Call for applications regarding Commission Decision 2009/427/EC setting up the expert group for technical advice on organic production

(2009/C 308/10)

1. Background

By Commission Decision 2009/427/EC (1), the Commission set up the expert group for technical advice on organic production, hereinafter referred to as 'the group'.

The group's task shall be to assist the Commission in:

(a) evaluating products, substances and techniques which can be used in organic production, taking into account the objectives and principles laid down in Council Regulation (EC) No 834/2007 (2),

(b) improving existing rules and developing new production rules,

(c) bringing about an exchange of experience and good practices in the field of organic production.

The Commission may consult the group on any matter in the field of organic production.

The Commission is therefore calling for applications with a view to appointing the members of the group and establishing the relevant pool list.

2. Features of the group

2.1. Composition

The group should be composed of scientists and other experts with competences related to organic production and should deliver independent, excellent and transparent technical advice to the Commission.

It shall consist of 13 members appointed by the Commission from specialists with competence in the areas referred to in this call who have presented an application and have been selected accordingly.

The Commission will also establish the pool list of candidates that could not be appointed as permanent members although they were considered suitable for a position in the group in the course of the selection procedure. A maximum of 91 experts will be selected for the pool list.

The pool list can be used to appoint replacements for members of the group or to appoint members of subgroups. In agreement with the Directorate-General for Agriculture and Rural Development, subgroups may be set up to examine specific questions under terms of reference established by the group. Such groups shall be dissolved as soon as their mandates are fulfilled.

Subgroups shall each be composed of up to seven members from the members of the group or from the pool list referred to in Article 4(3) of Decision 2009/427/EC.

2.2. Term of the appointment

Members of the group are appointed for a three-year renewable term of office and may not serve for more than three consecutive mandates. They shall remain in office until such time as they are replaced in accordance with Article 4(6) of Decision 2009/427/EC or their term of office ends.

The composition of the group and of the pool list will be reviewed every three years by launching a call for applications.

2.3. Independence and confidentiality

The members of the group and of the subgroups shall be appointed in a personal capacity and shall advise the Commission independently of any outside influence.

Members appointed in a personal capacity shall each year sign an undertaking to act in the public interest and a declaration indicating the absence or existence of any interest which may undermine their objectivity. They shall also declare at each meeting any specific interest which may be considered prejudicial to their independence in relation to the items on the agenda.

They shall also respect the conditions of confidentiality mentioned in Article 5(4) of Decision 2009/427/EC.

2.4. Transparency

The names of members appointed in a personal capacity in the group and in the subgroups and those included in the pool list shall be published on the Internet site of the Directorate-General for Agriculture and Rural Development and in the Register of Expert Groups.

The members' names will be collected, processed and published in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regards to the processing of personal data by the Community institutions and bodies and on the free movement of such data (1).

2.5. Attendance at meetings

Applicants should be prepared to attend meetings systematically, to contribute actively to discussions in the group and in the subgroups, to examine documents and to act as 'chairs' or 'vice-chairs' and/or 'rapporteurs' on an ad hoc basis.

The group and its subgroups shall normally meet on Commission premises in accordance with the procedures and schedule established by it.

The Commission shall reimburse travel and, where appropriate, subsistence expenses for members and experts in connection with the group's activities in accordance with the Commission's rules on the compensation of external experts.

No remuneration shall be paid for services rendered under Decision 2009/427/EC.

Meeting expenses are reimbursed within the limits of the annual budget allocated to the group by the responsible Commission services.

Most of the working documents will be in English and meetings will normally be conducted in English.

Applicants should take into account that meetings generally involve preparatory work.

3. Application procedure

Interested individuals are required to submit their application to the European Commission.

An application will be deemed admissible only if it includes the following documents:

1. Covering letter (see Annex 1) in particular explaining the applicant's motives for answering this call.

2. Selection form (see Annex 2) where applicants must describe their professional experience and expertise as against the criteria listed in this call.

3. Self-assessment form (see Annex 3).

4. Privacy statements: register of expert groups, call for applications and group activities and organisation of meetings (see Annex 4a and b).

5. Declaration of commitment (see Annex 5).

6. Declaration of interests and of conduct (see Annex 6).

7. Declaration concerning confidentiality (see Annex 7).

8. A curriculum vitae (CV), preferably not exceeding three pages, where applicants must document their professional experience and expertise in full. The CV should also contain information required in this call under Chapter 4. The requirements, Section A. Eligibility criteria, point (1), (2), (3) and (6), in particular: university diploma, number of years of experience, nationality, and level of knowledge of the English language, as explained below. All CVs should be submitted in the European format:

   http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV.csp

9. Check list for applications (see Annex 8).

All the documents listed above should be duly filled in, legible, and signed. They will also be accessible from the European Commission Organic Farming website http://www.organic-farming.eu in PDF and WORD format in order to allow them to be downloaded, filled in and signed.

All the documents listed above will be used in the selection procedure.

Each application must be completed in one of the official languages of the European Union, clearly indicating the applicant's nationality and including the necessary documentation.
However, **applications in English would facilitate the evaluation procedure.** If another language is used, it would be desirable to include a summary of the CV in English.

Supporting documents (e.g. publications) may be requested at a later stage.

4. **The requirements**

QUALIFICATION AND EXPERIENCE

A. Eligibility criteria

1. University level of education corresponding to a complete cycle of studies attested by a diploma of minimum three years, in areas including at least one of the following categories from (a) to (m):

   (a) plant production in particular plant protection
   
   (b) plant production in particular plant nutrition
   
   (c) animal husbandry in particular animal nutrition
   
   (d) animal husbandry in particular animal health
   
   (e) animal husbandry in particular animal welfare
   
   (f) aquaculture
   
   (g) beekeeping
   
   (h) food additives and processing aids
   
   (i) food technology/processes
   
   (j) soil science
   
   (k) toxicology
   
   (l) market research
   
   (m) ecology.

2. A total period of at least 10 years, at the date of submitting the application, of technical and/or scientific professional experience in one, or preferably more, of the categories referred to in points (a) to (m) under this chapter Section A. Eligibility criteria (1), since obtaining the diploma mentioned above under point (1).

3. Applicants must be nationals of a Member State of the European Union or a European Free Trade Association (EFTA) state or a candidate country at the date of publication of this call.

4. Applicants must complete the Declaration of interests and of conduct included in the application in an extensive, accurate and complete manner.

5. Applicants must present all the documentation referred to in points (1) to (9) of Chapter 3. Application procedure.

6. Good knowledge of the English language.
B. Selection criteria

The Commission will take the following criteria into account when assessing applications:

— proven technical and/or scientific excellence and experience in one or, preferably, more categories referred to in points (a) to (m), under this chapter Section A. Eligibility criteria (1), in the field of organic production,

— proven technical and/or scientific excellence in one or, preferably, more categories mentioned from (a) to (m) under this chapter Section A. Eligibility criteria (1),

— experience of working with legislation, policy, and standards in the field of organic production at national and/or international level,

— experience of working with production systems in relation to animal, plant, food production (whole system approach) preferably in the field of organic production,

— ability to analyse complex information and dossiers, and to prepare draft technical/scientific reports, preferably in the field of organic production,

— experience in peer-reviewing technical/scientific work and publications, preferably in the field of organic production,

— breadth of experience in terms of working in different geographical regions and climatic conditions,

— professional experience in a multidisciplinary environment, preferably in an international context, and language skills,

— organisational/managerial skills, in particular in participating, chairing and organising working groups, and/or experience of project management related to technical/scientific matters.

Applicants should be willing to work with electronic methods for the management and exchange of documents.

5. Selection procedure

The selection procedure will consist of four stages:

1. verifying the admissibility and eligibility criteria;

2. assessing applications against the selection criteria;

3. establishing a list of most suitable applicants;

4. appointing members of the group and establishing the pool list.

The selection board will be composed of representatives of Commission services responsible for policy and legislation in various sectors in connection with the activities concerned by this call.
After the verification of the admissibility and eligibility criteria each application will be assessed individually against the selection criteria by at least two members of the selection board.

The selection board will establish a list of most suitable applicants who fulfil the criteria for membership of the group and for listing in the pool.

In its selection process, the Commission will also consider:

— the need to strike a balance within the group of experts in terms of applicants' representativeness, gender and geographical origin,

— the applicant's experience and technical/scientific background,

— the applicant's independence (potential conflicts of interest),

— that members of the group should collectively cover the widest possible range of disciplines.

Overall the group and the relevant pool list will reflect the categories from (a) to (m) referred to in this call in Chapter 4 Section A. Eligibility criteria (1). For each of these 13 categories a maximum number of eight applicants will be selected.

6. Appointment of members

The Commission will appoint the members of the group and establish the pool list from the list of applicants resulting from the selection process and that will have confirmed their availability to work in the group or to be included in the pool list.

7. Submission of applications and closing date

Applications must be submitted not later than Friday 12 February 2010 by 16.00 Brussels local time, by registered post (date as postmarked) to the following address: European Commission, DG AGRI Unit H3 - Organic farming, Rue de la Loi 130, 3/224, 1049 Brussels, BELGIUM.

The Commission reserves the right to disregard any application received after this date.

Email or hand delivered applications will not be accepted.

The envelopes must specify:

Expert group for technical advice on organic production — call for applications

All candidates applying to this call for applications will be informed of the outcome of the selection process.

For any further information please contact the functional mailbox:

agri-exp-gr-organic@ec.europa.eu

Note: In the event of any inconsistency or discrepancy between the English version and any other language versions of this publication, the English language version shall prevail.
ANNEX I

COVERING LETTER (1)

Expert's letterhead

Date:

European Commission
Directorate-General for Agriculture and Rural Affairs, Unit H3 - Organic Farming
Rue de la Loi 130, 3/224
1049 Brussels
BELGIUM

Subject: Call for applications concerning the expert group for technical advice on organic production

Dear Sir/Madam,

In response to the call mentioned in the subject, I submit my application to be considered as a member of the group of experts for technical advice on organic production set up with Decision 2009/427/EC.

Please explain in as a few words as possible your motives for answering this call.

My application contains … documents, including the cover letter and the attachments as stated in the checklist.

I have filled in, signed and dated the documents as required. The pages of my application are numbered sequentially.

I am sending this application by mail in a closed envelope to the Commission’s address as instructed in the call.

I declare on my honour that the entire information provided to the Commission in this application is accurate, sincere and complete and I am available to send to the Commission any further information that may be required.

Signature ..................................................(Signature)

(1) This form must be filled in, signed and returned with the application.
## ANNEX 2

### SELECTION FORM (1)

<table>
<thead>
<tr>
<th>Selection criteria</th>
<th>Your space (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proven technical and/or scientific excellence and experience in one or, preferably, more categories referred to in points a. to m., under chapter 4 Section A. Eligibility criteria (1) of the call, in the field of organic production.</td>
<td></td>
</tr>
<tr>
<td>Experience of working with legislation, policy, and standards in the field of organic production at national and/or international level.</td>
<td></td>
</tr>
<tr>
<td>Proven technical and/or scientific excellence in one or, preferably, more categories mentioned from a. to m. under chapter 4 Section A. Eligibility criteria (1) of the call.</td>
<td></td>
</tr>
<tr>
<td>Breadth of experience in terms of working in different geographical regions and climatic conditions.</td>
<td></td>
</tr>
<tr>
<td>Experience of working with production systems in relation to animal, plant, food production (whole system approach) preferably in the field of organic production.</td>
<td></td>
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<tr>
<td>Ability to analyse complex information and dossiers, and to prepare draft technical/scientific reports, preferably in the field of organic production.</td>
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<tr>
<td>Experience in peer-reviewing technical/scientific work and publications, preferably in the field of organic production.</td>
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<tr>
<td>Professional experience in a multidisciplinary environment, preferably in an international context, and language skills.</td>
<td></td>
</tr>
<tr>
<td>Organisational/managerial skills, in particular in participating, chairing and organising working groups, and/or experience of project management related to technical/scientific matters.</td>
<td></td>
</tr>
</tbody>
</table>

(1) In this column, please state your professional experience for each of the points set out in the ‘Selection Criteria’ column.

Title: .........................................................................................................................................................

First Name: ................................................................................................................................................

Surname: ......................................................................................................................................................

Date: ..............................................................................................................................................................

Signature: ........................................................................................................................................................

(1) This form must be filled in, signed and returned with the application.
ANNEX 3

SELF-ASSESSMENT FORM (1)

I am qualified in the following category(-ies):

(a) plant production in particular plant protection ☐
(b) plant production in particular plant nutrition ☐
(c) animal husbandry in particular animal nutrition ☐
(d) animal husbandry in particular animal health ☐
(e) animal husbandry in particular animal welfare ☐
(f) aquaculture ☐
(g) beekeeping ☐
(h) food additives and processing aids ☐
(i) food technology/processes ☐
(j) soil science ☐
(k) toxicology ☐
(l) market research ☐
(m) ecology ☐

[tick above, where appropriate, and fill in the boxes below by ranking your fields of expertise e.g.: 1. (a) plant production in particular plant protection; 2. (m) ecology. Please be consistent with your statements in the Selection Form (Annex 2).]

1.
2. ........................................................................................................................

Any other comment

............................................................................................................................

Title: ..............................................................................................................................
First Name: ...................................................................................................................
Surname: ......................................................................................................................
Date: ............................................................................................................................

Signature: ....................................................................................................................

(1) This form must be filled in, signed and returned with the application.
ANNEX 4

PRIVACY STATEMENTS

a) PRIVACY STATEMENT CONCERNING THE REGISTER OF EXPERT GROUPS (1)

The following data will be collected by the Directorate-General for Agriculture and Rural Development, Unit H3 Organic Farming, under the responsibility of the Secretariat-General of the European Commission, in accordance with the provisions of Regulation (EC) No 45/2001 (2):

— Name, professional title/expertise, gender, country
— Status (membership category)
— Participating in a personal capacity
— Reimbursement of travel and subsistence expenses

In view of the transparency policy of the European Institutions (3) and the need to inform the public of the identity and qualifications of the experts advising the Institution, the personal data listed above will be made publicly available in the Register of Expert Groups for as long as the membership upholds and/or until removal from the public site is requested.

You have the right to object to the publication of your personal data, or to ask for removal from the public site at any time. For this purpose, please inform the relevant Commission department. However, as the Commission wishes to enhance the transparency in the area of expertise provided to it, the membership of an expert having objected to the disclosure of his or her personal data may be subject to evaluation by the relevant Commission department.

Your data will be published in the Register of Expert Groups: http://ec.europa.eu/transparency/regexpert/

You have the right to ask for modification of your data if inaccurate. For this purpose, please contact the relevant Commission department.

The data removed from the public site will be stored in the internal interface of the registry for historical reasons, and may be disclosed to the public under specific request.

You have the right to have recourse at any time to the European Data Protection Supervisor.

Title: ........................................................................................................................................
First Name: .............................................................................................................................
Surname: ..................................................................................................................................
Date: ........................................................................................................................................
Signature: .................................................................................................................................

b) PRIVACY STATEMENT CONCERNING THE CALL FOR APPLICATIONS, GROUP ACTIVITIES AND ORGANISATION OF MEETINGS (4)

Processing of personal data in the context of the call for applications, activities and organisation of meetings of the expert group for technical advice on organic production by the Directorate-General Agriculture and Rural Development of the European Commission.

(1) This form must be read, completed (title, name, surname and date) signed and returned with the application.
(3) See also 'COM(2007) 127 final' and http://ec.europa.eu/transparency/eti/index_en.htm
(4) This form must be read, completed (title, name, surname and date) signed and returned with the application.
Service of the European Commission responsible: Directorate-General for Agriculture and Rural Development/Unit H3.

1. **Context and controller**

All personal data submitted in response to this Call for Applications, including its execution, or related to it and to the management of the expert group for technical advice on organic production shall be processed in accordance with Regulation (EC) No 45/2001 (1) of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

Such data shall be processed solely in connection with the implementation and follow-up of the call for applications, the activities and organisation of meetings of the expert group for technical advice on organic production by the Head of Unit H3 of the Directorate-General for Agriculture and Rural Development.

Processing operations are under the responsibility of the Directorate-General for Agriculture and Rural Development, acting as Controller. Unit H3 process the data under the strict instructions of the Controller.

C. 2. **What personal information do we collect, for what purpose and through which technical means?**

**D. Identification data**

The personal data collected and further processed are: data needed to set up the group through the call for applications and for the group activities and the organisation of meetings attended by members/external experts/observers/Commission officials.

**Call for applications**

The purposes of processing personal data include:

— selection of the applicants and the appointment of the members

— management of the relevant mailing list and distribution to authorised persons in the Commission

— correspondence relating to the call and to the results of the call

— publication of the names of members appointed in a personal capacity in the group and in the sub-groups, and those included in the pool list, on the Internet site of the Directorate-General for Agriculture and Rural Development and in the Register of Expert Groups.

Data consist of:

— gender (needed to determine the proper title)

— name, surname

— nationality

— profession

— postal and e-mail addresses

— phone number, fax number

— covering letter, curriculum vitae, selection form, self-assessment form, privacy statements, declaration of commitment, declaration of interests and of conduct, declaration concerning confidentiality.

Group activities and organisation of meetings
(for group/subgroups experts including external experts):

The purposes of processing personal data include:

— invitation to participate in deliberations of the group or subgroups
— correspondence relating to the meetings of the group and their results
— management of the relevant mailing list and distribution to authorised persons in the Commission
— lists of contacts
— the appointment of members of the sub-groups and replacement of members of the group from the pool list
— the distribution of reports, feedback on reports, follow-up meetings, follow-up actions, information sharing
— publication of the agenda, minutes/summary, opinions, conclusions or partial conclusions or working documents on the web as part of the activities of the Directorate-General for Agriculture and Rural Development.

Data consist of:

— gender (needed to determine the proper title)
— name, surname
— nationality
— profession
— postal and e-mail addresses
— phone number, fax number
— identity card or passport number, date of birth (to allow security guards to control access to the Commission’s premises)
— covering letter, curriculum vitae, self-assessment form, privacy statements, declaration of commitment, declaration of interests and of conduct, declaration concerning confidentiality
— information about the type of transport used and hotel and banking information (for the purpose of reimbursement of travel/subsistence expenses)

Group activities and organisation of meetings
(for observers and commission officials)

The purposes of processing personal data include:

— invitation to participate in the deliberations of the group or subgroups
— correspondence relating to meetings of the group and their results
— management of the relevant mailing list and distribution to authorised persons in the Commission
— lists of contacts
— the distribution of reports, feedback on reports, follow-up meetings, follow-up actions, information sharing
— publication of the agenda, minutes/summary, conclusions, or partial conclusions or working documents of the group on the web as part of the activities of the Directorate-General for Agriculture and Rural Development.
Data consist of:

— gender (needed to determine the proper title)
— name, surname
— profession
— postal and e-mail addresses
— phone number, fax number
— covering letter, privacy statements, declaration concerning confidentiality
— identity card or passport number, date of birth (to allow security guards to control access to the Commission’s premises - not for Commission officials).

Legal basis

The legal basis for the processing operations on personal data are:

— Commission Decision 2009/427/EC of 3 June 2009 setting up the experts groups for technical advice on organic production (1)

Technical means

Your personal data is provided by submission of your application. The information is collected in files stored in an isolated secure system until the selection procedure is closed. Upon that closure, the information is processed by Commission staff and transferred to Commission systems (as described in point 4), under the responsibility of the Controller referred to in point 1.

E. 3. Who has access to your information and to whom is it disclosed?

Web

The names of members appointed in a personal capacity in the group and in the sub-groups and those included in the pool list shall be published on the Internet site of the Directorate-General for Agriculture and Rural Development and in the Register of Expert Groups.

In some cases, other personal data (e.g. profession) will also be published on the Internet.

Personal data in electronic form and in paper files

Access to your personal data and any other information collected in the framework of the call, the group activities and the organisation of meetings is possible to a restricted number of users (see next sections), without prejudice of a possible future transmission of these data to the bodies charged with the control and inspection of the Commission’s activities in conformity with Community law.

Call for applications

The users of your personal data are the competent services of the Directorate-General for Agriculture and Rural Development, the Directorate-General for the Budget, the Directorate-General for Personnel and Administration, and other services involved in the selection process.

Group’s meetings organisation and activities

The users of your personal data are the competent services of the Directorate-General for Agriculture and Rural Development and, for the purpose of setting up the sub-groups, the permanent members of the group.

In order to facilitate contacts and to keep the network of the participants operational, a list of brief contact details of participants is shared between attendees.

F. 4. How do we protect and safeguard your information?

The collected personal data are stored on the servers and in the premises of the Directorate-General for Agriculture and Rural Development and operations are carried out within the framework of the Commission’s security decisions and provisions established by the Security Directorate for this kind of servers and services.

Access to all collected personal data and all information relating to the above mentioned call for applications and the relevant group/sub-group meetings is only possible to the users referred to in point 3.

G. 5. How can you verify, modify or delete your information?

If you wish to check what personal data is stored on you, or have it amended, corrected, or deleted, please write to the Head of Unit H3 (see chapter 7). If you want to verify, amend or delete your information, the task will be completed within 30 days. Special attention is drawn to the consequences of a delete request, following which we will be unable to contact you.

H. 6. How long do we keep your data?

Files relating to application procedures, including personal data, are to be kept in the archives for a period of at least 10 years following the last action related to the call. However, unsuccessful applications have to be kept only for at least 5 years. Thereafter, documents containing personal data can be transferred to the historical archives for further conservation. The remaining documents are to be destroyed.

Concerning the meetings, your personal data is kept as long as follow-up actions related to the meeting are necessary both for the purpose of processing of personal data for the meeting and for relevant management purposes. All personal data will be deleted from our databases at the latest 5 years after the last action related to the meeting (including its financial management). Reports containing personal data will be archived according to the existing legal framework.

I. 7. Contact Information

If you have questions about your personal data or about any information processed in the context of the call for application or the meetings of the group, or about your rights, please contact the Head of Unit H3 of the Directorate-General for Agriculture and Rural Development, at the following address:

Head of Unit H3
European Commission, DG AGRI
Rue de la Loi 130, 3/224
1049 Brussels
BELGIUM
J. 8. **Recourse**

Complaints, in case of conflict, can be addressed to the European Data Protection Supervisor.

You have the right to consult the Data Protection Officer of the Commission and have recourse at any time to the European Data Protection Supervisor.

Title: ..................................................................................................................................................

First Name: ......................................................................................................................................

Surname: ..........................................................................................................................................}

Date: ..............................................................................................................................................

Signature: .........................................................................................................................................
ANNEX 5

DECLARATION OF COMMITMENT (*)

I hereby undertake to make all reasonable efforts to attend and participate regularly in the meetings of the group for technical advice on organic production and to act in the public interest independently of any external influence.

Title: ........................................................................................................................................

First Name: ..............................................................................................................................

Surname: .................................................................................................................................

Date: ........................................................................................................................................

Signature: .................................................................................................................................

(*) This form must be filled in signed and returned with the application.
ANNEX 6

DECLARATION OF INTERESTS AND OF CONDUCT (*)

Please note that high-quality technical/scientific expertise is by nature based on prior experience and therefore having an interest does not necessarily mean having a conflict of interest.

Title: ......................................................................................................................................................

First Name: ...........................................................................................................................................

Surname: ................................................................................................................................................

In accordance with the call for applications and Article 4(7) of Decision 2009/427/EC, I hereby notify the Commission that I have, or I have had in the past five years, the following interests (2) which might be considered prejudicial to my independence (2) working as member of the group/subgroups:

Direct Interest (e.g. related to employment, contract work, financial interests (shares, stocks, etc.)):

Organisation/company/entity ......................................................................................................................

Date (month/year) .................................................................................................................................

Activity ...................................................................................................................................................

Organisation/company/entity ......................................................................................................................

Date (month/year) .................................................................................................................................

Activity ...................................................................................................................................................

Indirect Interest (e.g. grants, sponsorship, or other kinds of benefits such as gifts or honorariums):

Organisation/company/entity ......................................................................................................................

Date (month/year) .................................................................................................................................

Activity ...................................................................................................................................................

Organisation/company/entity ......................................................................................................................

Date (month/year) .................................................................................................................................

Activity ...................................................................................................................................................

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(*) This form must be filled in, signed and returned with the application.

(2) Links which could be considered 'interest' might include:

- one's job (university, institute, public service, enterprise),
- being a member of a board of directors, board of management or any other supervisory body within a company association, etc.,
- having carried out scientific research or provided technical advice or an expert opinion at the request of a company, public service, etc.

(3) Please specify current and previous working periods paid or unpaid, part time or full-time employment, related to the interests declared.
Interest deriving from the professional activities of the applicant’s close family members:

<table>
<thead>
<tr>
<th>Organisation/company/entity</th>
<th>Date (month/year)</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Any membership role or affiliation that you have in organisations/bodies/clubs with an interest in the work of the group:

<table>
<thead>
<tr>
<th>Organisation/company/entity</th>
<th>Date (month/year)</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Other interests or facts that the undersigned considers pertinent for a member of an independent expert group:

DEclarations

I declare that the information provided above is true and complete.

I shall immediately and explicitly inform the Commission of any change with regard to my interests which could be prejudicial to my independence.

As a member appointed in a personal capacity I undertake to sign each year a declaration indicating the absence or existence of any interest which may undermine my objectivity.

I also undertake to declare at each meeting any specific interest which may be considered as prejudicial to my independence in relation to the items on the agenda.

In addition, I declare on my honour that I have not been convicted of an offence concerning my professional conduct, or been guilty of professional misconduct, or been the subject of a judgment for fraud, corruption, or any activity detrimental to the Community’s financial interests. I confirm that I have not knowingly submitted false declarations or been guilty of misrepresentation of information by any manner or means.

Date: ........................................................................................................

Signature: ......................................................................................................
ANNEX 7

DECLARATION CONCERNING CONFIDENTIALITY (')

I hereby declare that I am aware of my obligation to respect confidentiality. I know I am obliged not to divulge information acquired by participating in the deliberations of the group or a sub-group if, in the opinion of the Commission, that information relates to confidential matters in accordance with Article 5(4) of Decision 2009/427/EC.

Title:............................................................................................................................................................

First Name: ....................................................................................................................................................

Surname: ....................................................................................................................................................... 

Date: .............................................................................................................................................................

Signature: ....................................................................................................................................................... 

(’) This form must be filled in signed and returned with the application.
**ANNEX 8**

**CHECK LIST FOR APPLICATIONS (1)**

<table>
<thead>
<tr>
<th>Document</th>
<th>Are all the necessary documents included in the application (Y/N)?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Covering letter - Annex 1</td>
<td></td>
</tr>
<tr>
<td>2. Selection form - Annex 2</td>
<td></td>
</tr>
<tr>
<td>4. Privacy Statements - Annex 4 (a) and (b)</td>
<td></td>
</tr>
<tr>
<td>5. Declaration of Commitment - Annex 5</td>
<td></td>
</tr>
<tr>
<td>6. Declaration of interests and of conduct - Annex 6</td>
<td></td>
</tr>
<tr>
<td>7. Declaration concerning confidentiality - Annex 7</td>
<td></td>
</tr>
<tr>
<td>8. Curriculum vitae</td>
<td></td>
</tr>
<tr>
<td>9. Check list for applications - Annex 8</td>
<td></td>
</tr>
</tbody>
</table>

**In addition:**

10. Did I complete the section ‘Personal information’ in the Curriculum vitae, stating my postal and e-mail address(es)?

11. Was the application submitted with the reference to the call for applications and the address (as stated in the call) clearly marked on the envelope?

12. Did I complete, sign and date the documents as required?

13. Are the pages of my application numbered sequentially?

14. Will the application meet the deadline prescribed in the call under ‘Submission of applications and closing date’?

  Title: ...........................................................................................................
  First Name: ....................................................................................................
  Surname: ...........................................................................................................
  Date: .............................................................................................................
  Signature: .......................................................................................................

(1) This form must be filled in, signed and returned with the application.