



EUROPEAN COMMISSION

Secretariat-General

The Secretary-General
The Head of the President's Cabinet

Brussels,
CD, [redacted]

NOTE TO HEADS OF CABINET, DIRECTORS-GENERAL AND HEADS OF SERVICE

Subject: *Implementing the Commission's new transparency regime*

In his Political Guidelines, President Juncker made a commitment to enhanced transparency regarding contacts with stakeholders and lobbyists. The mission letters sent to all Commissioners include a specific commitment to make public via their websites all the meetings held with organisations or self-employed individuals on matters relating to EU policy-making and implementation.

The College adopted two decisions on 25 November¹, one covering the publication of information on meetings held by Commissioners and members of their Cabinets with organisations or self-employed individuals, and the other covering similar contacts by Directors-General. These Decisions will enter into force on 1 December. They describe the type of meetings and interlocutors to which this new regime applies as well as the limited set of circumstances in which publication is not required.

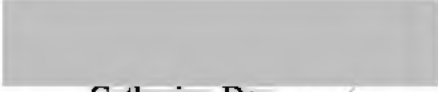
To assist you in complying with these obligations, a common template has been provided to facilitate the recording of information on meetings as well as publication in a standard format on the relevant parts of the Commission website. Information on this new template and the Commission's broader transparency policy was provided at an information session on Wednesday 26 November for your Deputy Heads of Cabinet and Assistants.

We would also draw your attention to the section on transparency in the Working Methods of the Commission 2014-2019 issued by President Juncker, where it is stated that Commissioners '[a]s a rule, must not meet professional organisations or self-employed individuals which are not registered in the Transparency Register'.² President Juncker considers that the same rule should be applied by Directors-General. We would ask you to ensure that the appropriate checks are made when meetings are being organised with entities eligible for registration, and that, where necessary, arrangements are made for registration before meetings are accepted.

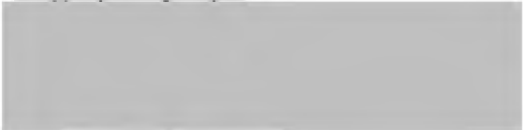
¹ Commission Decisions C(2014) 9048 and C(2014) 9051.

² <http://ec.europa.eu/transparencyregister>.

The implementation of these new rules is a major opportunity for the Commission to demonstrate its determination to operate in an open and transparent manner. We would like to thank you in advance for your efforts and are available to assist you with any questions that may arise.



Catherine Day



Martin Selmayr