



**EUROPEAN COMMISSION**  
DIRECTORATE-GENERAL  
ENVIRONMENT  
Directorate E - Implementation & Support to Member States  
**ENV.E.4 - Compliance & Better Regulation**

Brussels,  
ENV/E.4/DF/ag (2016)

Mrs Wiesje VAN NUNEN  
Access Info Europe  
Cava de San Miguel 8, 4C  
E- 28005 Madrid

**By email:** [ask+request-3271-cc762f27@asktheeu.org](mailto:ask+request-3271-cc762f27@asktheeu.org)

**Subject: Your application for access to documents – Ref GestDem No 2016/5012**

Dear Mrs Van Nunen,

I refer to your e-mail dated 2 September 2016 in which you make a request for access to documents, registered on 8 September 2016 under the above mentioned reference number.

You request access to:

*'1. Memos, guidance, guidelines, or training material (or any other document) for DG staff on record creation and/or record keeping. I am particularly interested in documents that refer to creation/keeping of: · Agendas (diaries of public officials' engagements), lists of meetings, minutes of meetings, lists of participants in meetings, and documents justifying decisions.*

*2. Memos, guidance, guidelines, or training material (or any other document) for DG staff on the processing of access to information requests'.*

A similar request was submitted by you or your colleagues to a large number of Directorates-General (DGs) of the Commission, including to the Secretariat General (SG) which has the task to ensure a certain uniform approach amongst the DGs and services.

As far as the part 1 of your request, please take note of the fact that the search of the requested documents will be carried out in particular in the material made available by the Shared Resources Directorate, common to DG Environment and to DG Climate Action. Therefore, for this part of the request you will receive a reply common to DG Environment and to DG Climate Action.

Unfortunately, due to the large amount of files to be consulted, we are not able complete the handling of your application for part 1 of your request within the time limit of 15 working days, which expires on 29 September 2016. Therefore, we have to extend the time limit with 15 working

days in accordance with Article 7(3) of Regulation (EC) No 1049/2001 regarding public access to documents. The new time limit expires for DG ENV on 20 October 2016. I apologise for this delay and for any inconvenience this may cause.

I am aware of the fact that a colleague of yours, Mrs Mireia Crespo Castellano - working in the same organisation - submitted an identical application to the SG, registered under Gestdem 2016/4877 for part 1 of her request. On 20 September 2016 she received a mail from [DIGIT-NOREPLYARES@ec.europa.eu](mailto:DIGIT-NOREPLYARES@ec.europa.eu) with reference Ares(2016)5450595. Therefore, you could also refer to this information.

As far as the part 2 of your request, your colleague, Mrs Mireia Crespo Castellano - already mentioned - submitted an identical application to the SG, registered as Gestdem 2016/4880. Mr Pascal Leardini, Director at SG.B, provided to her a reply on 16 September 2016 Ares (2016)5703888. Therefore, you would kindly refer to this letter.

In addition to this reply from our General Secretariat, I enclose documents specific to DG Environment on the subject of 'access to documents'. Please note that these documents are working documents within DG Environment and as such do not reflect the position of the European Commission as a whole. They cannot be quoted as reflecting the European Commission's position, and cannot be reproduced or disseminated for commercial purposes without prior consent given by the European Commission.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'R. Konrad', written over a horizontal line.

Robert Konrad  
Head of unit

Enclosure: as mentioned

Copy: DG CLIMA Access Documents