

EBA staff

24 July 2017

EBA Regular Use

Naming Conventions for Titles/Objects

A. Default Naming Convention (title and object) *(This general naming convention may be used where there are no specific naming conventions, and may also be used for documents on shared drives)*

- Title: YYYY-MM-DD + Title
- Object: YYYY + Title (The object field value is used to group several documents together)

Example

Title: 2017-05-10 LDMO Meeting Agenda

Object: 2017 LDMO Meetings

B. Documents for the BoS, MB, Standing Committees, Sub-Groups and Task Forces

B1. Documents tabled at Meetings:

- Title: EBA numbering + Title (Final documents)
Default naming convention (Drafts or documents that do not have the EBA numbering)

- Object: YYYY-MM-DD [Committee/Sub-Group/Task Force acronym] Meeting.

Date = meeting date

Committee/Sub-Group/Task force Acronym: See list of acronyms

Example

Title: EBA BS 2017 130 Cover Note on Final Guidelines on ICT Risk Assessment under SREP
2017-12-01 Supervisory reporting IFRS 9 transitionals.docx

Object: 2017-02-14 BoS Meeting
2017-02-14 SCARA Meeting

B2. Documents sent via Written Procedure:

- Title: EBA numbering + Title (e.g. documents already presented at a meeting)
Default naming convention (Drafts/ documents that do not already have EBA numbering)

Object: YYYY-MM-DD [Committee/Sub-Group/Task Force acronym] Written Procedure. Year = year written procedure launched

Committee/Sub-Group/Task force Acronym: See list of acronyms

Example

Title: EBA BS 2017 112 Investment firms (documents already presented at a meeting)
2017-06-20 Investment firm presentation at the EC (Drafts/documents that do not already have EBA numbering)

Object: 2017-02-14 BoS Written Procedure

C: Correspondence

- Title: [Date or Reference number] Letter to [Name + Surname Recipient] – [Company/Institution] re [Topic]
- Object: Letter [Sender name + Surname] - [Company/Institution] re [Topic]

Example

Title: EBA-2016-D-942 Letter to Mr Guersent, FISMA re EBA Opinion on First Part of CfA on Investment Firms.pdf

Object: Letter to Olivier Guersent, FISMA re EBA Opinion on investment firms in response to Call for Advice



eDEN

Classification *	EBA Unrestricted
Area / Business Function	Consumer Protection, Financial Innc
Document Type *	Cover Note
Subject *	Consumer protection
Object	2017-06-27 BoS meeting
Title	EBA BS 2017 209 (Cover Note on th
Committee	BoS - Board of Supervisors;
Document Source	Internal
	Draft
Recipient	
Document Date	14/06/2017
Reference Date	27/06/2017
Closure Date	

Use to group documents together

Registration conventions

Select Classification level

Select your Unit or Recipient Unit

Select appropriate document type

Select appropriate subject

YYYY-MM-DD +

BoS
MB
SCARA
SCRIP
SCOP
SCConfin
RESCO
Sub-Group/
Task Force

+ [Meeting
Written Procedure]

[EBA numbering + Title *
YYYY-MM-DD + Title **]

Select appropriate committee

* Final documents

** Draft documents or documents without EBA numbering