# ARES registration criteria for thematic Programmes

19 October 2020

This note provides more specific criteria for thematic Programmes. The main guidelines for ARES and the criteria for ARES registration at EEA in general can be found on the intranet. ([intranet\_tools\_document-management\_ARES-for-staff](https://eea1.sharepoint.com/:b:/r/sites/DocumentManagement/Shared%20Documents/Ares%20for%20staff/Criteria%20for%20document%20registration%20in%20ARES%20with%20EC%20guidelines.pdf?csf=1&web=1&e=tRwUPF)).

Please contact me, if your Programme needs changes to the filing structure.

|  |  |  |  |
| --- | --- | --- | --- |
| **What to register?** | **Clarifications** | **By whom?** | **Which file in ARES?** |
| Official interactions (paper, email) with the European Commission and other European institutions | * Invitations, final agendas and final minutes of high-level bilateral meetings between EEA (ED, HoP, HoG) and Commission DG (DG, director, HoU). * Final input (e.g. data) to official Commission documents (e.g. Communications). * Invitations to present at Commission led Expert meetings and Working Groups | HoG/Secretary  Expert  Expert | Thematic file |
| Official interactions with Eionet (member countries) | * Invitations to (annual) Eionet workshop, and minutes of the workshop * Consultation invitation about EEA draft products to Eionet | HoG/Secretary  HoG/Secretary | Thematic file |
| Invitations to present at conferences | * Invitation and the acceptance by EEA * Presentation slides or minutes | HoG/Expert | Thematic file |
| Key financially related interactions with ETCs | * Signed contracts and amendments * Change requests * Final draft action plan * Quarterly progress reports | HoG/Resource Officer | ETC |
| Contracts, order forms (not with ETCs) | * All contractual papers that have a blue ink signature or Qualified Electronic Signature | Resource Officer / Secretary | Financial files |
| Documents of historical value | * Documentation of the milestones of key EEA projects and products (e.g. SOER, Reportnet) * Agenda and minutes of Scientific Committee, MB, ED | Expert/Secretary | Thematic file |