

ANNEX 1- to the GestDem No 2017/6758

1. Number and categories of documents affected by this Access to documents request:

- Correspondence with the contractor and the EC conferences service, including e-mail on travel and accommodation of participants
- Correspondence with other EC services
- Documents concerning coordination and logistics (agenda and minutes of the coordination meetings)
- Contract with the contractor
- Correspondence with speakers
- Correspondence with participants
- Invitations
- Save the date e-mails
- Online documents
- Other documents and correspondence related to the side event of the 11th European Forum on the rights of the child

Total number of documents: 756

2. List of processed documents

Online documents on the side event are available here: http://ec.europa.eu/newsroom/just/item-detail.cfm?item_id=128349. The report will be uploaded in due course.

Category	Title
Category 1: Correspondence with the contractor and the EC conferences service, including e-mail on travel and accommodation of participants	12 e-mails from DG SCIC to DG JUST and the contractor
	2 annexes to the e-mails
	One e-mail concerning an access for a wheelchair user
	Nine e-mails from the contractor to DG JUST and DG SCIC
	Five annexes to the e-mails
	One e-mail concerning catering
	Three e-mails from DG JUST to DG SCIC
	One annex to the e-mails
	Four e-mails from DG JUST to the contractor
	One annex
	Two e-mails from DG JUST to the contractor concerning flights and accommodation

	One e-mail from DG JUST to a participant concerning flights and accommodation
	One e-mail from a participant to DG JUST concerning flight and accommodation
	12 e-mails from the contractor to DG JUST concerning flights and accommodation
Category 2: Correspondence with other EC services	One e-mail concerning the online survey for participants
	One e-mail requesting and granting additional budget
	One e-mail concerning the catering
	One e-mail concerning the background documents
	One annex to this email
	One e-mail with a flash report after the meeting on the interservice group on the rights of the child
	One annex to this e-mail
Category 3: Documents concerning coordination and logistics (agenda and minutes of the coordination meetings)	The contract for organisation of the Forum on the rights of the child
	Agenda of the 1 st coordination meeting
	Minutes from the 1 st coordination meeting
	Minutes from the 2nd coordination meeting
	Minutes from the 3rd coordination meeting
	Consultations – questions and topics to discuss
	Consultations – list of participants
	Kick-off meeting with DG SCIC – agenda
	Results of the on-line evaluation – 6 November
	Results of the on-line evaluation – 7 November

Total number of documents per category:

- Category 1: 55 documents
- Category 2: 7 documents
- Category 3: 10 documents

Total number of documents: 72