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.:

![Message page](image)

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’:

![Comment page](image)
13. Following this, a box will appear that allows the user to enter text of up to 500 characters, as shown below:

![Comment box](image)

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’.

![Comment box](image)
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’:
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:

![Select category dropdown menu](image)

**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:

19. Or the user may edit the announcement by clicking the edit icon on the list of announcements on the ‘My announcements’ tab/page:
How to delete an announcement

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