



**EUROPEAN COMMISSION**  
DIRECTORATE-GENERAL  
HUMAN RESOURCES AND SECURITY  
Director-General

Brussels,  
***By registered letter with  
acknowledgment of receipt***

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***Advance copy by email :***  
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Dear Madam,

**Subject: Your application for access to documents – Ref GestDem No 2016/4960**

We refer to your e-mail dated 02/09/2016 in which you make a request for access to documents, registered on 06/09/2016 under the above mentioned reference number.

We regret to inform you that no documents were found in DG HR that would correspond to the description given in your application. 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.

Given that DG HR is following the central guidance on document management provided by the Secretariat General, no such documents have been identified within DG HR.

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](mailto:sg-acc-doc@ec.europa.eu)

Yours faithfully,

Irene SOUKA