

TRANSPARENCY

Access to documents

European Commission - SG C1



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Registration of documents relating to the handling of an application for access-to-documents

- Business cycle of an application for access-to-documents*
- Functional mailbox for handling such an application*

When handling an application for access-to-documents based on Regulation 1049/2001, Commission services follow the procedure provided for in the Detailed Rules for the application of Regulation 1049/2001¹.

SG.C1 has mapped the corresponding business cycle (annexed), with a view to ensuring good document management and keeping documentary proof of the successive steps in handling initial and confirmatory applications.

The business cycle covers the final positions of all Commission services involved in the handling of initial/confirmatory applications. These should be registered in ARES/GESTDEM, in line with the Note of the Secretary-General on Document management and access to documents².

¹ Detailed rules for the application of Regulation (EC) No 1049/2001 of the European Parliament and the Council regarding public access to European Parliament, Council and Commission documents, Official Journal of 29.12.2001, L 345, p. 94.

² Ares(2015)182108, link: https://myintracomm.ec.europa.eu/sg/docinter/Documents/ATD_Info13_EN-FR.pdf.

On the other hand, preliminary exchanges between Commission Services in the context of the preparation of confirmatory decisions, including the Secretariat-General and the Legal Service, are not part of the business cycle to the extent that they only serve clarification purposes and do not set out the final positions of the services involved. These are short-lived exchanges and should not be registered in ARES/GESTDEM. Examples are preliminary clarification questions and answers on the factual or legal framework relating to the subject matter of the application; or preliminary questions and answers relating to the assessment of the requested documents, in particular in case of partial access.

To facilitate the handling of confirmatory applications, a dedicated functional mailbox has been created: SG-CONFIRMATORY-APPLICATIONS@ec.europa.eu. This functional mailbox should be used for all preliminary and final exchanges related to the handling of confirmatory applications for access-to-documents, without copying in the general functional mailbox SG-DOSSIERS-ACCES@ec.europa.eu.

The new functional mailbox is configured to automatically sort the incoming e-mails per case-handler. For this to happen, please always use the initials of the responsible case-handler in brackets in the header of your e-mail (ex: GESTDEM 2018/222 (EK)), even if the responsible case-handler is not in the office and/or has a back-up taking care of his/her correspondence.

Directorates-General are invited to register in ARES/GESTDEM, the documents, which are included in the attached mapping table under the heading 'initial' when handling initial applications.

SG.C1 will register in ARES the documents under the heading 'confirmatory' and 'review', when handling confirmatory applications or a review procedure.

As an exception to the above:

- the line DGs' **initial contribution** for the treatment of a confirmatory application, requested within 24h, should continue to be sent only to SG-DOSSIERS-ACCES@ec.europa.eu. This contribution should be sent via a single AresLook email and include the original pdf versions of all identified documents, as registered in ARES. Services should in all cases avoid sending these documents one-by-one via ARES;
- the line DG shall continue to register in ARES/GESTDEM the note of its Director-General confirming that there are no documents falling within the scope of the application.

Annex: Mapping of the business cycle of an application for access-to-documents

