



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL FOR MOBILITY AND TRANSPORT

Director-General

Brussels, **14 OCT. 2016**  
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**Subject: Your request for access to documents under Regulation (EC) No 1049/2001  
- reference GestDem No 2016/5311**

Dear Ms Crespo Castellano,

I refer to your message of 2 September 2016, in which you submit a request for access to documents under Article 6(1) of Regulation (EC) No 1049/2001 of the European Parliament and of the Council regarding public access to European Parliament, Council and Commission documents<sup>1</sup> ('Regulation 1049/2001').

You request access to:

*"1. Memos, guidance, guidelines, or training material (or any other document) for SG staff on record creation and/or record keeping. You explained that you are particularly interested in documents that refer to creation/keeping of: Agendas (diaries of public officials' engagements), lists of meetings, minutes of meetings, lists of participants in meetings, and documents justifying decisions.*

*2. Memos, guidance, guidelines, or training material (or any other document) for SG staff on the processing of access to information requests."*

Following our request for clarification concerning the scope of your request you sent an e-mail on 5 September 2016, saying the following:

*"In terms of clarification, I presume that staff working on access to documents requests as well as those working to create and manage records, would have received some guidance or training.*

*For example: is there a document which states under which circumstances staff are required to keep a record of a meeting? If not, the response is "information not held" will suffice.*

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<sup>1</sup>OJ L 145 of 31.5.2001, p. 43.

*Similarly, is there a document which explains how a record of a decision should be recorded? (If not, an answer "information not held" will suffice).*

*What about guidance on giving reference numbers to documents once created?*

*For the access to documents team, what training have you received? Which documents do you use for guidance? What about the guidance on entering requests in the GESTDEM system?"*

I note that you also requested the same documents to the Secretariat General of the Commission (GESTDEM 2016/4880) which provided you, by mail on 16 September 2016, a comprehensive answer including a certain number of documents. After a careful analysis of these documents we have come to the conclusion that there are no further documents related to your request. Therefore, the answer provided by the Secretariat General also concerns your separate request to DG MOVE.

Additionally, you also ask whether there is a document which explains how a decision should be recorded. I understand that this question does not refer specifically to access to documents. I can inform you that, in general, for decisions which are adopted by the College the Secretariat General is responsible for keeping the records of such decisions and some of these decisions are published in the Official Journal.

In DG MOVE requests for access to documents are handled by the unit responsible for the subject concerned and the team in charge of coordinating the answers has received specific training. I can confirm that all requests and answers to access to documents are registered in the GESTDEM application in order to ensure a proper follow-up of the requests.

Finally, I note that one of the documents included in the answer provided to you by Secretariat General (Annex 3) concerning the Guidelines on document management and access to documents explains, among other issues, the rules applicable to document registration, filing and retrieval as far as access to documents is concerned.

In accordance with Article 7(2) of Regulation 1049/2001, you are entitled to make a confirmatory application requesting the Commission to review this position.

Such a confirmatory application should be addressed within 15 working days upon receipt of this letter to the Secretary-General of the Commission at the following address:

European Commission  
Secretary-General  
Transparency unit SG-B-4  
BERL 5/282  
B-1049 Bruxelles  
or by email to: [sg-acc-doc@ec.europa.eu](mailto:sg-acc-doc@ec.europa.eu)

Yours sincerely,



Henrik HOLOLEI