



**44<sup>th</sup> ANTARCTIC TREATY CONSULTATIVE MEETING  
BERLIN, GERMANY  
23 MAY TO 2 JUNE 2022**

**SECRETARIAT NOTE 5: ATCM XLIV REGISTRATION AND SUBMISSION  
OF PAPERS**

**5 April 2022**

Dear colleagues,

Germany has decided to hold ATCM XLIV as a face-to-face meeting with the possibility of hybrid participation ("voice" and "asking for the floor") for Delegations that will not be able to attend ATCM XLIV in-person. In addition, registered delegates may be able to participate via internet video broadcast ("no voice" and "no asking for the floor"). Please take this into account when registering. Registration is now open. Germany regrets that the decision took longer than originally planned due to the current difficult political situation.

Germany will issue special permits for registered participants in ATCM XLIV due to remaining entry restrictions related to the COVID-19 pandemic. For this purpose, please also add the number of your travel document you will be using and your date of birth in your registration page (see below). You will then receive a letter together with the registration that you can show at German VISA offices and if necessary at the border. Germany has notified its VISA offices and border officers accordingly. Also included are emergency contacts that can help you in case of difficulties. This document does not exempt you from taking required precautions against the COVID-19 pandemic.

Germany takes your health safety very seriously and will implement a health and safety regime. It strongly recommends all delegates attending ATCM XLIV to be fully vaccinated. Germany is aware that there are different vaccinations schemes and vaccines in different countries. Depending on the pandemic situation and the legal provisions in force at the time of ATCM XLIV, Germany will request Delegates to test for COVID-19 as part of its hygiene concept. Germany will provide appropriate professional testing stations. Details on the concept will be provided in a later Secretariat Note.

Below you find 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 pleased to inform you that, as usual, the Antarctic Treaty Secretariat has established a special section for the meeting documents on its website <https://44atcm.ats.aq/>. Restricted sections should be accessed by using your personal email/username and password which you will receive after registration. Some of the sections can still be accessed by logging in using the following generic ATCM username: **atcm44** and password: **berlin2022**.

**Reminder 1:** Approaching deadlines for the submission of documents to the ATCM 44 / CEP 24

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 8 April 2022**.

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 23 April 2022**.

**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 3 \(2018\)](#).

### **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.

The Secretariat has made improvements to the method of submitting documents to the meeting, to speed up their processing and facilitate proper classification. You now have two options for submitting documents and their attachments:

- **Fill out an online form:**  
The online form is available in the [Upcoming Meeting section](#) of the Secretariat website. By choosing this option you will be guided through the submitting process and then be able to track the status of all documents submitted by your delegation; or
- **Send documents via email to [atcm44@antarctictreaty.org](mailto:atcm44@antarctictreaty.org):**  
In this case, you must also fill in and send a [cover sheet](#) available at the bottom of the [Upcoming Meeting](#) page. By choosing this option you will receive an acknowledgment of receipt but will not be able to track the status of your document while it is being processed by the Secretariat.

Please consider that submissions should observe specific deadlines (see reminder 1 above). Please check the [Manual for submitting documents](#) for guidance on length, format and style of your document

(including details on tables, figures, maps, summaries and illustrations). The Secretariat will contact you if any adjustments are necessary. Word templates in the four languages are available in the [Upcoming Meeting section](#) of the Secretariat website.

### **Online 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 online registration system provided by the Antarctic Treaty Secretariat. Online registration must be done through the Parties' Contact Administrator who has the user name and password required for access to the online registration system at:

<https://44atcm.ats.aq/>

Online registration closes on **13 May 2022**.

For completing the online registration, you will have to upload a photo, unless you have already provided it to the system previously, the number of your travel document and your date of birth. The registration form includes online help to assist with correct registration. Registration of delegates will also be possible at the meeting venue, starting from the afternoon of **Sunday 22 May 2022**. However, delegates are encouraged to register on-line, in advance of ATCM XLIV, to facilitate the preparations for the meeting.

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

The Information/Registration Desk will be located at the ESTREL Foyer of the ESTREL Hotel Berlin. It will be open for business from 3:00 pm to 6:00 pm on **Sunday 22 June 2022** 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.

### **Visa**

Registered delegates to the ATCM who are citizens of countries subject to visa requirements should apply for visas at a respective German diplomatic mission or consular post. Please note that visas cannot be issued upon arrival to Germany.

To facilitate the issuance of visas, the visa application should be accompanied with the email letter which the delegates receive upon registration. It is also recommended that the applications for visas are submitted in sufficient advance, so that they can be processed in time.

Detailed information on [visa requirements](#) is available at the website of the Ministry of Foreign Affairs of Germany.



Should you need any further information, please do not hesitate to contact us. We look forward to welcoming you in Berlin in May!

Kind regards,

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Attachments:

1) Key Dates

*Attachment 1*

## Key Dates

<b>D-45</b>	<b>Friday 8 April 2022</b>	Submission of ATCM and CEP Working Papers and other papers for which translation is required
<b>D-30</b>	<b>Saturday 23 April 2022</b>	Submission of ATCM and CEP Information Papers, and Background Papers that participants wish to be listed in the Final Report
<b>D-10</b>	<b>Friday 13 May 2022</b>	Closing of on-line registration
<b>D-1</b>	<b>Sunday 22 May 2022</b>	Opening of the Registration Desk at the conference venue
<b>D</b>	<b>Monday 23 May 2022</b>	Meeting of the ATCPs' Heads' of Delegations
<b>D</b>	<b>Monday 23 May 2022</b>	Commencement of the CEP Meeting
<b>D+1</b>	<b>Tuesday 24 May 2022</b>	Commencement of the ATCM
<b>D+10</b>	<b>Thursday 2 June 2022</b>	Conclusion of the ATCM