

Arrival of the information request via the contact form on the Europa webpage

AGRI INFO
R.6

Direct reply sent by R.6 coordinators to general queries and responses for public information and links

For specific questions:
registration in ARES, sending an acknowledgement of receipt and attribution to the competent DG AGRI unit as CF with a deadline for reply of **15 working days**

In case the request concerns a document, please forward to AGRI ACCESS DOCUMENTS

Please reply within the deadline! If the preparation of the reply takes more time, send a holding reply.

Replies can be sent and signed by administrators, HoUs, Directors. For specific cases, please check the most recent rules on the delegation of signature [Ares\(2014\)3050432](http://Ares(2014)3050432).

The unit CF shall:

- ✓ prepare a registered reply in ARES linked to the request
- ✓ add an INFO task for the virtual entity **ve_agri.info** in ARES (as well as AGRI INFO in copy if the reply is by e-mail)
- ✓ in case of wrong attribution inform AGRI INFO by e-mail and send the task back to **ve_agri.info**