Subject: Reply to your request for a tailored made E-Domec presentation for DG RTD senior managers and Ares guidelines

Following your request for a specific presentation on document management for senior managers in DG RTD, our DMO has drafted a PowerPoint document which contains the basics of all document management rules with a dedicated chapter on specific E-Domec skills for senior managers. The PowerPoint presentation is attached to this note.

Regarding ARES guidelines, the DMO Team regularly produces and updates ARES information sheets. These guidelines contain brief and practical advices as regards document management. They are used as tools for a better use of Ares and AresLook. Each information sheet is dedicated to a major Ares functionality or a specific procedure related to document management in order to better assist Ares users. One information sheet is entirely dedicated to AresLook. You will find all guidelines on our Intranet (http://intranet-rtd.rtd.cec.eu.int/cad/en/ares-information-sheets.html).

In case you need any additional information please do not hesitate to contact me and the

Annex: PowerPoint Presentation Document Management for senior managers

Cc: (R.5)