

From: [REDACTED] (AGRI)
Sent: 10 November 2015 14:39
To: [REDACTED]

Subject: Requests for access to documents and access to information
Attachments: Access to Documents 2015.pdf; AGRI INFO 2015.pdf

Importance: High

Dear colleagues,

Attached you will find two diagrams providing a visual summary of the general treatment of the access to documents and access to information requests in DG AGRI.

It is important to note that sometimes you may receive a request that combines both request for information and documents, in which case you need to refer the documents part to AGRI ACCESS DOCUMENTS for registration and treatment, while for the information part you may reply directly in compliance with the Code of Good Administrative Behaviour.

As there are very strict deadlines, it will be greatly appreciated that this is done immediately upon receipt of such requests. Please also do not forget that all important correspondence should be registered.

Here are also links to the general rules:

[Access to documents](#)

[Access to information](#)

[SG note on document management and access to documents with annex on practical registration criteria](#)

Could you please share them with your teams to remind and raise awareness. A general message will also follow to all AGRI colleagues.

My colleagues and I are also available for short presentations on the practical arrangements in case you consider these useful for the colleagues in your units. Please let me know if you are interested.

Best regards,

[Redacted]

[Redacted]



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