



EUROPEAN COMMISSION  
SECRETARIAT-GENERAL

Directorate B  
Director

Brussels,  
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**Mr Andreas PAVLOU**  
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**Subject: Your request for access to documents under Regulation (EC) No 1049/2001 – reference GestDem No 2016/4032**

Dear Mr Pavlou,

We refer to your message of 18 July 2016, registered on 19 July 2016, in which you submit a request for access to documents under Article 6(1) of Regulation (EC) No 1049/2001 regarding public access to European Parliament, Council and Commission documents<sup>1</sup> ('Regulation 1049/2001').

**1. SCOPE OF YOUR REQUEST**

You request access to [m]emos, guidance, guidelines, or training material (or any other document) for EU Commission staff on the implementation of exceptions contained in Regulation 1049/2001 and the same documents (i.e. memos, guidance, guidelines, etc.) relating to the redaction of document.

The Commission has identified the following documents as falling under the scope of your request:

1. Guidance note dated 23 January 2015, regarding access to documents relating to trilogues, including the annex regarding the consultation procedure between the services of the European Parliament, the Council and the Commission on trilogue documents, ref.: Ares(2015)282423;

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<sup>1</sup> Official Journal L 145 of 31.5.2001, p. 43.  
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2. Guidance note dated 29 June 2016, regarding Access to information and documents related to procurement and grant award procedures, ref.: Ares(2016)3063115;
3. Guidance note dated 28 February 2003, regarding public access to documents relating to infringement proceedings, ref.: SEC/2003/260/3;
4. Summary fiche entitled Access to briefings;
5. Summary fiche entitled Access to draft impact assessment reports;
6. Summary fiche entitled Access to inter-service consultations;
7. Summary fiche entitled Access to correspondence under Directive 98/34;
8. Summary fiche entitled Third-party names and signatures;
9. Summary fiche entitled Access to Studies;
10. Guidance note dated 27 March 2015, regarding access to names and functions of Commission staff, ref.: Ares(2015)1350426;
11. Newsletter dated 2 July 2015, regarding use of Adobe Acrobat Professional (redacting the documents);
12. Basic training ARIANE II (training slides).

## **2. ASSESSMENT AND CONCLUSIONS UNDER REGULATION 1049/2001**

Having analysed the content of the above-mentioned documents, I am pleased to inform you that access is granted to all documents nr. 1 to 12. Please find copies of the documents annexed.

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Yours sincerely,

Paraskevi Michou

Enclosures: (12)