



**XLII Antarctic Treaty
Consultative Meeting**
Prague • Czech Republic • 2019

XLII ANTARCTIC TREATY CONSULTATIVE MEETING
PRAGUE, CZECH REPUBLIC
1ST JULY - 11TH JULY 2019

SECRETARIAT NOTE No. 5 – SUBMISSION OF DOCUMENTS

3rd April 2019

We hope you had a fruitful season (some of you in Antarctica) and are now looking forward to our meeting. Before that we would like to remind delegations of the procedures for the submission of documents to the ATCM and to the CEP meeting. Below are important reminders about the deadlines for submitting documents. A summary of important information contained in the ATCM and CEP [Rules of Procedure](#) and the manual for document submission (available in [English](#), [French](#), [Russian](#) and [Spanish](#)) is also provided.

We are also pleased to inform you that, as usual, the Antarctic Treaty Secretariat has established a special section for the meeting documents on its website <https://atcm42.ats.aq/>. Restricted sections should be accessed by using personal email/username and password. Some of the sections can still be accessed by logging in using the following generic ATCM username: **atcm42** and password: **prague2019**.

i. Reminder 1: Approaching deadlines for the submission of documents to the ATCM 42 / CEP 22

All Working Papers, as well as Information Papers for which a Consultative Party requests translation, should be received by the Secretariat no later than 45 days before the Meeting: **Friday 17th May 2019**.

The Secretariat should receive other Information Papers, and Background Papers that participants wish to be listed in the Final Report of the meeting, no later than 30 days before the Meeting: **Saturday 1st June 2019**.

ii. Reminder 2: Special consideration for documents submission to the CEP containing proposals for ASPA / ASMA

Resolution 3 (2018) contains a revised guide to the presentation of Working Papers containing proposals for ASPAs, ASMAs or HSMs. If you are planning to submit a document under this subject, please take note of the new information required, and make use of the revised template cover sheets described in the [Annex to Resolution 2 \(2018\)](#).



iii. Reminder 3: Special consideration for documents submission to the *Seminar on the Status and the Impact of Hydrography in Antarctic Waters*

Parties interested in presenting documents to be considered during the Seminar should submit them under Agenda Item 13: Safety and Operations in Antarctica. We request the addition of the subtitle "**IHO Seminar**" under the title on the cover page of the document.

iv. Categories of documents for the ATCM

Working Papers: These are papers submitted by Consultative Parties, or by Observers (SCAR, CCAMLR or COMNAP), on matters which require discussion and action at a meeting. Working Papers are translated into the four languages of the meeting.

Information Papers: These include papers submitted by Consultative Parties or by Observers which provide information in support of a Working Paper or are relevant to discussion at a meeting. Information Papers may also be submitted by a Non-consultative Party or by an invited Expert if they are relevant to discussion at a meeting. Other than certain reports, Information Papers are not translated unless requested by a Consultative Party.

Background Papers: These papers may be submitted by any participant and are submitted only for the purpose of formally providing information. Background Papers will not be introduced in a meeting and are not translated. They may be submitted at any time.

v. Categories of documents for the CEP

Working Papers: These are papers submitted by Members of the CEP, or by Observers (SCAR, CCAMLR or COMNAP), on matters which require discussion and action at a meeting. Working Papers are translated into the four languages of the meeting.

Information Papers: These include papers submitted by Members of the CEP or by Observers which provide information in support of a Working Paper or are relevant to discussion at a meeting. Information Papers may also be submitted by a Contracting Party which is not a Party to the Environment Protocol, or by an invited Expert, if they are relevant to discussion at a meeting. Information Papers are not translated unless requested by a Consultative Party.

Background Papers: These papers may be submitted by any participant and are submitted only for the purpose of formally providing information. Background Papers will not be introduced in a meeting and are not translated. They may be submitted at any time.

In addition to the above, *Secretariat Papers* are prepared by the Treaty Secretariat to assist the conduct of the meeting and are translated.



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vi. Procedure for submitting documents

Papers that are to be translated should not exceed 1500 words. When calculating the length of a paper, proposed Measures, Decisions and Resolutions and their attachments are not included in the word count. Information about the formatting of documents can be found in the manual for document submission. Papers should be submitted to the following email account:

42atcm@antarctictreaty.org

On-line registration for the meeting

We would like to take this opportunity to remind delegations that registration for participation in the ATCM is now open. Delegations should use the on-line registration system provided by the Antarctic Treaty Secretariat. On-line registration must be done through the Parties' Contact Administrator who has the user name and password required for access to the on-line registration system at:

<https://42atcm.ats.aq/>

On-line registration closes on 21st June 2019.

For completing the on-line registration, you will have to upload a photo, unless you have already provided it to the system previously. The registration form includes on-line help to assist with correct registration.

Registration of delegates will also be possible at the meeting venue, starting from the afternoon of Sunday 30 June. However, delegates are encouraged to register on-line, in advance of ATCM XLII, to facilitate the preparations for the meeting.

Upon arrival at the Top Hotel Praha, delegates and participants are kindly requested to contact the ATCM XLII Information/Registration Desk to confirm the registration and pick up their welcome package.

The Information/Registration Desk will be located at the entrance of the Top Hotel Praha. It will be open for business from 3:00 pm to 6:00 pm on Sunday 30th June 2019 and from 8:00 am to 6:00 pm every day throughout the event.

Accommodation

Participants are supposed to make their own hotel and transportation arrangements. Hotel reservations can also be made through the website of ATCM XLII (<https://atcm42-prague.cz/>, section "Info for Delegates").

Visas

The basic overview of visa requirements for States Parties to the Antarctic Treaty is available at the website of ATCM XLII (section "Info for Delegates"). The registered delegates to the ATCM who are citizens of countries subject to visa requirements should apply for visas at a respective Czech diplomatic mission or consular post. **Please note that visas cannot be issued upon arrival to the Czech Republic.**



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To facilitate the issuance of visas, the visa application should be accompanied with the e-mail letter which the delegates receive upon registration or a copy of this Secretariat Note. It is also recommended that the applications for visas are submitted in sufficient advance, so that they can be processed in time.

We point out that it is only possible to apply for the Czech visas not earlier than three months before arrival, *i.e.* starting from 1st April 2019.

Detailed information on visa requirements are available at the website of the Ministry of Foreign Affairs of the Czech Republic (www.mzv.cz, section “Entry & Residence”).

Should you need any further information, please do not hesitate to contact us.

We look forward to welcoming you in Prague in July!

ATCM XLII Host Country Secretariat

International Law Department

Ministry of Foreign Affairs of the Czech Republic

Loretánské nám. 5

118 00 Praha 1

Czech Republic

Tel: +420 224 182 489 (409) (Host Country Secretariat) / +420 773 798 804 (for logistic information)

e-mail: atcm42@mzv.cz

website: <https://atcm42-prague.cz/>