



EUROPEAN COMMISSION

Directorate-General for Trade

Directorate A - Resources, Information and Policy Coordination
The Director f.f.

Brussels,
TRADE A.1 D(2012) 490699

Dear Mrs. Cann,

Subject: Your application for access to documents – Ref GestDem No 1748/2012

I refer to your e-mail dated 02/04/2012 in which you make a request for access to guidance notes, briefing paper, etc, registered on 02/04/2012 under the above mentioned reference number. I apologize for the delay in responding to this request; however, this has allowed us to enclose the revised DG Trade guidance, following the adoption by the Commission of its updated Guidelines on 7 March.

We have identified 12 documents corresponding to your request and are pleased to release these. The first document is the current guidance to staff, issued on 22 May.

I enclose a copy of the documents requested. These documents are:

Current material:

1. Guide to Gifts and Hospitality in DG Trade, 21 May 2012;
2. Note of the Director General of DG Trade to all staff on the updated Guide to Gifts and Trade, 21 May 2012;
3. Slides from the current power point presentation on Ethics for newcomers in DG Trade.

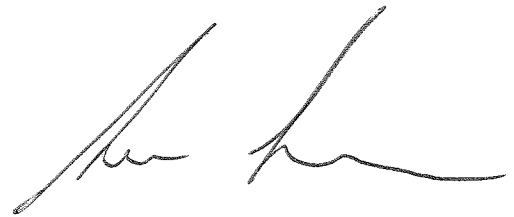
Older material:

4. Note of the Director General of DG Trade to DG Trade staff of 24 March 2009 on DG Trade's gifts/hospitality register;
5. Note of the Director General of DG Trade to DG Trade staff of 7 April 2009 on declaration of high value gifts or other benefits in kind which are not to be kept by the individual recipient;
6. Note of the Director of Directorate A on key principles to remember concerning gifts of 16 November 2009;
7. Note of the Director of Directorate A on ethics and (potential) conflicts of interest of 26 November 2009;

8. Power point presentation by the Director of Directorate A of DG Trade's new code on ethics and integrity on 28 November 2008;
9. DG Trade – Ethics Guide on gifts, hospitality and favours (updated February 2012);
10. DG Trade Quick Guide on gifts and hospitality (updated January 2012);
11. DG Trade Guide on outside activities and assignments (updated 30 August 2010) ;
12. DG Trade – Ethics Code on ethics and integrity (updated December 2008).

I hope this information will meet your needs. I must, however, remind you that the enclosed documents cannot be reproduced or disseminated for commercial purposes unless the Commission has first been consulted.

Yours sincerely,

A handwritten signature in black ink, consisting of a stylized 'P' followed by 'SANDLER'.

Peter SANDLER

Email address Ms. Cann: ask+request-101-6cd713d8@asktheeu.org