

# EUROPEAN EXTERNAL ACTION SERVICE



Head of Division

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Mr David Savic

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*Subject: Your request for access to documents of 24 February 2017*

*Our ref: 2017/032*

Dear Mr Savic,

Thank you for your request for access to documents, which we have examined in the framework of Regulation (EC) No 1049/2001<sup>1</sup>.

Concerning documents outlining the procedure for processing the spending of EEAS budget, I would like to refer you to the Financial Regulation available at the following URL:

<http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:02012R0966-20160101&from=EN>

As regards the procedure for processing expenses claimed by EEAS officials, the following document outlines the procedure in place regarding expense claims of missions:

<http://ec.europa.eu/transparency/regdoc/rep/3/2008/EN/3-2008-6215-EN-F1-1.PDF>

*(The Commission Decision of 18.11.2008 General implementing provisions adopting the Guide to missions for officials and other servants of the European Commission)*

Furthermore, the EU Staff Regulations, describing the rules, principles and working conditions of the European civil service, can be accessed via the following link:

<http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:01962R0031-20160101&from=EN>

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<sup>1</sup> Regulation (EC) No 1049/2001 of the European Parliament and of the Council regarding public access to European Parliament, Council and Commission documents (hereafter the "Regulation").

You also requested the most recent expense claims by the High Representative/Vice-President and Executive Secretary-General, respectively. I can confirm that their offices are examining your request.

Yours sincerely

A handwritten signature in black ink, appearing to be 'G. Visentin', written over the typed name.

Gabriele Visentin

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