



**EUROPEAN COMMISSION**  
DIRECTORATE-GENERAL  
HUMAN RESOURCES AND SECURITY

Director-General

Brussels,

**15 03. 2018**

Ms Margarida da Silva  
CEO  
Rue d'Edimbourg 26  
1050 Brussels  
By email: [ask+request-5093-faf340e2@asktheeu.org](mailto:ask+request-5093-faf340e2@asktheeu.org)

**Subject: Your application for access to documents – Ref/GestDem No 2018/0688**

Dear Ms da Silva,

I refer to your e-mail dated 25 January 2018 by which you make a request for access to documents under the above mentioned reference number.

Your application concerns "*documents which contain the following information:*

- 1. Which information management system do you use on requests for occupational activities after leaving service (under article 16 of the staff regulations) or on leave on personal grounds (under article 40 of the Staff regulations)?*
- 2. Training or induction manual or document which is given to new members of staff when they are trained to use the information management system.*
- 3. Please send a screen-grab of the search page which staff use when finding information on the information management system, or failing that please provide a list of fields on the form which is used to search information.*
- 4. Please provide a copy of your list of personal and non-personal information assets held on these cases."*

I have examined your request under the provisions of Regulation (EC) No 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents.

With regard to point number 1, I understand that you are requesting rather a piece of information than a specific document, which falls outside the scope of Regulation 1049/2001. However, in order to address your query to the extent possible, I can reply that the information management system used to process requests for occupational activities while on leave on personal grounds is called Sysper (version 14.3.9). For occupational activities after leaving the service, former officials have different access rights due to their status, therefore different Microsoft Windows applications are involved in processing the requests.

With regard to point number 2, the Commission does not hold any documents that would correspond to the description given. There are currently no specific training manuals or documents for learning how to use the information management system. Staff learns to use the information management system on the job, as it is designed to be quite intuitive.

With regard to point number 3, I am attaching to this letter the screen grab of the search field used to find information on the information management system.

With regard to point number 4, no document was identified. The Commission does not hold any list with personal and non-personal information assets for Article 16 and/or Article 12b/40 of the Staff Regulations.

As specified in Article 2(3) of the 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.

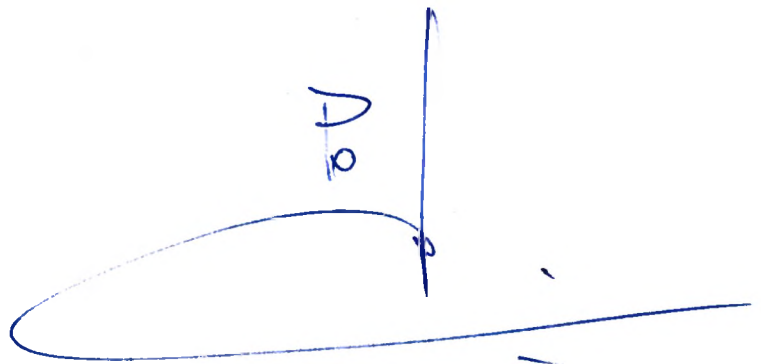
Therefore, as regards the points of your request for which the Commission does not hold any documents, the Commission is not in a position to handle your request.

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 5/282  
B-1049 Brussels

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



Yours sincerely,

Irene SOUKA