

Procedures for the Submission, Translation and Distribution of Documents for the ATCM and the CEP

1. These procedures apply to the submission, translation and distribution of official papers for the Antarctic Treaty Consultative Meeting (ATCM) and for the Committee on Environmental Protection (CEP) as defined in their respective Rules of Procedure. These papers consist of Working Papers, Secretariat Papers, Information Papers and Background Papers.
2. Papers that are submitted to both the ATCM and the CEP should indicate, where feasible, what portions or elements of the paper should, in the opinion of the submitter, be discussed in each forum.
3. Documents to be translated are Working Papers, Secretariat Papers, reports submitted to the ATCM by ATCM Observers and invited Experts according to the provisions of Recommendation XIII-2, reports submitted to the ATCM in relation to Article III-2 of the Antarctic Treaty, and Information Papers that a Consultative Party requests be translated. Background Papers will not be translated.
4. Papers that are to be translated, with the exception of the reports of Intersessional Contact Groups (ICG) convened by the ATCM or CEP, Chair Reports from Antarctic Treaty Meetings of Experts, and the Secretariat's Report and Programme, should not exceed 1500 words. When calculating the length of a paper, proposed Measures, Decisions and Resolutions and their attachments are not included.
5. Papers that are to be translated should be received by the Secretariat no later than 45 days before the Consultative Meeting. If any such paper is submitted later than 45 days before the Consultative Meeting, it may only be considered if no Consultative Party objects.
6. The Secretariat should receive Information Papers for which no translation has been requested and Background Papers that participants wish to be listed in the Final Report no later than 30 days before the Meeting.
7. The Secretariat will indicate on each document submitted by a Contracting Party, an Observer, or an Expert the date it was submitted.
8. When a revised version of a Paper made after its initial submission is resubmitted to the Secretariat for translation, the revised text should indicate clearly the amendments that have been incorporated.
9. The Papers should be transmitted to the Secretariat by electronic means and will be uploaded to the ATCM Home Page established by the Secretariat. Working Papers received before the 45 day limit should be uploaded as soon as possible and in any case not later than 30 days before the Meeting. Papers will be uploaded initially to the password protected portion of the website, and moved to the non-password protected part once the Meeting has concluded.
10. Parties may agree to present any paper for which a translation has not been requested to the Secretariat during the Meeting for translation.
11. No paper submitted to the ATCM should be used as the basis for discussion at the ATCM or at the CEP unless it has been translated into the four official languages.
12. Within three months of the end of the Consultative Meeting, the Secretariat will post on the ATCM Home Page a preliminary version of the Final Report of the Meeting in the four official languages. This version of the report shall be clearly marked

“PRELIMINARY” and shall indicate that it is subject to final formatting, editing, and publishing processes.

13. Within six months of the end of the Consultative Meeting, the Secretariat will circulate to Parties and also post on the ATCM Home Page the Final Report of that Meeting in the four official languages.