EUROPEAN COMMISSION
EUROSTAT

Directorate A: Cooperation in the European Statistical System; International cooperation; Resources
Unit A-5: Legal and institutional affairs; Relations with EP; Document management

PROCEDURE FOR CREATION AND CLOSURE OF MASTER FILES

Creation (within 2 working days from request)

1. The requester (in principle a DMO Correspondent) posts Master File creation request (template available at https://myintracomm.ec.europa.eu/dg/ESTAT/6-tools/doc_adm/Pages/master-files.aspx) to the functional mailbox ESTAT MASTER FILES ESTAT-MASTER-FILES@ec.europa.eu

2. The DMO or a member of the NomCom Team checks the request as follows:

   a. Consistency between Master File type and CRL category.

   b. Consistency between Master File type and terminal heading.

   c. The proposed title is e-Domec compliant.

   d. All relevant metadata are included in the request.

3. Check for existing Master Files with same title and terminal heading to avoid duplicates.

   a. For Call for Tenders/Proposals: in order to avoid duplicates in the call number, carry out a NomCom search for "title contains" <xxxxx(DTM).yyyy(YEAR)>. If a call number with the same DTM and year exists, check that the new one will not have the same serial number (last three digits). If so, assign a Master File Specific Code with the first number available and create the call number accordingly.

4. Create the Master File in NomCom.

   a. Dossier editors: nc_estat_he, nc_estat_fc (automatically set up by NomCom)

   b. Users: the requesting unit + any other entities or users (if so requested in the e-mail message accompanying the creation request). **Exception**: for Master Files under CRL categories 7.1.2, 7.1.3, 7.1.4, 7.1.5, 12.6.1.B, 12.6.1.C, 12.6.1.D, 12.6.1.E the virtual entity of the Financial Cell and of financial verification should be included.

      Any Master Files concerning staff matters (under terminal headings 10.02.01.34.931 or subfolders under 10.02.06.34.998) must bear the Head of Unit as the only user. On formal request by the Head of Unit, the Unit Secretary can be added as user.

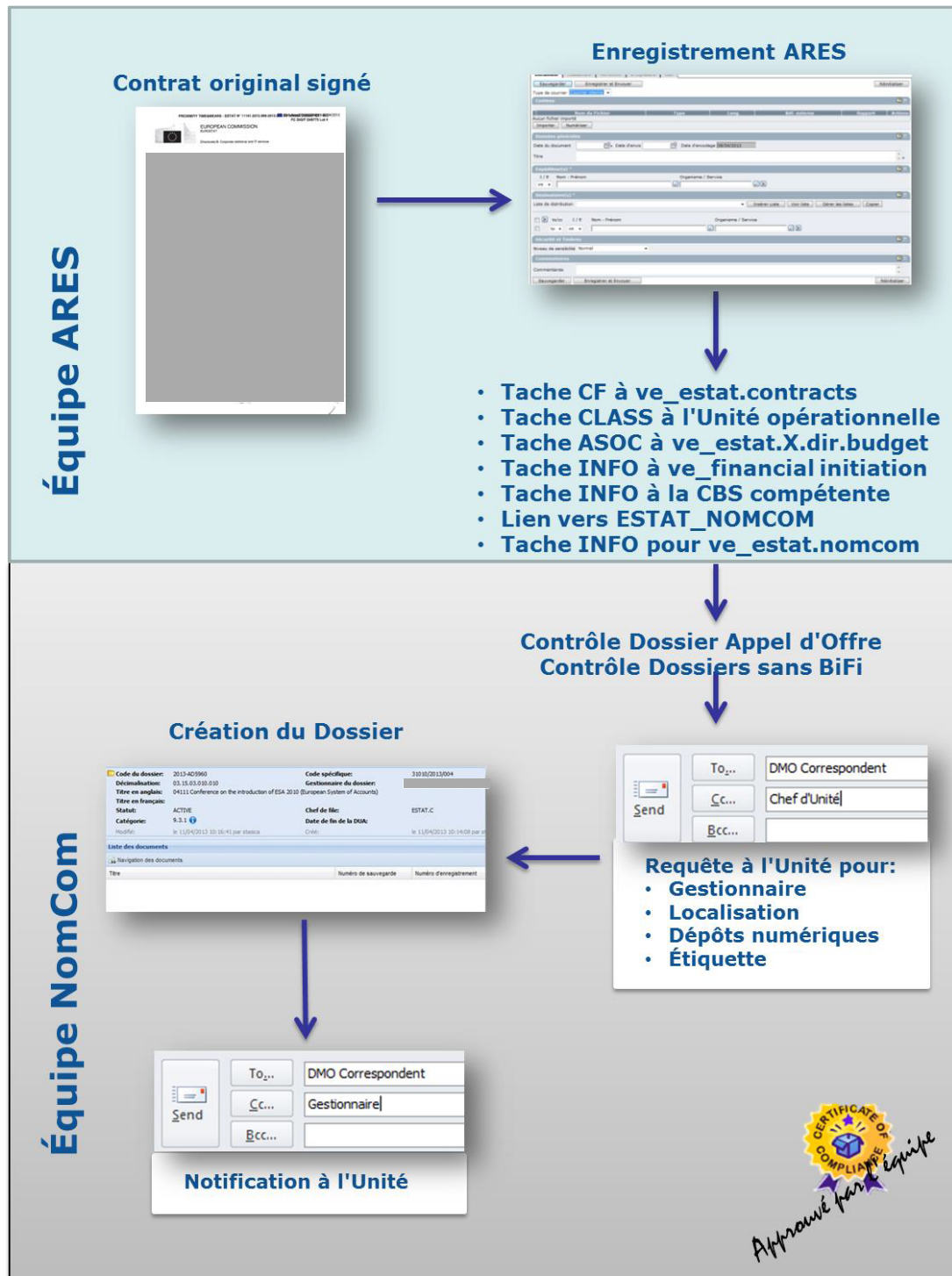This rule does not apply to Master Files whose chef-de-file is Unit A2.

c. Readers: estat. **Exceptions**: for Master Files under CRL categories 7.1.2, 7.1.3, 7.1.4, 7.1.5, 12.6.1.B, 12.6.1.C, 12.6.1.D, 12.6.1.E the virtual entity of the Financial Cell should be included.

Any Master Files concerning staff matters (under terminal headings 10.02.01.34.931 or subfolders under 10.02.06.34.998) must bear the Head of Unit as the only reader. On formal request by the Head of Unit, the Unit Secretary can be added as reader.

This rule does not apply to Master Files whose chef-de-file is Unit A2.

5. Update the Tableau d'Archivage.

6. Print the label (if requested) and send it to the DMO Correspondent.

7. Notify the DMO Correspondent by e-mail.

8. Archive the printout of the request as working document.

Contract/Grant related specific procedure

Équipe ARES

Contrat original signé

Enregistrement ARES

- **Tache CF à ve_estat.contracts**
- **Tache CLASS à l'Unité opérationnelle**
- **Tache ASOC à ve_estat.X.dir.budget**
- **Tache INFO à ve_financial initiation**
- **Tache INFO à la CBS compétente**
- **Lien vers ESTAT_NOMCOM**
- **Tache INFO pour ve_estat.nomcom**

Équipe NomCom

Contrôle Dossier Appel d'Offre
Contrôle Dossiers sans BiFi

Création du Dossier

Requête à l'Unité pour:
- **Gestionnaire**
- **Localisation**
- **Dépôts numériques**
- **Étiquette**

To... DMO Correspondent
Cc... Chef d'Unité

To... DMO Correspondent
Cc... Gestionnaire

Notification à l'Unité

Approuvé par Équipe

Note: when the Contract/Grant Master File is created, the respective Call for Tender/Proposal must be closed unless otherwise requested and justified in writing by the chef-de-file.

Closure (within 5 working days from request)

1. The requester (in principle a DMO Correspondent) posts Master File closure request (template available at https://myintracomm.ec.europa.eu/dg/ESTAT/6-tools/doc_adm/Pages/master-files.aspx) to the functional mailbox ESTAT MASTER FILES ESTAT-MASTER-FILES@ec.europa.eu

2. The DMO or a member of the NomCom Team checks that all relevant metadata are included in the request.

3. The metadata are updated in NomCom and the Master File closed.

9. Update the Tableau d'Archivage.

10. Print the label (if requested) and send it to the DMO Correspondent.

11. Notify the DMO Correspondent by e-mail.

12. Archive the printout of the request as working document.