

**(FISMA)**

**From:** [REDACTED] (FISMA)  
**Sent:** 18 December 2015 10:30  
**To:** FISMA LIST  
**Cc:** GUERSENT Olivier (FISMA); BERRIGAN John (FISMA); FISMA DIRECTOR GENERAL;  
FISMA DDG; [REDACTED] (FISMA); [REDACTED] (FISMA); FISMA LIST  
DIRECTORS  
**Subject:** Rules concerning meetings with external stakeholders

Dear all,

As Head of the unit responsible for the coordination of 'stakeholders relations', Olivier asked me to remind everyone in FISMA of the following rules concerning meetings with external stakeholders.

- 1) *As laid down in the Commission Working Methods from 11/11/2014, Members of the Commission must not meet professional organisations or self-employed individuals who are not registered in the Transparency Register. President Juncker considers that Directors General of the Commission must have the same obligation and thus only meet with interest representatives (engaged in EU policy-making and policy implementation) who are registered in the Transparency Register. Olivier and Sean have agreed that the same regime should apply to both DG and DDG. It is the responsibility of colleagues arranging Olivier and Sean's meetings to verify before the meeting takes place that the people/organisation asking for a meeting are duly registered. In case they are not, the meeting cannot take place.*
- 2) *All colleagues under the level of DG/DDG may meet with interest representatives who are not in the Transparency Register. They are however expected to recommend to their visitors that they register. Olivier wishes to be informed of cases where interest representatives -who are eligible to registration- are persistently not registered while still seeking meetings with FISMA.*
- 3) *All meetings with interest representatives (see definitions of 'meetings' and 'interest representatives' in the attached word document) must systematically be entered, with their minutes, into our EMT database.*
- 4) *As for Commissioners and their Cabinet, Directors General must make public basic information of all meetings held by them with interest representatives. This is based on 2 Commission's Decisions from 25/11/2014. Olivier's assistants are taking care of respecting this obligation. This obligation does not concern the DDG.*

You can find here information on the Commission's Transparency Register and search the Register:

<http://ec.europa.eu/transparencyregister/public/homePage.do?redir=false&locale=en>

And information on our meetings with interest representatives here:

[http://www.cc.cec/markt/intranet/index.cfm?action=page&id\\_page=2159](http://www.cc.cec/markt/intranet/index.cfm?action=page&id_page=2159)

...and here:



EMT rules and  
procedures.docx

Unit 02 is at your entire disposal to provide you with more information.  
Best regards,

