
From: Timo Knaebe
Sent: 05 June 2022 22:14
To: PAD
Subject: FW: Kind reminder - Request for notification on reporting meeting and/or contact of the Executive Director and Heads of Divisions with Third Party Stakeholder(s)

From: [personal data]
Sent: 02 August 2021 18:17
To: [personal data]
Cc: [personal data]
Subject: RE: Kind reminder - Request for notification on reporting meeting and/or contact of the Executive Director and Heads of Divisions with Third Party Stakeholder(s)

Dear Colleagues,

There is no pending notification from ETIAS Central Unit Division. Please note that we have consulted ICO regarding one meeting but received an answer that it doesn't have to be reported (please see attached email). No further meetings to report.

Kind regards,
[personal data] on behalf of ETIAS

[personal data]

From: [personal data]
Sent: 02 August 2021 17:57
To: [personal data]
Cc: [personal data]
Subject: Kind reminder - Request for notification on reporting meeting and/or contact of the Executive Director and Heads of Divisions with Third Party Stakeholder(s)

On behalf of HoICO

Dear Coordinators, Dear Colleagues,

With reference to the e-mail below, this is a kind reminder to notify ICO about **any meetings and contacts between third-party stakeholders and the executive director/director** in matters concerning procurements and tenders for services, equipment or outsourced projects and studies.

To facilitate your work, please [personal data] with the relevant data within a period of one week following such events.

Should you have any questions, please do not hesitate to contact us.

Thank you very much for your cooperation.

Kind regards,

[personal data]

From: [personal data]

Sent: 25 June 2021 10:52

To: [personal data]

Cc: [personal data]

Subject: Request for notification on reporting meeting and/or contact of the Executive Director and Heads of Divisions with Third Party Stakeholder(s)

Dear Executive Director, Dear Directors, Dear Coordinators,

In accordance with Article 118 of the EBCG Regulation – “*The transparency register shall include **all meetings and contacts**^[1] between third-party stakeholders^[2] and the executive director, deputy executive directors and heads of division in matters concerning procurements and tenders for services, equipment or outsourced projects and studies.*”

Therefore in line with the respective Decision of the Executive Director No R-ED-2021-67 on the Transparency Register (attached), in case such event took place after 6 May 2021, we kindly request you to notify by using the attached ‘Notification form’ and send it back to ICO at your earliest convenience, but not later than **29 June 2021, (Tuesday), EOB.**

As outlined before, meetings and contacts in the margins of an ongoing procurement or tender procedure or meetings with stakeholder in the framework of a concluded contract do NOT to be reported. In cases if you have any doubts, please do not hesitate to contact ICO for clarification and validation.

When reporting, please keep in mind that the Third Party Stakeholder(s) shall be informed of the fact that contacts and meetings will have to be reported and made public. Thus the ‘Privacy statement on the processing of personal data as regards Frontex Transparency Register’ is attached to be distributed accordingly. It was further agreed, that in case the representative of the third party stakeholder refused that his/her information to be made public, such meetings or contacts should not be agreed on and held.

Furthermore, in order to update the information stored in the Transparency Register on the website of the Agency on a biweekly basis, we would appreciate if you notify ICO (in the future), within a period of one week following such events.

Your cooperation is highly appreciated.

Kind regards,
[personal data]

^[1] Article 2 e) and f) of the Executive Director No R-ED-2021-67 on the Transparency Register
² Article 2 b) of the Executive Director No R-ED-2021-67 on the Transparency Register

^[1] Article 2 e) and f) of the Executive Director No R-ED-2021-67 on the Transparency Register
^[2] Article 2 b) of the Executive Director No R-ED-2021-67 on the Transparency Register