



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL FOR INFORMATICS

Directorate R – Change Management & Resources  
DIGIT.R3 – ICT Procurement and Contracts

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**By email with acknowledgement of receipt to:**  
[ask+request-13063-7128af50@asktheeu.org](mailto:ask+request-13063-7128af50@asktheeu.org)

**Subject: Your application for access to documents – EASE 2023/3181**

Dear Mr Schmalenberger,

We refer to your request for access to European Commission documents registered on 2 June 2023 under the above-mentioned reference number.

You request access to ‘*Guidelines for staff on the use of online available generative Artificial Intelligences tools*’

We enclose a copy of the document requested.

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Please note that in accordance with Article 7(2) of Regulation (EC) 1049/2001, you are entitled to submit a confirmatory application requesting the Commission to review this position.

Such a confirmatory application should be addressed to the Secretariat-General of the Commission within 15 working days upon receipt of this letter. You can submit it in one of the following ways:

**By mail:**

European Commission  
Secretariat-General  
Transparency, Document Management & Access to Documents (SG C.1)  
BERL 7/076  
B-1049 Bruxelles

**Or by email to:** [sg-acc-doc@ec.europa.eu](mailto:sg-acc-doc@ec.europa.eu)

Yours sincerely,

Horacio BARATA  
Head of Unit

Enclosure: 1. Guidelines for Staff on the Use of Online Available Generative Artificial Intelligence Tools