



EUROPEAN COMMISSION
EUROSTAT

Directorate A: Cooperation in the European Statistical System; International cooperation;
Resources

Unit A-5: Legal and institutional affairs; Relations with EP; Document management

Document Management Section

Overview of DMO/CAD Operational Procedures

Revision History

Date	Version	Revision description	Pages
18/06/2015	1.0	Initial version	-

Step in document/file lifecycle	Procedure title	Abstract	Target	Ares reference
Receipt/creation	Procedure for registration of incoming mail by CAD	Rules for creation of ARES records for any type of documents received at CAD, including e-mail messages received via AresLook for registration.	CAD	Ares(2015)147990 <i>Attached (obsolete)</i>
Receipt/creation	Procedure for Master File creation and closure	Modalities to create and close Master Files and update the Tableau d'Archivage.	DMO	Ares(2015)2559633 <i>Attached (obsolete)</i>
Current records	ARES procedure for invitations to Working Groups/Task Forces meetings	Preparation of invitation letters, registration of DOR and letters with attachments. Management of e-Signatories with appropriate workflows. Filing rules.	Unit secretaries, File managers, CAD	Ares(2014)488962 <i>2 documents attached in Annexe</i>
<i>Out of scope of request</i>				
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Current records	Document Naming convention	Rules to create meaningful titles, e-domec compliant, for ARES records.	All	Ares(2015)559069 <i>document in Annexe</i>
Current records	ARES procedure for Approval/Rejection letters for Research Project	Rules to import invitation letters in ARES, manage the e-signatory, register and file.	B1, CAD	Ares(2015)705710 <i>document in Annexe</i>

	Proposals			
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Out of scope of request