



Filing Plan for Scientific Projects Files (2014-2020)

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	Name	Signature	Date
Author(s)	[REDACTED], DMO	See ARES registration.	
Reviewer (content)	[REDACTED], Deputy DMO		
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1.0 - Ares(2014)1563426	15/05/2014	
2.0 - Ares(2015)1780704	27/04/2015	Annuls and replaces above version. Heading structure based on policy clusters and areas is abandoned and replaced by a 2 headings structure (projects and clusters).
3.0 - This document	15/01/2016	Annuls and replaces above versions. Main modifications are: §4.1.1.1: filing plan is now supported by 3 sub headings §6: file specific code structure is adjusted §7: file title structure is implemented §9 and §10: rephrased

<u>Type of document</u>	<u>Title</u>	<u>Document ID</u>	<u>Version No</u>	<u>Page</u>
Filing Plan Implementation	Filing Plan for Scientific Projects Files (2014- 2020)	jrc.b.1(2016)88355	3.0 15/01/2016	2 / 10

TABLE OF CONTENTS

1	PURPOSE	3
2	COMMON HEADINGS (📁)	3
3	SPECIFIC HEADING (📄)	4
4	SPECIFIC SUB HEADINGS (📄)	4
5	SPECIFIC FILES (📁)	4
6	FILE SPECIFIC CODES	5
7	FILE TITLES	7
8	ACCESS RIGHTS	7
8.1	File editors	7
8.2	File users	7
8.3	File readers	8
8.4	Security and marking of documents	8
9	MAINTENANCE OF THE FILING PLAN	8
10	USING THE FILING PLAN IN ARES	8
10.1	Searching files in ARES	8
10.2	Sub files	9
11	MONITORING	9
12	APPENDIX	9

<u>Type of document</u>	<u>Title</u>	<u>Document ID</u>	<u>Version No</u>	<u>Page</u>
Filing Plan Implementation	Filing Plan for Scientific Projects Files (2014-2020)	jrc.b.1(2016)88355	3.0 15/01/2016	3 / 10

1 PURPOSE

- 1.1.1.1 This documents annuls and replaces document [Ares\(2015\)1780704](#) dated 27/04/2015.
- 1.1.1.2 The purpose of this document is to provide technical information on how the filing plan for scientific projects files is implemented and must be used to support the management of documents related to JRC Work Programmes from 2014 to 2020.
- 1.1.1.3 As per the e-Domec policy and Internal Control Standard 11, the filing plan described below provides the official files of the scientific projects, **work packages** and clusters implemented in the context of JRC Work Programmes 2014-2020.
- 1.1.1.4 This filing plan fully implements recommendation R.005.I of the Audit Report IA-12-05(220) of 28/03/2014 ([Ares\(2014\)968510](#)).
- 1.1.1.5 Glossary of Acronyms and Terms is available on JRC's Intranet at <https://connected.cnect.cec.eu.int/docs/DOC-44852>.

2 COMMON HEADINGS (📁)

- 2.1.1.1 Common headings refer to the first 3 levels of the filing plan as established by the "Nomenclature Commune" (NC) at the Commission level.
- 2.1.1.2 The NC is implemented in the NOMCOM tool supporting the Commission's filing plan for further documents filing and registration in ARES.
- 2.1.1.3 Files related to the management of scientific project files in the context of the implementation of research framework programmes fit into NC heading "Framework programmes", heading code **03.08.01** as shown below.

The screenshot displays the NOMCOM tool interface. At the top, there are navigation tabs: "My Organisation View", "Complete View", and "Search". Below this is a "Quick search" section with a search input field and radio buttons for "Heading" and "File", along with a checked "From current location" option. The main area shows a hierarchical tree structure under "Filing Plan". The tree is expanded to show the following structure:

- [A] (03) The Community economic and social area
 - [A] (03.08) Research and technology
 - [A] (03.08.01) Framework programmes
 - [A] (03.08.01.505) Implementation of FP6 JRC (2002-2006)
 - [A] (03.08.01.510) Implementation of FP7 JRC EC (2007-2013)
 - [A] (03.08.01.515) Implementation of JRC Work Programmes 2014-2020 (JRC.2014/WPM)
 - [A] (03.08.01.515.005) JRC Work Programme 2014-2020 - SCIENTIFIC PROJECTS FILES (WPMGT.PJ)
 - [A] (03.08.01.515.010) JRC Work Programme 2014-2020 - SCIENTIFIC CLUSTERS FILES (WPMGT.SC)
 - [A] (03.08.01.515.020) Other Scientific Projects and related activities (WPM.PJ)
 - [A] (03.08.02) Research and training actions under the Euratom Treaty
 - [A] (03.08.03) Other activities in the field of Research and Technology
 - [A] (03.08.06) Historical liabilities
 - [A] (09) Policy Strategy and coordination per DG
 - [A] (10) Administration

<u>Type of document</u>	<u>Title</u>	<u>Document ID</u>	<u>Version No</u>	<u>Page</u>
Filing Plan Implementation	Filing Plan for Scientific Projects Files (2014-2020)	jrc.b.1(2016)88355	3.0 15/01/2016	4 / 10

3 SPECIFIC HEADING (📁)

- 3.1.1.1 Under the "Framework programmes" heading, Directorates General may create (or request the creation of) specific headings to further develop the filing plan in accordance with their needs.
- 3.1.1.2 For the purpose of the filing plan of the JRC Work Programmes 2014-2020, a specific heading has been created with heading code **03.08.01.515** (See above picture).
- 3.1.1.3 Previous JRC Work Programmes implemented under FP6 and FP7 were supported by ad hoc headings. These will remain active until all related action or project files are closed and archived (out of scope of this document).

4 SPECIFIC SUB HEADINGS (📁)

- 4.1.1.1 The main specific heading supporting the filing plan of the JRC Work Programmes 2014-2020 is further expanded into **3** sub headings as follows:

Heading Code	Purpose	Full heading title
03.08.01.515.005	Scientific Projects Files, including Work Packages, as contemplated in the JRC Project Browser	JRC Work Programme 2014-2020 - SCIENTIFIC PROJECTS FILES
03.08.01.515.010	Scientific Clusters Files	JRC Work Programme 2014-2020 - SCIENTIFIC CLUSTERS FILES
03.08.01.515.020	Other scientific project files not contemplated in the JRC Project Browser	Other Scientific Projects and related activities

5 SPECIFIC FILES (📁)

- 5.1.1.1 For each scientific project, **work package** or cluster, a specific file is created under the corresponding heading.
- 5.1.1.2 Each specific file is assigned the metadata on the basis of the information available in the JRC Project Browser for projects (<http://apps.jrc.cec.eu.int/jpbma> , JPB) **where applicable**, or on JRC Scientific Clusters group at Connected@JRC for clusters (<https://connected.cnect.cec.eu.int/groups/jrc-scientific-clusters>), **or as provided by the Lead Department**, as follows.

Metadata in NOMCOM	Original Metadata in JPB/Connected@JRC	Assigned metadata
File type	n/a	"Normal file"
Specific code	n/a	(See §6)
Heading	n/a	As per heading structure described above
Lead department (Chef de File)	Project Unit Cluster Facilitator Unit	Project Unit Cluster Facilitator Unit
Desk Officer	Project Leader (PJ) Contact (WPK) Facilitator (SC)	Name of the Head of Unit where the project, work package , or cluster is managed
CRL Category	n/a	2.1.4 (Contrib)
English title	Title	(See §7)
French title	n/a	<i>Empty</i>
German title	n/a	<i>Empty</i>
File editors	n/a	nc_jrc_he , nc_jrc_fc (see §8)
File users	Project Unit(s)	(see §8)
File readers	n/a	JRC (see §8)
English comments	n/a	<i>Empty</i>
French comments	n/a	<i>Empty</i>
German comments	n/a	<i>Empty</i>

<u>Type of document</u>	<u>Title</u>	<u>Document ID</u>	<u>Version No</u>	<u>Page</u>
Filing Plan Implementation	Filing Plan for Scientific Projects Files (2014-2020)	jrc.b.1(2016)88355	3.0 15/01/2016	5 / 10

6 FILE SPECIFIC CODES

- 6.1.1.1 The "Specific Code" is a free text, non-mandatory metadata available in NOMCOM for the proper use of the DGs. It is intended to be used as a unique and customised identifier of items in the filing plan (headings or specific files).
- 6.1.1.2 This metadata is used in the filing plan established in JRC. It is structured in a harmonised way for all JRC files.
- 6.1.1.3 The specific codes of specific files created in the present context are structured as follows, building a string of up to 32 characters (NOMCOM limitation):

Project files (contemplated in the JRC Project Browser)

<cdf>.<yyyy>/WPM.PJ.<nnnn>

With

Section	Description	Example	Max Length
<cdf>	Chef de File (i.e. Lead Department)	Project Unit for project/cluster files with Directorate letter + unit number in 2 positions (with leading 0). Examples: "H03", "DDG01"	5
<yyyy>	Year when the file is first used	"2014"	4
WPM	Fix activity code for "Work Programme Management"	"WPM"	3
PJ	Fix sub activity code for "Project"	"PJ"	2
<nnnn>	Reference Number	Project ID in JPB, with leading 0 Ex. "0123" for ID 123	4
MAX LENGTH (including dot "." and slash "/" separators)			22

Work package files (contemplated in the JRC Project Browser)

<cdf>.<yyyy>/WPM.PJ.<nnnn>.WPK.<pppp>

With

Section	Description	Example	Max Length
<cdf>	Chef de File (i.e. Lead Department)	Project Unit for project/cluster files with Directorate letter + unit number in 2 positions (with leading 0). Examples: "H03", "DDG01"	5
<yyyy>	Year when the file is first used	"2014"	4
WPM	Fix activity code for "Work Programme Management"	"WPM"	3
PJ	Fix sub activity code for "Project"	"PJ"	2
<nnnn>	Reference Number	Project ID in JPB, with leading 0 Ex. "0123" for ID 123	4
WPK	Fix code for "Work Package"	"WPK"	3
<pppp>	Reference Number	Work Package ID in JPB, with leading 0 Ex. "0046" for ID 46	4
MAX LENGTH (including dot "." and slash "/" separators)			31

<u>Type of document</u>	<u>Title</u>	<u>Document ID</u>	<u>Version No</u>	<u>Page</u>
Filing Plan Implementation	Filing Plan for Scientific Projects Files (2014-2020)	jrc.b.1(2016)88355	3.0 15/01/2016	6 / 10

Scientific Cluster files

<cdf>.<yyyy>/WPM.SC.<nnnn>.<acron>

With

Section	Description	Example	Max Length
<cdf>	Chef de File (i.e. Lead Department)	Project Unit for project/cluster files with Directorate letter + unit number in 2 positions (with leading 0). Examples: "H03", "DDG01"	5
<yyyy>	Year when the file is first used	"2014"	4
WPM	Fix activity code for "Work Programme Management"	"WPM"	3
SC	Fix sub activity code for "Scientific Cluster"	"SC"	2
<nnnn>	Reference Number	Cluster ID if any, with leading 0 Ex. "0123" for ID 123 ID is replaced by "9999" when non existing.	4
<acron>	Acronym	Cluster acronym, cut to max 9 characters, inside blanks deleted.	9
MAX LENGTH (including dot "." and slash "/" separators)			32

Other scientific project files

<cdf>.<yyyy>/WPM.PJ.9999.<acron>

With

Section	Description	Example	Max Length
<cdf>	Chef de File (i.e. Lead Department)	Project Unit for project/cluster files with Directorate letter + unit number in 2 positions (with leading 0). Examples: "H03", "DDG01"	5
<yyyy>	Year when the file is first used	"2014"	4
WPM	Fixed activity code for "Work Programme Management"	"WPM"	3
PJ	Fixed sub activity code for "Project"	"PJ"	2
<nnnn>	Reference Number	Project ID if any, with leading 0 Ex. "0123" for ID 123 ID is replaced by "9999" when non existing.	4
<acron>	Acronym	Project acronym, cut to max 9 characters, inside blanks deleted.	9
MAX LENGTH (including dot "." and slash "/" separators)			32

6.1.1.4 Examples

Project	D02.2016/WPM.PJ.0341 i.e. Project with ID 341 and Project Unit "D.2" in JPB.
Work Package	G03.2016/WPM.PJ.0353.WPK.3782 i.e. Project with ID 353 and work package with ID 3782, and Project Unit "JRC.G.3" in JPB
Cluster	G03.2015/WPM.SC.9999.BLUEGROWT i.e. Cluster with acronym "BLUE GROWTH", ID unidentified (9999)
Other project	I01.2015/WPM.PJ.9999.TEXTILE i.e. project with acronym "TEXTILE", ID unidentified (9999)

<u>Type of document</u>	<u>Title</u>	<u>Document ID</u>	<u>Version No</u>	<u>Page</u>
Filing Plan Implementation	Filing Plan for Scientific Projects Files (2014-2020)	jrc.b.1(2016)88355	3.0 15/01/2016	7 / 10

7 FILE TITLES

7.1.1.1 File titles are structured as follows:

Project files (contemplated in the JRC Project Browser)

[nnnn] <title> (ACRON)

With

Section	Description
[nnnn]	Project ID in JPB, in 4 digit, with leading 0, between brackets [] Ex. "[0123]" for ID 123
<title>	Project title as per JPB
(ACRON)	Project acronym as per JPB, between parentheses ()

Work package files (contemplated in the JRC Project Browser)

[nnnn].[pppp] <title> (ACRON)

With

Section	Description
[nnnn]	Project ID in JPB, in 4 digit, with leading 0, between brackets [] Ex. "[0123]" for ID 123
.	Dot separating Project ID and
[pppp]	Work package ID in JPB, in 4 digit, with leading 0, between brackets [] Ex. "[0123]" for ID 123
<title>	Work package title as per JPB
(ACRON)	Work package acronym as per JPB, between parentheses ()

Scientific cluster files (contemplated in the JRC Scientific Clusters group on Connected@JRC)

<scientific cluster title>

Other scientific project files (not contemplated in the JRC Project Browser)

<scientific project title>

8 ACCESS RIGHTS

8.1 File editors

8.1.1.1 **File editors** are those users, or group of users, who can edit the metadata of the specific files.

8.1.1.2 This right is generally reserved for the JRC DMO and the JRC CAD respectively identified by the custom groups "nc_jrc_he" and "nc_jrc_fc".

8.1.1.3 File editors DO NOT inherit rights of file users or file readers.

8.2 File users

8.2.1.1 **File users** are those users, or group of users, who are granted the right to file documents in the file through ARES. By extension, file users may always see the content of files.

8.2.1.2 As a general rule for scientific projects/clusters files, this right is granted to the members of the project unit, i.e. any staff member of that unit can file documents.

8.2.1.3 This right may be limited or extended on a case by case basis upon request to the JRC DMO and/or to the local JRC CAD.

<u>Type of document</u>	<u>Title</u>	<u>Document ID</u>	<u>Version No</u>	<u>Page</u>
Filing Plan Implementation	Filing Plan for Scientific Projects Files (2014-2020)	jrc.b.1(2016)88355	3.0 15/01/2016	8 / 10

8.3 File readers

8.3.1.1 **File readers** are those users, or group of users, who are granted the right to see the file and its content (but not to file documents).

8.3.1.2 As a general rule for scientific projects/clusters files, this right is granted to the members of the JRC, i.e. all JRC staff can see the files and their content.

8.3.1.3 This right may be limited or extended (e.g. to other DGs) on a case by case basis upon request to the JRC DMO and/or to the local JRC CAD.

8.4 Security and marking of documents

8.4.1.1 Notwithstanding the access rights set up at the level of a file in NOMCOM, documents saved, filed and registered through ARES may be assigned specific level of sensitivity in order to limit their respective visibility without affecting the visibility of the whole file. Sensitive documents must bear security marking as per the [Security Notice 01](#).

9 MAINTENANCE OF THE FILING PLAN

9.1.1.1 All files previously created in accordance with document [Ares\(2014\)1563426](#) have been moved into the new heading structure described in §4 above.

9.1.1.2 Metadata of existing project files, converted into work packages, have been adjusted in accordance with data available in the JRC Project Browser as of 15/12/2015.

9.1.1.3 New specific files have been created for these Projects and Work Packages not having a corresponding file in ARES as per document [Ares\(2014\)1563426](#).

9.1.1.4 Files corresponding to projects not contemplated anymore in the JRC Project Browser (i.e. project expired in the meantime) will be closed by JRC DMO by end of June 2016, subject to prior agreement with the Lead Department.

9.1.1.5 Any new scientific project files, work package files, scientific cluster files or other scientific project files shall be created only upon express request by the Lead Department to JRC DMO, in accordance with work instruction IMS-JRC-M4.1-0004 (<https://connected.cnect.cec.eu.int/docs/DOC-59328>).

10 USING THE FILING PLAN IN ARES

10.1 Searching files in ARES

10.1.1.1 Scientific projects, work packages or clusters files can be searched in ARES on the sole basis of the Specific code criteria using wild card "%" and the ID number (e.g. "%0123%").

10.1.1.2 For faster and refined results, it is advised to search a file with as much as possible known information, still on the basis of the specific code (e.g. "%PJ.0123%" or "G05.2014/WPM.PJ.0123%" ...).

10.1.1.3 Scientific projects and work packages files can be searched in ARES on the basis of Title criteria using wild card "%" and acronym (e.g. "%jasmin%") or (part of) title (e.g. "%severe accidents modelling%").

10.1.1.4 Files used on a regular basis must be tagged as "favourite files" by the users.

<u>Type of document</u>	<u>Title</u>	<u>Document ID</u>	<u>Version No</u>	<u>Page</u>
Filing Plan Implementation	Filing Plan for Scientific Projects Files (2014-2020)	jrc.b.1(2016)88355	3.0 15/01/2016	9 / 10

10.2 Sub files

- 10.2.1.1 Project files may be split into maximum 1 level of sub files (NOMCOM limitation) in accordance with the needs of the Lead Department (Project Unit).
- 10.2.1.2 Sub files must correspond to sub activities within the management of the project or cluster. Sub files cannot be created for serial purposes (e.g. yearly sub files are not authorised).
- 10.2.1.3 Sub files shall and must pursue the very same life cycle as the main project, work package or cluster file.

11 MONITORING

- 11.1.1.1 The correct use of this filing plan will be monitored in accordance with the actions defined in reply to recommendations R.005.I and R.001.I of the Audit Report IA-12-05(220) dated 28/03/2014 ([Ares\(2014\)968510](#)).

12 APPENDIX

- Appendix 1 Relevant extracts of Audit Report IA-12-05(220) dated 28/03/2014 ([Ares\(2014\)968510](#))

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<u>Type of document</u> Filing Plan Implementation	<u>Title</u> Filing Plan for Scientific Projects Files (2014-2020) Appendix 1 – Relevant extract of Audit Report IA-12-05(220) dated 28/03/2014 (Ares(2014)968510)	<u>Document ID</u> jrc.b.1(2016)88355	<u>Version No</u> 3.0 15/01/2016	<u>Page</u> 10 / 10
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Number & Classification	Recommendation	Type	Proposed Due Date	ICS	Responsible for Implementation
R.001.I	The JRC-wide definition of the content of the standard scientific Project File must be completed. This standard should become binding for all Scientific Institutes	EE	6 M	11	Directorate A with support from DMO & JRC Quality Manager
R.005.I	The organisation of the scientific files in the ARES filing plan should be reviewed to account for the core activities of JRC.	EE	3 M		DMO