

Which e-mails should be registered?

- ✓ Any e-mail containing important information, which is not short-lived and which is likely to require action, follow-up or a reply from the Commission or to involve the responsibility of the Commission
- ✓ E-mails exchanged between two or several members of staff and which constitute a major step in the procedure of finalising a document in the framework of the departments' activities
- ✓ Financial documents (as per BUDG guidelines)
- ✓ Minutes of meetings with other institutions or external stakeholders
- ✓ Briefings/speaking/defensive for important meetings
- ✓ Formal communications
- ✓ Information received/ sent from/to other institutions or external stakeholders
- ✓ Instruction notes, guidelines
- ✓ Informal e-mails that attest situations or events, justify decisions made or otherwise explain the development of official actions
- ✓ Contributions to interservice consultations or preconsultations

Which e-mails should NOT be registered?

- ✗ E-mails and circulated within an informal exchange of views between colleagues
- ✗ E-mails exchanged between two or several members of staff in good faith in the "space to think"
- ✗ Drafts (documents not yet validated by the person who will take the responsibility of them)
- ✗ Information on one's personal situation

I don't want my colleagues to register my e-mail. What should I do?

- ✓ The exemption from registration of documents exchanged between Commission departments concerns documents where there is an agreement of good faith. You may initiate such an agreement by introducing the e-mail with the following disclaimer: *"This is an informal e-mail which should not be registered"*.

If there are a lot of people who want to register an e-mail which they consider important, what to do so that it doesn't get registered many times with different numbers and sent to all of the recipients?

- ✓ One has to ALWAYS check if the document can be found in the 'Received docs' of the Ares recipient before creating and registering a new document. AresLook can automatically detect doubles.
- ✓ There is an agreement between DGs that establish that, in general, it corresponds always to the first DG in title to register a document/e-mail. Within the DG, the e-mail should be registered by the first recipient, while respecting hierarchy → if you are a desk officer and there is a HoU before you as recipient, check if you can register it with the secretariat of the HoU.

How can I register a SeCem mail?

- ✓ If you need to register a SeCem mail on Ares, you will have to load the non-encrypted (non protected) version on Ares and use the filing and marking system of Ares to respect the security rules.

When in doubt, contact the DMO Team:

By mail: **MOVE-ENER-ARES SUPPORT**

By phone: XXXXXXXXXX