6 QUESTIONS TO DECIDE WHAT TO REGISTER IN ARES

1 **Is this document already registered in ARES?**

DON'T REGISTER IT! We don't need to duplicate the registration.

2 **Is it registered in another system?**

DON'T REGISTER IT! Systems like ABAC, SYSPER, DECIDE, BASIS, PRESTO, iFlow, PPM, MIPS, SYGMA, VISTA, Eurlex … are to be considered as registers, similar to ARES.

3 **Is the document sent in 'cc' to me?**

DON'T REGISTER IT if you or your service are in copy. The document should be registered by the person or service 'To' which it is addressed. (first 'To' in the row in case of multiple recipients)

4 **Does this document entail an action?**

REGISTER any document requiring a follow-up action related to a priority or activity under the responsibility of your unit.

5 **Is it part of the correspondence with external stakeholders or auditees?**

REGISTER every document related to exchanges with an auditee, or to a complaint or a request for access to documents; reports of meetings with stakeholders should also be registered..

6 **Do you still want to register this document?**

If the document does not fall under any of the two previous criteria, you may still want to REGISTER it, for instance, if you consider it necessary for the accountability of your action.

Decision of the DG CONNECT
Management Team meeting of 16/03/2015