



## EUROPEAN COMMISSION

Directorate-General Neighbourhood and Enlargement Negotiations (DG NEAR)

A - STRATEGY AND TURKEY

A.1 - STRATEGY, POLICY, PLANNING; EEA/EFTA

Brussels, 28. 09. 2016

*By registered letter with acknowledgment of receipt*

Dear Ms Crespo Castellano,

**Subject: Your application for access to documents – Ref GestDem No 2016/4993**

We refer to your e-mail dated 02/09/2016 in which you make a request for access to documents, registered on 07/09/2016 under the above mentioned reference number.

I note that you recently submitted the same request (ref: Gestdem 2016/ 4880) concerning *memos, guidance, guidelines, or training material* to the Secretariat General. Following your request, the Secretariat General released a series of internal guidelines and guidance notes. As the current request is the same as the earlier request, we interpret the scope of your current request as excluding the documents that you have already received and as concerning only internal documents of the Directorate-General Neighbourhood and Enlargement Negotiations (DG NEAR).

Please note that no DG NEAR specific guidelines exist and that central level internal guidance is used. No documents have been identified therefore by DG NEAR beyond those already provided to you by the Secretariat General. As specified in Article 2(3) of Regulation 1049/2001, the right of access as defined in the regulation applies only to existing documents in the possession of the institution.

In accordance with Article 7(2) of Regulation 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 Bruxelles

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

Yours sincerely,

Allan Jones

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