



**EUROPEAN COMMISSION**  
DIRECTORATE-GENERAL  
REGIONAL AND URBAN POLICY  
Policy  
Legal Affairs

Brussels,  
REGIO B.4/ / (2014)

## **NOTE TO HEADS OF UNIT, DG REGIO**

### **Subject: Access to Documents**

Dear colleagues,

The Secretariat-General has published a new guide for Access to documents that you will find attached to this note.

We would draw your attention to the following points:

#### **1. Arrival of a request**

##### Unit receives a request directly

A citizen sends an e-mail requesting access to a document. This email should be forwarded to REGIO ACCES DOCUMENTS, asking for registration and attribution of the request.

##### From ARES:

The Unit receives a task with a deadline that should be respected. If there is any problem (wrong attribution, doubts, etc.), the Unit should contact as soon as possible REGIO ACCES DOCUMENTS.

#### **2. Response to the request**

##### Positive response

The responsible unit has 15 working days (the exact deadline is indicated in the request) to answer directly the applicant, with a copy either to the mailbox REGIO ACCES DOCUMENTS or to the virtual entity "ve\_regio.acces documents".

##### Negative response / partial access

If a negative response is given to the applicant and access to the requested document is refused, the responsible unit must first contact REGIO.B4 ( ) for advice.

A letter to the applicant must be prepared for the signature of the Director-General, with visa of REGIO.B4. This letter should include:

- 1) a clear list of the documents falling within the scope of the request;
- 2) a description of the content of the document(s) or part(s) of document(s) refused;
- 3) the conclusion of the DG after a detailed examination, and the reasons for refusing access;

Please remember to substantiate the answer with the details related to your case.

In case of a negative reply to a request for access to observations related to not yet adopted decisions on partnership agreements or programmes, please use the template agreed by the Stock-taking Group.

If you are unable to reply within the 15-day deadline

Send the applicant a letter, before the expiry of the 15-day deadline, notifying him or her of the extension of the deadline and giving reasons for the extension of the deadline. Please do not forget to put REGIO ACCES DOCUMENTS in copy.

The GESTDEM reference must always be indicated in any letter or email to the applicant and REGIO ACCES DOCUMENTS should always be in copy.

out of the scope of the request

out of the scope of the request

Failure to reply within the prescribed time limit constitutes a tacit refusal and entitles the applicant to make a confirmatory application to the Secretary General, which will then take a final decision on behalf of the Commission. The applicant can then challenge this decision either by filling a complaint to the Ombudsman or by appeal to the General Court.

For further information or questions, please do not hesitate to send an email to REGIO ACCES DOCUMENTS.

CC: REGIO Directors, (REGIO.DGA1), (REGIO.DGA1.B ),  
( REGIO.DGA2) , (REGIO )