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

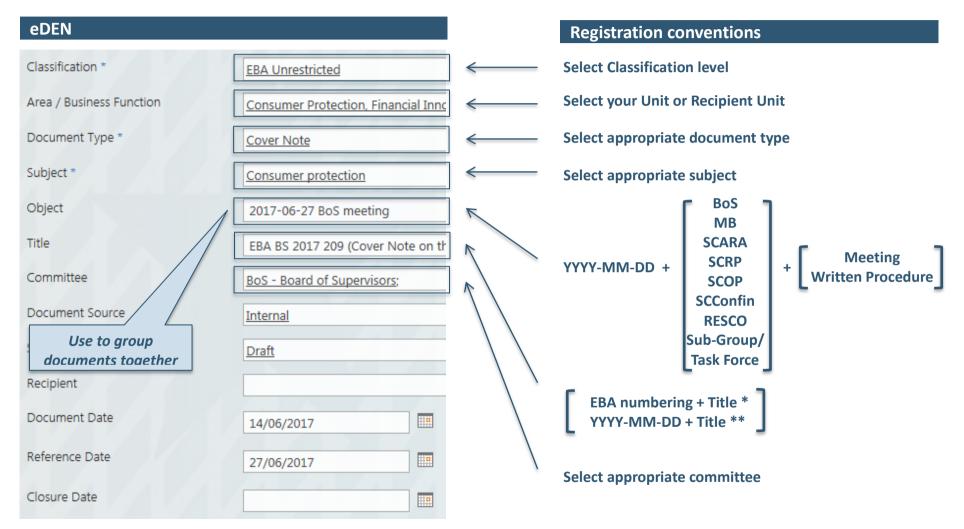
Title: [Date or Reference number] Letter to [Name + Surname Recipient] – [Company/Institution] re [Topic]

• 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





- * Final documents
- ** Draft documents or documents without EBA numbering