



EUROPEAN COMMISSION

Directorate-General for Trade

Directorate A - Resources, Information and Policy Coordination
Resources and Strategic Planning

Brussels,
TRADE A.1

NOTE TO THE ATTENTION OF ALL HEADS OF UNIT IN DG TRADE

Subject: Indicative list of documents to be registered and filed in ARES

Based on discussions during this years' Spring Review exercise and further meetings in the broader context of document management, we have prepared the attached short indicative list of type of documents which should be registered and filed in ARES. This non-exclusive list is meant to provide you with some indications on which notes, e-mails, reports and correspondence should be registered and filed in ARES during the cycle of trade negotiations and in our daily interactions with the outside world (e.g. other institutions and Member States, third countries, stakeholders, public). I would like to stress that proper registration and filing of documents is important in view of sharing information in a secure and efficient way and in line with data protection rules. It is also crucial for business continuity and in view of the ever increasing number of access to document requests.

This indicative list should be seen together with the numerous central and internal guidelines which have been drawn up in order to help you and your colleagues with the handling and registration of documents. You can find more information and practical user-guides in the best practice section of our intranet: <http://www.trade.cec.eu.int/intra/how/docmanag/doc.cfm?cat=112>

The indicative list incorporates the comments we have received over the last weeks and we remain of course open for further suggestions and feedback. I invite you to raise the issue of proper registration and filing of documents, including e-mails, with your colleagues and to monitor carefully the implementation within your units.

Annex: Indicative list of documents to be registered and filed in ARES

Cc: J.-L. Demarty, DDGs, Directors, Assistants, all DHoUs, ACAs, TRADE Document Management Officer



Indicative list of documents which should be registered and filed in ARES

Trade negotiations

1. Preparation of negotiations

- Notes between DG, CAB and Vice-President(s) regarding agenda planning and roadmaps
- Information of Council and EP about intention to start negotiations (e.g. TPC, e-mails to EP)
- Impact Assessment (key supporting e-mails and final documents) and relating economic study(ies), including opinion of the Regulatory Scrutiny Board
- Scoping exercise documents
- ISC documents (notes from DG to CAB and reply from CAB)
- Transmission to CAB (note from DG and reply)
- Draft recommendation and negotiating directives, MS comments and final Council decision

2. During negotiations

- Written reports prepared for TPC and EP
- Key internal reports and briefings
- Legal texts, position papers, market access offers and proposals tabled by us and by the other side
- Reports of TPC Committee discussions and Council opinions
- Opinions, resolutions and reports of INTA and INTA monitoring groups, EEES and CoR

3. Conclusion of negotiations

- Information and documents sent to Council and EP (including per e-mail)
- Draft Council Decisions on signature and conclusion of the agreement and documents submitted for ISC and later on to CAB
- Transmission to Council and EP (including possible request for provisional application)

Implementation of agreements/Market Access issues

- Correspondence with partner country
- Complaints received from Member States or industry
- Reports of Working Group meetings
- Key reports (e.g. TIBR)

Interaction with stakeholders and public

- Reports of Civil Society Dialogue meetings and input received from participants
- Key documents related to stakeholder consultations (launch, reports, contributions)
- Reports of meetings with third parties and organisations (e.g. industry associations, NGOs)
- Substantive correspondence with third parties and organisations, including e-mail exchanges and input received
- Key communication material (e.g. press releases, factsheets)

For further information please contact: TRADE DOCUMENT
MANAGEMENT