# UKTO: hints and examples of searches

# a) Hints

#### 1. Limitations

#### i) Operating systems

UKTO works better with MS Edge, Firefox, Safari and Google Chrome. Users on Internet Explorer may experience sub-optimal performance such as an inability to download search results.

#### ii) PDFs

Currently we have links for the Treaty Series command papers alone.

#### iii) Letterbox search

Will search within the text of most PDFs but not all: some of the older ones may not allow that function.

#### iv) Combined letterbox and left side searches

Results from such searches will provide hits only where those terms appear in **both** the metadata and PDF of the treaty text. If the terms appear in just one then no hits will be displayed. In practice, the common terms are usually the title alone.

#### v) Email results: PDF links

None of the formats contain hypertext links to the PDFs. You can however still access them by copying and pasting into your browser.

If you wish to construct a list with working links select "Text" format then copy the file into a Word document, editing to isolate and activate the url eg:

Pre edit:

 Title: Agreement between the Government of the United Kingdom of Great Britain and Northern Ireland and the Federal Government of the Federal Republic of Yugoslavia [Republic of Serbia] for the Reciprocal Promotion and Protection of Investments
Date <u>Of</u> Signature: 06/11/2002
Def EIF Effective Date:
Place <u>Of</u> Signature: Belgrade
Treaty Type: BI

Publication Records: UN Reg 44041/0: 0;Treaty Series 009/2007: Cm7129||http://foto.archivalware.co.uk/data/Library2/pdf/2007-TS0009.pdf;PRO (now TNA) FO 93/130/94/0: 0;Country Series 001/2007: Cm7048 Subject: INVESTMENT PROTECTION

#### Post edit:

Place Of Signature: Belgrade

Treaty Type: BI

Publication Records: UN Reg 44041/0: 0;Treaty Series 009/2007: Cm7129||

http://foto.archivalware.co.uk/data/Library2/pdf/2007-TS0009.pdf

PRO (now TNA) FO 93/130/94/0: 0;Country Series 001/2007: Cm7048

Subject: INVESTMENT PROTECTION

vi) Email results: what is received via the "Include files" check box?

If you select "include files" it also sends whatever is on the left hand side of the full record screen for each one.

The type of "included" file depends upon the type of records selected.

If via treaty name...

1. 2 O Protocol between the Government of the United Kingdom of Great Britain and Northern Ireland and the Government of the Republic of Ireland amending the Convention for the Avoidance of Double Taxation and the Prevention of Fiscal Evasion with respect to Taxes on Income and Capital Gains, signed at Dublin on 2 June 1976, as amended by the Protocol signed at Dublin on 28 October 1976			
Date Of Signature	Publication Records		
Place Of Signature	PRO (now TNA) FO 93/171/029/0: 0 UN Reg United/0: 0 Treaty Series TS 104/1995: Cm3113		
London	Subject		
Treaty Type	TAXATION		
ы			
2. Protocol between the Government of the United Kingdom of Great Britain and Northern Ireland and the Government of Ireland amending the Convention for the Avoidance of Double Taxation and the Prevention of Fiscal Evasion with respect to Taxes on income and Capital Gains signed at Dublin on 2 June 1976, as amended by the Protocols signed at Dublin on 28 October 1976 and at London on 7 November 1994.			
Date Of Signature	Publication Records		

#### ...you receive participant data as shown in red:

🗲 1 of 233 results 🗲				
Protocol between the Government of Prevention of Fiscal Evasion with re	of the United Kingdom of G spect to Taxes on Income	reat Britain and Northen and Capital Gains, signe	n Ireland and the Government o ed at Dublin on 2 June 1976, as	f the Republic of Ireland amending the Convention for the Avoidan amended by the Protocol signed at Dublin on 28 October 1976
Country	Action	Action Date	Effective Date	Metadata
IRELAND, REPUBLIC OF				
UNITED KINGDOM	Signature	07/11/1994		Trile     Protocol between the Government of the United Kingdom of Great Government of Field Evision with respect to Tusse on home a June 1976, as animated by the Protocol signed at Dubin on 28 Oc     Depresentation     Trill     Trill     Trill     Protocol between the Government of the United Kingdom of Great June 1976, as animated by the Protocol signed at Dubin on 28 Oc     Depresentation     Trill     Trill     Trill     Protocol Signature London     Carely Type Bil     PRO (now TAA) FO Sign71/02800: 0 UN Reg United/0: 0 Treaty Sig Country     RELAND, REPUBLIC OF ; UNITED KINGDOM     Subject     TXXMTION     Fie Path E SiNO Table Data     E Visotation Republic OF; UNITED KINGDOM     Horary Ibrary2_lib

Note: the file will **not** contain the title of the treaty.

If via Treaty Series reference...



# ...you'll have the full PDF:



vii) There is no way of downloading both the participant data for a treaty and its title in the same document.

#### 2. Within a result: to go back to the results list, click "x"



# 3. Quick access to treaty text PDFs

If you know the Treaty Series command paper publication reference, you can go direct to the PDF e.g in advanced search title field type "022/1958" to bring-up Treaty Series No.22 of 1958. Just entering "022" will show all Treaty Series of that number regardless of year.

Note: to print the PDF direct from this type of record you will first need to download it. See also (5) below for alternatives.



## 4. Exporting/downloading data

a) Deselect "Files convert" and "Metadata" boxes to receive the results in Excel alone (avoids XML and HTML).

Export @	2
	PACKAGE OPTIONS
A Save all 182 records.	Convert File To
	None ("Original") $\sim$
	I Metadata I Aggregate Metadata File
	CSV 🗸
	Select the fields to include in the metadata ■ All fields
	Def EIF Effective Date

b) Even if "all fields" are selected, if none of the results contain any data for a particular field that column will not be displayed in the download.

# 5. Printing full text of a PDF

You can print without downloading if you select the individual treaty record:

1. O Ocnvention on Social Security and Protocol concerning Benefits in Kind between Her Majesty in respect of the United Kingdom of Great Britain and Northern Ireland and His Majesty the King of the Belgians			
Date Of Signature	Treaty Type		
05/08/1958	Bl		
Place Of Signature	Subject		
Brussels	SOCIAL SECURITY		

Either click the title or the "i" icon then the link to the PDF in the page that will follow.

# 6. Abbreviations

EIF: "entry into force". Def EIF: "definitive entry into force"

# 7. Left sided search: adding extra filter boxes within an existing filter

Useful if expanding for example, a title search or if adding extra countries.

Hover to the right of the box then click the + sign that appears. Note: they only appear with hovering and we have replicated the appearance in the screenshot below. You also have the option of adding AND, OR, NOT options from the left of the boxes and you can choose which by clicking on them:



# 8. Stretching results columns

Click and hold the mouse button on the bar separating the columns, scrolling to the right to expand it:



### b) Examples of searches

Question: Is there a bilateral treaty with India on extradition? When was it signed, and is it in force?

**Method:** Go to advanced search. From the left sided filters select Treaty Type ["Bilateral"]; in the Title field, type "extradition AND India". Press return or click the magnifying glass to access the results. Click the "i" icon within a result to see information on when and where it was signed, and whether there is entry into force information.

Question: With which states does the UK have prisoner transfer agreements?

**Method:** Go to advanced search. Select Treaty Type ["Bilateral"]. In the Title field, type "prisoner AND transfer", scroll to the right of the box and click the + sign that appears (see (7) above), type "sentenced persons" in the second box and click to get "OR" on the outside left, then and add another box with "convicted" again adding "OR" to the left. Press return or magnifying glass to access the results.

**Question:** Has the bilateral investment treaty with Turkmenistan been ratified? Is it in force? Has it been extended to any overseas territories?

**Method:** Go to advanced search. Select Treaty Type ["Bilateral"]; in the Title field, type "turkmenistan AND promotion". Press return or magnifying glass to access the results. Click the "i" icon within a result to see information on when and where it was signed, and whether there is entry into force information.

NB The UK's bilateral investment treaties tend to extend to the UK's Crown Dependencies and the overseas territories by a separate exchange of notes. The above search strategy should retrieve additional records of any such exchanges. As ever, you may wish to confirm your findings with the Treaty Enquiry Service.

Question: Which treaties deal with fisheries and the conservation of marine resources?

**Method:** Most of the treaties in this area are multilateral. You might search by various terms in the Title field (using multiple boxes as described in Hint (7) above) such as "tuna", "whale", "seal", "fish", "straddling", "pelagic", "marine" and any others you may feel of relevance.