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|  | Brussels, 29 October 2018 |
| Ms Vicky Cann  Email: ask+request-5942-7eb91602@asktheeu.org | |
| Ref. 18/1793-rh/mf  Request made on: 18.09.2018  Registered on: 19.09.2018  Deadline extension: 10.10.2018 | |
| Dear Ms Cann, | |

Thank you for your request for access to documents of the Council of the European Union.[[1]](#footnote-1)

Please find attached documents containing information you requested:

* Comments on the Council's Rules of Procedure
* Handbook of the Presidency of the Council of the European Union.

Please also find enclosed information on working parties you requested:

There is neither an obligation nor a practice to make minutes of the proceedings of working party meetings. Working parties report on their work to COREPER as appropriate, by transmitting documents which are inscribed on (public) COREPER agendas.

Attendance to working party meetings is limited to representatives of Member States. There is also a standing invitation for the European Commission to designate representatives to attend. In addition, in specific and limited cases, representatives of specialised EU agencies and bodies, or of UN bodies, may be invited by the Presidency, with the approval of a simple majority of the members of the working party, to attend parts of the meetings for which their presence is deemed of interest to the Council. However, these representatives do not enjoy prerogatives of Member States in working party procedures.

Working parties of the Council do not have permanent members. Member States appoint their delegates in function of the items on the agenda of the working party. No attendance lists are formally kept for any meeting except for the Council meetings themselves, as regards ministers (and these are public on the website for each Council meeting).

Yours sincerely,

Paulo VIDAL

Enclosures

1. The General Secretariat of the Council has examined your request on the basis of the applicable rules: Regulation (EC) No 1049/2001 of the European Parliament and of the Council regarding public access to European Parliament, Council and Commission documents (OJ L 145, 31.5.2001, p. 43) and the specific provisions concerning public access to Council documents set out in Annex II to the Council's Rules of Procedure (Council Decision No 2009/937/EU, OJ L 325, 11.12.2009, p. 35). [↑](#footnote-ref-1)