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QUICK GUIDE FOR THE CMS SCIENTIFIC COUNCIL WORKSPACE

# Quick Guide for the CMS Scientific Council Workspace (http://workspace.cms.int)

The CMS Scientific Council Workspace is an electronic working platform designed to assist the CMS Scientific Council and its working groups to address the numerous mandates for intersessional work and prepare the content for meetings in a collaborative manner. It is a pre-structured discussion forum that follows the CMS Work Plan as well as the Terms of Reference for the different working groups.

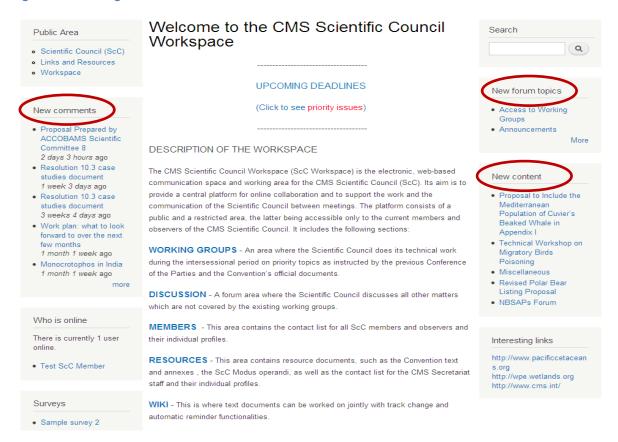
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# **Start Page and Features on All Pages**

The start page (Figure 1) gives easy access to all working areas and provides a glimpse of recent activities, which are also visible from throughout the platform.

Figure 1 - Start Page

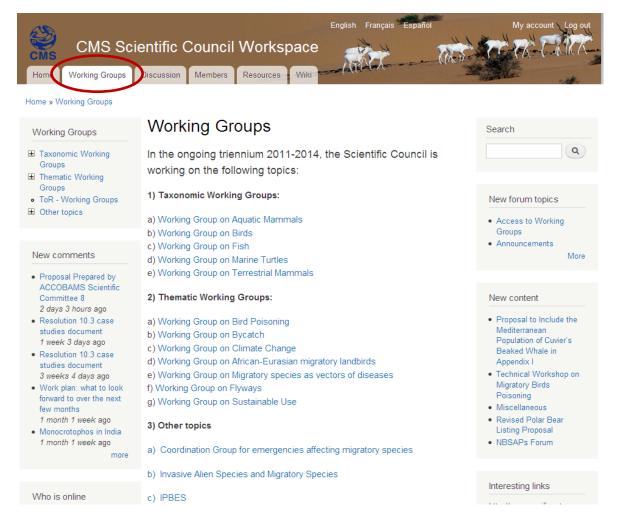


New comments (on the left) are the most recent contributions made to any discussion. New content (on the right) refers to newly created discussion threads or new Wikis for collaborative editing of documents. New forum topics shows which general discussion threads (i.e. those not relating to the topics covered by any of the thematic or regional discussions, but of interest to the entire CMS Scientific Council) have recently been started. All can be directly accessed by clicking on the links.

# **Tab: Working Groups**

**Working Groups** (Figure 2) is the main working area for users of the Workspace. This area is structured by the officially established taxonomic or thematic working groups of the CMS Scientific Council, as well as other topics appearing in the Work Plan for the Convention.

Figure 2 - Working Groups



Taxonomic Working Groups are structured as shown in the menu on the left, reproduced in Figure 3. Thematic Working Groups are shown in Figure 4.

The CMS Work Plan, requires the CMS Scientific Council also to work on *Other Topics* not covered by a specific Working Group. Discussion threads have been prepared for these, too, as shown in Figure 5.

Figure 3 - Taxonomic Working Groups



Figure 4 - Thematic Working Groups



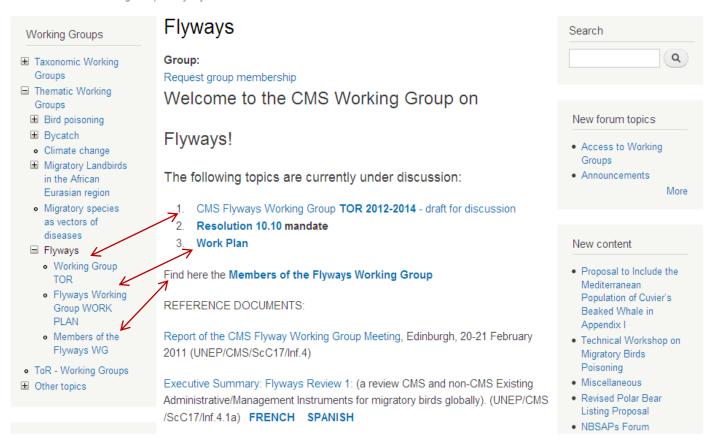
Figure 5 - Other Topics



For each of the official Working Groups, terms of reference have been agreed by the CMS Scientific Council. Accordingly, all points are listed as separate discussion threads, allowing users to go straight to the topic they are interested in. As an example, the structure in Figure 6 has been prepared for the Flyways Working Group.

Figure 6 - Tasks of the Flyways Working Group

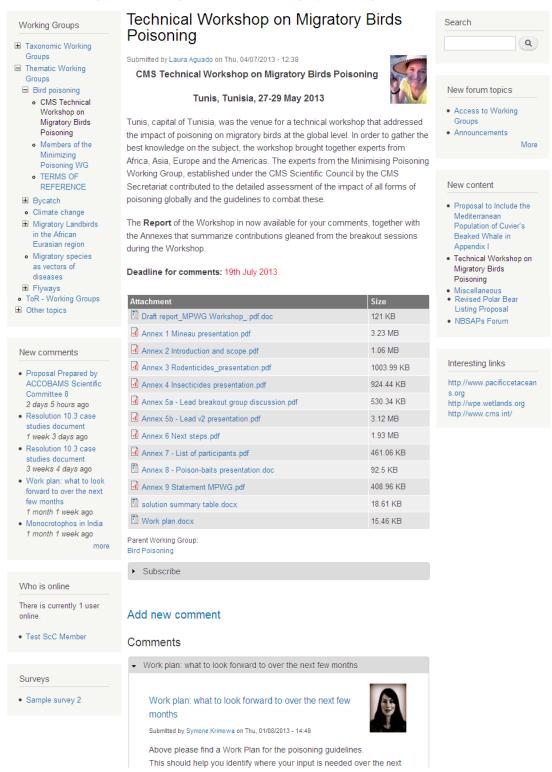
Home » Thematic Working Groups » Flyways



Each of the topics listed in the menu gives users the opportunity to post comments, links etc. relating to that issue in the discussion thread. Also, further resources, such as Wikis (see below), can be linked up through the menu. In the example in Figure 7, a document made available for comments by the Working Group has been added.

Figure 7 - Example Discussion Thread and Related Wiki

Home » Thematic Working Groups » Bird poisoning » CMS Technical Workshop on Migratory Birds Poisoning



#### Feature: Adding a Comment

To add a comment on a discussion thread, open the appropriate item by clicking on the menu on the left and then click *Add new comment* on the page that opened. A box with standard text editing options will appear (see Figure 8).

Please choose a meaningful subject line, as this is what will appear in the box *New* comments visible on all pages. This way, you will allow other users to see easily whether the comment relates to a subject they are interested in. If you leave the subject line empty, the first few words of your comment will be used by the system.

The text box allows a variety of editing and formatting options, pasting from other sources, insertion of tables and pictures, as well as hyperlinks.

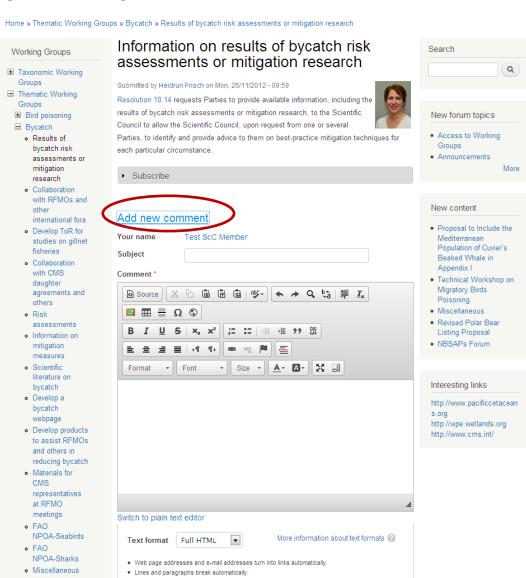


Figure 8 - Commenting

· Climate change

When you have inserted your comment, you have the following options:

Save as draft Publish Preview

Choose *Save as draft* if you are not yet finished writing or editing your comment, and would like to keep it to continue working on it at a later time. You can then access your draft at any time through *My account* on the top right of the screen (see Figure 9), and then under the tab *My drafts*.

Figure 9 - How to Find "My Account"



If you choose *Publish*, the comment will become visible to all users, and those subscribed to the Working Group's content will receive an email notification. You can also preview your comment before publishing to avoid the need for multiple revisions due to formatting problems etc.

#### **Feature: Subscription**

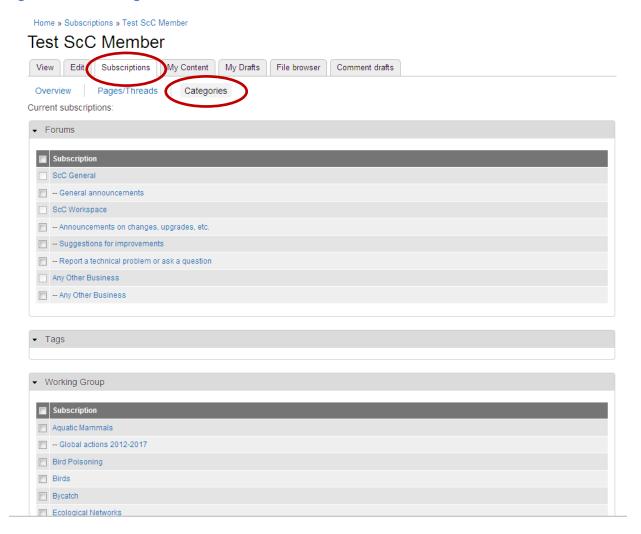
To appear on the membership list of a Working Group, you need to click on *Request group membership* toward the top of the group's start page (see Figure 10). However, this is not necessary in order to comment and follow discussions.

Figure 10 - Becoming a Group Member



If you wish to receive email notifications for comments posted in a Group of interest to you, please go to *My account* (see Figure 9 above) and select the tab *Subscriptions* (see Figure 11). Under *Categories*, you can manage your subscriptions to any of the Groups in the Workspace. Once subscribed, you will receive an email which includes the new content whenever something is added, easily keeping you abreast of the discussion. Please note that you can also subscribe to discussions even if you are not a member of the Group. You can subscribe to as many Groups as you like.

Figure 11 - Subscribing for Email Notifications of New Content



#### Tab: Wiki

The Wiki function allows multiple users to work on the same online document. It allows full version control and comparison of any version with any other (as in Wikipedia). As such, it is ideal for the collaborative preparation of reports and for gathering comments on draft documents.

A key advantage of using a Wiki instead of asking for comments on a Word document is that there is no need to combine multiple versions back into one, with all the time investment this takes, in particular if comments are contradictory. Wikis can be set up to allow comments, too, therefore enabling the users working on the document to have the necessary discussions directly with each other even if they are not yet ready to suggest specific text.

Wikis that are of relevance to all users can be accessed through the main menu (see Figure 12).

Figure 12 - the Wiki Function



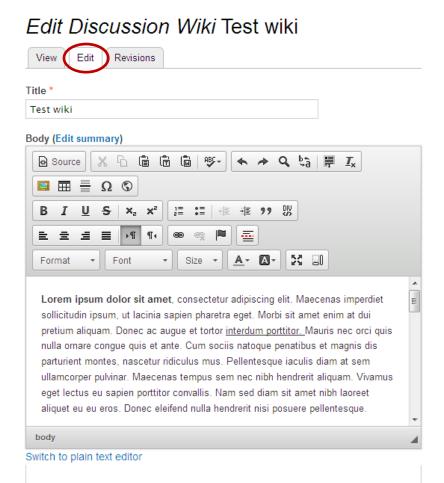
Wikis can also be associated with a specific Working Group. In this case, they do not appear in the general Wiki list, but a menu link can be placed in an appropriate place in the Working Group's topic list. The View page of the Wiki, which you will always access first, shows the latest version of the document (see Figure 13).

Figure 13 – Wiki View Page



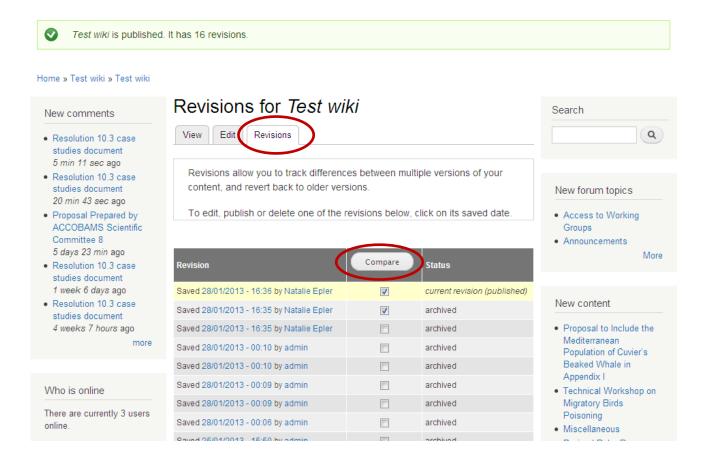
In order to make changes to the text, please click on the *Edit* tab above the text and then insert your changes in the body of the text (see Figure 14). Don't forget to save your changes when you have finished. All people subscribed to the Working Group's content or this Wiki will then be notified by email.

Figure 14 - Editing a Wiki



In order to compare revisions, please click on the *Revisions* tab. You will find a list similar to the one shown in Figure 15, which allows you to see how many revisions were made, by whom, and when.

Figure 15 - Wiki Revisions List



You can compare any two versions with each other to see which changes were introduced (see for example Figure 16).

Figure 16 - Comparison of Wiki Revisions

Revisions » Example Wiki Document

# Revisions for Example Wiki Document

View Edit Revisions

Wed, 09/10/2013 - 14:57 by Laura Aguado

Thu, 10/10/2013 - 11:01 by Laura

< Previous difference

Next difference >

Standard Marked down

Changes to Body

The Economics of Ecosystems and Biodiversity (TEEB)is a global study, initiated by the G8 and five major developing economies and focusing on 'the global economic benefit of biological diversity, the costs of the loss of biodiversity and the failure to take protective measures versus the costs of effective conservation'TEEB makes the case for integrating the economics of biodiversity and ecosystem services in decision-making. This document summarizes a major component of TEEB aimed at the business community ('TEEB for Business'or Deliverable 3). The full report sets out the business case for biodiversity and ecosystem services (BES). In this summary, we review some key indicators and drivers of biodiversity loss and ecosystem decline, and show how this presents both risks and opportunities to business. This document is now available. We examine the changing preferences of consumers for nature-friendly products and services, and offer some examples of how companies are responding; more detail is provided in Chapter 1 of the full report.

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# **Concluding Remarks**

Please be aware that since this is still a new working platform, you may encounter occasional technical difficulties, broken links or similar functional problems. Please report those to the CMS Secretariat through the appropriate forum under the tab *Discussion* to help us improve the system and ensure a smooth working environment for the CMS Scientific Council.

We are confident that this new tool will greatly enhance the CMS Scientific Council's capacity for effective, transparent intersessional collaboration, and we are looking forward to constructive and lively discussions on the many important topics we are working on!