



EUROPEAN COMMISSION
DIRECTORATE-GENERAL
HUMAN RESOURCES AND SECURITY

Director-General

Ref. Ares(2016)1096539 - 03/03/2016

Brussels, **03 MARS 2016**

Ms Vicky Cann
CEO
Rue d'Edimbourg 26
1050 Brussels
By email: 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 once it is published, a copy will be sent for your attention. Until then, the electronic version of the 'Practical Guide for staff on ethics and conduct' which you received (in French and English) on 12 June 2014, in reply to your previous request for access to documents registered under GestDem No 2014/2642 is still in force.

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

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Irene Souka', with a stylized flourish at the end.

Irene Souka