



Criteria of official documents in the EEA

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What needs to be registered in Ares?

Documents that commit the EEA financially, legally, politically

Mail or email exchanged with external persons, EU institutions or other organisations that contain information which is not short-lived and that may compromise the EEA financially or politically or that require further action need to be registered.

Examples of documents that need to be registered (when in doubt rather register more than less):

- Official paper mail or email from the European Commission and other European institutions
- Contracts, procurement procedures
- European Topic Centers' (ETCs) correspondence related to contracts (e.g. deliverables, agreed changes)
- Personal invitations to conferences where you represent the EEA
- Documents of historical value (e.g. key documents of the SOER drafting process)
- Internal decisions, procedures, guidelines that are not short-lived

Invoices registered in ABAC do not need to be registered a second time in Ares. The document repository Hermes is the same for ABAC and Ares.

The following pages are an excerpt from the "e-Domec toolkit" brochure of the Commission which is available on intranet. [toolkit edomec](#)

Registration

2 CHAPTER

Every important document for the Commission requires registration

How to decide what document should be registered?

Analyse the documents (e-mails included) and look for clues!



Is
the document
**formally
drawn up?**

or

Is
the document
**formally
received?**

and

Is
the document
**important
for the
Commission?**

i.e. has it been approved
by the author and is
it ready for formal
transmission?

i.e. is it available to the
service(s) for which
it is intended?

i.e. does it concern
the activities of at least
one department or
service and requires
action, follow-up
or a **reply**, or does
the Institution have
a responsibility?

Some important documents
are clearly temporary and rapidly
lapsing because, after a short
period, it no longer matters if
the action can be defended or
explained. Information is considered
unimportant and short-lived if its
loss would have no negative effect
for the Commission's administrative
or legal needs.

Does
the document
contain important
**information
which is not short
lived?**

**Documents which fulfil the conditions
above must be registered**



Documents
useful for audit
or litigation
must be
registered

Administrative
or legal evidence

Documents that are drawn up as
effective administrative or legal
evidence of decisions, situations,
intentions or events linked to
the activities of the Commission or
its departments ...

must also be registered

Professionals spend 5-15 % of their time reading information, but up to 50 % looking for it



Even if they meet these conditions, it is not necessary to register:

- documents distributed widely and under the responsibility of another department e.g. COM documents
- documents which are managed and preserved by another reliable electronic system e.g. SYSPER2, SYSLOG, etc.
- informal documents and communications shared between services (briefings and e-mails offering comment)



When to register?

ASAP! A document must be registered as soon as possible after having been formally drawn up or received. ASAP normally means the same day!

Which e-mails to register?

E-mails are documents.

Therefore, **any e-mail containing important information, which is not short-lived and which is likely to require action, follow-up or a reply from the Commission must be registered.** Of course, e-mails which are an informal exchange between two or more members of staff should not be registered. Functional mailboxes used to receive e-mails, that often are registered, **must be checked frequently.**

Remember: registration must occur as soon as possible.

Where to register?

In **ARES**, the **single general register** in use in the Commission introduced in 2008 and which has replaced the ADONIS databases which were used previously in the various DGs of the Commission (see Chapter 3)¹², or

... in a **specific register**, classed as e-Domec compliant¹³ which follows similar rules or procedures but which is separate from the general register.

¹² For the moment, in the Delegations, the general register is Delores or Adolight. Ares will be progressively introduced in the Delegations of the EU

¹³ "e-Domec compliant" means that the SG's e-Domec team has looked at the IT application concerned and confirmed it is in line with the Commission's document management rules

See:

List of e-Domec compliant registers

<http://www.cc.cec/home/dgserv/sg/edomec/index.cfm?lang=en&page=compliance#comp>



Examples of items to be registered, or not (non-exhaustive)

Yes	No
<ul style="list-style-type: none"> • Formal notes and communications, both received and sent, especially to/from external parties; • Financial documents (as per DG BUDG guidelines); • Minutes of meetings, especially with other institutions or external stakeholders • Briefing/speaking notes/defensive messages etc. for important meetings held by Directors, Directors-General, Cabinet members or Commissioners; • Information received from/sent to the Member States or other EU institutions in accordance with the rules governing the underlying business process, or received from/sent to external stakeholders; • Contributions to interservice consultations; • Documents (including notes to the file and important, not short-lived emails) that describe situations or events, justify decisions made or otherwise explain important steps in the development of official actions; • Instruction notes and guidelines for services; • The final exchange between two or more administrative entities (whether within or between (a) Directorate(s)-General), reflecting the result of earlier, more preliminary exchanges, if that final exchange requires action or follow-up by the Commission or may later be needed as proof in accordance with the rules and regulations applicable to the underlying 'business process'. 	<ul style="list-style-type: none"> • Drafts (i.e. documents not yet validated by the person who is empowered to take responsibility for them in accordance with the underlying business process); • Emails and other texts circulated as part of an informal, preliminary exchange of views between colleagues; • Exchanges on short-lived matters (such as exchanges regarding practical meeting arrangements); • Information on one's personal situation, unless it documents or implements the procedures established by the Staff Regulations; • Informal, preliminary exchanges of views between European Commission staff with a view to determining the position of the administrative entity responsible for the document's content; • Iterations of a preliminary document (e.g. a draft legislative proposal or policy communication or a draft impact assessment) or of emails, the content of which has been superseded and/or embodied by subsequent draft texts or emails forming part of the same exchange of views or consultations; • Early versions of documents being prepared in collaborative spaces, i.e. versions that do not reflect the outcome or document of the collaborative work on the platform.