Arrival of the access to documents request via SG, directly or via DG AGRI units in the AGRI ACCESS DOCUMENTS functional mailbox

Access to documents requests from citizens and legal entities - Regulation (EC)

1049/2001

R.6 AGRI ACCESS DOCUMENTS - Registration in Gestdem, acknowledgement of receipt and attribution to the responsible unit

Request from Member States national authorities – treated within the framework of loyal cooperation - Article 4 of the Treaty on European Union (TEU)

attribution for direct reply by the responsible unit by AresLook

Request for information (replies to queries, where no specific documents are involved) - to be treated by the responsible unit according to the Code of Good Administrative Behaviour

The responsible unit shall:

- ✓ prepare the list of identified documents (only registered in Ares or in another Commission document management system)
- ✓ analyse and decide to grant full, partial access or refuse disclosure, or for documents of third parties decide whether to consult them
- ✓ in case of refusal, provide a substantiated justification based on the exceptions laid down in Article 4 of Reg. 1049/2001
- ✓ redact personal data
- ✓ submit the list, the documents and decision to AGRI ACCESS DOCUMENTS
- ✓ When needed, legal advice can be requested from I.1

SIGNATURES

- ✓ Positive replies and partially negative replies without personal data DIR R
- ✓ Partially negative and negative replies DG
- ✓ Devoid of purpose replies (no document identified) Head of unit responsible for the subject matter

The responsible unit shall:

- ✓ prepare a direct reply, register it in ARES linked to the request
- ✓ add an INFO task for the virtual entity
- ve_agri.accessdocuments in ARES
- ✓ National Authorities may have more rights than a citizen to obtain documents not granted to the public. However, the possession of these documents does not equal publication and National Authorities cannot transfer them to third parties without consulting the Commission.

R.6 AGRI ACCESS DOCUMENTS takes care of the consultations and the preparation of the signatories of the replies in ARES

Access to documents