If, pursuant to Article 4(4) of Regulation 1049/2001, a Member of the European Parliament (MEP) needs to be consulted on documents drafted by him/her (for instance the MEP’s correspondence with the Commission), this consultation must be addressed directly to the MEP him/herself or his/her assistant, and not to the access-to-documents service in the European Parliament (EP).

The EP’s access-to-documents unit is only to be contacted in case of documents drafted by or received by the Parliament or one of its preparatory bodies or services, and not in case of documents drafted by an MEP.