

# Invitations to Working Groups and Task Forces

*ARES Registration Procedure*



Unit creates new  
ARES document



Import (with Annexes) the invitation letter without date and save number, 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*)

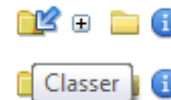


After signature by the Director, check out the invitation letter, add "e-Signed" and check it in



Register and Send

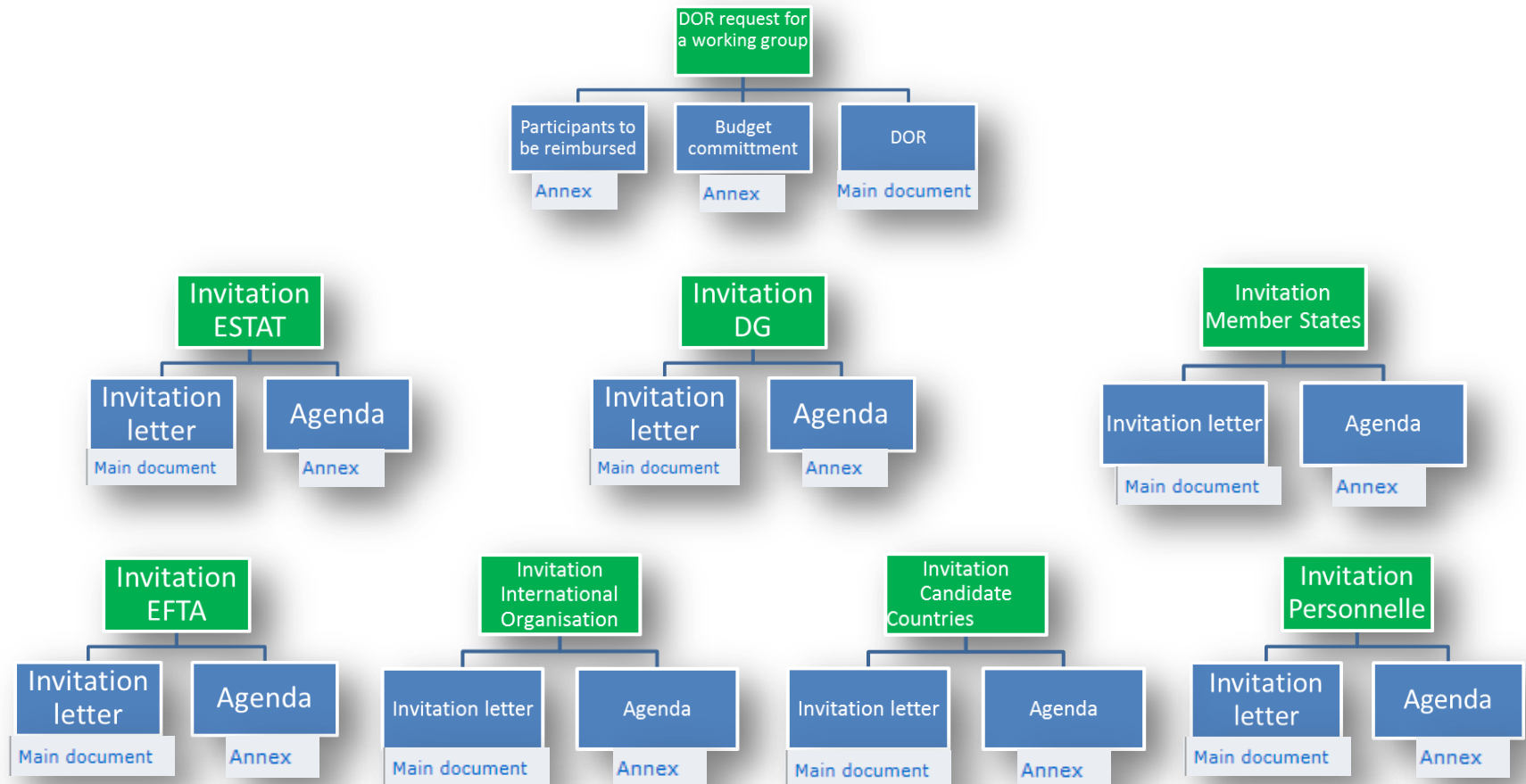
The Unit registers the  
ARES document



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



## ***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)*

DOR request for  
a working group

Participants to  
be reimbursed

Budget  
commitment

DOR

**Title: please apply the  
Document Naming Convention  
available at [Ares\(2015\)559069](#)**

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

**Document** | **Filing\*** | **Assignment**

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**Identification**

**Registration number :**  
Ares(2013)4217








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

**Registration date :**  
21/11/2013

**Title :**

Type	Ares	Native	Lang.	External ref.	Size	Pages	Version
Main document			EN	DOR	19.5 KB	1	
Annex			EN	Budgetting immobilized	19.5 KB	1	
Annex			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/E	TO/CC	Received by	Service/Organisation
I		(ESTAT.A.5)	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



European  
Commission

Invitation  
ESTAT

Invitation  
letter

Agenda

Invitation  
DG

Invitation  
letter

Agenda

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

**Identification**

Registration number : Ares(2013)4231 Save number : estat.a.5(2013)7913

Title : Invitation to a Working Group(INTERNAL)

**Title: please apply the Document Naming Convention available at [Ares\(2015\)559069](#)**

Type	Ares	Native	Lang.	External ref.	Size	Pages	
Main document			EN	Invitation letter	19.5 KB	1	Modify special
Annex			EN	Agenda	19.5 KB	1	Print Send link Add translation Manage procedure

I/E	Sent by	Service/Organisation	I/E	TO/CC	Received by	Service/Organisation
I	EVERAERS Pieter	(ESTAT.A)	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	(BEP)
			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

Invitation  
Member States

Invitation letter

Agenda

**Title: please apply the  
Document Naming Convention  
available at [Ares\(2015\)559069](#)**

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

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**Identification**

**Registration number :** Ares(2013)4220      **Save number :** estat.a.5(2013)14      **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

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

13:06

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

**Title: please apply the  
Document Naming Convention  
available at [Ares\(2015\)559069](#)**

**Document** Filing\* Assignme

**Identification**

**Registration number :** Ares(2013)4224  
**Save number :** estat.a.dir(2013)7923  
**Registration date :** 21/11/2013

**Title :** Invitation to a Working Group(EFTA)

**Doc Actions**  
Copy

Type
Main document
Annex

I/E	Sent by	Service/Organisation	TO/CC	Received by	Service/Organisation
I	EVERAERS Pieter	(ESTAT.A)	TO		(EFTA)

**Mail type :** Outgoing  
**Creation date :** 21/11/2013  
**Creator :** EVERAERS Pieter  
**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 12:04:26

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

**Marking :**  
**Marking Expiration Date :**  
**Person concerned :**

Manage procedure

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.



Invitation  
Candidate  
Countries

Invitation letter

Agenda

**Title: please apply the  
Document Naming Convention  
available at [Ares\(2015\)559069](#)**

**Document** | Filing\* | Assignment | 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.	Internal 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	(E...

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



**Title: please apply the Document Naming Convention available at [Ares\(2015\)559069](#)**

Document
Filing\*
Assignment

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			EN	Invitation letter	19.5 KB	1
Annex			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/E	TO/CC	Received by	Service/Organisation
I	EVERAERS Pieter	(ESTAT.A)	E	TO		(INTERNATIONAL ORGANIZATION)
			E	TO		(Working group xyz Task force xyz)

Mail type : Outgoing  
Creation date : 21/11/2013  
Creator : EVERAERS Pieter  
Registration date : 21/11/2013  
Sent date : 21/11/2013

Marking :  
Marking Expiration Date :  
Person concerned :  
Working 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 does import Outlook mailing lists!**

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.

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

Mail type:  ▼

**Content**

Attachment Name	Type	Lang.
No file imported		

**General data**

Document date:  \* Sent date:  Encoding Date:

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 COMMISSION  
EUROSTAT

The Director-General

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

Luxembourg, 28.01.2014  
ESTAT-DG/WR/ [redacted] (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

91300/2005/001/003 Working Group 23 December 2013

Invitation to a Working Group(Candidate Countries) Email	Ares(2013)4436	estat.a.5(2013)8311	12/12/2013
Invitation to a Working Group(Member States) Email	Ares(2013)4435	estat.a.5(2013)8310	12/12/2013
Invitation to a Working Group(EFTA) Email	Ares(2013)4434	estat.a.5(2013)8309	12/12/2013
Invitation to a Working Group(INTERNAL)	Ares(2013)4231	estat.a.5(2013)7913	
Invitation to a Working Group(INTERNATIONAL ORGANIZATION)	Ares(2013)4228	estat.a.dir(2013)7925	21/11/2013
Invitation to a Working Group(EFTA)	Ares(2013)4224	estat.a.dir(2013)7923	21/11/2013
Invitation to a Working Group(CANDIDATE COUNTRIES)	Ares(2013)4223	estat.a.dir(2013)7922	21/11/2013
Invitation to a Working Group(MEMBER STATES)	Ares(2013)4220	estat.a.5(2013)7914	21/11/2013
DOR Working Group	Ares(2013)4217	estat.a.5(2013)7909	21/11/2013

## 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*



## **If the meeting agenda includes delegates acts:**

*Each time an expert group meeting is convened in order to prepare a delegated act, the service responsible must send to the EP and to the Council all the documents sent to the members of the expert group, and at the same time.*

*The e-mail by which documents are sent to EP and Council must explicitly contain a mention in its title which makes a clear reference to the fact that the meeting concerns the preparation of a delegated act.*

*Functional mailboxes to be used:*

- *for the European Parliament: [Reunions-Comm-ExpNat@europarl.europa.eu](mailto:Reunions-Comm-ExpNat@europarl.europa.eu)*
- *for the Council: [service.courrier-actesdelegates@consilium.europa.eu](mailto:service.courrier-actesdelegates@consilium.europa.eu)*

# **Invitations to Working Groups and Task Forces**

*ARES Registration Procedure*