Introduction

The Aarhus Clearinghouse is dedicated to promoting the exchange of information and good practice in implementation of the Aarhus Convention and principle 10 of the Rio Declaration on Environment and Development. The secretariat to the Convention on Access to Information, Public Participation in Decision-making and Access to Justice in Environmental Matters (Aarhus Convention) welcomes and encourage contributions to the Aarhus Clearinghouse to showcase news and information on laws and practices relevant to the public's right, including to access environmental information.

The process for adding new data to the Aarhus Clearinghouse resource directory is as follows:

1. Send an email to public.participation@unece.org to request a username and password to the Aarhus Clearinghouse. Please include your full name, professional title, name of organization, address, and contact details (email, phone and skype).
2. When you receive your username and password go to http://aarhusclearinghouse.unece.org/admin/ (Alternatively click on the Aarhus Clearinghouse Admin at the bottom of http://aarhusclearinghouse.unece.org/. The screen in *Figure 2* will be displayed.
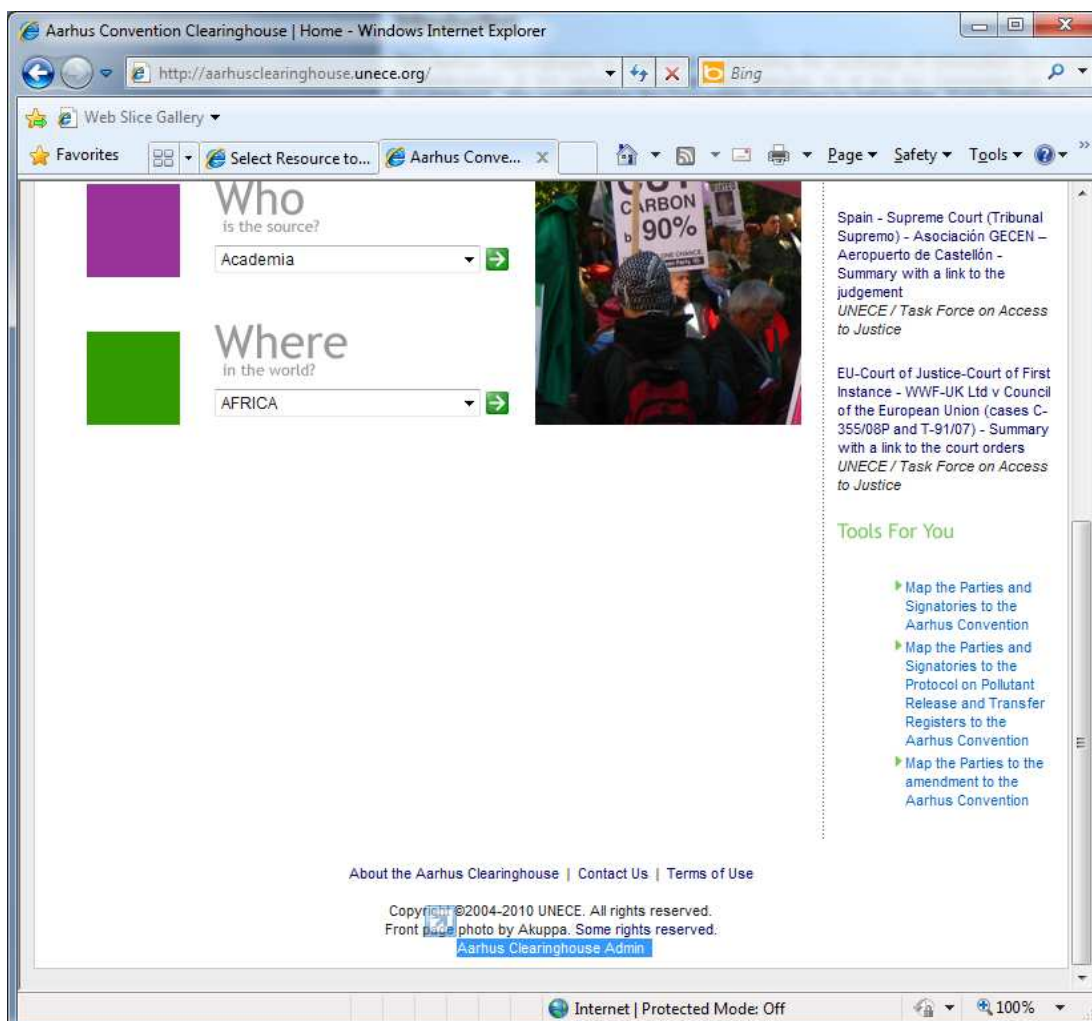

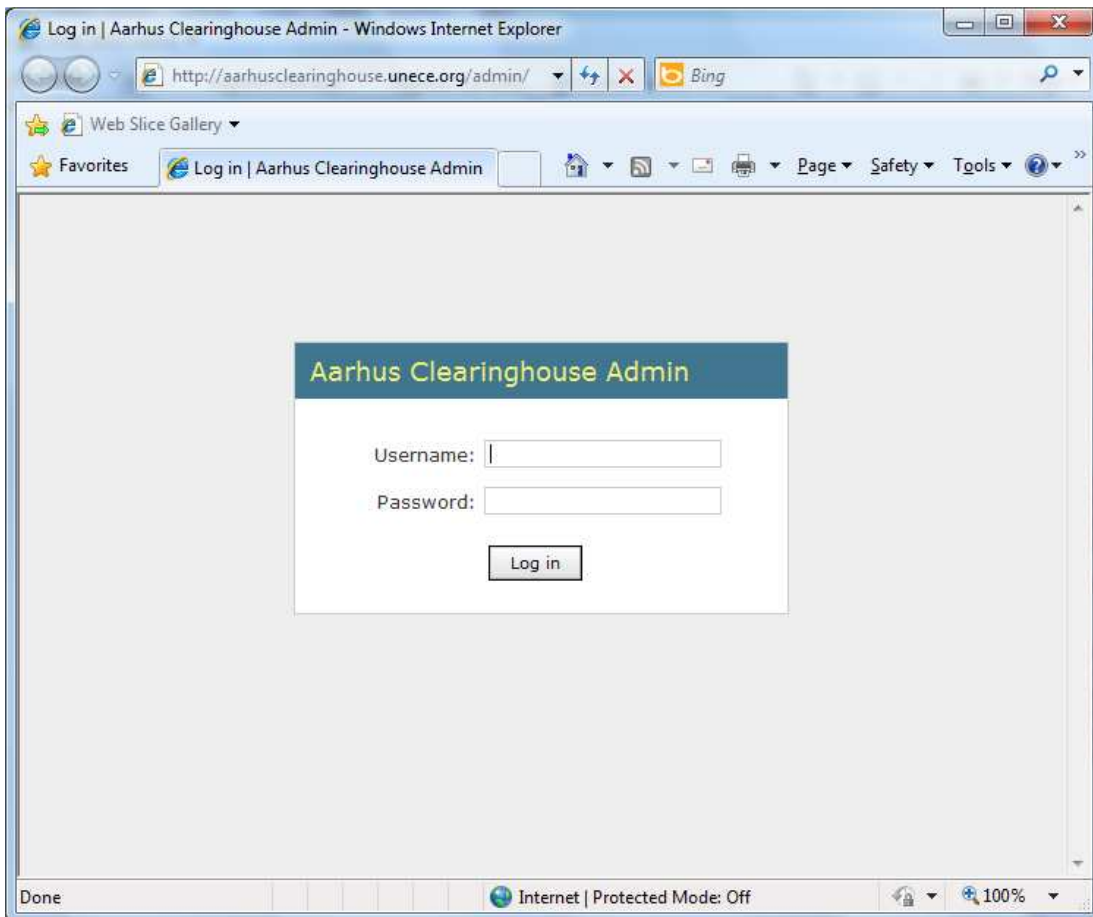*Figure 1 Link to Aarhus Clearinghouse Admin at bottom of Home page*

Figure 2 Log in to Aarhus Clearinghouse Admin

3. Enter your *Username* and *Password* and click the *'Log in'* button - the screen in *Figure 3* will then be displayed.
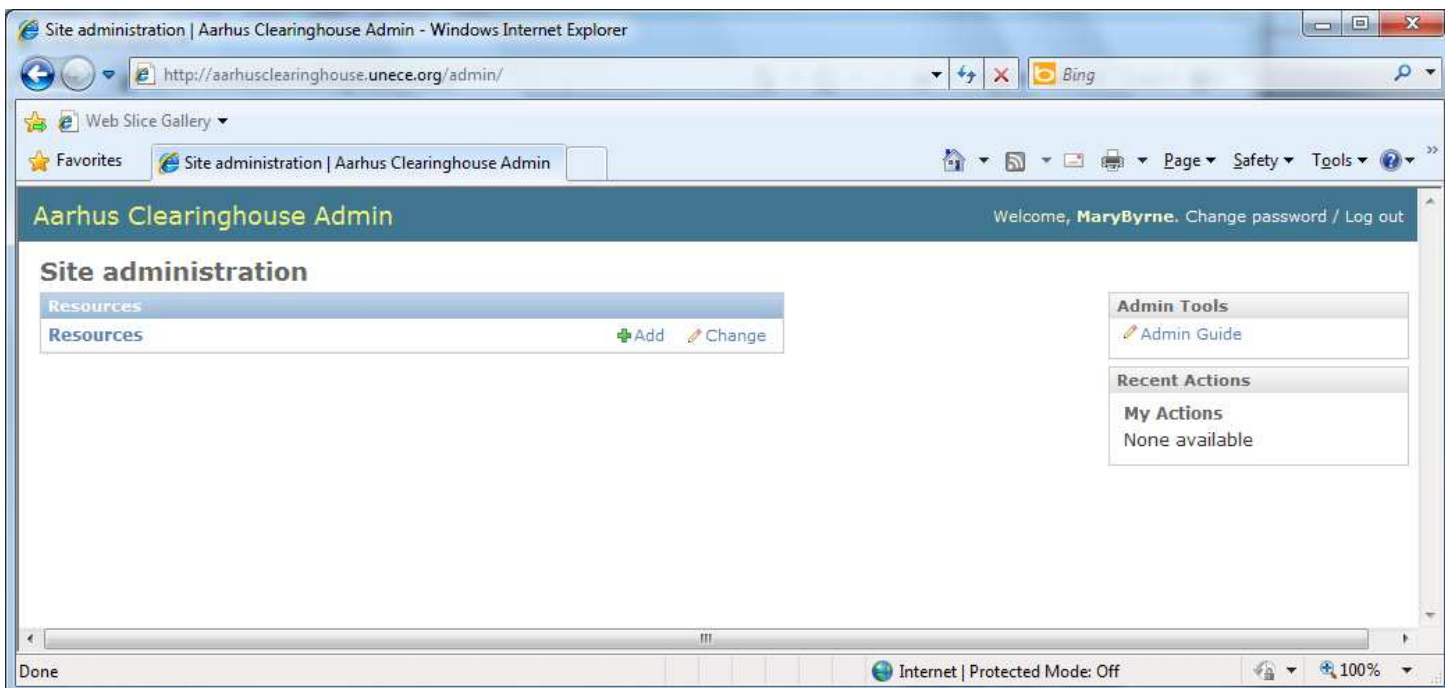

Figure 3 Aarhus Clearinghouse Admin

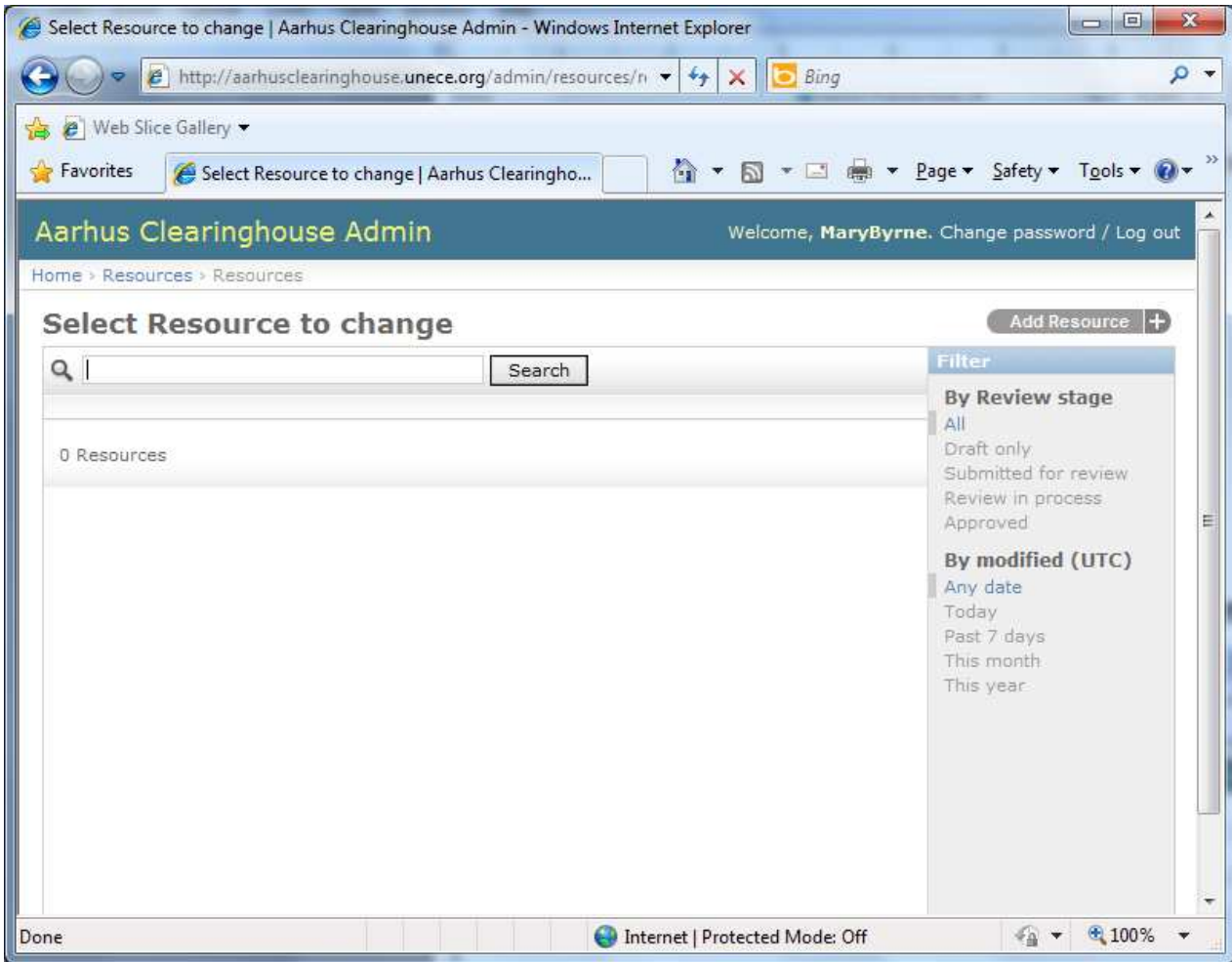**4.** Select *Resources* to display the screen in *Figure 4.*

Figure 4

5. Select the *Add Resource* button on the top right hand side of the screen. The *Add Resource* screen is then displayed, see Figure 5.
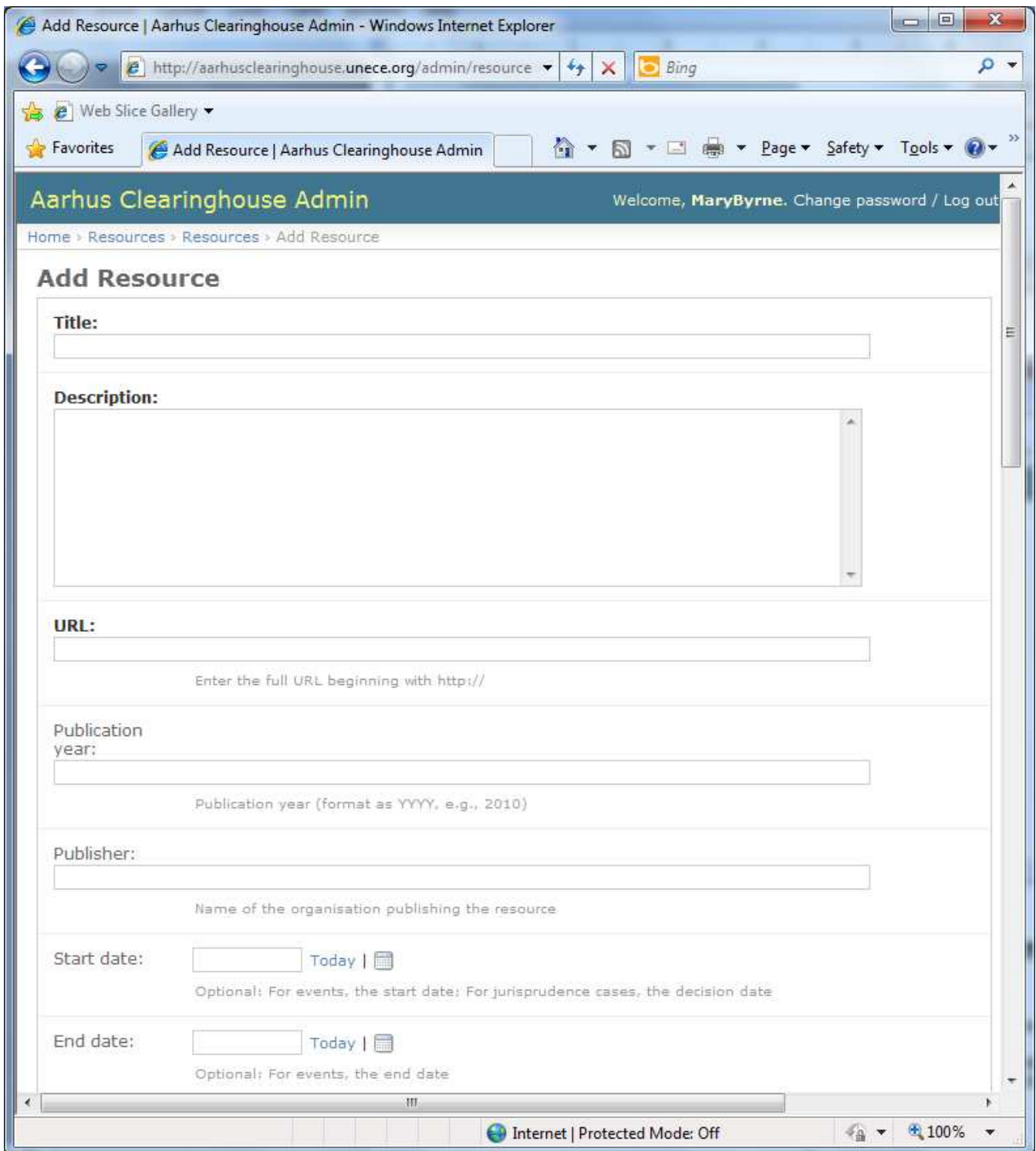
Figure 5 Add Resource

6. Enter new Resource information on the *Add Resource* screen and click the *Save* button at the bottom of the screen. Please send an email public.participation@unece.org to request approval of the new resource.

Note: NFPs can edit records they have added to the Aarhus Clearinghouse by logging in and selecting the relevant record.

Note: When you have saved a new record it will be reviewed by the Aarhus Convention secretariat. The new record will only appear on the Aarhus Clearinghouse website when it has been approved by the secretariat.

The process for suggesting a news item to be published on the Aarhus Clearinghouse is as follows:

1. Send an email containing the suggested news item to public.participation@unece.org The Aarhus Convention secretariat will then review the suggested news item for possible publication on the Aarhus Clearinghouse.
Note: The news item must have a strong focus on either the Aarhus Convention or the PRTR Protocol to be considered for publication.

The process for searching the Aarhus Clearinghouse resource directory is as follows:

1. Go to http://aarhusclearinghouse.unece.org/resources/ or click on *Resources* on the menu on http://aarhusclearinghouse.unece.org/

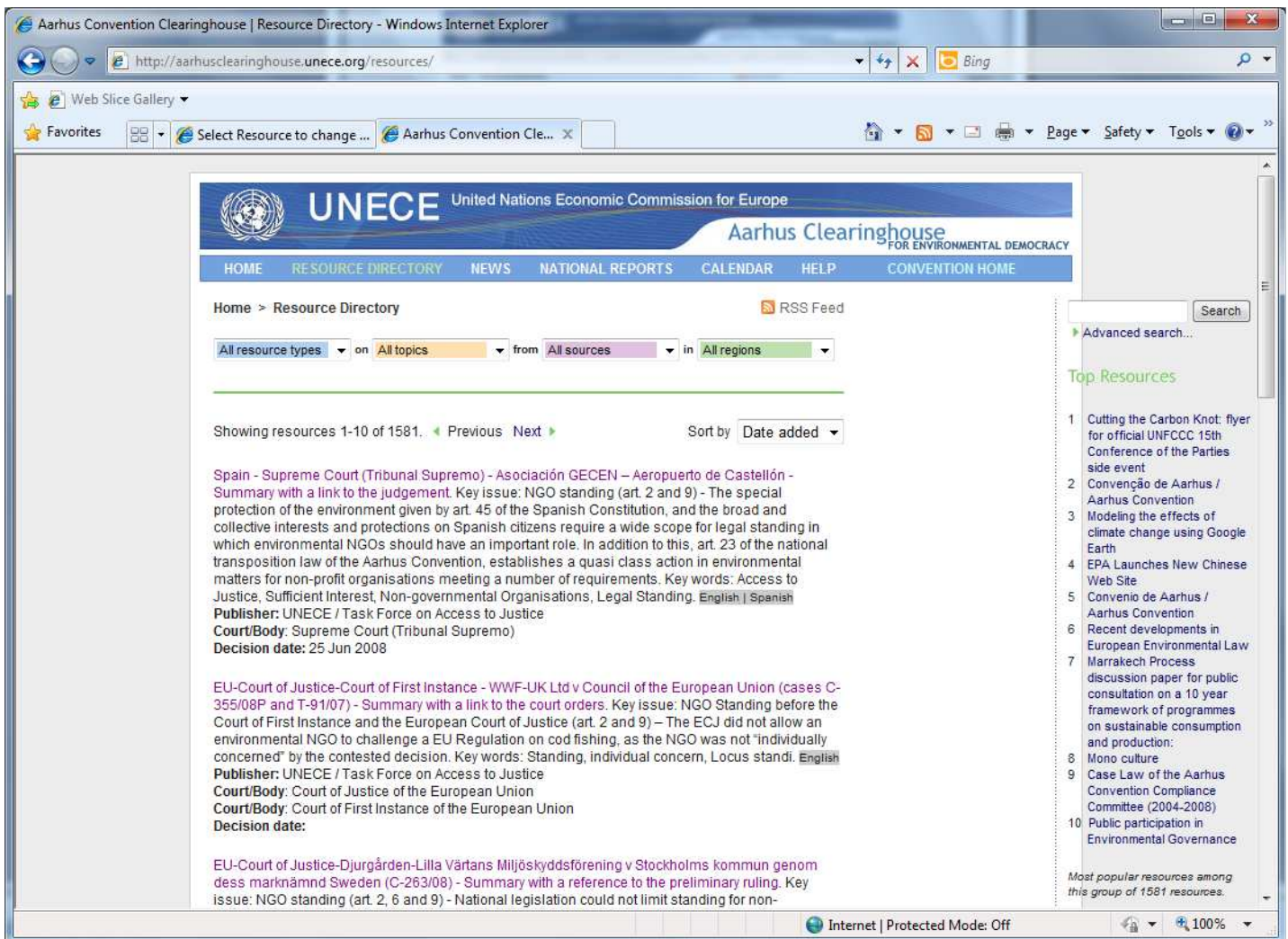**2.** The *Resource Directory* page will be displayed, see *Figure 6*.

Figure 6

3. Select the criteria for your search, see *Figure 7*. The resources that match the criteria you have selected will be displayed.
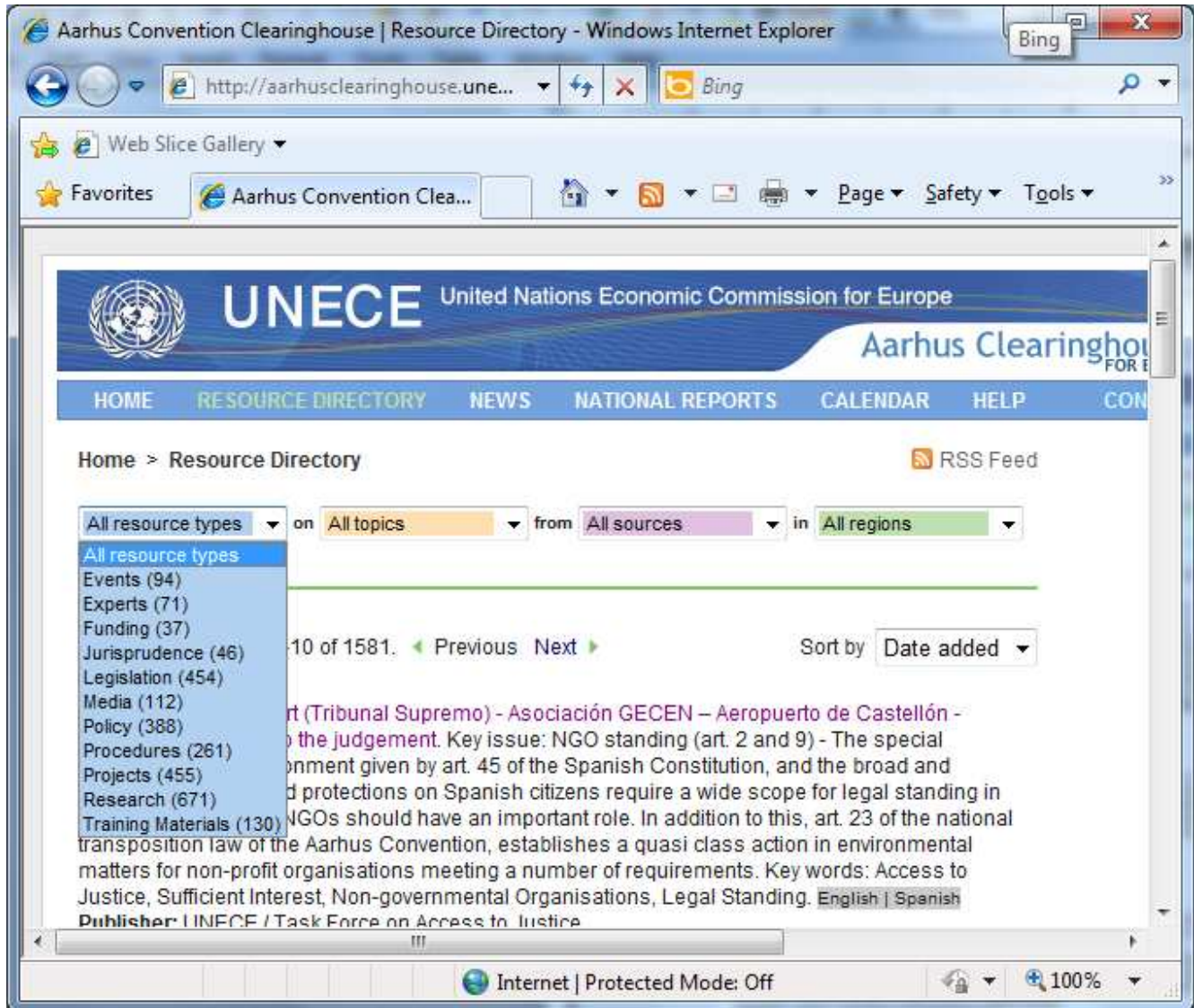

Figure 7

Note: You can **search by keyword** by entering a keyword in the search field at the top right hand side of the page, and then clicking the *Search* button.

Note: You conduct an advanced search by clicking the *Advanced Search* link on the top right hand side of the page, see *Figure 8*.
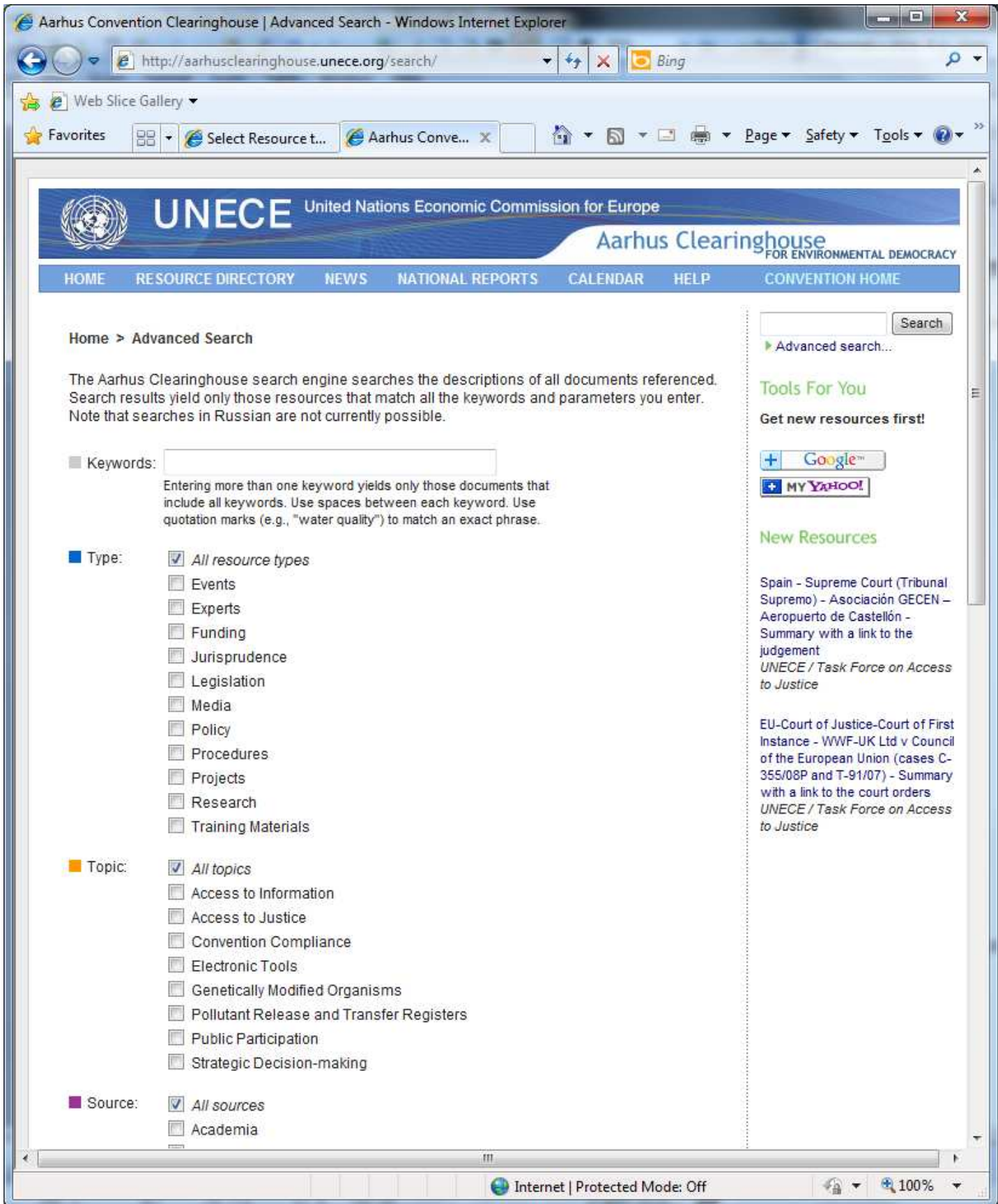
Figure 8 Advanced Search

The process for searching the Aarhus Clearinghouse news items is as follows:

1. Select *News* on the Aarhus Clearinghouse home page to display the *News* page, see *Figure 9*. On the *News* page you can search by year of publication.

Figure 9