

**INCOMING PAPER MAIL – Always registered by the Ares Team (CAD)**

❶ ISO CODE - (Country of the external organisation) ❷ TYPE OF DOCUMENT (report, approval letter, contract, Invitation, invoice etc...) ❸ REFERENCES – contract number, invoice number ... ❹ TITLE of PROJECT.

Examples:

BE - CALL FOR TENDER - BUDG/11/PO/03 - Supply of technical assistance - LOT 1

EE - FINAL REPORT - 20721.2013.002-2013.159 - Linking micro data on external trade and business statistics

Important – as from 01.03.2015 - All emails must be registered by the original recipient with Areslook only, (SecGen note [Ares\(2015\)182108](#)). Outgoing emails must be registered via “Areslook Send”.

❖ For email messages, please add the symbol @ next to the ISO code :

LU@ - ❷ - ❸ - ❹

Examples:

AT@ - FINAL REPORT - 07131.2013.001-2013.371 – Flows estimate and questionnaire on HEU

IT@- INVOICE 17/B/14 - 50501.2009.006-2009.393 SC N°8 - Activity 1 - Update of Maritime Routes Network and Activity 2 - Update of Port Distance Calculation Tool

## OUTGOING PAPER MAIL: Registered by the Units

LU – out - ② - ③ - ④

### Example:

DE - out – FINAL TECHNICAL REPORT - 07131.2013.001-2013.371

IE - out - Final technical & financial report - 60907.2010.001-2011.009 – Organic farming statistics

## SPECIAL CASES: paper mail sent to multiple recipients located in different Countries

OUT - ② - ③ - ④

### ❖ For email messages add @ next to the ISO code + OUT

LU@out - ② - ③ - ④

### Examples:

UK@out - Eurostat feedback on the recent administrative deliverables - 11111.2013.001-2013.592 – Methodological support

FR@out - Industrial producer prices, domestic market - March - Eurostat News Release 71/2014

**SPECIAL CASES: International Organisations (NATO – OEDC – UNITED NATIONS ...) or invitations to National Institutes of Statistics**

Examples:

NATO (@ if email) – ② - ③ - ④ or  
NATO – out (if outgoing) and NATO@out (if outgoing email)  
INS (@ if email) – ② - ③ - ④

**SPECIAL CASES: e-mail sent to multiple recipients for calls for tenders/calls for proposals**

PUBLIC@out - ② - ③ - ④

**SPECIAL CASES: *Multiple recipients within the Commission: DGs@out* - ② - ③ - ④**

**Email internal to the Commission (AGRI, DIGIT, HR...) and EUROSTAT**

*These documents should be sent and registered directly via Areslook by the original sender or recipient.*

ESTAT (@ if email) – ② - ③ - ④ (internal Eurostat)

AGRI@out (email) - ② - ③ - ④

AGRI (@if email)- ② - ③ - ④ (income from DG AGRI)