Meetings of Commissioners, Members of Cabinet and Directors-General with organisations or self-employed individuals – a practical guide

CHECKLIST

➢ Is the proposed meeting with an organisation or self-employed individual, as defined in Decisions C(2014) 9048 and C(2014) 9051?

   YES

➢ Is the organisation or self-employed individual registered in the Transparency Register? You can check this by clicking here.

As a rule, you must decline the meeting if the organisation or self-employed individual fails to register in the Transparency Register in advance of the meeting.

   YES, REGISTERED

➢ Is the purpose of the proposed meeting to discuss issues relating to policy-making and implementation in the EU?

   YES

Information on this meeting must be published on the Commission website within two weeks of the meeting unless the exemptions specified in the Decisions apply.

ACTIONS

➢ If the organisation or self-employed individual is not registered in the Transparency Register, invite them to register and to provide you with their registration number. Confirm that they are registered before accepting the meeting by clicking here.

➢ Inform the organisation or self-employed individual that information on the meeting will be made public on the Commission website.

➢ In the case of an organisation, enquire whether the representatives of the organisation attending the meeting give their consent to the publication of their own names on the Commission website.

➢ In the case of a self-employed individual, inform him/her that by accepting the meeting, he/she consents to the publication of his/her name on the Commission website.

➢ Unless the exemptions specified in the Decisions, apply, record the necessary information on the meeting using the dedicated IT tool and publish on the Commission website within two weeks of the date of the meeting.
With regard to the proposed meeting scheduled with [name of organisation or you] on [date], I would like to draw your attention to the Commission’s new policy on transparency which entered into force on 1 December 2014. More details can be found here.

[If not registered] We have not been able to find [your organisation or you] in the Transparency Register. Could we ask you to confirm whether [name of organisation is or you are] registered in the Transparency Register and to provide your Register ID number? If [your organisation is or you are] not registered, I would kindly invite you to register on this website. The meeting can only take place once we have received the confirmation of your registration.

[For an organisation] I would also like to inform you that information on the date and location of this meeting, the name of your organisation and the subject(s) covered will be published on the Commission website at the following address [add link to relevant table]. We would be grateful if you could inform us whether the individual representatives of [name of organisation] attending the meeting consent to the publication of their own names on the Commission website.

[For a self-employed individual] I would also like to inform you that information on the date and location of this meeting, your name and the subject(s) covered will be published on the Commission website at the following address: [add link to relevant table]. By accepting this meeting, you consent to the publication of your name on the Commission website.

USEFUL LINKS

Press release Opening the windows: Commission commits to enhanced transparency - 25.11.2014

Commission decision on the publication of information on meetings held between Members of the Commission and organisations or self-employed individuals C(2014)9051

Commission decision on the publication of information on meetings held between Directors-General of the Commission and organisations or self-employed individuals C(2014)9048

Transparency Register