INITIAL APPLICATIONS FOR PUBLIC ACCESS TO DOCUMENTS – WORKFLOW

1. Request

   - received directly by R4
     - YES
       - Requested document(s) already in the public domain?
         - NO
           - Unit registers request in Ares, acknowledges receipt and informs R4 (via Ares and/or by email)
         - YES
           - R4 registers request in the SG GESTDEM database and if required, acknowledges receipt and prepares necessary templates (e.g. document/meeting lists etc)

   - more than one unit
     - R4 assigns request to competent units via Ares
     - Each unit identifies and assesses relevant/requested document(s), whenever needed with the support of R4, and if applicable, compiles document register and consults third parties
     - R4 coordinates the contributions of units and if necessary, liaises with other DGs and the SG
     - Lead unit or R4 drafts accompanying note
     - R4 carries out the formal quality control
     - Lead unit or R4 prepares signatory
     - Lead unit or R4 sends and registers reply in Ares
     - R4 registers the reply in the SG GESTDEM database

   - one unit only
     - R4 assigns request to competent unit via Ares
     - Unit identifies and assesses relevant/requested document(s), whenever needed with the support of R4, and if applicable, compiles document register and consults third parties
     - If necessary, R4 liaises with other DGs and the SG
     - Unit drafts accompanying note
     - Unit prepares signatory
     - Unit sends and registers reply in Ares and informs R4
