Ref. Ares(2014)48867 - 25/02/2014

Invitations to Working Groups and Task Forces

ARES Registration Procedure

European Commission

Unit creates new ARES document

Import

Import (with Annexes) the invitation letter without date and without the mention "e-Signed"

The mention "e-Signed" must be added only once the Director has completed the SIGN task in ARES!

Creation of an e-Signatory with ve_estat.dir in the workflow just before the SIGN task *(final check before signature)*

After signature by the Director, check out the invitation letter, add "e-Signed" and check it in

Advanced Records System ares

Register and Send

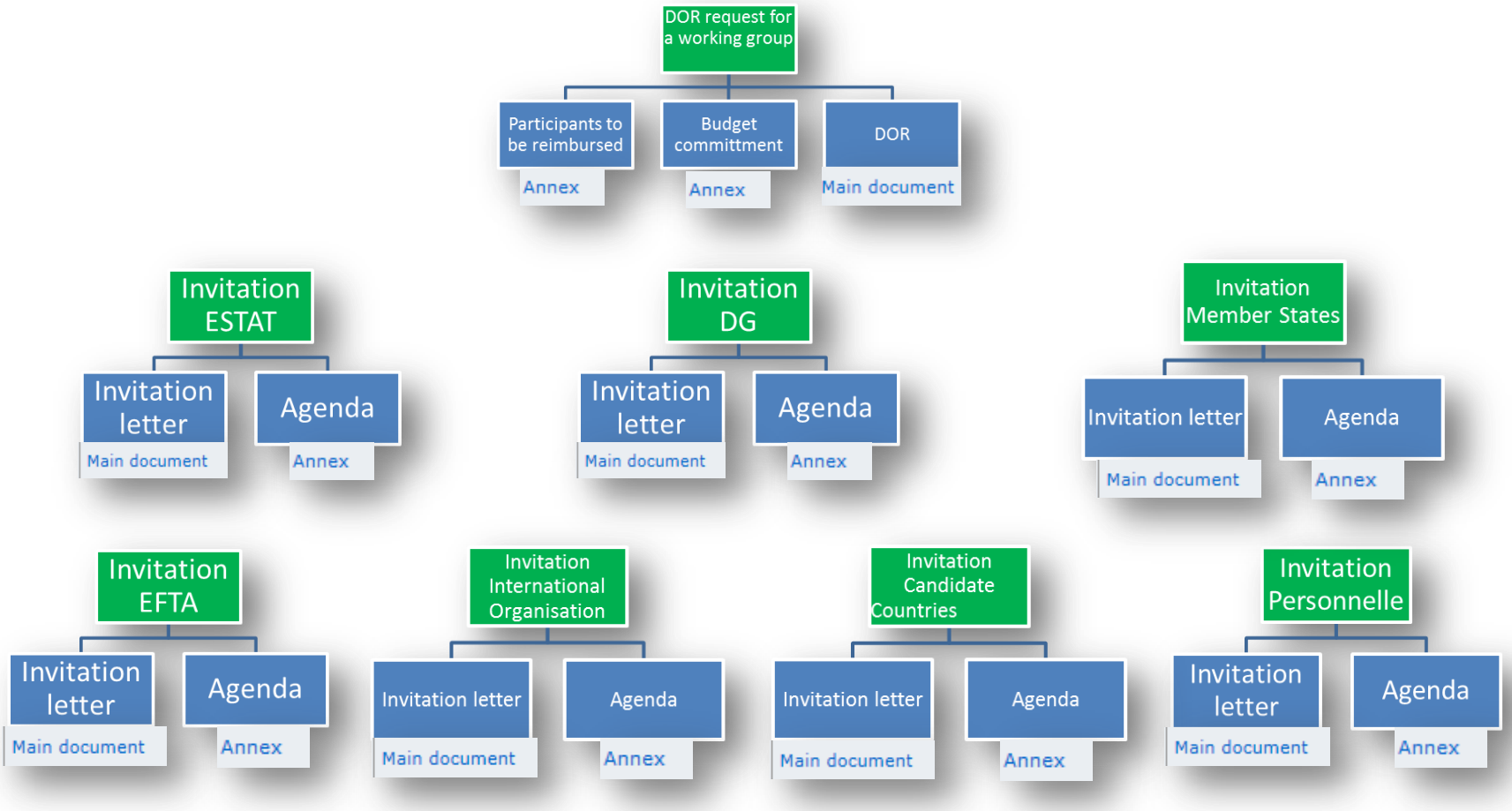
The Unit registers the ARES document

Classer

Ref. Ares(2014)198584

The Unit files the ARES document and sends it after conversion into PDF with the ARES stamp

ARES documents in the Working Group Master File



European Commission

Tip: You may use the 'External ref.' field to point out what the document is about.

Document | Filing* | Assignment | e-Signatory | Link

Identification

Registration number : Ares(2013)4217

Save number : estat.a.5(2013)7909

Registration date : 21/11/2013

Title : DOR Working Group

	Type	Ares	Native	Lang.	External ref.	Size	Pages	Version
	Main document	PDF		EN	DOR	19.5 KB	1	
	Annex	PDF		EN	Budgetting immobilized	19.5 KB	1	
	Annex	PDF		EN	Participants to be reimbursed	19.5 KB	1	

Doc Actions

- Copy
- Answer
- Modify special
- Print
- Send link
- Add translation
- Manage procedure

I/E	Sent by	Service/Organisation
I	[redacted]	(ESTAT.A.5)

I/E	TO/CC	Received by	Service/Organisation
I	TO	EVERAERS Pieter	(ESTAT.A)
I	TO	ve_estat.dor	(ESTAT.A.5)

It is recommended to include the Director in the recipients. This will avoid:

- *extra work to upload the DOR in the invitation document for info*
- *double registration of the DOR in two different ARES records*

Document date : 21/11/2013

Sent date :

Marking :

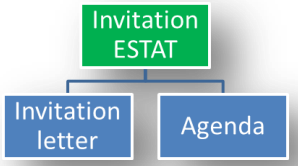
Marking Expiration Date :

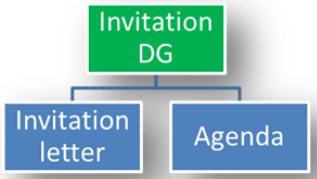
Person concerned :

Encryption Expiration Date :

Comments : Update the 03-02-2014 09:50 by [redacted] Director as recipient added

Signed by : [redacted] 21/11/2013 10:45:28





It is not mandatory to perform separate registrations for ESTAT and other DGs.
It is up to the project manager to establish a working practice at this regard.

Document | Filing* | Assignment | e-Signatory | Link

Identification

Registration number : Ares(2013)4231
Save number : estat.a.5(2013)7913
Registration date : 21/11/2013

Title : Invitation to a Working Group(INTERNAL)

Doc Actions
Copy
Answer
Modify special
Print
Send link
Add translation
Manage procedure

Type	Ares	Native	Lang.	External ref.	Size	Pages
Main document			EN	Invitation letter	19.5 KB	1
Annex			EN	Agenda	19.5 KB	1

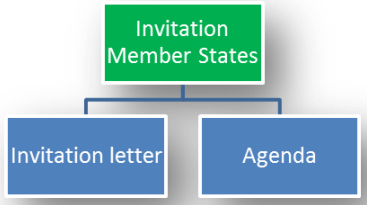
I/E	Sent by	Service/Organisation
I	EVERAERS Pieter	(ESTAT.A)

I/E	TO/CC	Received by	Service/Organisation
I	TO	RADERMACHER Walter	(ESTAT)
I	TO	BOHATA Marie	(ESTAT.DDG)
I	TO		
I	TO	DEFAYS Daniel	(ESTAT.B)
I	TO	NORLUND Laurs	(ESTAT.C)
I	TO	DIAZ MUÑOZ Pedro	(ESTAT.E)
I	TO	BARREDO CAPELOT Eduardo	(ESTAT.F)
I	TO	FIGUEIRA Maria Helena	(ESTAT.G)
I	TO	LEQUILLER François	(ESTAT.D)
I	TO	DAY Catherine	(SG)
I	TO	THEBAULT Jean-Claude	(BEPA)
I	TO	JOUANJEAN Hervé	(BUDG)
I	TO	DELBEKE Jos	(CLIMA)
I	TO	Madelin Robert	(CNECT)
I	TO	PAULGER Gregory	(COMM)
I	TO	ITALIANER Alexander	(COMP)

Mail type : Internal
Creation date : 21/11/2013
Creator :
Register author : EVERAERS Pieter
Level of sensitivity : Normal
Document encrypted : No
Encryption Expiration Date :
Comments :
Signed by : EVERAERS Pieter (EVERAERS Pieter) on 21/11/2013 13:13:27

Document date : 21/11/2013
Sent date :
Marking :
Marking Expiration Date :
Person concerned :

European Commission



Document | Filing* | Assignment | e-Signatory | Link | External Transmission

Identification

Registration number : Ares(2013)4220
Save number : estat.a.5(2013)7914
Registration date : 21/11/2013

Title : Invitation to a Working Group(MEMBER STATES)

	Type	Ares	Native	Lang.	External ref.	Size	Pages
	Main document			EN	Invitation letter	19.5 KB	1
	Annex			EN	Agenda	19.5 KB	1
	Annex			EN	Reimbursement (partial) filled	8.5 KB	1

Doc Actions
- Copy
- Answer
- Modify special
- Print
- Send link
- Add translation
- Manage procedure

I/E	Sent by	Service/Organisation
I	EVERAERS Pieter	(ESTAT.A)

I/E	TO/CC	Received by	Service/Organisation
E	TO		(DANMARKS STATISTIK [Statistics Denmark])
E	TO		(STATISTISCHES BUNDESAMT DEUTSCHLAND [Federal Statistical Office Germany])
E	TO		(ISTITUTO NAZIONALE DI STATISTICA ITALIA [National Statistical Institute Italy])
E	TO		(INSTITUT NATIONAL DE LA STATISTIQUE ET DES ETUDES ECONOMIQUES FRANCE)
	TO		(INSTITUTO NACIONAL DE ESTADISTICA ESPANA [National Statistics Institute Spain])

Document date : 21/11/2013
Sent date : 21/11/2013

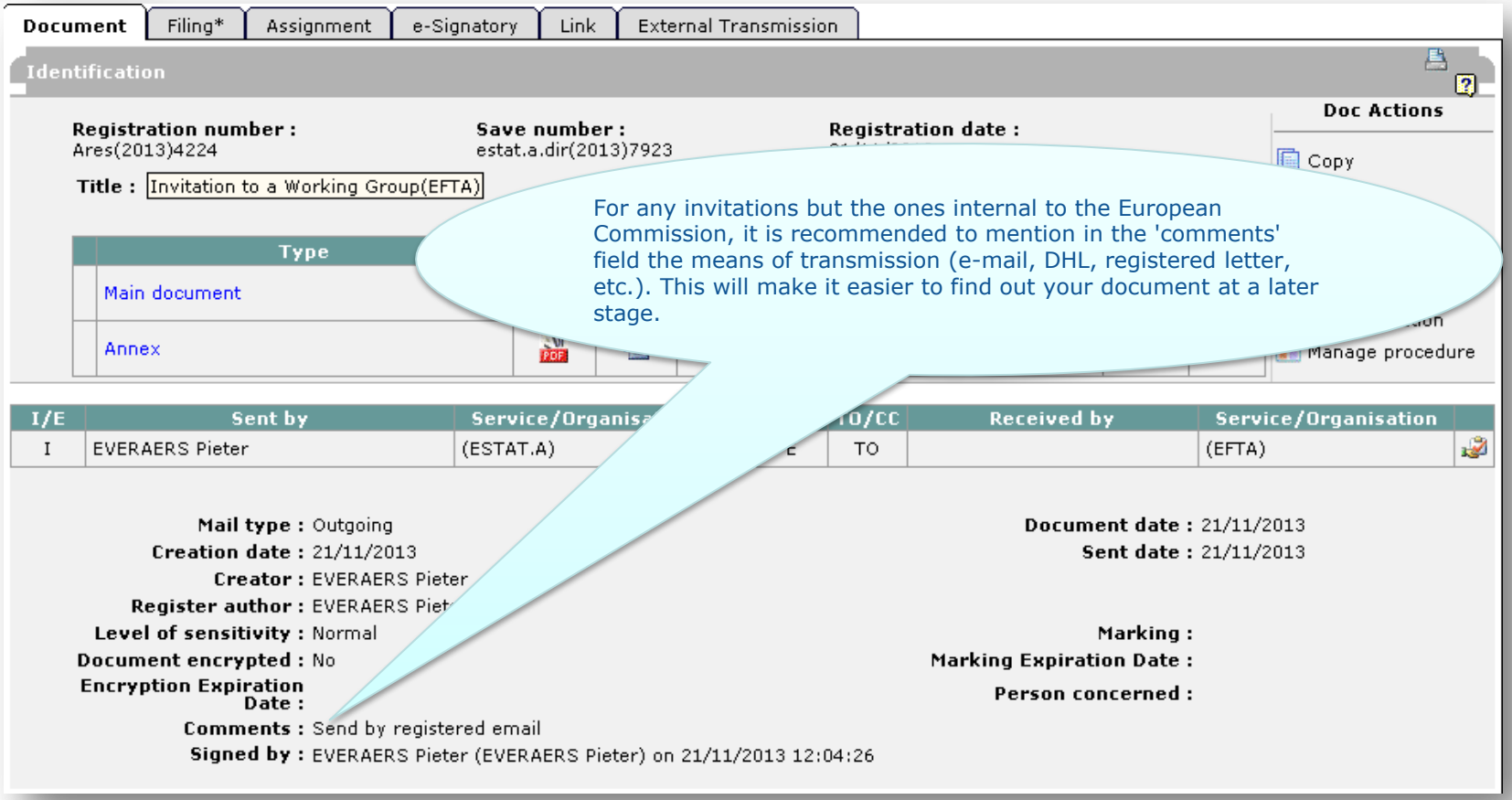
Marking :
Marking Expiration Date :
Person concerned :
: Reimbursement form partially filled

It is recommended that invitations to Member States have in Annex the reimbursement form, partially filled in (i.e. event name, date, etc.).

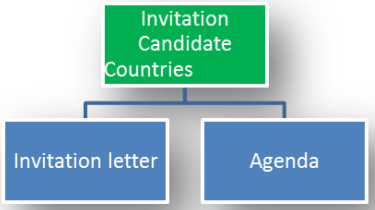
This way it will be possible to attach the Ares-stamped form to the e-mail message of invitation, making it easier to reconcile each incoming form with the respective event.

Invitation EFTA

- Invitation letter
- Agenda



For any invitations but the ones internal to the European Commission, it is recommended to mention in the 'comments' field the means of transmission (e-mail, DHL, registered letter, etc.). This will make it easier to find out your document at a later stage.



Document | Filing* | Assignment | e-Signatory | Link | External Transmission

Identification

Registration number : Ares(2013)4223

Save number : estat.a.dir(2013)7922

Registration date : 21/11/2013

Title : Invitation to a Working Group(CANDIDATE COUNTRIES)

	Type	Ares	Native	Lang.	ternal ref.	Size	Pages
	Main document			EN		19.5 KB	1
	Annex			EN		19.5 KB	1

Doc Actions

- Copy
- Answer
- Modify special
- Print
- Send link
- Add translation
- Manage procedure

I/E	Sent by	Service/Organisation
I	EVERAERS Pieter	

Mail type : Outg

Creation date : 21/11/

Creator : EVERAERS

Register author : EVERAERS Pieter

Level of sensitivity : Normal

Document encrypted : No

Encryption Expiration Date :

Comments : Send by registered email

Signed by : EVERAERS Pieter (EVERAERS Pieter) on 21/11/2013 12:01:45

Marking Expiration Date :

Person concerned :

Tip: You can use the External Transmission functionality.

ARES will e-mail the recipient directly, and the message will become part of the ARES record.

Document | Filing* | Assignment | e-Signatory | Link | External Transmission

Identification

Registration number : Ares(2013)4226
Save number : estat.a.dir(2013)7925
Registration date : 21/11/2013

Title : Invitation to a Working Group(INTERNATIONAL ORGANIZATION)

	Type	Ares	Native	Lang.	External ref.	Size	Pages
	Main document	PDF		EN	Invitation letter	19.5 KB	1
	Annex	PDF		EN	Agenda	19.5 KB	1

Doc Actions
- Copy
- Answer
- Modify special
- Print
- Send link
- Add translation
- Manage procedure

I/E	Sent by	Service/Organisation
I	EVERAERS Pieter	(ESTAT.A)

I/E	TO/CC	Received by	Service/Organisation
E	TO		(INTERNATIONAL ORGANIZATION)
E	TO		(Working group xyz Task force xyz)

Mail type : Outgoing
Creation date : 21/11/2013
Creator : EVERAERS Pieter
Regi...

...ment date : 21/11/2013
Sent date : 21/11/2013

Marking :
Marking Expiration Date :
Person concerned :
...rking group xyz Task force xyz

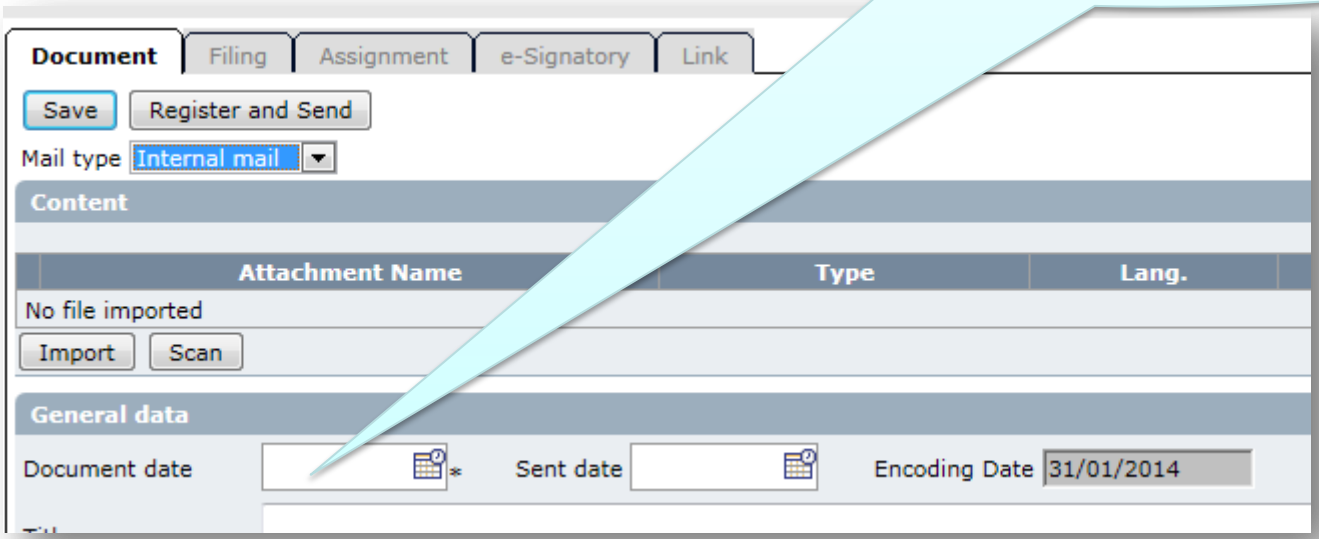
It is acceptable to include a pre-defined recipient list (e.g. 'working group xyz', 'task force xyz') in the 'Recipients'\'Organisation/Service' field.

Warning: the External Transmission functionality accepts one recipient address only, so mailing lists do not work!

European Commission

Tip: Do not fill in the 'Document date' field, the system will remind you to do it just before registration.

This will avoid any inconsistencies between date of document and registration date.



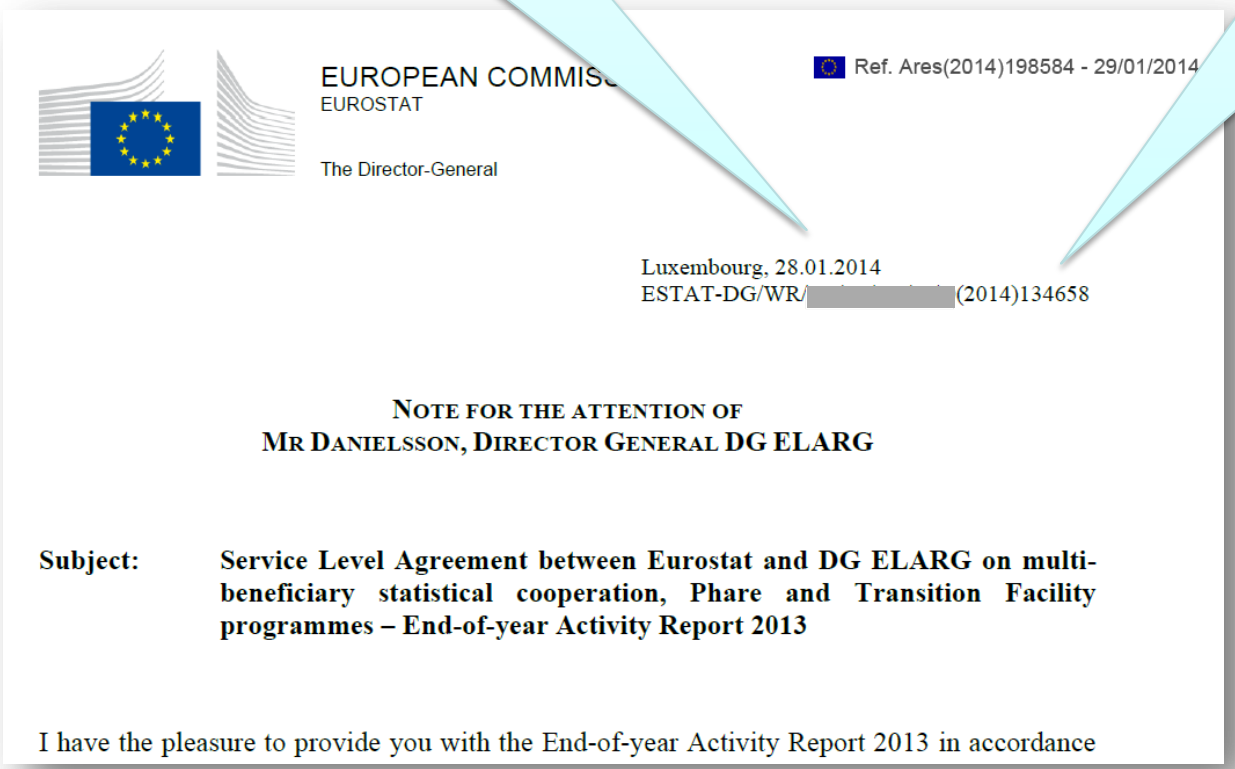
European Commission

Do not type the date in the letter, Ares will do it for you.

This will avoid any inconsistencies within the document, and confusion for the recipient!

Do not type the ARES save number in the letter, ARES will 'stamp' the registration number instead.

This will avoid any inconsistencies within the document.



EUROPEAN COMMIS
EUROSTAT

The Director-General

Ref. Ares(2014)198584 - 29/01/2014

Luxembourg, 28.01.2014
ESTAT-DG/WR/ (2014)134658

NOTE FOR THE ATTENTION OF
MR DANIELSSON, DIRECTOR GENERAL DG ELARG

Subject: **Service Level Agreement between Eurostat and DG ELARG on multi-beneficiary statistical cooperation, Phare and Transition Facility programmes – End-of-year Activity Report 2013**

I have the pleasure to provide you with the End-of-year Activity Report 2013 in accordance

Overview – how your Master File will look like

What must be registered in ARES

(minimum legal requirements)

- *DOR (e-Signatory)*
- *Invitation letter (e-Signed) to*
  - *ESTAT*
  - *Other DGs*
  - *External entities (Member States, Intl. org's, etc.)*
  - *Personal invitations/private expert invitations*
    (only if sent directly by the Director and no invitation to the Country has been sent beforehand)

Several documents under the same ARES number or separate registrations?

A new ARES registration number is required if one of the following elements is different:

- *Document title*
- *Date of document*
- *Author (expéditeur)*
- *Content (to a relevant extent)*

Invitations to Working Groups and Task Forces

ARES Registration Procedure

Ares(2014)