



Valletta Harbour, 24 May 2019
EASO/ED/2019/269

Mrs. Luisa Izuzquiza

Sent by email to: [REDACTED] fragdenstaat.de

Subject: Request for Access to Document (No. 03501)

Dear Mrs. Izuzquiza,

Reference is made to your e-mail dated 3 May 2019, in which you submitted a request for access to the following documents:

For the years 2017, 2018 and 2019:

- any and all documents that contain the number of staff in the Unit dealing with access to EU documents requests;
- any and all documents containing the budget for the Unit dealing with access to EU documents requests.

For the years 2016, 2017 and 2018:

- any and all documents containing data on the handling of access to EU documents requests by EASO (i.e. broken down data, per year, on the number of initial access to documents applications received, and the number of confirmatory applications received).

We would like to inform you, that the request (no. 03501) has been treated as one falling under the provisions of Regulation No 1049/2001 regarding public access to European Parliament, Council and Commission documents, which also applies to EASO documents, and in accordance with Decision No 6 laying down practical arrangements regarding public access to the documents of EASO, as adopted by its Management Board on 20 September 2011.



We wish to inform you on our attempt to contact you by email dated 10 May 2019 with a request for clarification. In line with the Article 6 (4) of Regulation (EC) 1049/2001: "...the Institution shall provide information and assistance to citizens on how and where applications for access to documents can be made." Our intention was to support you in process of identifying the exact scope of the first part of your request which would enable us to identify the documents, so that your expectations are met.

As a response was not yet received, it is our general presumption that the actual subject of your request are documents related to the budget and staff of the Communication and Stakeholder's Unit, which deals in EASO with access to documents and information.

Therefore, as regards to the first part of your request: we are pleased to refer you to the following link available for the consultation of EASO Governance Documents: <https://www.easo.europa.eu/about-us/governance-documents>. In the documents related to: EASO Work Programme, Annual Activity Reports and Budget and their annexes you will be able to find all the figures, including staff numbers and allocated budget concerning the subject of your interest (i.e. the Communication and Stakeholders Unit) according to the year.

In order to assist you in the best possible way, please find enclosed to the present letter the most relevant documents:

- **Annex I: Resource allocation per activity 2017;**
- **Annex I: Resource allocation per activity 2018;**
- **Annex I: Resource allocation per activity 2019;**
- **Organigram of the Communication and Stakeholder Unit.**

As regards to the second part of your request, please find enclosed to the present letter:

- **EASO's Requests for Access to Documents Statistic for the years 2012 – 2018 (containing all the requested data).**

We do hope that the above listed information and enclosed documents will provide you will be deemed as satisfactory. We thank you for your interest in [EASO](https://www.easo.europa.eu). Please rest assured that we remain at your disposal concerning any possible clarification you may need.



Should you require this position to be reviewed, please write to EASO at the address below, confirming your initial request. Your confirmatory request should be sent within 15 working days from receipt of this letter. We will inform you of the result of this review within 15 working days from the registration of your request, either granting you access to the document or confirming the refusal. In the latter case, you will be informed of how you can take further action. All correspondence should be sent by one of the following methods:

By post:

The Executive Director
European Asylum Support Office (EASO)
MTC Block A, Winemakers Wharf,
Grand Harbour Valletta, MRS 1917
Malta

By electronic mail: info@easo.europa.eu

Yours sincerely,



Jamil Addou

Executive Director, a.i.