

## EUROPEAN EXTERNAL ACTION SERVICE



Head of Division

Brussels, **30 MAI 2016**  
eeas.sg.affgen.2 (2016) 2828513

Mr. Lee Rotherham  
[ask+request-2808-603b3e85@asktheeu.org](mailto:ask+request-2808-603b3e85@asktheeu.org)

*Subject: Your request for access to documents of 22 April 2016*  
*Our ref: 2016/037 & 2016/038*

Dear Mr. Rotherham,

I would like to thank you for your requests, for access to documents, which we have examined in the framework of Regulation (EC) No 1049/2001<sup>1</sup>.

Concerning your request about the breakdown of expenditure, EEAS services do not hold any document which outlines the detailed expenditure chapters for the EU Delegations ("EEAS posts") you refer to. However, Volume VIII of the working document to the draft budget 2016<sup>2</sup>, includes a list of the administrative expenditures by each EU delegation: we have extracted that part for you, which you will find attached to this letter (see: 1.2.2).

Regarding your request about the funding by the EU Delegation in the United States of third party engagements, no such expenditure is financed by the EEAS' budget, which is limited to administrative appropriations only.

Finally, following your request for "central compilation of European Commission or wider EU institutional protocol principles and rules", you will find attached the "Staff Regulations of Officials of the European Communities", which applies to the EEAS as well.

In addition, EEAS staff can get guidance on protocol matters through the EEAS intranet and also during the 1 day in-house Welcome Session for EEAS newcomers. You will find attached a document describing the agenda of such a session.

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<sup>1</sup> Regulation (EC) No 1049/2001 of the European Parliament and of the Council regarding public access to European Parliament, Council and Commission documents (hereafter the "Regulation").

<sup>2</sup> see: [http://ec.europa.eu/budget/library/biblio/documents/2016/DB/DB2016\\_WDVIII\\_en.pdf](http://ec.europa.eu/budget/library/biblio/documents/2016/DB/DB2016_WDVIII_en.pdf)

I kindly remind you that the documents may not be copied or reproduced for commercial purposes without prior consultation with the EEAS.

Yours sincerely

A handwritten signature in black ink, appearing to read 'GVA', with a stylized flourish at the end.

Gabriele Visentin

The European External Action Service  
EEAS/06 PAYO (PARC)  
B- 1046 Brussels  
[access-to-documents@eeas.europa.eu](mailto:access-to-documents@eeas.europa.eu)