



# TRON.tdi

## Glossary

Version 1.2 – February 2020

| <b>Term</b>      | <b>Explanation</b>   |
|------------------|--|
| Case             | The term <i>case</i> is a synonym for proceeding or investigation.   |
| Document         | <p>A <i>document</i> is a set of one or more electronic files.</p> <p>Here are examples of documents:</p> <ul style="list-style-type: none"><li>- A cover letter with two annexes - this is a document having three electronic files.</li><li>- An email with three attachments - this is a document having four electronic files since the email body is treated as a distinct electronic file.</li></ul> <p>A document may contain a mix of open and sensitive electronic files. For example a questionnaire reply may be composed of an email body, a sensitive version of the questionnaire reply and a non-confidential (i.e. open) version of the questionnaire reply.</p> |
| Document type    | Each electronic file is assigned a <i>document type</i> . Some examples: notice of initiation, final sample decision, submission, questionnaire reply, specific disclosure, power of attorney...   |
| EU Login         | EU Login is the authentication service used for most allowing users to access most of the digital systems used by the European institutions.   |
| Electronic file  | An <i>electronic file</i> is an electronic media content, such as a pdf or excel file.   |
| Interested party | <i>Interested parties</i> are companies, associations, organisations, etc. who have a link between their activities and the product being investigated from the country/ies concerned. To enjoy the procedural rights/obligations of an investigation, an interested party should make itself known within the time limit specified in the notice of initiation.   |
| NCF              | <p>The non-confidential file (<i>NCF</i>) is the file open for consultation by interested parties.</p> <p>It is the set of all open electronic files available for consultation in TRON.tdi.</p>   |
| NCF date         | The <i>NCF date</i> is the date the electronic file was inserted in the NCF and thus made available to the interested parties for web consultation in TRON.tdi.  |

| <b>Term</b>               | <b>Explanation</b>   |
|---------------------------|--|
| NCF number                | <p>The <i>NCF number</i> is a unique sequential number assigned to an open electronic file at the moment it is inserted in the NCF.</p> <p>Each case has a separate sequence: the first electronic file inserted bears number 1, the second bears number 2, etc.</p> <p>If for some reason an electronic file is removed from the NCF, its NCF number will not be reassigned to another electronic file.</p>   |
| Mirror                    | <p>A <i>mirror</i> is an open electronic file or set of open electronic files that is considered the non-confidential version of a sensitive document.</p>   |
| Open electronic file      | <p><i>Open electronic files</i> do not contain confidential information. Their content is available in the NCF.</p>  |
| Public TDI page           | <p>The <i>public TDI page</i> (<a href="http://trade.ec.europa.eu/tdi/index.cfm">http://trade.ec.europa.eu/tdi/index.cfm</a>) provides information on ongoing cases.</p> <p>This page is available to the general public.</p>  |
| Save number               | <p>The <i>Save number</i> is the unique identifier assigned to documents at the time they are saved in DG Trade's document management system. The save number is used as a reference in communications.</p> <p>All electronic files of a document share the same save number.</p>  |
| Sensitive electronic file | <p><i>Sensitive electronic files</i> contain business-sensitive information. Their existence is mentioned in the NCF index but their content is not available to parties.</p>  |
| Sensitive document        | <p>A document is considered <i>sensitive</i> when it contains at least one sensitive electronic file.</p>  |
| TDI                       | <p>Acronym for <i>Trade Defence Instruments</i>.</p>   |
| TRON.tdi                  | <p><i>TRON.tdi</i> is a web platform with three main functionalities:</p> <ul style="list-style-type: none"> <li>– Consultation of the non-confidential file, allowing representatives of registered interested parties remote access to that file in a case;</li> <li>– Communication of various documents to registered interested parties in a case (web notification);</li> <li>– Submission of various documents by interested parties in a case (web submission).</li> </ul> |
| User                      | <p>An interested party may be represented by several <i>users</i>. For instance, both employees of the company and the legal representative may access TRON.tdi. Before the access to the NCF is granted, all the individual <i>users</i> must be registered (and approved) by the relevant case teams.</p>  |