

EUROPEAN EXTERNAL ACTION SERVICE



Civilian Planning and Conduct Capability – CPCC
Director / Civilian Operations Commander

Brussels, 10 -01- 2020
EEAS/CPCC/EO/(2020).85562

CIVILIAN OPERATIONS COMMANDER INSTRUCTION

TO:	All Missions
ATTENTION:	Heads of Mission
FROM:	Vincenzo Coppola, Civilian Operations Commander
CC:	
PRIORITY:	Routine
COORDINATED WITH:	EEAS Legal Affairs Division
ACTION REQUIRED:	YES
REQUIRED REPORTING DATE	ASAP
TOTAL NUMBER OF PAGES:	2 + ANNEXES
NO:	01-2020
SUBJECT:	Standard Operating Procedure on public access to documents

Dear Head of Mission, *Dear Colleagues*

On 22 July 2019 the European Ombudsman recommended that CSDP Missions and Operations should adopt a policy on dealing with requests for public access to documents. The Ombudsman asked the EEAS to inform her about the follow-up measures taken by these Missions and Operations within six months.

Following the recommendation of the European Ombudsman please find attached the template SOP on public access to documents. The SOP refers to the Regulation 1049/2001, which is attached to this instruction for your convenience, together with the relevant decision of the HRVP. In order to ensure consistency in the replies the CPCC has to be consulted in each step of the procedure.

Kindly note, that the issue was discussed with the legal advisers of the Missions during the legal seminar last November.

For any questions, please refer to Eszter Orgovan, Legal Adviser at CPCC (eszter.orgovan@eeas.europa.eu).

Sincerely
Vincenzo

Vincenzo Coppola