

## Significant upgrade for distributing Circulars

TO ALL MEMBERS OF THE COMMISSION AND THE SCIENTIFIC COMMITTEE

The Secretariat is pleased to advise that a significant upgrade for managing and distributing Circulars (CIRCs) has recently been completed and is ready for implementation. This development takes advantage of features available on the new website. It responds to feedback from CCAMLR Members and Secretariat staff concerning the current CIRC distribution system.

The key features of the new system include:

**Main text of CIRCs to your inbox** - The main text of a CIRC, as it appears on the webpage, will be forwarded to your email inbox if you are receiving notifications of new CIRCs. The basic information relating to the nature of the CIRC will be visible without having to login to the CCAMLR website.

**Security is not compromised** - The Secretariat has taken great care to ensure that the new system will not compromise the security of sensitive information that may be transmitted in a CIRC. Only the main text of a CIRC is sent via email. Any attachments will have to be accessed via the CCAMLR website using a username and password.

**Integrated CIRCs** - CIRC attachments will include the CIRC's main text. Downloading a CIRC from the website will include the main text as it appears on the website in the email notification, and any attachments, all in the one pdf document.

**Accessible Distribution Lists** - Built into the CCAMLR website, CIRC distribution lists can be managed by the Party Administrators. Administrators will be able to see who can view Commission and Scientific Committee CIRCs and who is notified when a CIRC has been issued. The present distribution lists for each Party contain all current recipients of CIRCs.

**Linked to a user profile** - On the 'My Account' page, under the 'Subscriptions' tab, each user can see which CIRC distribution list(s) they are on. Here users can turn the email notification on or off.

**Mobile friendly** - HTML email notifications of the main text render on all popular mobile devices, including phones and tablets. This allows users rapid access to CIRC information.

Party Administrators will shortly receive an email with a manual on how to manage users on their Distribution List(s).

This development is part of the Secretariat's on-going efforts to improve systems and procedures to generate benefits for CCAMLR Members and the Secretariat alike.

The new system will be implemented on Wednesday 27 March 2013. The Secretariat welcomes feedback and comments from Members.

Please do not hesitate to contact the Secretariat should you have any enquiries.

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