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## GUIDANCE ON THE USE OF THE ATT INFORMATION EXCHANGE PLATFORM

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### Background

1. The Fourth Conference of States Parties (CSP4) welcomed the development of the information exchange platform on the restricted area of the ATT website as part of the IT project undertaken by the ATT Secretariat under the direction of States Parties to the Treaty. The information exchange platform was developed and designed to facilitate exchanges between States Parties and enable them to share information on implementation of the Treaty.

2. The Fifth Conference of States Parties (CSP5) to the Arms Trade Treaty (ATT) mandated the ATT Secretariat to 'draft instructions or guidance on the use of the information exchange platform' (paragraph 27(h) of the [CSP5 Final Report](#) (ATT/CSP5/2019/SEC/536/Conf.FinRep.Rev1)). The ATT Secretariat prepared this document in response to that mandate in order to provide guidance to States Parties on the use of the information exchange platform with a view to promoting the use of the platform and ensuring its appropriate use.

3. This guidance document is divided into the following sections:

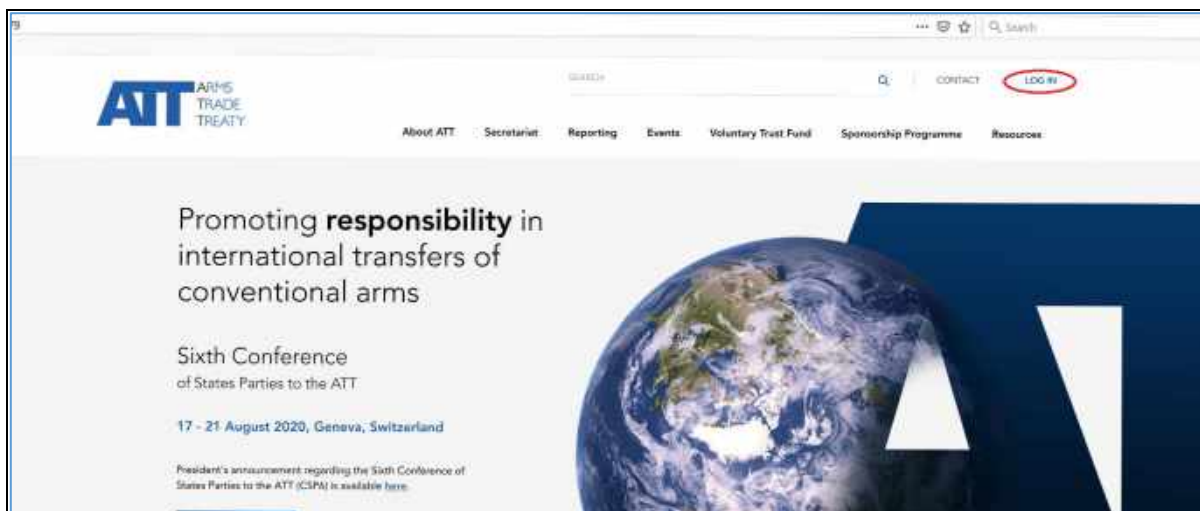
- a. How to access the information exchange platform
- b. How to access and comment on existing announcements
- c. How to make an announcement
- d. How to edit an announcement
- e. How to delete an announcement
- f. Frequently asked questions

This guidance document is a ‘living’ document that will be amended and expanded as use of the information exchange platform grows and diversifies.

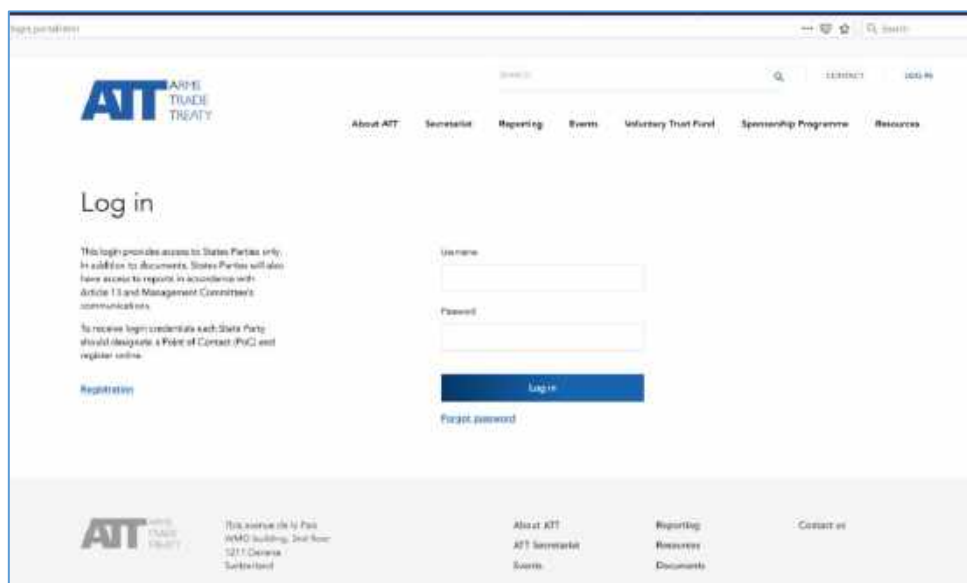
### How to access the information exchange platform

4. The information exchange platform is located in the restricted area of the ATT website and can only be accessed by representatives of States Parties that have registered to access the restricted area of the website and have received login credentials (i.e. a username and password) that enable them to login to the restricted area of the website. Information on how to register to obtain access to the restricted area of the website is available at: <https://www.thearmstradetreaty.org/registration-to-portal.html>

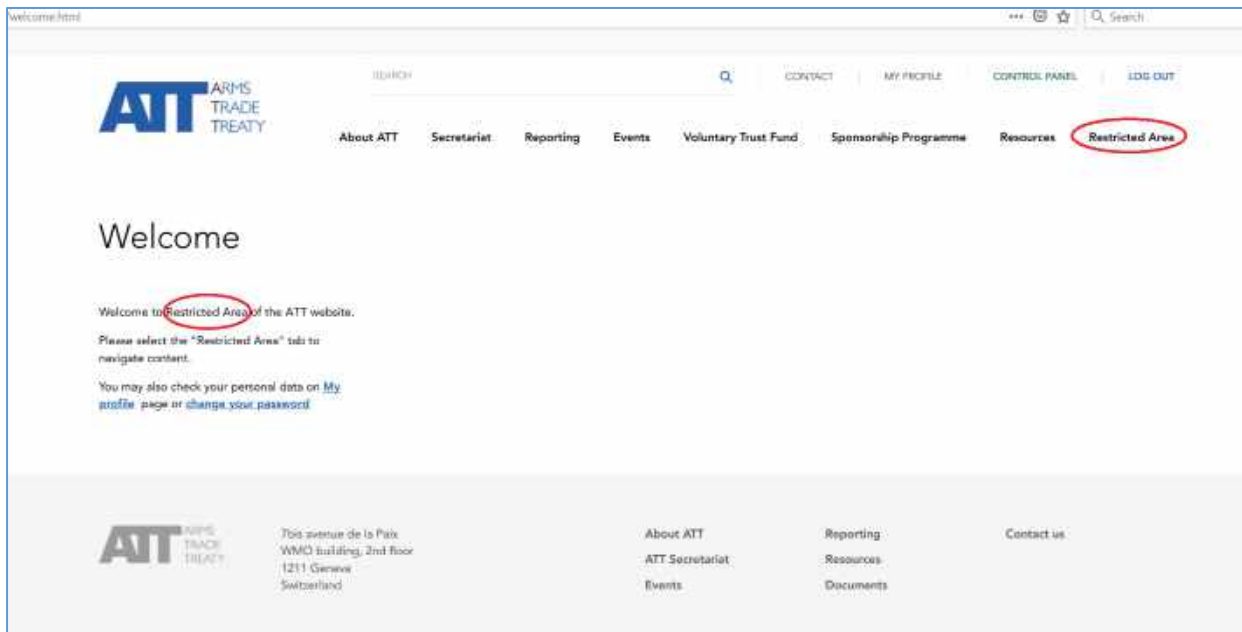
5. Once a representative of a State Party or ‘user’ has access to the restricted area of the ATT website, he or she may login to the restricted area by entering his or her login credentials in the Log in webpage. The Log in webpage can be accessed by clicking the ‘LOG IN’ link in the top right-hand corner of the ATT homepage.



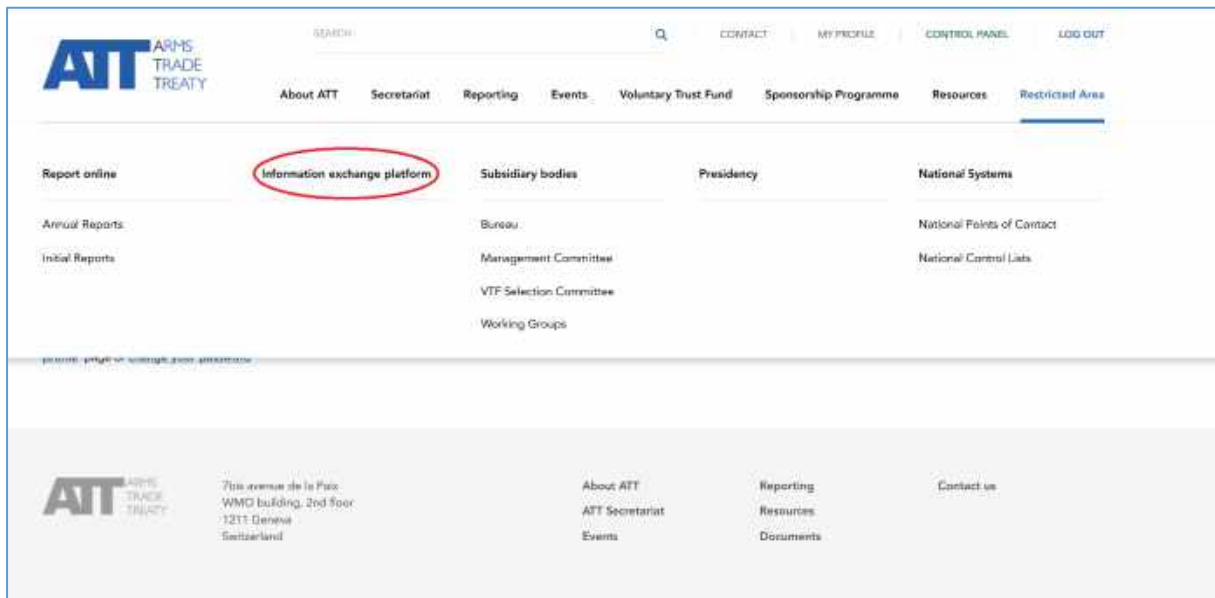
6. Once a user has clicked on the ‘LOG IN’ link, the Log in page will open:



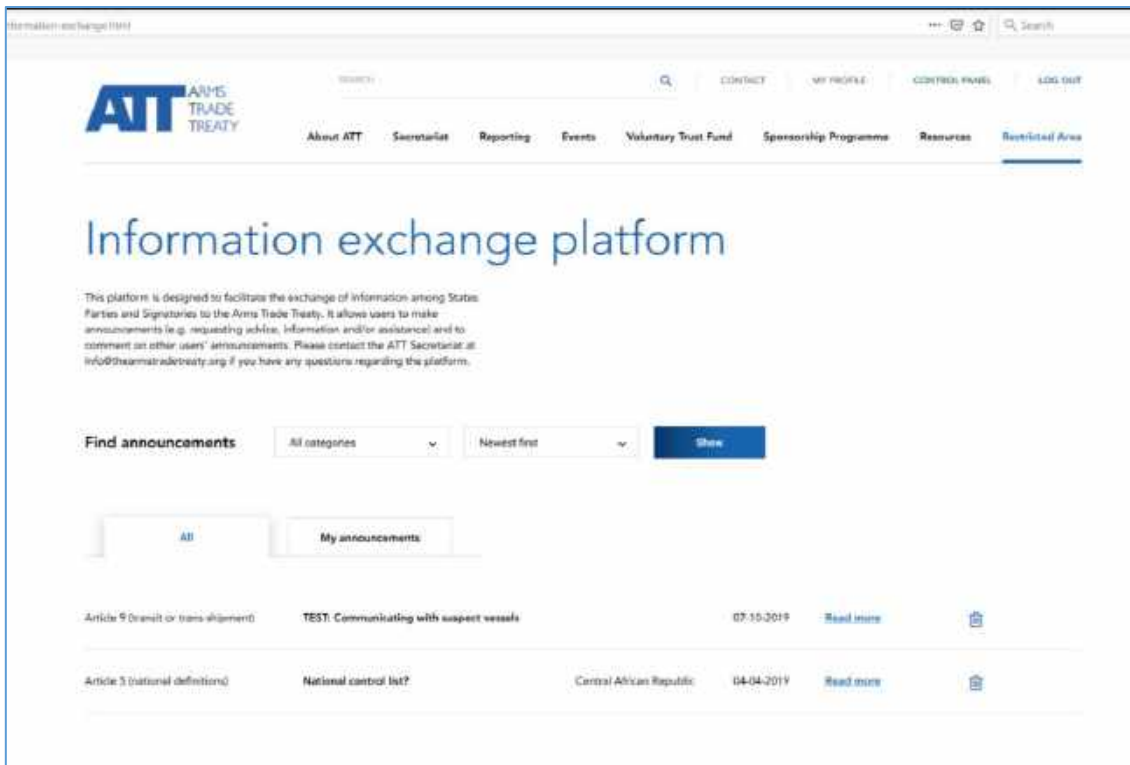
7. Once a user has entered their log in credentials and logged into the restricted area of the website, they will reach a webpage welcoming them to the Restricted Area. The list of menus along the top of the webpage will include a menu titled 'Restricted Area'.



8. When the user clicks on the menu for the 'Restricted Area', a series of sub-menus will appear, including a sub-menu for the 'Information exchange platform'.

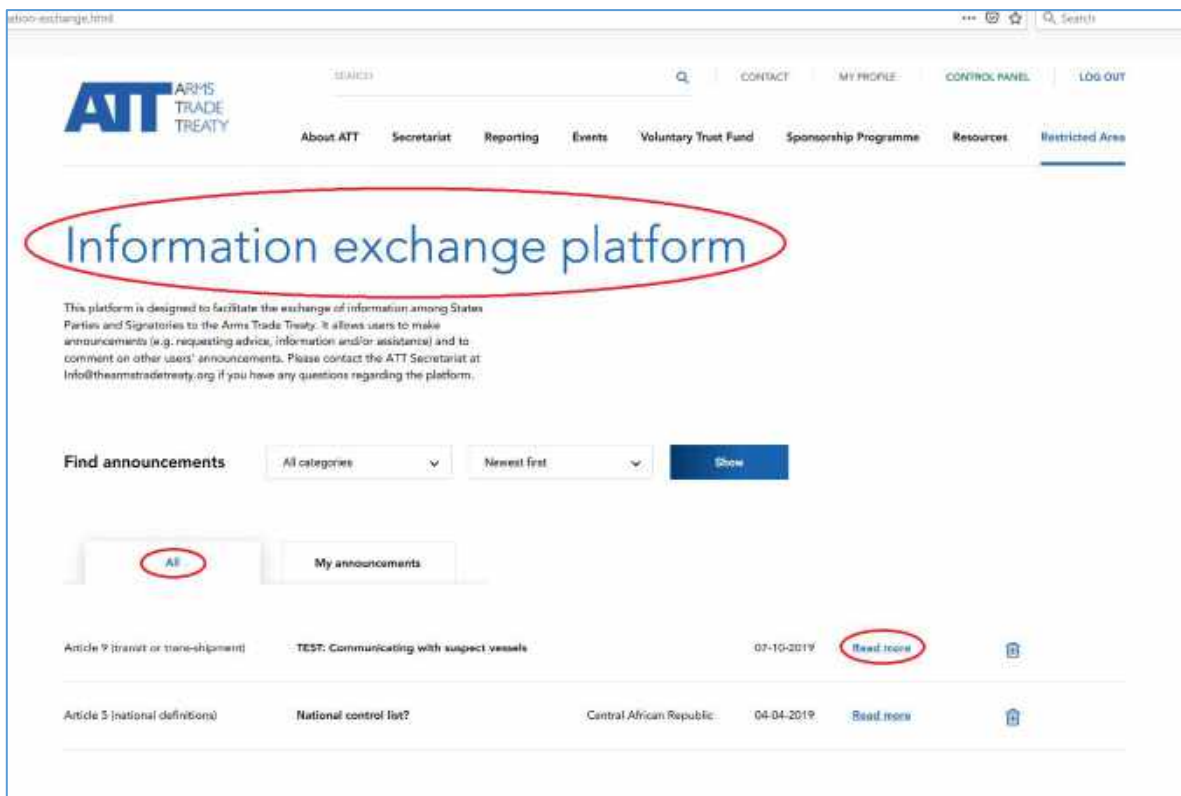


9. When the user clicks on the Information exchange platform menu and opens the Information exchange platform, the user will see the following information displayed:

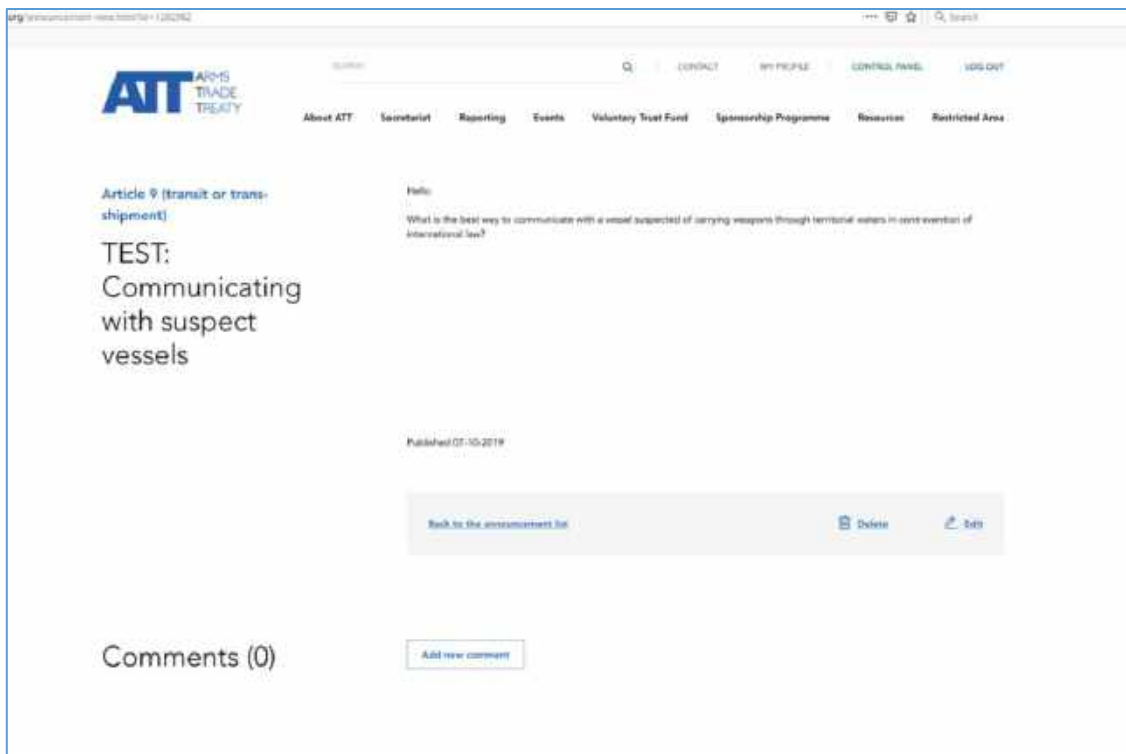


### How to access and comment on existing announcements

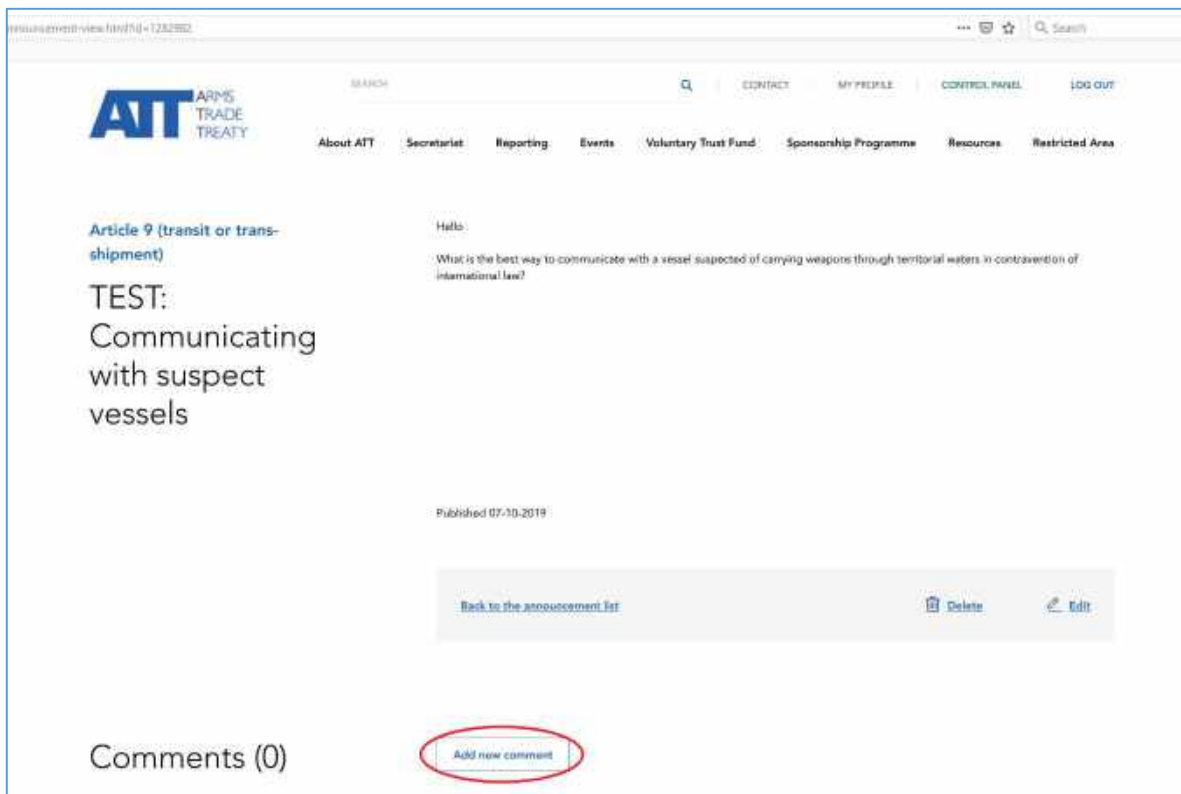
10. Once a user is in the information exchange platform, the page displays all the messages that have been posted or published on the Information exchange platform, under the 'All' tab. To open one of the messages on display and read the full contents of the message, click on the 'Read more' link.



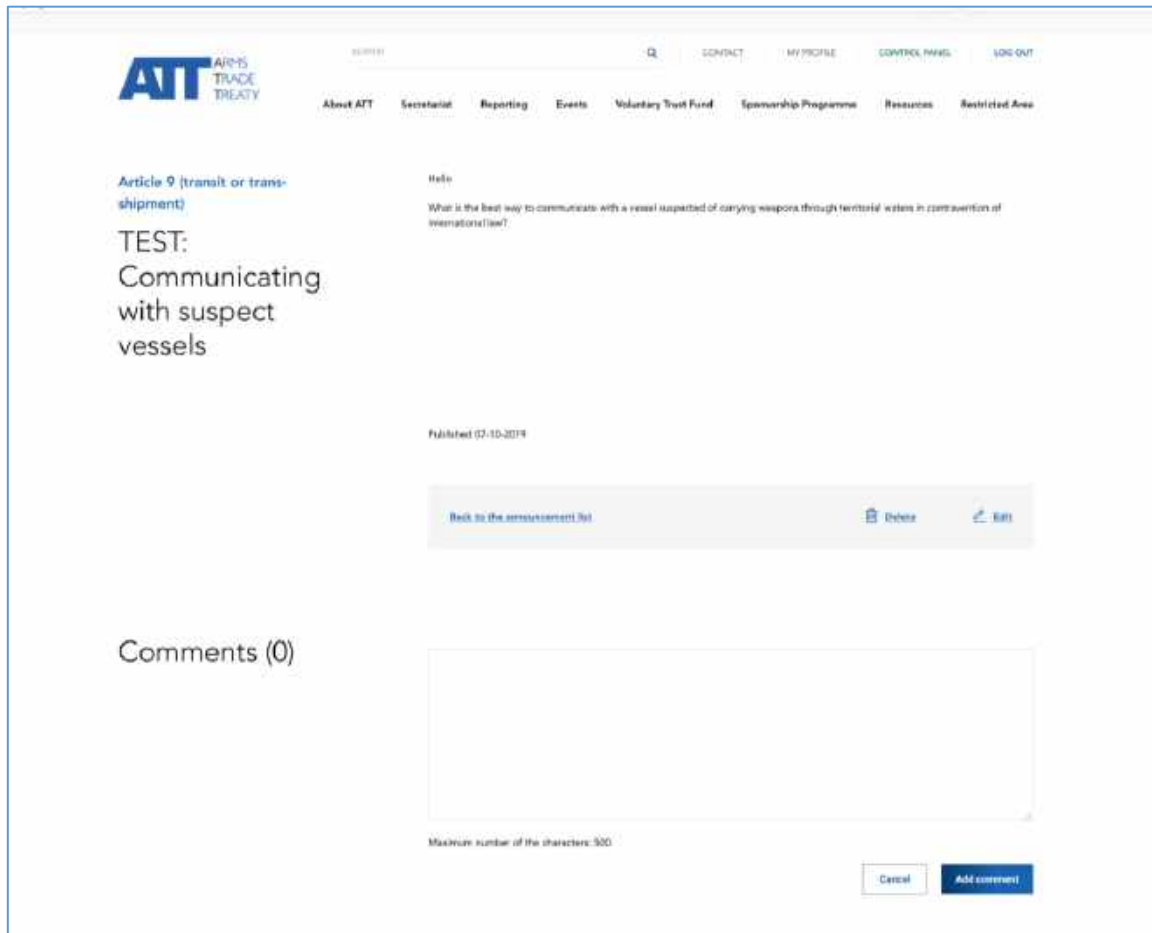
11. This will open a new page containing the entire message that has been published, e.g.:



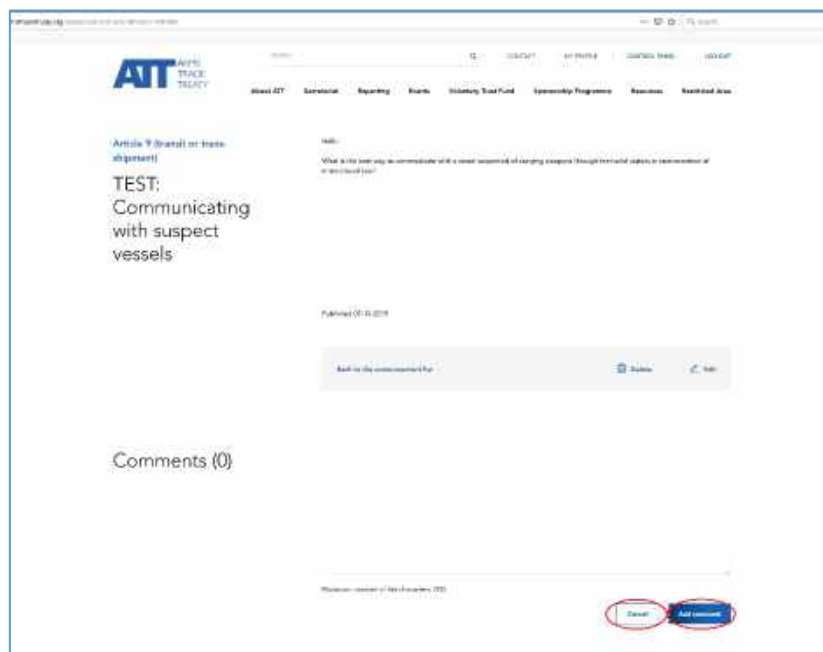
12. Once a user has opened a message, he or she can view the entire contents of the message as well as any comments that have been made by other users. To make a comment on the message, click on 'Add new comment':



13. Following this, a box will appear that allows the user to enter text of up to 500 characters, as shown below:

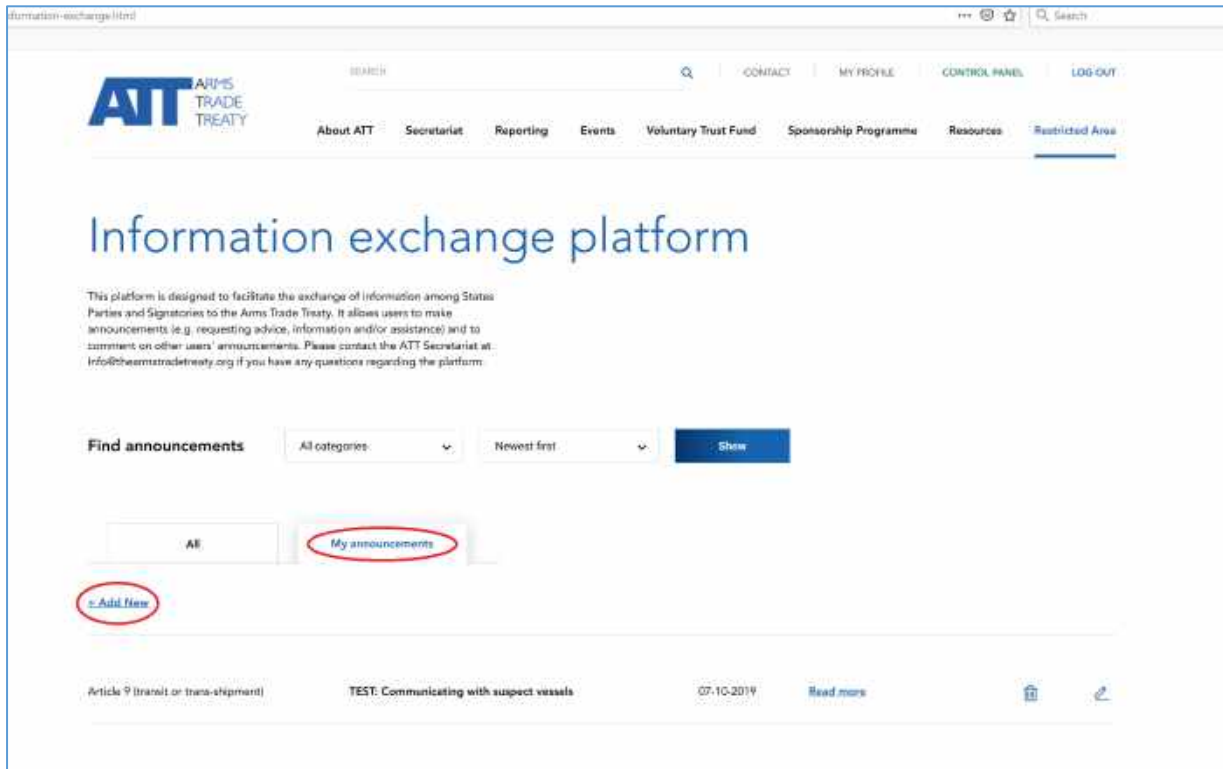


14. Once the comment is completed, press 'Add comment' or, if you decide not to make a comment after all, simply press 'Cancel'. To return to the main page where all messages are listed, press 'Back to the announcement list'.



## How to make an announcement

15. To make or publish an announcement, go to the tab 'My announcements', and click '+ Add New':



16. This will open a new page titled 'Add a new announcement':

The screenshot shows the 'Add a new announcement' page. The title 'Add a new announcement' is circled in red. Below the title, there is a brief instruction: 'You can add a new announcement here. You will have the possibility of writing your announcement and publication via the My announcements tab.' The form includes a 'Category' dropdown menu, a 'Title' text field, and a 'Description' text area with a rich text editor. The rich text editor has buttons for bold, italic, underline, link, unlink, bulleted list, and numbered list. Below the description field, there is a note: 'Maximum number of the characters: 5000.' There is also an 'Add File' button for attachments, with a note: 'Attach 3 files at most, 5MB size each. File types: PDF, DOC, DOCX.' At the bottom, there are 'Cancel' and 'Publish' buttons.

17. To make an announcement, follow these steps:

### Step 1: Select a category

Go to the 'Select category' field and select a category from the drop-down menu that appears. Select the category that is most closely linked to your announcement. For example, if the announcement relate to a request for assistance with developing a national control list, the category 'Article 5 (national control list)' could be selected:

The screenshot shows the 'Add a new announcement' page on the ATT website. The 'Categories' dropdown menu is open, displaying a list of articles. The selected category, 'Article 5 (national control list)', is highlighted with a red circle. Below the dropdown menu, there is an 'Attachments (optional)' section with an 'Add file' button. At the bottom right, there are 'Cancel' and 'Publish' buttons.

### Step 2: Enter a title

Go to the 'Title' field and enter a title for your announcement. This should be a short phrase or sentence that gives readers a clear indication of what your announcement relates to. For example, if your announcement relates to a request for assistance, include the phrase 'request for assistance' and an indication of the subject or obligation you would like assistance with. For example, if you would like to request assistance to establish a national control list, an appropriate title could be 'Request for assistance with national control list'.

### Step 3: Enter a description

Go to the 'Description' field and write a description of what it is you are announcing or requesting. There is a limit of 5,000 characters in this field. This should be sufficient to include some background or context to your announcement as well as details.

You can also upload a maximum of three (3) files or documents related to your announcement by clicking on 'Add file'. Please note: documents must not exceed 5MB and must be in PDF or Word format.

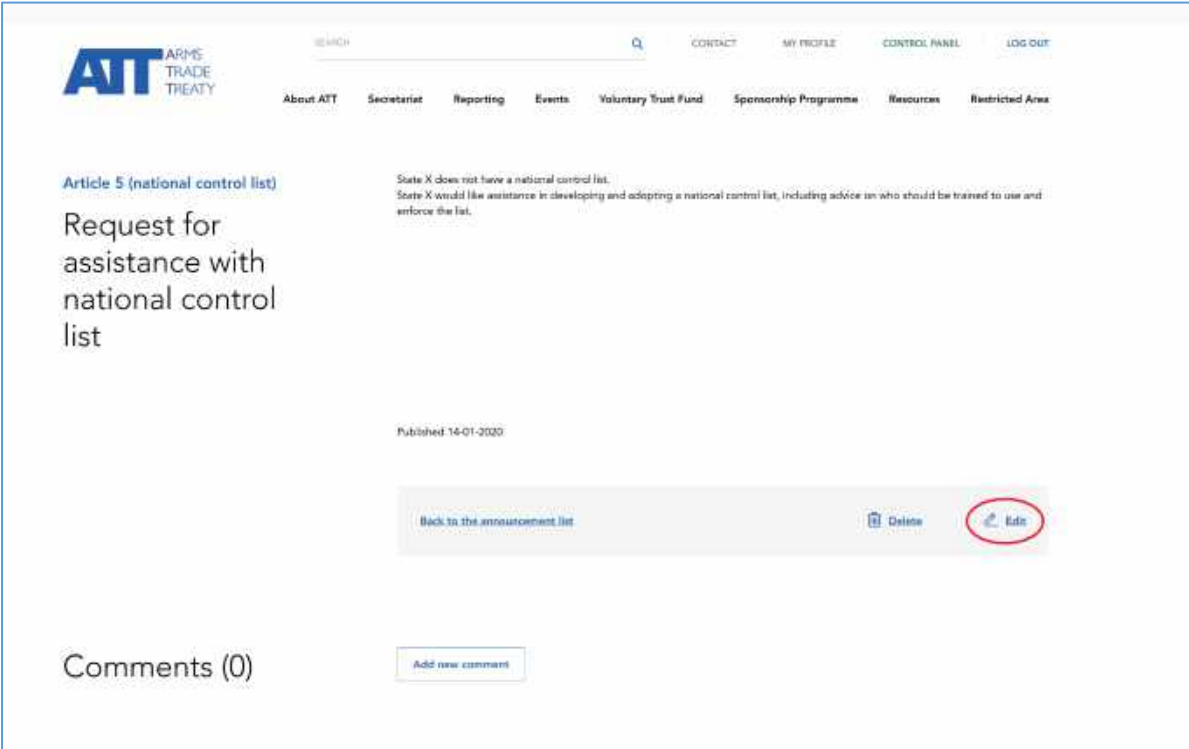


#### Step 4: Publish an announcement

Once you have completed your announcement, press 'Publish' or, if you decide not to make an announcement after all, simply press 'Cancel'. Please note: it is not possible to *save* a draft announcement and return to complete it at a later time or date. Accordingly, users are advised to draft or prepare their announcements in advance of entering the information exchange platform to post them. In addition, it is not possible to 'Publish' an announcement unless and until all mandatory fields are completed (i.e. the category, title and description fields must not be left empty).

#### How to edit an announcement

18. Once a user has published an announcement, the user that created the announcement may edit or change the announcement at any time by clicking on the 'Edit' button on the message page itself:



The screenshot displays the ATT (Arms Trade Treaty) website interface. At the top left is the ATT logo. A navigation menu includes 'About ATT', 'Secretariat', 'Reporting', 'Events', 'Voluntary Trust Fund', 'Sponsorship Programme', 'Resources', and 'Restricted Area'. A search bar is located at the top center. The main content area features an announcement titled 'Article 5 (national control list)' with the sub-heading 'Request for assistance with national control list'. The announcement text states: 'State X does not have a national control list. State X would like assistance in developing and adopting a national control list, including advice on who should be trained to use and enforce the list.' Below the text, it says 'Published 14-01-2020'. At the bottom of the announcement, there are three buttons: 'Back to the announcement list', 'Delete', and 'Edit'. The 'Edit' button is circled in red. Below the announcement, there is a 'Comments (0)' section with an 'Add new comment' button.

19. Or the user may edit the announcement by clicking the edit icon on the list of announcements on the 'My announcements' tab/page:

**ATT** ARMS TRADE TREATY

SEARCH

CONTACT MY PROFILE CONTROL PANEL LOG OUT

About ATT Secretariat Reporting Events Voluntary Trust Fund Sponsorship Programme Resources **Restricted Area**



## Information exchange platform

This platform is designed to facilitate the exchange of information among States Parties and Signatories to the Arms Trade Treaty. It allows users to make announcements (e.g. requesting advice, information and/or assistance) and to comment on other users' announcements. Please contact the ATT Secretariat at [info@thearmstradetreaty.org](mailto:info@thearmstradetreaty.org) if you have any questions regarding the platform.

**Find announcements** All categories Newest first **Show**

All My announcements

+ Add New

Article 5 (national control list)	Request for assistance with national control list	14-01-2020	<a href="#">Read more</a>	
Article 9 (transit or trans-shipment)	TEST: Communicating with suspect vessels	07-10-2019	<a href="#">Read more</a>	

### How to delete an announcement

20. To remove or delete an announcement, click on the 'Delete' button on the message page itself:

**ATT** ARMS TRADE TREATY

SEARCH

CONTACT MY PROFILE CONTROL PANEL LOG OUT

About ATT Secretariat Reporting Events Voluntary Trust Fund Sponsorship Programme Resources **Restricted Area**

### Article 5 (national control list)

## Request for assistance with national control list

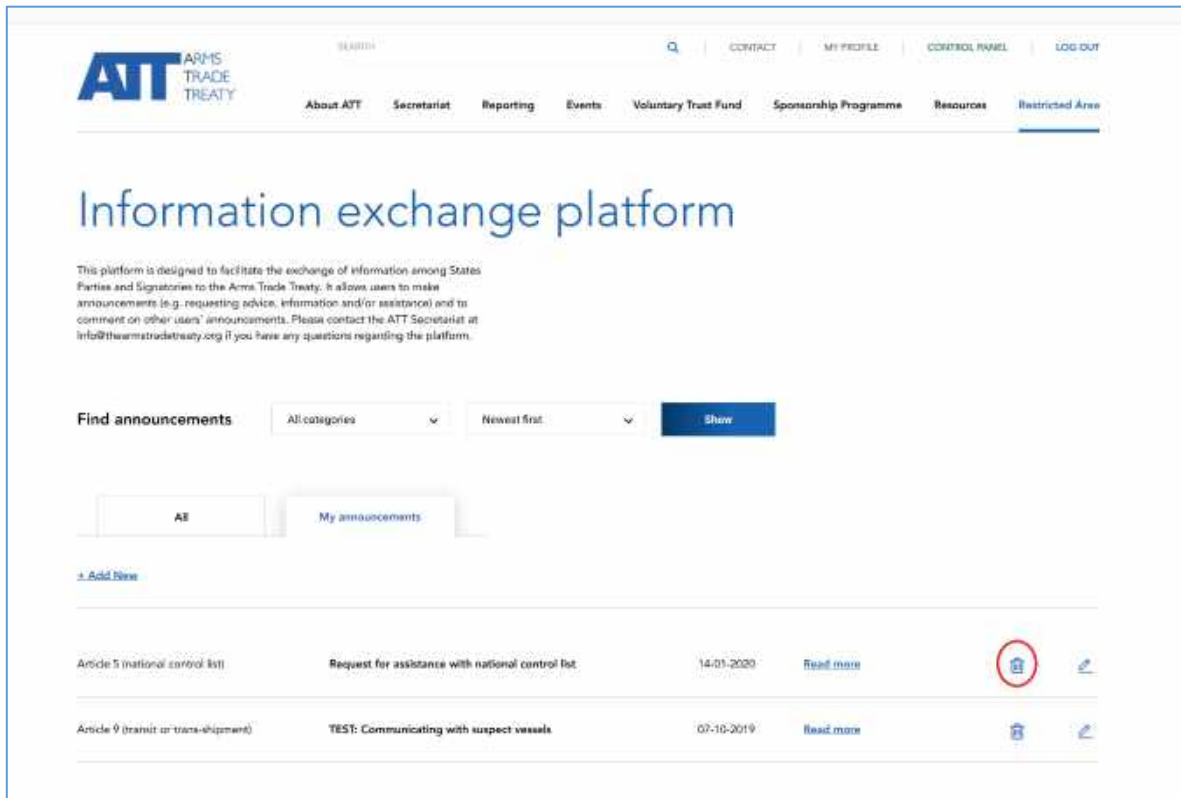
State X does not have a national control list. State X would like assistance in developing and adopting a national control list, including advice on who should be trained to use and enforce the list.

Published 14-01-2020

[Back to the announcement list](#) **Delete** [Edit](#)

Comments (0) [Add new comment](#)

21. Or a user may delete the announcement by clicking the delete icon on the list of announcements on the 'My announcements' tab/page:



\* Users are encouraged to delete announcements once they are obsolete (e.g. the request for assistance has been fulfilled or the information sought is no longer need). This will ensure the information exchange platform stays relevant and prevent it from being overcrowded and/or outdated. The ATT Secretariat has the ability to delete announcements from the information exchange platform and will use its discretion to do so in the event that announcements are: a) inappropriate; or b) have been published for longer than [12] months and efforts to contact the State or user that published the announcement to verify its continued validity have proved unsuccessful. A system of archiving announcements and exchanges that have long-term value for Treaty implementation guidance will be explored.

## Frequently asked questions

*[The ATT Secretariat will include any questions received from States Parties concerning the access to or use of the information exchange platform as and when they are received. This may include questions regarding:*

- *What sorts of announcements should the information exchange platform be used for?*
- *What type of information should be included in an announcement?*
- *How protected or confidential are announcements posted on the information exchange platform?*
- *Will I receive notification each time someone comments on my announcement?]*

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