European Commission

# Document Management for senior managers

# Content

1. **e-Domec:  the document management policy**

2. **Implementation procedures**
   2.1. Document registration
   2.2. Document filing

3. **Areslook and the new email policy**

4. **Main responsabilities related to document management for senior managers**

# 1. e-Domec: document management policy

Objectives of the E-Domec policy :

> ➤ **Preserve** the evidence of activities in order to justify them
> ➤ Reinforce the **security and traceability** of information
> ➤ Guarantee a **quick and easy access** to information
> ➤ Diminish administrative workload and **gain time**
> ➤ **Harmonise** the functioning of Directorates and units
> ➤ Preserve the **memory of the Institution**

# 2. Implementation procedures

Register all relevant documents in ARES:

- Registering a document in ARES ensures its **integrity**, **traceability** and **preservation**

- When processing a request for **access to documents**, documents should therefore be only searched for in Ares or in another Commission document management system (such as ABAC). NOT Outlook.

# 3. Areslook and the new email policy

## What is AresLook?

Areslook is an "add-in", a **feature added to Outlook** which offers the possibility of registering or saving emails in Ares from Outlook

# 3. Areslook and the new email policy

## Why to use it?

- By using AresLook, **emails that contain important information concerning actions that engage the Commission or one or more of its services** can be easily captured in Ares

- These emails must in fact be managed (i.e. registered, filed, preserved) like all other documents that may constitute as proof or **evidence of the activities of the Commission** or its services, from an administrative, legal or historic point of view

# 3. Areslook and the new email policy

What types of emails to register?

- All emails that contain **important information exchanged with outside entities** (incoming or outgoing)

- All internal emails that contain **important information**, when it is **within the text** of the same email

# 3. Areslook and the new email policy

When should we NOT use AresLook?

- **Internal emails** (between Commission services, EEAS and Executive Agencies) **when the email is merely a means of communication**

- Emails when the important document to be registered is actually the one **in annex**. In this case, instead of being attached to an e-mail, the document should instead be **registered and transmitted directly via Ares**

# 3. AresLook and the new email policy

**NEW RULE**

Auto deletion of emails after 6 months:

- E-mails from Inbox, Sent Items and Deleted Items will be automatically deleted **after 6 months.** This concerns also the subfolders.

- This system will be automatically activated as **from 01 July 2015**

- **This is a Commission corporate decision**

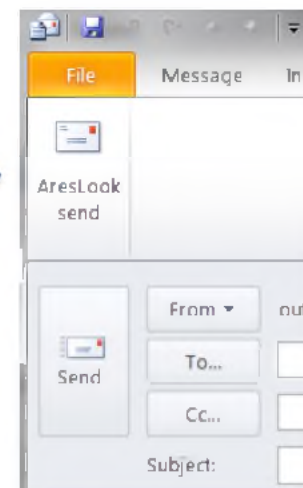# 4. Main responsibilities related to document management for senior managers

As a senior manager you have the obligation to:

- Be able to register incoming and outgoing relevant emails via AresLook and to ensure their proper filing
- Please do NOT forward your emails to your secretaries
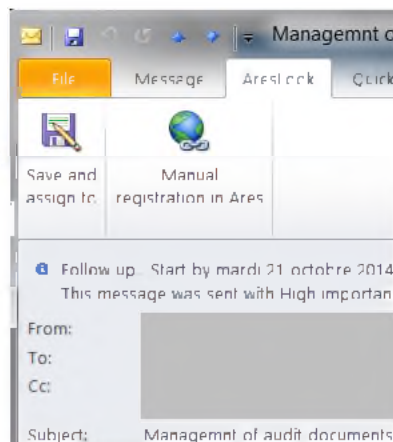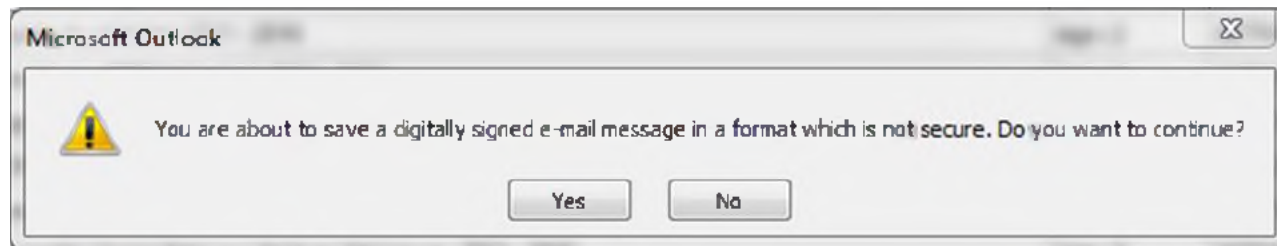
# 4. Main responsibilities related to document management for senior managers

**! The Enchryption of an email via SECEM is not fully taken into account by AresLook !**

Microsoft Outlook                                                    ☒

⚠ You are about to save a digitally signed e-mail message in a format which is not secure. Do you want to continue?

[ Yes ]    [ No ]

- In ARES you should never attach a SECEM email
- Save you SECEM email in your computer and upload it manually in ARES
- ARES is able to guarantee an adequate and equivalent level of security with the use of *markings*

# 4. Main responsibilities related to document management for senior managers

- Make sure that a Document Management Agent (DMA) is appointed in your Directorate and a Document Management Correspondent in each Unit

- Make sure via your respective Heads of Unit that all the relevant directorate's documents are registered, filed and preserved in accordance with the Edomec rules and then can be easily retrieved

- Make sure that all members of your service are aware of their responsibilities and objectives in document management

# Useful links

**More information about the e-Domec policy (SG):**
**https://myintracomm.ec.europa.eu/sg/dm/pages/index.aspx**

**Document Management Awareness Campaign in DG RTD:**
**http://intranet-rtd.rtd.cec.eu.int/cad/en/r5-document-management.html**

**RTD trainings on Document Management & ARES:**
**http://intranet-rtd.rtd.cec.eu.int/cad/en/training.html**

# Contact details

Resources

Document Management

ARES HELP DESK
RTD ARES

CENTRAL ARCHIVES
RTD ARCHIVES