

**DECISION OF THE ADMINISTRATIVE BOARD
of 12 March 2009**

**Amending the Decision of the Administrative Board concerning the arrangements
to be applied by the Agency for public access to documents of 25 June 2004**

THE ADMINISTRATIVE BOARD OF THE EUROPEAN MARITIME SAFETY AGENCY,

Having regard to the Regulation (EC) No 1406/2002 the European Parliament and of the Council of 27 June 2002, as amended, establishing a European Maritime Safety Agency, and in particular article 4(3) thereof;

Having regard to the Regulation (EC) No 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents;

Whereas it is necessary to establish practical arrangements for implementing Regulation (EC) No 1049/2001

HAS DECIDED AS FOLLOWS:

Article 1

The decision of the Administrative Board concerning the arrangements to be applied by the Agency for public access to documents of 25 June 2004 is amended as follows:

1. Article 2, paragraph 1 shall be replaced as follows:

"Applications for access to a document shall be sent to the Agency by electronic mail, by post or by fax. The relevant contact details are listed in the Annex to the Decision. The Annex may be updated, as required, by the Agency"

2. In Article 7, paragraph 2 is deleted and the following paragraphs renumbered accordingly

3. Article 7, paragraph 4 shall be replaced as follows:

"3. The register shall contain:

- the identifier or reference number and/or date of the document
- for multilingual documents, an indication of the languages in which a document is available

- an indication of the author (agency or third party)
- the subject matter and/or short description of the content of the document
- the date on which it was recorded in the register."

4. Annex is replaced by following:
"Annex

I. Contact details for submission of application for access to documents

Applications shall be sent for the attention of the Document Access Coordinator by one of the methods below:

1) By post

Document Access Coordinator
European Maritime Safety Agency
Avenida D. João II, Lote 1.06.2.5
1998-001 LISBOA
Portugal

2) By electronic mail

Documents@emsa.europa.eu

E-mail address is available on EMSA website: www.emsa.europa.eu

3) By fax

+351 21 1209 213

II. Charges

The Agency provides documents in electronic .PDF version free of charge.
If the volume of the documents requested shall be sent by post and exceeds twenty pages a fee may be levied of 0,10 per page plus carriage costs."

Article 2

This Decision shall enter into force on the day of adoption by the Administrative Board.

Done at Lisbon on 12 March 2009,



Jørgen Hammer Hansen

Chairman of the Administrative Board