



Brussels, 4.11.2020

Note for the attention of Ms Sabine WEYAND, Director General of DG TRADE

Subject: Open-plan office project at DG TRADE

Dear Ms. WEYAND,

Generation 2004 has recently been informed by members of DG TRADE staff of your DG's plans to transform DG TRADE office space into a shared-office structure for assistants/secretaries and clerks (ASTs/AST-SCs) and contract agents (CAs).

We would like to draw your attention to the current rules regarding the management and reconfiguration of office space laid down in the 2013 European Commission *Housing Conditions Manual* ([Manuel des Conditions d'Hébergement](#)).

Generation 2004 has also learned that DG TRADE staff were not informed about the ongoing process through a systemic approach (e.g. a written communication from senior management).

With this in mind, Generation 2004 restates its firm belief that the safety and well-being of staff members are key priorities. Generation 2004 also holds that in the context of the ongoing COVID-19 pandemic, any transition to a shared-office structure poses a potentially serious health hazard, and so should be avoided at all cost.

Generation 2004 therefore calls on you to ensure more transparent management of this project, while following the current applicable rules.

Kind regards,

Łukasz WARDYN

A handwritten signature in black ink, appearing to read 'Łukasz Waryn'.

Chair of Generation 2004

CC: Ewoud SAKKERS, Laurent DULUC, Marc BECQUET