

Access to documents for citizens

Priorities

We make sure that all citizens have as much access to our documents as possible.

We make sure that access to our documents is granted within 15 working days after reception of your request form (this deadline can sometime be extended to 30 days and starts from the day you receive our confirmation receipt). However, if your request encompasses big amounts of documents, we have to lay out a longer time frame to answer it properly.

In case a document cannot be made available to the public, we make sure to justify clearly why the EEAS cannot release it (or cannot release it fully).

Facts and figures

In 2013, the EEAS received 217 requests for access to document and granted 189. Out of these 189 requests which we answered positively, the biggest one combined over 50 documents altogether while another one was so large that we had to grant access to our physical archives.

Over half of the requests came from the academic sector that year.

Any outside person or organisation may ask for access to
EEAS documents — EU and non EU are both welcome.

The EEAS follows the rules of transparency set out in Regulation (EC) 1049/2001.

In the EEAS, Access to document and Transparency is part of the
Corporate Board Secretariat, SG. 1.

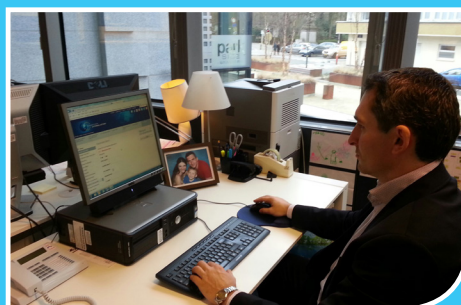
Did you know?

By making your request as precise, clear and focused as possible, you reduce the amount of research work we need to do for you, hence reducing your waiting time.

Access to document is a free service. However if reproduction and postage of documents are required, the requester will be charged accordingly at real costs.

A classified document, in other words a document with restricted access, can in some cases, be made partially available to the public.

Any document that has been made available to the public once, is automatically accessible to all citizens in the newly established EEAS public register.



**Electronic Form
for Access to Documents
EEAS website >
EU & Citizens**

**Andrzej Dobrucki
Transparency Services
Access to Documents**

9th May Europe Day

Main links:

Contact:

ACCESS-TO-DOCUMENTS@eeas.europa.eu

Page on internet:

www.eeas.europa.eu/documents/index_en.htm

Legal reference:

Regulation (EC) nr 1049/2001 regarding public access to European Parliament, Council and Commission documents:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32001R1049:EN:HTML>

Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 19 July 2011 on the rules regarding access to documents:

[http://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32011D0820\(04\)](http://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32011D0820(04))