



NEW CASE

- Inform SG DOSSIERS ACCES (send the GestDem nr.)
- Check the deadline for responding, 15 WD from the date of registration plus a potential 15 WD extension.*

SCREENING

- Assess the initial reply; is the confirmatory application submitted within the time frame provided for by Regulation 1049/2001?
- Fill in the screening, send the screening, with the checklist attached, to: the HoU, DHoU, colleague case handlers and SG DOSSIERS ACCES. Save a copy on the U-Drive;
- In case of sensitive cases and/or cases falling within the remit of unit SG/B3, please follow the specific procedures described in U:\Accès Doc\02\14

DETAILED ASSESSMENT

- If necessary consult:
 - internally [redacted] and/or [redacted] in case of politically sensitive decisions)
 - DG: set a deadline for reply, usually 1 or 2 WD;
 - third party: see Regulation 1049/2001 and the Detailed Rules;
 - MS: see Regulation 1049/2001 and the Detailed Rules.
- Will the decision need to be translated? If yes, be aware that this takes time and prioritise your workload accordingly.

DRAFT CONFIRMATORY DECISION

- Use the template (on the U-Drive);
- If full/partial access is granted: create a separate folder in the "Accès Partiel" folder and save these documents in the new folder (with the name and GestDem nr. of the case);
- In case further partial access is granted, redact the documents using Adobe Acrobat Professional (grev).

CONSULTATION OF SJ

- Send the draft to [redacted] for feedback;
 - Fill in and save the Fiche de Synthèse (on the U-Drive).
- After receiving feedback and (possibly) changing the draft:
- Save the draft decision on the U-Drive and send the link to the draft decision together with the link to the Fiche to SG DOSSIERS ACCES, after which it will be sent to SJ for consultation.
 - SJ approves: send the documents for translation or signataire (via SG DOSSIERS ACCES) after having inserted the date of the LS approval and any other necessary changes into the Fiche;
 - SJ does not give its agreement: redraft decision/discuss it with SJ/discuss implications and steps forward with the DHoU/HoU.

SIGNATAIRE/QUALITY CHECKLIST

- Send the U-Drive links to the (translated) decision, Fiche and other documents to be disclosed to SG DOSSIERS ACCES, with the agreement of SJ attached;
- SG DOSSIERS ACCES will print out the decision: read it, sign it and give it to [redacted] for her approval and transmission to [redacted];
- SG DOSSIERS ACCES will upload the document(s) in Ares: read it and click 'terminer';
- Make sure the cover page of the signataire and the synthesis fiche inside both contain a reference to the sensitivity of the case, where applicable, and that sensitive cases are circulated to the Cabinet/SPP and where relevant SG/B3, following the specific procedures described in U:\Accès Doc\02\14
- Fill out the quality checklist of the initial reply/DG's contribution at confirmatory stage

*** PROLONGATION OF THE DEADLINE**

- Draft a holding reply using the template on the U-Drive. Pay attention to the language of the request and allow sufficient time for translation if needed;
- Save the letter on the U-Drive and send the link to SG DOSSIERS ACCES;
- SG DOSSIERS ACCES will print out the letter: read it, sign it and give it to the HoU;
- SG DOSSIERS ACCES will upload the letter in Ares: read it and click 'terminer'.