



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL  
HUMAN RESOURCES AND SECURITY  
  
Director-General

Brussels,

Ms Vicky Cann  
CEO  
Rue d'Edimbourg 26  
1050 Brussels  
By email: [ask+request-2602-0fe0bbbf@asktheeu.org](mailto:ask+request-2602-0fe0bbbf@asktheeu.org)

**Subject: Your application for access to documents – Ref GestDem No 2016/0796**

Dear Ms Cann,

I refer to your e-mail dated 16 February 2016 in which you make a request for access to documents, registered on 17 February 2016 under the above-mentioned reference number.

Your application concerns *"the 'Practical Guide for staff on ethics and conduct' which you 'understand has been recently updated'".*

I regret to inform you that no updated document was found that would correspond to the description given in your application.

Indeed, as specified in Article 2(3) of Regulation (EC) No 1049/2001, the right of access as defined in that Regulation applies only to existing documents in the possession of the institution.

I would like nevertheless to inform you that the 'Practical Guide for staff on ethics and conduct' is in the process of being revised, and when it will be published a copy will be sent to your attention. Until then the electronic version of the 'Practical Guide for staff on ethics and conduct' you received following your access to documents with the reference number GestDem No 2014/2642 on 12 June 2014 in French and English is still effective.

In accordance with Article 7(2) of Regulation (EC) No 1049/2001, you are entitled to make a confirmatory application requesting the Commission to review this position.

Such a confirmatory application should be addressed within 15 working days upon receipt of this letter to the Secretary-General of the Commission at the following address:

European Commission  
Secretary-General  
Transparency unit SG-B-4  
BERL 5/327  
B-1049 Brussels

or by email to: [sg-acc-doc@ec.europa.eu](mailto:sg-acc-doc@ec.europa.eu)

Yours sincerely,

Irene Souka