



JRC Document and Records Management Communication Procedure

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	Name	Signature	Date
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Version No	Date of approval	Changes from previous version

Printed copies can be outdated. See JRC Intranet for the latest version.

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1 INTRODUCTION

1.1 Purpose and scope

This procedure describes the means used by JRC DMO to ensure targeted and timely information on document management is available to JRC staff.

1.2 Specific requirements

1.2.1 e-Domec and ICS 11

"Electronic archiving and Document Management policy of the European Commission", referred to as to e-Domec, contemplated by Internal Control Standard 11, provides that all important documents must be registered, filed and preserved.

The fact that all JRC activities entail the production of documents requires minimum awareness at all levels on the applicable policies and rules.

1.2.2 JRC Documents and Records Management Strategy

As per JRC Documents and Records Management Strategy (JRC DRMP Strategy), *"each stakeholder is provided a clear and easy access to relevant and appropriate information and training offer, on a continuous basis, to be able to cope with and fulfil his/her responsibilities and duties"*.

This strategy encompasses:

- A Training Plan;
- **A Communication Plan;**
- Reporting Tools.

1.2.3 JRC Documents and Records Management Training Plan

A JRC document management training plan was drawn up on 17/06/2014.

Its implementation fully supports the present communication procedure.

1.2.4 Internal audit recommendations

The internal audit on JRC.B.1's portfolio conducted in January 2015 concluded:

- It is recommended to define the modalities for informing the staff and stakeholders about the release of relevant documentation in the domain of document management;
- To improve the support to the Directorates, the unit may consider to regularly organising bilateral meetings on the implementation of the document management policy.

1.3 Definitions

1.3.1 Acronyms

CAD	Document Management Centre (Centre d'Administration des Documents)
COFO	Training manager
DG	Directorate General (of the European Commission)
DIGIT	Directorate General for Information Technology (of the European Commission)
DDMO	Deputy Document Management Officer
DMCO	Document Management COrrespondent
DMO	Document Management Officer
DRMP	Documents and Records Management Policy (of the JRC)
e-Domec	Electronic Document Management in the European Commission
ICS	Internal Control Standard (of the European Commission)
IMS	Integrated Management System (of JRC)
JRC	Joint Research Centre
PI	Performance Indicators

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SG Secrerteriat General (of the European Commission)

1.3.2 Terms

Directorate	JRC directorate or institute
JRC DMO	Team composed of JRC DMO and JRC DDMO(s)
JRC DRM	JRC Document and Records Management
Lead Department	Organisational entity responsible for the file opening, closure and preservation, as well as for the definition of the content of the file and the filing of documents accordingly.
SYSLOG	System managing training administration (of the European Commission)

2 EXECUTION

2.1 Communication strategy

2.1.1 Target audience (who)

Audience	Description, Reasoning
Lead Department	The core responsibility of Document Management requirements lies with the "Lead Department". Therefore, JRC's Document Management Communication Procedure must put specific emphasis on management staff's role.
All staff	All staff is concerned by Document Management in the European Commission. JRC's Document Management Communication Procedure shall provide for continuous awareness mechanisms to keep all staff informed on practices and development.
Newcomers	Awareness mechanisms shall be implemented as early as possible upon recruitment of staff.
Leavers	For the sake of business continuity , JRC's Document Management Communication Procedure shall include specific provisions to address the handover of files and documents of any staff leaving duties.

2.1.2 Communication content (what)

Content	Description, Reasoning
Policy	e-Domec provides the general regulatory framework and must, by definition, be part of the content to be popularized.
JRC rules	JRC rules refer to the procedure and work instructions defined by JRC DMO for the implementation of e-Domec in JRC.
IT Tools	e-Domec implementation relies on the use of corporate tools like Ares and NomCom. Training material must be made available as well as any information of interest concerning these tools (newsletter, new releases, temporary unavailability, ...)
PI and reports	e-Domec implementation is measured through specific performance indicators supported by ad hoc reports at DG, Directorate, Lead Department or end-user level.

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2.1.3 Methods (how)

Methods	Description, Reasoning
JRC Intranet	JRC's Intranet is the platform for dissemination of document management related content, including links to relevant other source available on Commission's intranet (SG, DIGIT).
ARES	Content qualified for registration, filing and preservation shall be retrievable in ARES. Content qualified for registration, filing and preservation is registered in ARES prior to any applicable publication on Intranet.
Networks	The JRC Document Management Correspondent Network is the main channel to disseminate information on document management. Other existing networks are used to communicate on specific issues (e.g. DMO/CAD/Archivist network, COFOs, QM, IMS project ...).
Email	Email is the vehicle to push information to the target audience, either directly to the individuals or indirectly through the JRC Document Management Correspondent Network. JRC DMO develops and maintains a specific distribution list for targeted communications.
Training	Training courses are delivered in accordance with JRC Document Management Training Plan. Training offers are made available in SYSLOG Web catalogue (by COFOs upon request by JRC DMO).
Posters	Posters or screen displays where available are used to support punctual awareness campaigns on document management.

2.1.4 Scheduling (when)

Content	Description, Reasoning
Continuous	Up-to-date information, whenever approved or reviewed, shall be made available on a continuous basis pursuing a pull approach.
Monthly	Information subject to regular update shall be made available on a monthly basis (pull approach). Information subject to specific event shall be triggered on a monthly basis (push approach).
Quarterly	Information subject to regular update shall be formally communicated to any relevant stakeholder on a quarterly basis.
Upon request	JRC DMO shall attend any request for information concerning document management in accordance with the code of good conduct.

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2.2 Communication organisation

Content (what)	Target (who)	Method (how)	Scheduling (when)	Support or sample
e-Domec policy	All staff	ARES + SG Intranet	Continuous	See §3.2 and §4.2.1
JRC rules	DMCO	ARES + Email	Continuous	See §3.2, §4.2.2 and §4.2.3
	All staff	ARES + JRC Intranet		
Training material	All staff	ARES + JRC Intranet	Continuous	See §3.2 and §4.2.4
e-Domec for Lead Department course	Management staff (all levels)	Training in presence	Upon request (either pushed by JRC DMO or pulled by service)	Training material
Awareness message	Newcomers	Email	Monthly (once per newcomer)	See Annex 1
Using ARES in JRC course	All staff	Training in presence	Continuous	Training material
AresLook and external transmission workshop	All staff	Training in presence	Continuous	Training material
Collaboration and workflows workshop	All staff	Training in presence	Continuous	Training material
Document management monthly status report and PIs at DG level	All staff	Intranet	Monthly	See §3.3, Annex 2 and §4.2.3
	DG and Directors	ARES + Email	Quarterly	
Document management monthly progress monitoring of PIs at DG level	All staff	Intranet	Monthly	See §3.3, Annex 3 and §4.2.3
	DG and Directors	ARES + Email	Quarterly	
Document management monthly progress monitoring of PIs at Directorate level	Directors and Lead Departments	Email	Quarterly or upon request	See Annex 4
Document management report for Lead Department	Lead Departments (Heads of Unit)	Email	Quarterly or upon request	See Annex 5
Document management user report	All staff	Email	Quarterly or upon request	See Annex 6
Document management user report in the frame of the handover procedure	Any staff leaving duties + respective Lead Department (Head of Unit)	Email	before leaving duties	See Annex 7
ARES Newsletter	All staff	Email (through prior subscription)	Monthly	See §3.2

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2.3 **Risk assessment**

The implementation of this procedure is subject to the following significant risks:

- appropriate staffing of the support functions (DMO, CAD, Archivist);
- appointment of at least one correspondent per organisational entity;
- availability of the JRC intranet platform;
- availability of email platform;
- availability of ARES reporting tools;
- availability of local reporting tools;
- availability and reliability of information concerning newcomers;
- availability and reliability of information concerning leavers;
- attendance to training courses ("no show").

2.4 **Performance monitoring**

The effectiveness of the implementation of this communication procedure shall be measured by

- Feedback on training courses collected through SYSLOG;
- Counters on specific pages or documents on JRC intranet;
- ICS (11) annual review;
- Improvement of performance indicators in accordance with the "Performance metrics in JRC Document & Records Management" procedure to be defined and implemented by JRC DMO (IMS-JRC-M4.1-PRO-0010).

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3 LINKS TO OTHER DOCUMENTS

3.1 Reference documents

2002/47/EC, ECSC, Euratom	Commission decision of 23 January 2002 amending its Rules of Procedure – Provisions on Document Management
JRC-DRMP-Policy	JRC Documents and Records Management Policy
JRC-DRMP-Strategy	JRC Documents and Records Management Strategy
JRC-DRMP-Governance	JRC Documents and Records Management Governance
JRC-DRMP-Training Plan	JRC Document Management Training Plan
Ares(2015)1221349	Internal audit final report - Unit B.1 (19/03/2015)
IMS-JRC-M4.1-PRO-0010	Performance metrics in JRC Document and Records Management (Procedure to be defined and implemented by JRC DMO)
JRC-DRMP-ACTE	Glossary of Documents and Records Management Acronyms and Terms (https://connected.cnect.cec.eu.int/docs/DOC-44852)

3.2 Intranet

[JRC Document Management](#)
[SG EDOMEC](#)
[DIGIT's ARES WIKI](#)
[ARES NEWSROOM](#)

3.3 Annexes

Annex 1	example of Awareness message to newcomers
Annex 2	example of Document management monthly status report and PIs at DG level
Annex 3	example of Document management monthly progress monitoring of PIs at DG level
Annex 4	example of Document management monthly progress monitoring of PIs at Directorate level
Annex 5	example of Document management report for Lead Department
Annex 6	example of Document management User Report
Annex 7	example of Document management User Report – Handover procedure

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4 DOCUMENT MANAGEMENT

4.1 Control of this document

This document is a controlled document. The document owner identified on the cover page has the duty to maintain it. This includes keeping the document up-to-date, making the latest version available to the users, and informing the users on the updates as necessary.

Any user of this document who identifies an inaccuracy, error, ambiguity or potential improvement need is requested to contact the Document Owner.

4.2 Records management

The records created during the execution of the present procedure document shall be managed systematically in accordance with the following definitions.

The Lead Department shall be responsible for the opening, closure and preservation of the files in accordance with the rules and procedures made available by the JRC DMO.

4.2.1 Commission standards, manuals and guidelines for Document Management

File name	Commission standards, manuals and guidelines for Document Management <period>				
File identifier:	B01.<year>/DOMA.CURREC.COMM.STD.<period>				
Common Nomenclature:	10.02.05.53.015.010.005				
CRL category:	12.8.3				
Lead Department:	JRC.B.1				
Access – filing: - read:	JRC DMO JRC				
Repositories	ARES				
Comment					
List of Documents and/or Records					
Name	Mandatory /Optional	Repository	Identifier	Approval Method	Preservation Medium
Standards, manuals, rules, guidelines communicated by SG	Optional	ARES	Ares Reg. Nr.	Not applicable	Electronic

4.2.2 JRC Document & Records Management IMS documents

File name	M4.1 - Management system control - Public documents				
File identifier:	JRC.2015/IMS.DOCS.M4.1.PUB				
Common Nomenclature:	09.01.53.060.010				
CRL category:	12.10.1				
Lead Department:	JRC.B.1				
Access – filing: - read:	IMS project team JRC				
Repositories	ARES				
Comment					
List of Documents and/or Records					
Name	Mandatory /Optional	Repository	Identifier	Approval Method	Preservation Medium
Procedures, work instruction developed by JRC DMO (IMS documents)	Mandatory	ARES	Ares Reg. Nr.	e-signatory	Electronic

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4.2.3 JRC Document & Records Management Policy documentation

File name	JRC Document & Records Management Policy documentation <period>				
File identifier:	B01.<year>/DOMA.DRMP.<period>				
Common Nomenclature:	10.02.05.53.010.010				
CRL category:	12.8.3				
Lead Department:	JRC.B.1				
Access – filing: - read:	JRC DMO JRC				
Repositories	ARES				
Comment					
List of Documents and/or Records					
Name	Mandatory /Optional	Repository	Identifier	Approval Method	Preservation Medium
Policy, procedures, work instruction developed by JRC DMO	Mandatory	ARES	Ares Reg. Nr.	e- signatory	Electronic
Document management monthly report and PIs at DG level	Mandatory	ARES	Ares Reg. Nr.	Not applicable	Electronic
Document management monthly monitoring of PIs at DG level	Mandatory	ARES	Ares Reg. Nr.	Not applicable	Electronic

4.2.4 JRC DRMP - Training & Workshops - Support Material & Organisation

File name	JRC DRMP - Training & Workshops - Support Material & Organisation <period>				
File identifier:	B01.<year>/DOMA.TRAI.<period>				
Common Nomenclature:	10.02.05.53.010.010				
CRL category:	12.8.3				
Lead Department:	JRC.B.1				
Access – filing: - read:	JRC DMO JRC				
Repositories	ARES				
Comment					
List of Documents and/or Records					
Name	Mandatory /Optional	Repository	Identifier	Approval Method	Preservation Medium
Training material	Mandatory	ARES	Ares Reg. Nr.	e-signatory	Electronic

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4.2.5 Other Document Management Reports












File name	Other Document Management Reports				
File identifier:	Not applicable				
Common Nomenclature:	Not applicable				
CRL category:	Not applicable				
Lead Department:	JRC.B.1				
Access – filing: - read:	JRC DMO, JRC CAD				
Repositories	Outlook folders				
Comment	"Pour mémoire" only				
List of Documents and/or Records					
Name	Mandatory /Optional	Repository	Identifier	Approval Method	Preservation Medium
Awareness message to newcomers	Mandatory	Outlook folders	None	Not applicable	Electronic
Document management monthly monitoring of PIs at Directorate level	Mandatory	Outlook folders	None	Not applicable	Electronic
Document management report for Lead Department	Mandatory	Outlook folders	None	Not applicable	Electronic
Document management User Report	Mandatory	Outlook folders	None	Not applicable	Electronic
Document management User Report – Handover procedure	Mandatory	Outlook folders	None	Not applicable	Electronic



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ANNEXES

Nota bene: full samples are embedded in the native document only. Extracts of print-out are attached in the final pdf consolidated version.

1.	Awareness message to newcomers	 JRC-DRMP-PRO-DM_ Communication_Plan_
2.	Document management monthly status report and PIs at DG level	 JRC-DRMP-PRO-DM_ Communication_Plan_
3.	Document management monthly progress monitoring of PIs at DG level - Monthly progress monitoring of documents registration and filing - Monthly progress monitoring of active and dormant files - Monthly progress monitoring of e-signatory usage	 JRC-DRMP-PRO-DM_ Communication_Plan_  JRC-DRMP-PRO-DM_ Communication_Plan_  JRC-DRMP-PRO-DM_ Communication_Plan_
4.	Document management monthly progress monitoring of PIs at Directorate level - Monthly progress monitoring of documents registration and filing - Monthly progress monitoring of active and dormant files - Monthly progress monitoring of e-signatory usage	 20150531_JRC_STA T_MMYYYY_DG_DIR_  20150531_JRC_STA T_MMYYYY_DG_DIR_  20150531_JRC_STA T_MMYYYY_DG_DIR_
5.	Document management report for Lead Department	 JRC-DRMP-PRO-DM_ Communication_Plan_
6.	Document management User Report	 DM_USER_REPORT. pdf
7.	Document management User Report – Handover procedure	 DM_USER_REPORT_ HANDOVER.pdf

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Annex 1 - Awareness message to newcomers



EUROPEAN COMMISSION

JOINT RESEARCH CENTRE
Directorate B – Resources
Organisational Development

24/03/2015

Note for the attention of Mr/Ms [REDACTED]

Subject: Document Management in JRC

How documents and files are managed and stored is of paramount importance for the transparency and accountability of the work of the European Commission.

Since you recently joined or moved within JRC, we kindly advice you consult with your line manager and direct colleagues to get to know the best practices in place in your service as concerns document management.

Having said that, we remind you that JRC applies the Document Management Policy of the European Commission, referred to as e-Domec.

e-Domec is extensively explained in the handy toolkit available on the intranet of the General Secretariat of the Commission, which we invite you to read carefully (see links below).

The e-Domec policy is implemented using mainly the IT tool called ARES. If you are likely to use ARES, even occasionally, we advice you enrol for the 3 hours e-learning module available in the SYSLOG catalogue. Registration to this course does not require any authorisation from line manager or local training manager (COFO).

Once you have taken the ARES e-learning module, further training can be obtained through the SYSLOG Catalogue.

Your Local Document Management Centre (also referred to as CAD, "Centre d'Administration des Documents") is at your disposal for any additional information, coaching and support in this area.

[REDACTED]
Document Management Officer

Links of interest:

E-Domec Toolkit :
https://myIntracomm.ec.europa.eu/corp/sg/en/edomec/doc_management/Documents/toolkit_edomec_mai2010_en.pdf

ARES E-Learning training:
http://www.cc.cec/dl/syslog_formation/application/catalogue.cfm?cou_id=183251

Follow us on Connecte@JRC:
<https://connected.cnect.cec.eu.int/community/jrc/ms/jrc-document-management>

Your local CAD: JRC-ISPRA-CAD@ec.europa.eu

Your DMO: JRC-DMO@ec.europa.eu

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Annex 2 - Document management monthly status report and Pls at DG level

Ref. Ares(2015)2512840 - 16/06/2015

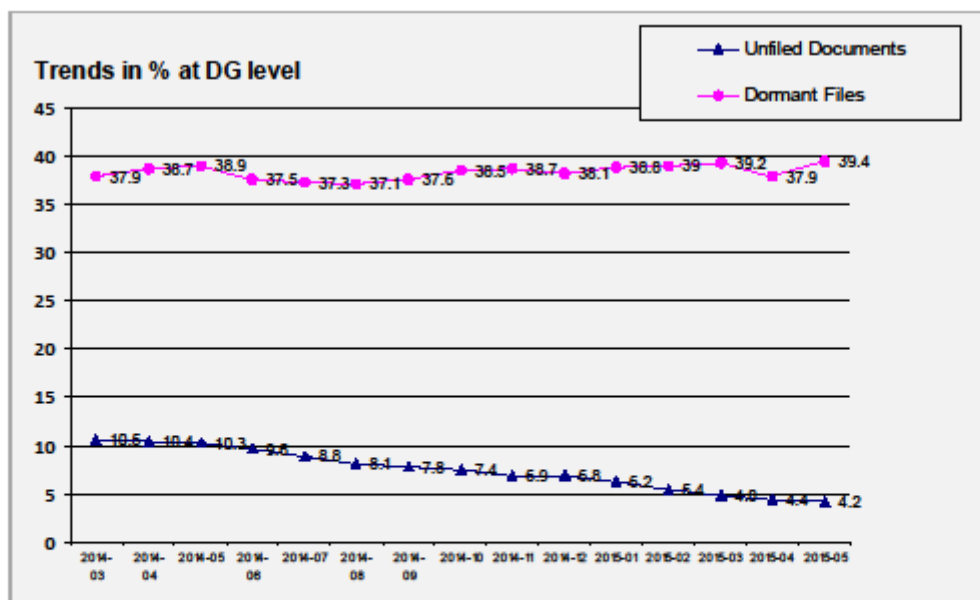


EUROPEAN COMMISSION

JOINT RESEARCH CENTRE
Directorate B – Resources
Organisational Development

Subject: JRC Documents and Records Management Policy - Statistics Report
(Source: ARES/NomCom - Status of 31/05/2015)

	DOCUMENTS				TASKS	FILES		
	Docs Saved	Docs Registered	Docs Reg. Not Filed	% Docs Reg. Not Filed		Active Files	Dormant Files (>12 m)	% Dormant / Active
jrc	6,174	5,303	73	1.4%	36	110	47	42.7%
jrc. ddg	1,043	998	15	1.5%	58	850	437	51.4%
jrc.a	13,724	13,384	1,379	10.3%	735	439	165	37.6%
jrc.b	122,527	120,096	3,248	2.7%	2,440	15,792	6,823	43.2%
jrc.c	43,208	42,700	3,577	8.4%	237	1,065	308	28.9%
jrc.d	27,667	27,523	109	0.4%	153	511	25	4.9%
jrc.e	18,419	18,117	817	4.5%	218	721	233	32.3%
jrc.f	15,172	14,982	1,274	8.5%	168	614	184	30.0%
jrc.g	25,266	25,113	783	3.1%	90	549	110	20.0%
jrc.h	20,990	20,735	1,691	8.2%	286	824	224	27.2%
jrc.i	13,885	13,778	540	3.9%	101	423	118	27.9%
jrc.j	26,444	26,035	371	1.4%	78	312	67	21.5%
Grand Total	334,519	328,764	13,877	4.2%	4,598	22,210	8,741	39.4%



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JRC Documents and Records Management Policy - Statistics Report
(Source: ARES/NomCom - Status of 31/05/2015)

Legend

Docs Saved	Number of documents created in ARES since its implementation in JRC.
Docs Registered	Number of documents registered in ARES since its implementation in JRC.
Docs Reg. Not Filed	Out of the documents registered in ARES, number of documents not filed, i.e. not linked to a specific file in ARES.
% Docs Reg. Not Filed	Percentage of registered documents not filed in ARES.
Pending Tasks	Number of pending assignments in ARES. These assignments includes CLASS, CF and ASOC tasks, i.e. tasks intended to instruct end users to file a document.
Active Files	Number of active files.
Dormant Files (>12m)	Number of files not used over the past 12 months, i.e. files which have not been used for document filing during the said period. Such files are deemed "dormant" and presumably candidate for closure although they may refer to still ongoing activities.
% Dormant / Active	Percentage of dormant files with regard to active files.

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Annex 3 - Document management monthly progress monitoring of PIs at DG level

- Monthly progress monitoring of documents registration and filing (extract)

Ref. Ares(2015)2512840 - 10/08/2015



JRC Documents and Records Management Policy - Monthly monitoring of documents registration and filing

		Documents (Registered, Unfiled, %)											
		06/2014	07/2014	08/2014	09/2014	10/2014	11/2014	12/2014	01/2015	02/2015	03/2015	04/2015	05/2015
jrc	Registered	4,463	4,570	4,623	4,713	4,782	4,849	4,910	4,954	5,019	5,138	5,213	5,303
	Unfiled	66	68	67	61	81	73	74	68	68	72	72	73
	%	1.5%	1.5%	1.4%	1.3%	1.7%	1.5%	1.5%	1.4%	1.4%	1.4%	1.4%	1.4%
jrc. ddg	Registered	78	138	188	271	382	472	543	597	694	793	903	998
	Unfiled	3	4	9	18	79	112	116	69	42	15	14	15
	%	3.8%	2.9%	4.8%	6.6%	20.7%	23.7%	21.4%	11.6%	6.1%	1.9%	1.6%	1.5%
jrc.a	Registered	11,951	12,066	12,132	12,224	12,314	12,485	12,642	12,727	12,881	13,082	13,208	13,384
	Unfiled	1,131	998	1,002	1,009	1,346	1,590	1,612	1,586	1,589	1,464	1,357	1,379
	%	9.5%	8.3%	8.3%	8.3%	10.9%	12.7%	12.8%	12.5%	12.3%	11.2%	10.3%	10.3%
jrc.b	Registered	81,889	85,318	87,488	91,254	94,869	98,822	103,245	105,916	108,804	112,367	115,714	120,098
	Unfiled	7,653	6,962	6,222	6,086	5,519	4,799	4,844	4,483	3,900	3,693	3,341	3,248
	%	9.3%	8.2%	7.1%	6.7%	5.8%	4.9%	4.7%	4.2%	3.6%	3.3%	2.9%	2.7%
jrc.c	Registered	37,713	38,158	38,397	38,980	39,404	39,824	40,318	40,785	41,173	41,703	42,176	42,700
	Unfiled	5,323	5,252	5,045	4,955	5,047	5,013	5,087	4,877	4,489	4,080	3,565	3,577
	%	14.1%	13.8%	13.1%	12.7%	12.8%	12.6%	12.6%	12.0%	10.9%	9.8%	8.5%	8.4%
jrc.d	Registered	25,989	26,114	26,174	26,314	26,467	26,627	26,760	26,926	27,075	27,222	27,334	27,523
	Unfiled	935	948	783	663	755	516	511	305	153	99	109	109
	%	3.6%	3.6%	3.0%	2.5%	2.9%	1.9%	1.9%	1.1%	0.6%	0.4%	0.4%	0.4%
jrc.e	Registered	16,119	16,362	16,472	16,684	16,807	16,998	17,177	17,328	17,542	17,744	17,929	18,117
	Unfiled	1,106	1,019	1,000	1,005	1,012	968	983	977	939	840	813	817
	%	6.9%	6.2%	6.1%	6.0%	6.0%	5.7%	5.7%	5.6%	5.4%	4.7%	4.5%	4.5%
jrc.f	Registered	11,998	12,230	12,353	12,655	12,896	13,158	13,455	13,791	14,028	14,405	14,832	14,982
	Unfiled	2,348	2,122	2,110	2,178	1,933	2,000	1,936	1,636	1,374	1,341	1,261	1,274
	%	19.6%	17.4%	17.1%	17.2%	15.0%	15.2%	14.4%	11.9%	9.8%	9.3%	8.6%	8.5%

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- Monthly progress monitoring of active and dormant files (extract)

Ref. Ares(2015)2512840 - 10/08/2015



JRC Documents and Records Management Policy - Monthly monitoring of active and dormant files

		Files (Active, Dormant>12 months, %)											
		06/2014	07/2014	08/2014	09/2014	10/2014	11/2014	12/2014	01/2015	02/2015	03/2015	04/2015	05/2015
jrc	Active	194	194	194	185	191	191	191	183	126	120	119	110
	Dormant	99	102	102	93	93	96	99	97	66	49	49	47
	%	51.0%	52.6%	52.6%	50.3%	48.7%	50.3%	51.8%	53.0%	52.4%	40.8%	41.2%	42.7%
jrc. ddg	Active	787	788	789	789	793	794	812	812	827	851	850	850
	Dormant	383	386	387	393	396	404	408	423	425	430	435	437
	%	48.7%	49.0%	49.0%	49.8%	49.9%	50.9%	50.2%	52.1%	51.4%	50.5%	51.2%	51.4%
jrc.a	Active	411	412	407	412	379	382	394	415	400	415	438	439
	Dormant	128	132	131	141	139	139	146	158	160	164	161	165
	%	31.1%	32.0%	32.2%	34.2%	36.7%	36.4%	37.1%	38.1%	40.0%	39.5%	36.8%	37.6%
jrc.b	Active	13,841	13,474	13,814	13,808	14,116	14,452	15,183	15,302	15,478	15,618	15,857	15,792
	Dormant	5,705	5,591	5,726	5,865	6,098	6,256	6,459	6,594	6,684	6,776	6,720	6,823
	%	41.8%	41.5%	42.1%	42.5%	43.2%	43.3%	42.5%	43.1%	43.2%	43.4%	42.9%	43.2%
jrc.c	Active	580	584	961	961	962	965	1,072	1,068	1,072	1,083	1,065	1,065
	Dormant	209	212	209	212	252	253	279	281	288	288	59	308
	%	36.0%	36.3%	21.7%	22.1%	26.2%	26.2%	26.0%	26.3%	26.9%	26.6%	5.5%	28.9%
jrc.d	Active	477	480	488	488	489	508	601	607	619	513	510	511
	Dormant	37	36	36	42	43	42	51	60	64	24	25	25
	%	7.8%	7.5%	7.4%	8.6%	8.8%	8.3%	8.5%	9.9%	10.3%	4.7%	4.9%	4.9%
jrc.e	Active	665	670	670	668	670	678	693	711	717	716	721	721
	Dormant	172	177	179	174	180	184	195	210	214	223	233	233
	%	25.9%	26.4%	26.7%	26.0%	26.9%	27.1%	28.1%	29.5%	29.8%	31.1%	32.3%	32.3%
jrc.f	Active	558	559	580	580	582	584	596	607	611	612	613	614
	Dormant	132	133	135	138	142	150	162	165	170	176	185	184
	%	23.7%	23.8%	24.1%	24.6%	25.3%	26.6%	27.2%	27.2%	27.8%	28.8%	30.2%	30.0%

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- Monthly progress monitoring of e-signatory usage (extract)

Ref. Ares(2015)2512840 - 10/06/2015



JRC Documents and Records Management Policy - Monthly monitoring of e-signatory usage

		Documents (Registered, processed with e-Workflow, %)											
		2012	2013	08/2014	09/2014	10/2014	11/2014	2014	01/2015	02/2015	03/2015	04/2015	05/2015
jrc	Registered	178	125	97	109	127	142	161	10	21	40	51	59
	e-Wkt	1	3	30	34	41	44	47	2	5	13	17	23
	%	0.6%	2.4%	30.9%	31.2%	32.3%	31.0%	29.2%	20.0%	23.8%	32.5%	33.3%	39.0%
jrc. ddg	Registered	3	19	146	209	321	402	454	40	118	181	273	326
	e-Wkt	2	4	56	87	107	133	150	20	39	62	94	98
	%	66.7%	21.1%	38.4%	41.6%	33.3%	33.1%	33.0%	50.0%	33.1%	34.3%	34.4%	30.1%
jrc.a	Registered	1,578	1,856	1,004	1,078	1,156	1,311	1,402	57	151	262	335	395
	e-Wkt	43	160	374	397	438	471	522	28	66	117	162	184
	%	2.7%	8.6%	37.3%	36.8%	37.9%	35.9%	37.2%	49.1%	43.7%	44.7%	48.4%	46.6%
jrc.b	Registered	17,068	16,159	8,744	10,031	11,319	12,786	14,391	953	2,113	3,516	4,785	6,031
	e-Wkt	116	364	1,407	1,683	1,985	2,326	2,643	221	539	869	1,176	1,475
	%	0.7%	2.3%	16.1%	16.8%	17.5%	18.2%	18.4%	23.2%	25.5%	24.7%	24.7%	24.5%
jrc.c	Registered	2,847	2,876	1,526	1,856	2,177	2,346	2,511	282	437	666	901	1,065
	e-Wkt	123	179	248	288	317	348	386	24	67	153	235	309
	%	4.3%	6.2%	16.3%	15.5%	14.6%	14.8%	15.4%	8.5%	15.3%	23.0%	26.1%	29.0%
jrc.d	Registered	1,483	1,389	836	949	1,067	1,179	1,261	111	223	337	419	501
	e-Wkt	116	80	131	147	172	189	201	24	39	68	82	99
	%	7.8%	5.8%	15.7%	15.5%	16.1%	16.0%	15.9%	21.6%	17.5%	20.2%	19.6%	19.8%
jrc.e	Registered	1,378	1,333	1,026	1,183	1,269	1,420	1,538	136	285	445	582	687
	e-Wkt	30	8	149	171	191	206	227	21	46	98	130	162
	%	2.2%	0.6%	14.5%	14.5%	15.1%	14.5%	14.8%	15.4%	15.6%	22.0%	22.3%	23.6%
jrc.f	Registered	1,713	1,587	919	1,042	1,178	1,323	1,456	135	303	504	616	699
	e-Wkt	62	7	196	233	275	313	349	37	74	149	187	219
	%	3.6%	0.4%	21.3%	22.4%	23.3%	23.7%	24.0%	27.4%	24.4%	29.6%	30.4%	31.3%

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Annex 4 - Document management monthly progress monitoring of Pls at Directorate level

- Monthly progress monitoring of documents registration and filing (extract)



EUROPEAN COMMISSION
JOINT RESEARCH CENTRE
Directorate B – Resources
Organisational Development

JRC Documents and Records Management Policy - Monthly monitoring of documents registration and filing

		Documents (Registered, Unfiled, %)											
		06/2014	07/2014	08/2014	09/2014	10/2014	11/2014	12/2014	01/2015	02/2015	03/2015	04/2015	05/2015
jrc.b	Registered	81,889	85,318	87,488	91,254	94,889	98,822	103,245	105,916	108,804	112,367	115,714	120,098
	Unfiled	7,653	6,962	6,222	6,086	5,519	4,799	4,844	4,483	3,900	3,693	3,341	3,248
	%	9.3%	8.2%	7.1%	6.7%	5.8%	4.9%	4.7%	4.2%	3.6%	3.3%	2.9%	2.7%
jrc.b	Registered	219	220	220	229	230	233	234	236	242	243	245	256
	Unfiled	8	8	8	9	9							
	%	3.7%	3.6%	3.6%	3.9%	3.9%							
jrc.b.1	Registered	3,786	3,795	3,807	3,824	3,857	3,886	3,911	3,938	3,967	4,019	4,078	4,126
	Unfiled	634	629	626	599	458	465	469	466	404	350	288	284
	%	16.8%	16.6%	16.4%	15.7%	11.9%	12.0%	12.0%	11.8%	10.2%	8.7%	7.1%	6.9%
jrc.b.10	Registered	2,731	3,058	3,220	3,477	3,764	4,080	4,340	4,520	4,648	4,896	5,091	5,328
	Unfiled	626	526	423	420	239	244	200	200	173	162	177	169
	%	22.9%	17.2%	13.1%	12.1%	6.3%	6.0%	4.6%	4.4%	3.7%	3.3%	3.5%	3.2%
jrc.b.11	Registered	8,965	9,258	9,382	9,734	10,098	10,520	10,983	11,215	11,534	11,863	12,223	12,647
	Unfiled	972	996	779	671	509	482	457	274	121	99	93	111
	%	10.8%	10.8%	8.3%	6.9%	5.0%	4.6%	4.2%	2.4%	1.0%	0.8%	0.8%	0.9%
jrc.b.2	Registered	4,185	4,294	4,351	4,445	4,558	4,629	4,798	4,922	5,099	5,216	5,302	5,424
	Unfiled	279	270	278	294	134	173	174	169	96	94	102	103
	%	6.7%	6.3%	6.4%	6.6%	2.9%	3.7%	3.6%	3.4%	1.9%	1.8%	1.9%	1.9%
jrc.b.3	Registered	17,449	17,981	18,488	19,079	19,674	20,191	20,970	21,441	21,891	22,442	22,969	23,796
	Unfiled	2,447	1,832	1,475	1,511	1,451	1,339	1,394	1,289	1,110	999	831	782
	%	14.0%	10.2%	8.0%	7.9%	7.4%	6.6%	6.6%	6.0%	5.1%	4.5%	3.6%	3.3%
jrc.b.4	Registered	2,546	2,652	2,724	2,823	2,896	2,984	3,102	3,151	3,255	3,401	3,498	3,603
	Unfiled	336	323	311	322	340	366	392	379	371	366	379	398
	%	13.2%	12.2%	11.4%	11.4%	11.7%	12.3%	12.6%	12.0%	11.4%	10.8%	10.8%	11.0%
jrc.b.5	Registered	18,265	19,328	20,057	21,488	22,709	24,288	25,853	26,772	27,642	28,874	30,105	31,681
	Unfiled	1,550	1,526	1,490	1,435	1,387	1,024	1,061	1,057	1,078	1,106	904	838
	%	8.5%	7.9%	7.4%	6.7%	6.1%	4.2%	4.1%	3.9%	3.9%	3.8%	3.0%	2.6%

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- Monthly progress monitoring of active and dormant files (extract)



EUROPEAN COMMISSION
JOINT RESEARCH CENTRE
Directorate B – Resources
Organisational Development

JRC Documents and Records Management Policy - Monthly monitoring of active and dormant files

		Files (Active, Dormant>12 months, %)											
		06/2014	07/2014	08/2014	09/2014	10/2014	11/2014	12/2014	01/2015	02/2015	03/2014	04/2015	05/2015
jrc.b	Active	13,641	13,474	13,614	13,806	14,116	14,452	15,183	15,302	15,476	15,302	15,657	15,792
	Dormant	5,705	5,591	5,726	5,865	6,098	6,256	6,459	6,594	6,684	6,776	6,720	6,823
	%	41.8%	41.5%	42.1%	42.5%	43.2%	43.3%	42.5%	43.1%	43.2%	44.3%	42.9%	43.2%
jrc.b	Active	67	67	67	68	69	71	71	72	83	92	83	83
	Dormant	8	7	7	8	8	8	9	11	14	14	15	15
	%	11.9%	10.4%	10.4%	11.8%	11.6%	11.3%	12.7%	15.3%	16.9%	15.2%	16.1%	16.1%
jrc.b.1	Active	119	118	125	129	129	132	132	132	137	143	145	139
	Dormant	29	27	30	29	28	32	34	37	36	37	38	38
	%	24.4%	22.9%	24.0%	22.5%	21.7%	24.2%	25.8%	28.0%	26.3%	25.9%	26.2%	27.3%
jrc.b.10	Active	725	742	758	774	818	825	856	881	887	913	934	953
	Dormant	283	313	316	328	353	359	378	386	400	416	426	438
	%	39.0%	42.2%	41.7%	42.4%	43.2%	43.5%	44.2%	44.8%	45.1%	45.6%	45.6%	46.0%
jrc.b.11	Active	1,626	1,674	1,714	1,748	1,790	1,833	1,873	1,845	1,771	1,630	1,502	1,469
	Dormant	635	654	660	672	722	741	780	771	749	722	591	556
	%	39.1%	39.1%	38.5%	38.4%	40.2%	40.4%	41.6%	41.8%	42.3%	44.3%	39.3%	37.8%
jrc.b.2	Active	1,584	1,562	1,565	1,579	1,617	1,688	1,760	1,783	1,787	1,792	1,798	1,806
	Dormant	858	882	898	933	982	1,011	1,034	1,048	1,057	1,067	1,075	1,086
	%	54.9%	56.5%	57.4%	59.1%	60.7%	60.0%	58.8%	58.8%	59.1%	59.5%	59.9%	60.1%
jrc.b.3	Active	2,428	2,456	2,485	2,488	2,516	2,547	2,617	2,661	2,699	2,741	2,775	2,791
	Dormant	1,383	1,410	1,439	1,495	1,529	1,563	1,580	1,622	1,651	1,692	1,719	1,737
	%	57.0%	57.4%	57.9%	60.1%	60.8%	61.4%	60.4%	61.0%	61.2%	61.7%	61.9%	62.2%
jrc.b.4	Active	1,244	1,258	1,267	1,279	1,294	1,297	1,594	1,615	1,620	1,649	1,654	1,685
	Dormant	357	365	383	390	389	405	416	420	429	445	455	469
	%	28.7%	29.0%	30.2%	30.5%	30.1%	31.2%	26.1%	26.0%	26.5%	27.0%	27.5%	28.2%
jrc.b.5	Active	3,342	3,384	3,407	3,452	3,538	3,719	3,848	3,879	3,894	4,121	4,257	4,336
	Dormant	1,075	1,098	1,126	1,142	1,191	1,214	1,257	1,297	1,327	1,335	1,358	1,421
	%	32.2%	32.4%	33.0%	33.1%	33.7%	32.6%	32.7%	33.4%	33.2%	32.4%	31.9%	32.8%

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- Monthly progress monitoring of e-signatory usage (extract)



JRC Documents and Records Management Policy - Monthly monitoring of e-signatory usage

		Documents (Registered, processed with e-Workflow, %)											
		2012	2013	08/2014	09/2014	10/2014	11/2014	2014	01/2015	02/2015	03/2015	04/2015	05/2015
jrc.b	Registered	17,068	16,159	8,744	10,031	11,319	12,786	17,068	953	2,113	3,516	4,765	6,031
	e-Wktf	116	364	1,407	1,683	1,985	2,326	2,643	221	539	869	1,176	1,475
	%	0.7%	2.3%	16.1%	16.8%	17.5%	18.2%	15.5%	23.2%	25.5%	24.7%	24.7%	24.5%
jrc.b	Registered	70	105	19	24	25	26	27	2	7	8	9	19
	e-Wktf	1	1	8	10	10	11	12	1	4	5	6	16
	%	1.4%	1.0%	42.1%	41.7%	40.0%	42.3%	44.4%	50.0%	57.1%	62.5%	66.7%	84.2%
jrc.b.1	Registered	165	121	98	103	120	129	136	9	21	44	70	77
	e-Wktf	5	26	62	65	74	80	83	7	15	31	48	51
	%	3.0%	21.5%	63.3%	63.1%	61.7%	62.0%	61.0%	77.8%	71.4%	70.5%	68.6%	66.2%
jrc.b.10	Registered	505	762	537	589	640	747	813	50	109	174	225	297
	e-Wktf	1	29	284	308	335	398	434	37	76	122	153	215
	%	0.2%	3.8%	52.9%	52.3%	52.3%	53.3%	53.4%	74.0%	69.7%	70.1%	68.0%	72.4%
jrc.b.11	Registered	2,181	2,344	1,030	1,180	1,332	1,502	1,670	47	136	301	403	513
	e-Wktf	5	16	59	101	133	156	175	8	21	30	43	59
	%	0.2%	0.7%	5.7%	8.6%	10.0%	10.4%	10.5%	17.0%	15.4%	10.0%	10.7%	11.5%
jrc.b.2	Registered	1,660	1,258	606	682	767	828	947	89	225	318	386	473
	e-Wktf	37	92	203	234	257	275	350	44	130	168	216	246
	%	2.2%	7.3%	33.5%	34.3%	33.5%	33.2%	37.0%	49.4%	57.8%	52.8%	56.0%	52.0%
jrc.b.3	Registered	3,157	3,254	1,942	2,265	2,572	2,851	3,245	203	575	894	1,177	1,555
	e-Wktf	2	21	49	59	77	87	124	6	14	51	84	99
	%	0.1%	0.6%	2.5%	2.6%	3.0%	3.1%	3.8%	2.0%	2.4%	5.7%	7.1%	6.4%
jrc.b.4	Registered	634	595	580	634	676	736	801	21	88	162	217	256
	e-Wktf	5	11	258	280	290	303	322	13	36	75	105	124
	%	0.8%	1.8%	44.5%	44.2%	42.9%	41.2%	40.2%	61.9%	40.9%	46.3%	48.4%	48.4%
jrc.b.5	Registered	4,782	4,331	2,168	2,536	2,857	3,257	3,745	221	441	808	1,166	1,451
	e-Wktf	3	48	143	206	263	324	361	33	88	122	150	184
	%	0.1%	1.1%	6.6%	8.1%	9.2%	9.9%	9.6%	14.9%	20.0%	15.1%	12.9%	12.7%

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Annex 5 - Document management report for Lead Department (extract)



EUROPEAN COMMISSION
JOINT RESEARCH CENTRE
Directorate B – Resources
Organisational Development

Subject: JRC Document and Records Management Policy
Document management report for Lead Department

Lead Department JRC.B.1
Responsible Jean-Pierre MICHEL
Function Head of Unit, Acting
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List of enclosures

- [01] Monthly monitoring of documents filing
- [02] Monthly monitoring of active and dormant files
- [03] Monthly monitoring of usage of e-signatory
- [04] Backlog of unfiled documents - Nominative list(s)
- [05] List of Virtual Entities used in ARES

Purpose and data protection statement

The present report is based on data available in ARES for the Lead Department. These data are hereby provided in a user-friendly format to help the Lead Department improving compliance with e-Domec and with Internal Control Standard 11 in a more efficient way.

This report is produced on a quarterly basis or upon request to the JRC DMO.

Generating of this report involves processing of personal data within the meaning of Regulation 45/2001. The processing is compliant with that Regulation, what is confirmed by the notification DPO-1530 "Ares-Nomcom". The purpose of processing defined in the above mentioned notification is limited to ensuring the compliance of the document life cycle with the document management rules. Therefore, use of the personal data included in the report for any other purpose (such as in particular evaluation of staff members' performance within the meaning of the Staff Regulations) would constitute the breach of the data protection rules .

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Document management report for Lead Department


JRC.B.1

[01] Monthly monitoring of documents filing

-  Monitoring of documents lacking filing in ARES (i.e. not linked to the folder of the corresponding case). As per e-Domec and ICS 11, all registered documents must be filed.


		Documents (Registered, Unfiled, %)									
		08/2014	09/2014	10/2014	11/2014	12/2014	01/2015	02/2015	03/2015	04/2015	05/2015
Registered		3,807	3,824	3,857	3,888	3,911	3,938	3,987	4,019	4,078	4,128
Unfiled		626	599	458	465	469	466	404	350	288	284
%		16.4%	15.7%	11.9%	12.0%	12.0%	11.8%	10.2%	8.7%	7.1%	6.9%

[02] Monthly monitoring of active and dormant files

-  Monitoring of active files (i.e. opened folders) in which NO documents have been filed over the past 12 months in ARES. Files (folders) related to cases for which no documents are likely to be received or produced, should be closed.

		Files (Active, Dormant>12 months, %)									
		08/2014	09/2014	10/2014	11/2014	12/2014	01/2015	02/2015	03/2015	04/2015	05/2015
Active		125	129	129	132	132	132	137	143	145	139
Dormant		30	29	28	32	34	37	36	37	38	38
%		24.0%	22.5%	21.7%	24.2%	25.8%	28.0%	26.3%	25.9%	26.2%	27.3%

[03] Monthly monitoring of usage of e-signatory

-  Monitoring of e-signatories used in registered documents that are eligible for e-signatory according to criteria of SG/DIGIT.

Documents (Registered, processed with e-Workflow, %)										
	08/2014	09/2014	10/2014	11/2014	2014	01/2015	02/2015	03/2015	04/2015	05/2015
Registered	98	103	120	129	136	9	21	44	70	77
e-Wkf	62	65	74	80	83	7	15	31	48	51
%	63.3%	63.1%	61.7%	62.0%	61.0%	77.8%	71.4%	70.5%	68.6%	66.2%

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Document management report for Lead Department

JRC.B.1

[04] Backlog of unfiled documents - Nominative list(s)

- i** The following list(s) provides the number of UNFILED documents registered by the indicated users in the Lead Department and outside the Lead Department (e.g. when working in another unit). In accordance with e-Domec, all registered documents must be filed. Active users must contact the local CAD or the DMO to get the list of documents lacking filing. For inactive users, i.e. users having left the European Commission, the Lead Department must communicate to the DMO the name of the substitute or of the virtual entity to which documents should be reassigned for filing.

The list(s) provided below are based on data extracted from ARES on 06/07/2015 11:22:43.

Backlog of unfiled documents - ACTIVE USERS

	Documents Registered not filed in JRC.B.1	Pending CLASS tasks in JRC.B.1	Documents Registered not filed, out of JRC.B.1
	9		
	6		
	6		
	6		102
	3		
	2		
	2		29
	1	1	
	1		
	1		2
	1	2	
ve_jrc.b1.secr		1	

Sub totals - ACTIVE USERS

38 4

Backlog of unfiled documents - INACTIVE USERS

	Documents Registered not filed in JRC.B.1	Pending CLASS tasks in JRC.B.1	Documents Registered not filed, out of JRC.B.1
	126		21
	30		
	20		
	16		
	11		7
	8		10
	7		3
	6		
	5		257
	5		38
	1		27
	1		1
	1		1
		1	7 (+1 files as Desk Officer)

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[05] List of Virtual Entities used in ARES



"Virtual Entities" are virtual users created in ARES upon request from the services to facilitate team work on document management in ARES.

It is the responsibility of the Lead Department to ensure that the list of members in these virtual entities is correct and complete.

In case of unauthorised or missing member, please contact the local CAD or the DMO to update is.



ve_jrc.aar

List of members:



ve_jrc.b1.secr

List of members:



ve_jrc.dmo

List of members:



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Annex 6 - Document management User Report (extract)



EUROPEAN COMMISSION
JOINT RESEARCH CENTRE
Directorate B – Resources
Organisational Development

04/09/2015

Note for the attention of Mr/Ms [REDACTED]

Subject: Document Management Report

Please find enclosed a nominative Document Management Report listing a series of documents awaiting some attention from you in ARES.

You are kindly requested to have a look at the attached lists and to take the necessary steps to ensure compliance with E-Domec by 19/09/2015.

Please note that the attached lists are based on the data extracted from ARES on 31/08/2015 11:24:05. Should you have taken action in the meantime, please ignore the present note.

Do not hesitate to contact your local CAD or the DMO for any support or additional information.

Thanks in advance for your kind collaboration.

[REDACTED]
Document Management Officer

Type of document JRC IMS Procedure	Title JRC Document and Records Management Communication Procedure	Document ID IMS-JRC-M4.1-PRO-0009	Version No 1.0	Page 25 / 28
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JRC Document Management User Report for [REDACTED] 04/09/2015
Source: ARES data as of 31/08/2015 11:24:05 Page 3 of 3

Documents registered but not filed

The following documents must be filed. It is highly recommended to proceed with immediate filing in order to avoid to lose track of these documents.

In case you don't have yet a file for the proper filing of a document in relation with the activity to which it refers to, please consult with the local CAD for the creation of a specific file.

In case a document pertains to an activity of another Lead Department ("Chef de File"), a CLASS assignment should be created for this Lead Department.



jrc.b.1(2015)1921420

Webmail Usage from Tuesday 2015/04/21

Ares(2015)1710967 (22/04/2015)

Chef de File: jrc.b.1

Type of document JRC IMS Procedure	Title JRC Document and Records Management Communication Procedure	Document ID IMS-JRC-M4.1-PRO-0009	Version No 1.0	Page 26 / 28
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Annex 7 - Document management User Report – Handover procedure (extract)



EUROPEAN COMMISSION
JOINT RESEARCH CENTRE
Directorate B – Resources
Organisational Development

04/09/2015

Note for the attention of Mr/Ms [REDACTED]

Subject: Document Management Report - Handover and deputising arrangements

Please find enclosed a nominative Document Management Report listing a series of documents awaiting some attention from you in ARES before your departure.

In accordance with the Handover Procedure (see link below), this report will help you to "Execute and close all open assignments and e-signatories in ARES, or, when this is not possible, delegate these tasks to another colleague or to your successor."

In addition, you are identified as desk officer for 2 files. For a proper handover of these files, please provide your local CAD or the DMO the names of the colleagues who will take over the management of the respective files.

Please note that the attached lists are based on the data extracted from ARES on 31/08/2015 11:24:05. Should you have taken action in the meantime, please ignore the present note.

Do not hesitate to contact your local CAD or the DMO for any support or additional information.

Thanks in advance for your kind collaboration.

[REDACTED]
Document Management Officer

Copy to: Your Head of Unit
Your local CAD (JRC-ISPRA-CAD@ec.europa.eu)

Link to Handover Procedure:

http://www.cc.cec/dqintranet/jrc/intranet/hr/leaving/documents/jrc-ims-s4.2-wi002-v1.0_handover_and_deputising_arrangements.docx.pdf





Type of document	Title	Document ID	Version	Page
JRC IMS Procedure	JRC Document and Records Management Communication Procedure	IMS-JRC-M4.1-PRO-0009	No 1.0	27 / 28

JRC Document Management User Report for
04/09/2015

Source: ARES data as of 31/08/2015 11:24:05
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Documents filed but not registered

Documents filed but not registered do not necessarily require immediate action. This list is therefore for information purposes only.
In case the documents listed below are final, they should be registered in order to reflect their actual finalisation and/or sending.

 jrc.b.1(2014)4125280 (12/11/2014) testing check out in remote access	Chef de File: jrc.b.1
 jrc.b.1(2015)615786 (10/02/2015) coaching session e-signatory E.4	Chef de File: jrc.b.1
 jrc.b.1(2015)726738 (16/02/2015) Using Ares in JRC - Ispra 23/04/2014 Evaluations	Chef de File: jrc.b.1
 jrc.b.1(2015)3258530 (10/07/2015) testing for presentation	Chef de File: jrc.b.1

Type of document	Title	Document ID	Version	Page
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JRC Document Management User Report for [REDACTED] 04/09/2015
Source: ARES data as of 31/08/2015 11:24:05 Page 3 of 3

Documents registered but not filed

The following documents must be filed. It is highly recommended to proceed with immediate filing in order to avoid to lose track of these documents.

In case you don't have yet a file for the proper filing of a document in relation with the activity to which it refers to, please consult with the local CAD for the creation of a specific file.

In case a document pertains to an activity of another Lead Department ("Chef de File"), a CLASS assignment should be created for this Lead Department.

 **jrc.b.1(2015)1921420**

Ares(2015)1710967 (22/04/2015)

Chef de File: jrc.b.1

Webmail Usage from Tuesday 2015/04/21


List of files where you are identified as "Desk Officer"

For a proper handover of these files when you are identified as "Desk Officer", please provide your local CAD or the DMO with the names of the colleagues who will take over the management of the respective files.

 **B03.2014/RDGO. OTHER DG 20**

(2013-AK1973, Status ACTIVE)

Unit B.3 Relation / Communication with other DGs 2014

 **B03.2013/DM&FU.DELEGATION**

(2013-AF7522, Status ACTIVE)

Delegation 2013