Document management

, R-1

Information & Doc Mgmt is **strategic** to DG COMP

- Case handling is based on factual evidence in documents

- Legal obligations (Access to file, web publication, access to document)

- Decisions under scrutiny of external stakeholders

- Informed Decision-making process

Therefore, DG COMP has **invested** in…

- **Structure** : dedicated Unit (Registries, Application support, Data Protection, Access to Document)

- **Applications** : for Document & information management (Natacha, CMS, ISIS, eDisco, …)

- **Procedures** : Centralisation, Governance

Document Management is core business in DG COMP

Doc Mgmt in COMP

European Commission

To register

- ➢ Drawn up or received by COMP
- ➢ Related to EC responsibilities
- ➢ Information not short-lived
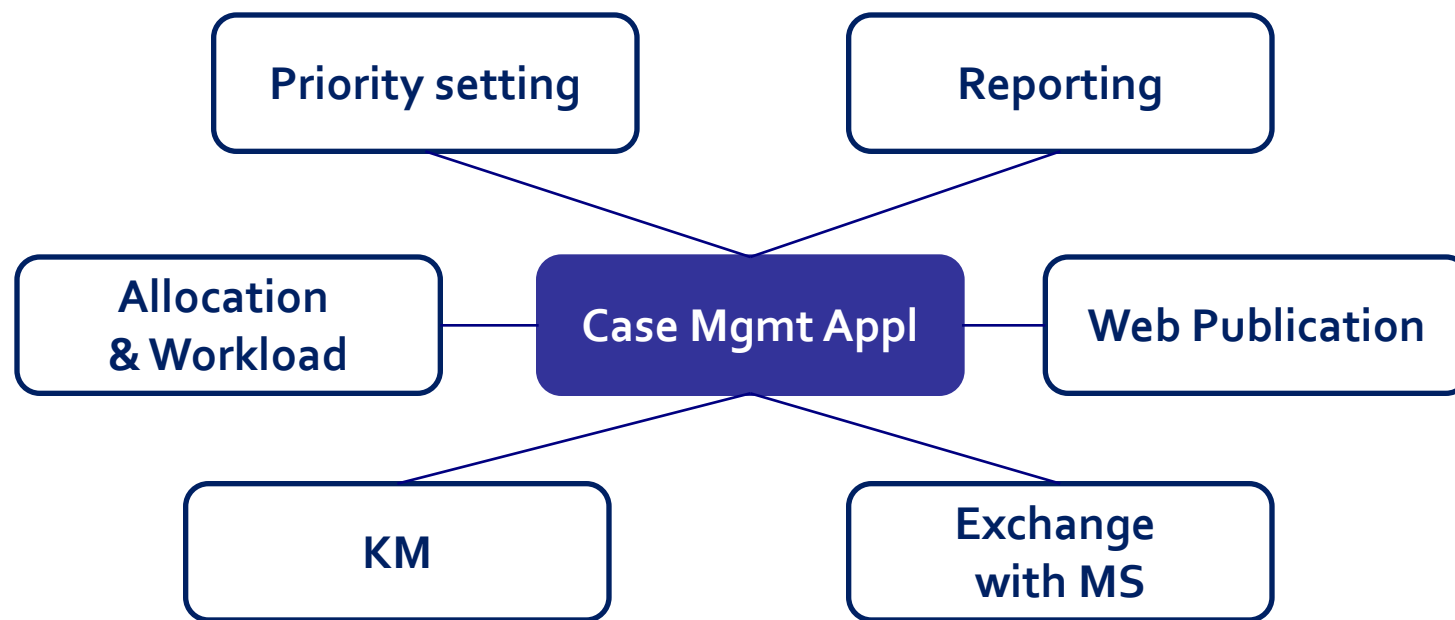- ➢ Document decision-making

Case Mgmt Appl

Ongoing To keep

- ➢ Ongoing
- ➢ Draft
- ➢ Informal exchanges of view

Collab K drive

Case Mgmt Applications are eDomec compliant & linked to ARES (ARES is not used as registration system)

CMA are centric

Priority setting

Reporting

Allocation & Workload

Case Mgmt Appl

Web Publication

KM

Exchange with MS

Principles

- **Project** – based organisation

- The **E-File** is the **Reference**

  What is not in the E-File (in CMA), does not exist

- Keep the **E-File complete** & **up-to-date**

  Incl. case/project information, Emails, Internal correspondence, Notes to the file

- The **Registry** is a **central** point

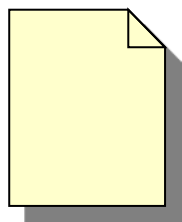 *All documents and key information must pass through the Registry*

Incoming documents

European Commission

Team
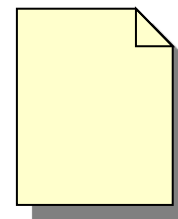
CMA

Checks & adds information

A Bundle is sent by a party

Transmits with info

Email alert

Paper distribution

- **Scans if paper**
- **Registers**
- **Files documents**
    - → **in File if known**
    - → **either, in Waiting Room**
- **Adds information (Bundle & Docs)**
- *Prints & Copies*
- **Archives original**

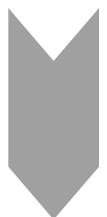**Registry**

Acknowledgment of receipt

Outgoing documents

Case team produces a Bundle

CMA

Case Team checks & adds information

Email alert

CMA

Sends to other DGs, CAB

Case secretary
- **Prepares registration (optional)**
- **sends &**
- **transmits with info**

Registry
- **(Scans) & Adds docs**
- **Registers**
- **Archives original**

Registries

- **AT & General Registry**
  - Antitrust, Cartels and Horizontal units: Dir. A, Dir. R, TF, CPI, 04, DG, CET
  - Come to MADO 12/048 or email to "**COMP GREFFE ANTITRUST**"

- **Merger Registry**
  - Merger Units
  - Come to MADO 12/027 or email to "**COMP MERGER REGISTRY**"

- **State Aid Registry**
  - State Aid Units
  - Come to MADO 12/059 or email to "**COMP STATE AID GREFFE**"

COMP Tools

CMA
cmaFX, CMS (Mergers), Natacha (Antitrust & Cartel), ISIS (State Aid)

COMP APPLICATIONS SUPPORT

Collaboration
Collab

COMP COLLAB

Exchanges with DGs
Decide (consultations), ARES (CABREQ, CDP)

COMP APPLICATIONS SUPPORT

Full text search
eDiscovery

COMP EDISCO

Share folders
*H: (Unit & Dir), I: (Forum)** K-drive (Cases & HT), TempExchange (Collab)*

**EC HELPDESK ITI
COMP APPLICATIONS SUPPORT
COMP COLLAB**

Exchanges with MS
ECN-i (COMP cases), ECN-FU (MS cases), NC (National Courts), ECN-ET

COMP APPLICATIONS SUPPORT

Reporting
Business Objects XI

COMP REPORTING

** Soon migrated to ITIC:
U: (Unit), G: (Dir),
P: (Projects)*

Exchanges outs. EC
E-mail, Post, eTrustXChange

COMP APPLICATIONS SUPPORT

Knowledge Mmgt
Wiki

COMP KNOWLEDGE MANAGEMENT

Request for info
eQuestionnaire

COMP EQUESTIONNAIRE SUPPORT