

EUROPEAN COMMISSION
Employment, Social Affairs and Inclusion DG
The Director-General

Brussels,
DG EMPL 01/MS/sj

By registered letter with acknowledgment of receipt

Ms Wiesje van Nunen
Cava de San Miguel 8, 4C
28005 Madrid, Spain

***Advance copy by email: ask+request-3267-
dfd9dc4b@asktheeu.org***

Dear Madam,

Subject: Your application for access to documents – Ref GestDem No 2016/4879

We refer to your request in which you make a request for access to documents, registered on 2/9/2016 under the above mentioned reference number.

In your request, you specify that you wish access to the following documents:

"1. Memos, guidance, guidelines, or training material (or any other document) for DG staff on record creation and/or record keeping. I am particularly interested in documents that refer to creation/keeping of:

Agendas (diaries of public officials' engagements), lists of meetings, minutes of meetings, lists of participants in meetings, and documents justifying decisions.

2. Memos, guidance, guidelines, or training material (or any other document) for DG staff on the processing of access to information requests."

We regret to inform you that no documents were found that would correspond to that description.

Indeed, as specified in Article 2(3) of Regulation 1049/2001, the right of access as defined in that regulation applies only to existing documents in the possession of the institution.

DG Employment, social affairs and inclusion applies the rules on document management (creation, registration, record keeping, training material...) that are common to all Commission services and managed by the Secretariat General. My DG has not established any specific rules, guidance or training material in addition thereto. Therefore, as such documents have not been identified, the Commission is not in a position to handle your request.

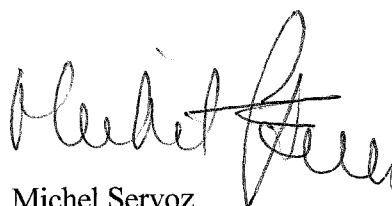
In accordance with Article 7(2) of Regulation 1049/2001, you are entitled to make a confirmatory application requesting the Commission to review this position.

Such a confirmatory application should be addressed within 15 working days upon receipt of this letter to the Secretary-General of the Commission at the following address:

European Commission
Secretary-General
Transparency unit SG-B-4
BERL 5/282
B-1049 Bruxelles

or by email to: sg-acc-doc@ec.europa.eu

Yours faithfully,



Michel Servoz
Director General