



EUROPEAN COMMISSION
DIRECTORATE-GENERAL COMMUNICATION

Resources
Legal Advice, Security and Document Management

Brussels,
COMM.D2/MFC

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Subject: Your application for access to documents - EASE 2023/6842 and EASE 2023/7014

Dear Mr Fanta,

We refer to your requests for access to European Commission documents registered on 15 November 2023 and 24 November 2023 under the above-mentioned reference numbers.

You request access to “*all documents containing guidelines for officials on how to deal with journalists and news media. This is meant to include any communication (e-mails, notes to staff, etc.) to staff members regarding the leaking of documents (see for example: [”](https://urldefense.com/v3/_https://www.asktheeu.org/en/request/1616/response/6010/attach/5/Anti*20leaks*20poster*20no*20personal*20data.pdf_)*

We have identified the following documents as falling within the scope of your request:

- Annex 3 of the Working Methods of European Commission which defines the categories of staff members who interact with media. This document is published under the following link:

https://commission.europa.eu/document/download/325a45ef-a6b1-4e14-bc3c-863e2f53a957_en?filename=working-methods.pdf

- Article 17 of the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community, published under the following link:

<https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:01962R0031-20230101&from=EN>

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Yours faithfully,

Sylvain HUBERT
Head of Unit