access only those sections to which they are assigned. Changes to the information made by Operators must be authorized by the Administrator before they are made available to other Parties and the public.

## How to use 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:



On the left side of this screen you will find links to download the up-to-date version of this User Guide and access the AT Contact database. The latter is particularly useful to Contact Administrators who wish to manage access settings among their authorized officials.

If you don't remember your username or password, use the password recovery tool. You will be asked to enter your username for your registered email account. If the information entered is recognized by the system, you will then receive an email message with your personal username and password. Otherwise, contact your Contact Administrator to ask for new credentials.

### Avoiding duplications and inconsistencies

The EIES is designed to store information exchange data in the most efficient and reliable way possible. To achieve this goal, it is important that

duplications and inconsistencies in the data are avoided. Before entering new data into the system, Parties are encouraged to check that they do not already exist.

For example, location and contact point information are required in many sections and must be entered in a standardized format. Once you have filled in a contact point or a location anywhere in the system, it will be available in all forms which require locations or contact points. Please always check to see if a location or a contact point already exists, and choose it from the list wherever possible to prevent duplications and inconsistencies.

In many forms you will also find buttons that enable you to fill in automatically your country's permanent information or data from previous reports (see below). Depending on the section, the options might be available to import from the permanent section, pre-season information, or the previous year. Use these buttons wherever possible!

## Main Menu

After logging in you will be transferred to the main menu, where you can choose the type of report: Continuous Information, Pre-season Information, Annual Report or Permanent Information. (See the help doc *EIES Main Menu*.)

## Section forms

Once you open any of the section forms you will see either a list of the records already entered or, if no existing records are available, an input form to add the first record. Some sections have a predefined checkbox enabled stating that "No new information is to be reported" or a similar message. You will have to uncheck that box to be able to add new records.

Each section contains its own help document with information about the specific form and information exchange requirements.

## ***Manual Entry vs. File Upload***

### **A. Manual Entry**

For all sections, you can manually type in a new record by clicking the button at the top of the form [Add new](#). Before you do this, however, **please check if the information is already in the database**, and therefore can be filled in automatically by using the following options:

[Import from permanent information](#). This option is available when the section you are working with also exists in the permanent information section. As

with all the importation tools, you will be able to update the record as necessary after importing.

[Import list from pre-season information](#). For most sections, the Annual Report is an update of the data provided in the Pre-season Information. Whether you want to update the information or not, it is always advisable to use the button [Import list from pre-season information](#).

[Import list from previous year](#). For some sections, mainly those concerning ship itineraries, the information is usually the same every year. You can import all or some of the records and simply modify the dates.

## **B. File upload**

Some sections provide the option to upload an excel spreadsheet which the Secretariat will then import to the EIES.

This option is currently available for the following sections of the EIES:

- Operational Information - National Expeditions – Ships (Non-Military)
- Operational Information - National Expeditions - Aircraft (Non-Military)
- Environmental Information - Area Protection and Management – Visits to Specially Protected Areas (Permits)
- Operational Information - Non Governmental Expeditions - Vessel-Based Operations
- Operational Information - Non Governmental Expeditions - Land Based Operations
- Operational Information - Non Governmental Expeditions – Aircraft Activities
- Scientific Information - Automatic Recording Stations / Observatories

For each section the Secretariat has provided a guideline spreadsheet. After the spreadsheet is uploaded, data entry staff at the Secretariat will use data processing tools to import the data. The spreadsheet upload and importing process is integrated into the EIES so a record will be kept of all operations.

All information uploaded using these tools will initially remain internal and available for review by the EIES Administrator before publishing.

If necessary the Secretariat will assist you to fit your data into the guideline spreadsheet or a compatible format.

## ***Generating and printing of reports***

All reports (Pre-Season, Annual and Permanent) can be generated automatically using the data you have entered into the EIES. You can also produce a partial report of any particular sub-section.

The reports can be provided 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.

## ***EIES and the AT Contact Database***

Only authorized officials of the Antarctic Treaty Parties can input, remove or edit data in the EIES. The identification and validation of EIES Users and Administrators are handled through the Contact Database of the Antarctic Treaty Secretariat.

Only the Contact Administrators of each Party can assign access permissions to the EIES. They do this by selecting the official concerned in the Contact Database and clicking on the [Security Settings](#) link. The official should be already listed in the Contact Database or added previous to the process of assigning permissions. Access permissions can be assigned per area ([Operations](#), [Environment](#), [Science](#), [Other](#)).

## ***Support***

We have tried to make the navigation and the form filling as easy as possible. 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 regarding the information requested in the forms please contact the Secretariat's Information Officer, José Luis Agraz, at [pepe.agraz@ats.aq](mailto:pepe.agraz@ats.aq).