

Information sheet 22: (WEB)DOR and ARES

Last updated: March 2016

I. Meetings organised at Centre Borschette/Berlaymont/Charlemagne/Cortenbergh/Demot/Loi86 (WEBDOR and ARES)

Webdor is the Commission's corporate application used for the registration of meeting rooms requests (SCIC) and also for meetings requiring an interpretation service.

II. Meetings organised within the premises of the Commission (DOR and ARES)

The internal DOR (Demande d'organisation de Réunion) has to be signed by the Director.

The DOR does not have to be signed manually. ARES is to be used for the validation circuit and the ECAS signature in ARES is sufficient proof. There is no need for a parallel paper circuit.

PMO accepts internal DOR that are signed electronically in Webdor/ARES.

Type of mail: internal mail

Title: WEBDOR (or internal DOR) – title of the meeting – date of the meeting

Sent by: Director

Recipient: do not fill out the box 'name and first name', but only insert **RTD** in the box 'organisation/service' (*as such there will be no transmission of the documents to a recipient in ARES: the requests do not have to be transmitted to someone specific*).

Filing in ARES: to be done by the launching unit in the thematic file of the meeting.

E-signatory: workflow to follow

e-signatory meetings inside the Commission	
Code	Name
RED	Writer of the document (secretary)
VISA	Head of Unit
VISA	R2 [REDACTED]
VISA	Assistant Director (optional)
SIGN	Director (parallel (WEB)DOR validation)
EXP	Secretary (checks signature in WEBDOR, ensures registration in Ares)

Content of e-signatory:

1. WEBDOR or internal DOR
2. List of participants

Should you have any doubts, please do not hesitate to contact [RTD ARES Helpdesk](#) (94668)

III. Meetings organised outside the premises of the Commission (DOR and ARES)

The request (internal DOR) is to be signed manually on paper by the Director-General. ARES is to be used for the validation circuit and a parallel paper circuit remains necessary.

Type of mail: internal

Title: Internal DOR – title of the meeting – date of the meeting

Sent by: Director-General

Recipient: do not fill out the box 'name and first name', but only insert **RTD** in the box 'organisation/service' (as such there will be no transmission of the documents to a recipient in ARES: the requests do not have to be transmitted to someone specific).

Filing in ARES: to be done by the launching unit in the thematic file of the meeting.

E-signatory: workflow to follow

e-signatory meetings outside the Commission	
Code	Name
RED	Writer of the document (secretary)
VISA	Head of Unit
CONTRIB	R2 [REDACTED]
VISA	Assistant Director (optional)
SIGN	Director (Note to DDG)
VISA	Assistants DG
VISA	DDG
VISA	ve_assdg.rtd
SIGN	Director-General
Visa	R2 [REDACTED]
EXP	Secretary (checks DOR signature, ensures registration in Ares)

Content of e-signatory:

1. Internal DOR (signed version to be scanned after handwritten signature)
2. List of participants
3. Explicative note from the Director to the Director-General (signature can be uniquely electronic in ARES)
4. Draft agenda