

ANNEX1- to the GestDem No 2018/3538

1. Number and categories of documents affected by this Access to documents request:

- E-mails exchanged with the contractor (approximately 60 documents, approximately 180 pages)
- E-mails exchanged with other European Commission services (approximately 40 documents, approximately 80 pages)
- E-mails exchanged with speakers/participants (approximately 120 documents, approximately 240 pages)
- Documents concerning coordination and logistics (agendas and minutes of coordination meetings) (6 documents, approximately 15 pages)
- Contract, offer and terms of reference (three documents, approximately 30 pages)
- Programme (one document, 4 pages)
- Biographies (one document, 12 pages)
- List of participants (one document, eight pages)
- Background document (one document, 14 pages)
- Invitations (approximately 17 documents, approximately 36 pages)
- Presentations and speaking points (24 documents, approximately 250 pages)
- Graphic recordings of discussions (six documents, six pages)
- Poster (one document, one page)

Total (approximate) number of documents: 281

Total (approximate) number of pages: 876

2. List of processed documents

Category	Title
Category 1: E-mails exchanged with the European Commission services	40 documents
Category 2: E-mails exchanged with speakers	23 documents
Category 3: Documents concerning coordination and logistics (agenda and minutes of the coordination meetings)	4 documents
Category 4: Specific Contract letter_Request for service letter_ToR_	3 documents
Category 5: list of participants	1 document
Category 6: background document	1 document
Category 7: invitations	8 documents

Total number of documents: 80