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EUROPEAN COMMISSION FOR DEMOCRACY THROUGH LAW (VENICE COMMISSION)

USER'S GUIDE TO THE VENICE DISCUSSION FORUM

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1. Introduction

The new Venice Discusion Forum website (Newsgroup, Calender, Doclib) facilitates direct exchange between the courts, without the Secretariat of the Venice Commission needing to intervene, as is the case in the "classic" Venice Forum, which functions by the sending of messages to all the liaison officers via e-mail.

Using the classic e-mail system the liaison officer would request the Secretariat to forward his or her question to all other liaison officers, research the CODICES database and then also forward these results to them. The other liaison officers would then send their replys directly to the liaison officer in question with a copy to the Secretariat.

The Venice Discussion Forum is a restricted website providing a less formal means of exchange between the liaison officers, and one which they can freely use to give their opinions on various subjects which are not necessarily a specific case question but on ones which are of interest to them. The "classic" Venice Forum will continue to function.

The Venice discussion forum allows:

- 1. Exchanges of messages (postings) Newsgroup
- 2. Register events for the calender Calendar
- 3. Download documents which can be accessed by all the users Doclib

The address of the site is: <u>http://www.extraweb.coe.int/team10/veniceforum/default.aspx</u>

2. How to conect to the Venice Forum Newsgroup

The link <u>http://www.extraweb.coe.int/team10/veniceforum/Lists/Newsgroup/AllItems.aspx</u> takes you directly to the Newsgroup.

To conect to the restricted site on the Internet, you have to give your username and password on the EXTRAWEB domain.

Connect to www.e	xtraweb.coe.int 🛛 😰 🔯
extraweb.coe.int	
User name:	😰 EXTRAWEB\'_username
Password:	•••••
	<u> </u>
1	OK Cancel

Your username and password will be sent to you by the Secretariat of the Venice Commission.

The field "username" should be filled as follows: **EXTRAWEB**\username.

This will conect you directly to the discussion forum.

The Venice Forum - Newsgroup

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□ Print View	■ 19.01.2005 - The Constitutional Court of the Czech Republic - "Disciplinary procedures for prosecutors"	11	GOREY Ana	11/23/2005 12:08			
	■ 14.12.2004 - The Constitutional Court of the Czech Republic - "Judge Rapporteur"	21	GOREY Ana	11/23/2005 11:47			
	€ 10.06.2004 - Malta, The Law Courts - "Mandatory arbitration"	8	GOREY Ana	11/23/2005 11:37			
	10.05.2004 - Cour constitutionnelle de Moldova - "Les violations de la législation relative à l'assurance et au déroulement des réunions"	7	GOREY Ana	11/23/2005 11:30			
	■ 10.08.2005 - The Constitutional Tribunal of Poland: "Modalities of oral hearings"	5	GOREY Ana	10/20/2005 13:24			
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3. How to use the Forum Newsgroups

3.1. Create a new discussion

To start a new discussion, click on the link "New Discussion" to do a "post"



Then type the subject of the discussion as well as a your message and save using the button "Save and Close".

3.2. <u>Replying, visualising, editing, deleting a « post »</u>

These fonctionalities are accessible either by clicking on the discussion subject (which then opens the discussion and displays the options) or by clicking on the arrow to the right of each discussion (indicated below).

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4. How to use the Calendar

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Clicking "Add new event" at the bottom of the calendar, allows you to add entries

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5. How to use the Docib

Click "Doclib" below the home button "Home", allows you to access the Doclib (library of documentats)

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Here you can upload any documents you wish to put at the disposal of other Forum users – click on "Upload Document"

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Doclib Calendar

Newsgroup

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6. How to use the alert me function

The alert system allows the user to be notified by e-mail when there is a modification of the workspace (messages, calender events or documents. The alerts should be put in place by the person who wishes to be notified.

6.1. Activation of general alerts

Click on "Alert me" (left side menu) which will allow you to install an alert.

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Modify settings and columns

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Send Alerts To All of your alerts will be sent to this e-mail address. Change my e-mail addre	My e-mail address is: schnutz.durr@coe.int
Change Type	Alert me about:
Specify the type of changes that you want to be alerted to.	 All changes
	O Added items
	O Changed items
	O Deleted items
Alert Frequency	Alert me how often:
Specify whether you want to be alerted immediately when there is a change,	, or if 📀 Send e-mail immediately.
you would rather receive a daily or weekly summary message.	O Send a daily summary.
View my existing alerts on this site.	O Send a weekly summary.
	OK Cancel

Enter you e-mail address in the appropriate field "My e-mail address is".

NB: This only needs to be done once after which the e-mail address is registered.

Please indicate the type and frequency of the alert and the validate by clicking "OK".

An alert can be defined for just one discussion or on a particular "post". In order to do this, hover over the subject of the discussion or the "post" required and click "Alert me" in the drop down menu as indicated below.



Then chose the frequency of the updates and validate by clicking "OK".



6.3. Managing your alerts:

To get an overall view of your alerts, click on the link "View my existing alerts on this site" which can be found at the bottom of the page.

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Send Alerts To All of your alerts will be sent to this e-mail address. Change my e-mail address.	My e-mail address is: michel.chairel@coe.int
Change Type Specify the type of changes that you want to be alerted to.	Alert me about:
Alert Frequency Specify whether you want to be alerted immediately when there is a change, or if you would rather receive a daily or weekly summary message. View my existing alerts on this site.	Alert me how often: © Send e-mail immediately. © Send a daily summary. © Send a weekly summary.
	OK Cancel

Below is an overview of the alerts in place. To delete an alert, click "Delete Selected Alerts".

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