



EUROPEAN COMMISSION
OFFICE FOR THE ADMINISTRATION AND PAYMENT OF INDIVIDUAL ENTITLEMENTS
PMO.2 - Missions
Head of Unit

Brussels, 12 February 2016
PMO/FS/ht

Mrs Helen DARBISHIRE

Email address :

XXXXXXXXXXXXXXXXXXXXXXXXXXXX@XXXXXXXX.XXX

Subject: Your application for access to documents – Ref GestDem 2015/6011

I refer to your e-mail in which you give further details regarding the scope of your initial request for access to documents registered under the reference number GestDem 2015/6011.

Firstly, I would like to inform you that the delay in replying to your request is due to administrative reasons.

You request access to documents containing information on the financial management system by which the Commissioner's expenses are processed and the database in which the data on expenses is held. In particular, you are interested in obtaining a guidance manual or other instruction document or memo that explains by whom and how expenses are processed, and a summary document or guidance manual or other relevant document on the database in which Commissioner's expenses are processed/stored, which contains details on the structure of the database, including the fields that it contains.

Members of the College (Commissioners) and cabinet staff, including the head of cabinet, are bound by the terms of the Guide to missions for Commission personnel (C(2008) 6215). Commissioners are also bound by the Code of conduct for Commissioners (C(2011) 2904). The Code of conduct for Commissioners is a derogation of the general principles laid down in the Guide to missions, therefore the Guide to missions continues to be applied if the Code of conduct provides no specific rules. These two documents are clear, however, at which point and to which level of detail expenses are to be input.

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Yours faithfully,

Fernanda SERRA

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