

<b>II. Member of a Managing Body or equivalent structure<sup>5</sup></b>	<b>Current<sup>1</sup></b> <i>Please answer Yes or No</i>	<b>Past Period<sup>1</sup></b> <i>From/To (Month/Year)</i>	<b>Name of Organisation<sup>2</sup></b>	<b>Subject matter<sup>3</sup></b>

1. Please indicate activities that are currently ongoing. Indicate starting date (month/year). For activities that are no longer ongoing and that have been completed in the preceding five years, please indicate starting and ending date (month/year).
2. Please indicate name, location and nature of the organization.
3. Please indicate the activity of the entity, e.g. types of substances, products, guidance documents, processes or policies and how it relates to the remit of the scientific group.
5. Please indicate any participation in the internal decision-making (e.g. board membership, directorship) of a public or private entity with an interest in the subject matter.

<b>III. Member of a Scientific Advisory Body<sup>6</sup></b>	<b>Current<sup>1</sup></b> <i>Please answer Yes or No</i>	<b>Past Period<sup>1</sup></b> <i>From/To (Month/Year)</i>	<b>Name of Organisation<sup>2</sup></b>	<b>Subject matter<sup>3</sup></b>

1. Please indicate activities that are currently ongoing. Indicate starting date (month/year). For activities that are no longer ongoing and that have been completed in the preceding five years, please indicate starting and ending date (month/year).
2. Please indicate name, location and nature of the organization.
3. Please indicate the activity of the entity, e.g. types of substances, products, guidance documents, processes or policies and how it relates to the remit of the scientific group.
6. Please indicate any participation in the works of a scientific advisory body, created permanent and created ad hoc, managed by a body with an interest in the subject matter, with a right to have an influence on its output(s). This includes also past participation in scientific activities carried out with EFSA, such as membership of Scientific Panels, Working Groups and Networks. Any advice related to product development shall be declared exclusively under "Ad hoc or occasional consultancy".

<b>IV. Employment <sup>7</sup></b>	<b>Current <sup>1</sup></b> <i>Please answer Yes or No</i>	<b>Past Period <sup>1</sup></b> <i>From/To (Month/Year)</i>	<b>Name of Organisation <sup>2</sup></b>	<b>Subject matter <sup>3</sup></b>

1. Please indicate activities that are currently ongoing. Indicate starting date (month/year). For activities that are no longer ongoing and that have been completed in the preceding five years, please indicate starting and ending date (month/year).
2. Please indicate name, location and nature of the organization and whether it is a Food Safety Organisation or not.
3. Please indicate the activity of the entity, e.g. types of substances, products, guidance documents, processes or policies and how it relates to the remit of the scientific group.
7. Please indicate any form of regular occupation or business, part-time or full-time, paid or unpaid, including self-employment (e.g. consultancy), in any body with an interest in the subject matter. This also includes employment by EFSA.

<b>V. Ad hoc or occasional consultancy/Advisory <sup>8</sup></b>	<b>Current <sup>1</sup></b> <i>Please answer Yes or No</i>	<b>Past Period <sup>1</sup></b> <i>From/To (Month/Year)</i>	<b>Name of Organisation <sup>2</sup></b>	<b>Subject matter <sup>3</sup></b>

1. Please indicate activities that are currently ongoing. Indicate starting date (month/year). For activities that are no longer ongoing and that have been completed in the preceding five years, please indicate starting and ending date (month/year).
2. Please indicate name, location and nature of the organization.
3. Please indicate the activity of the entity, e.g. types of substances, products, guidance documents, processes or policies and how it relates to the remit of the scientific group.
8. Please indicate any ad hoc or occasional activity in which the concerned person provides advice or services to undertakings, trade associations or other bodies with an interest in the subject matter. This includes also services provided on an honorary basis (i.e. for free or without the payment of fees or emoluments) and any advice related to products, their development and/or assessment methods thereof.

<b>VI. Research funding</b> <sup>9</sup>	<b>Current</b> <sup>1</sup> <i>Please answer Yes or No</i>	<b>Past Period</b> <sup>1</sup> <i>From/To (Month/Year)</i>	<b>Name of Organisation</b> <sup>2</sup>	<b>Subject matter</b> <sup>3</sup>

1. Please indicate activities that are currently ongoing. Indicate starting date (month/year). For activities that are no longer ongoing and that have been completed in the preceding five years, please indicate starting and ending date (month/year).
2. Please indicate name, location and nature of the organization.
3. Please indicate the activity of the entity, e.g. types of substances, products, guidance documents, processes or policies and how it relates to the remit of the scientific group.
9. Please indicate any funding for research or developmental work on the subject matter received from any public or private body by the concerned person in his or her personal capacity or falling under the professional sphere of influence of that person. The overall proportion of each funding with respect to the annual funding that comes under the professional sphere of influence of that person shall be indicated. It includes grants, rents, reimbursement of expenses, sponsorships and fellowships, also received from EFSA. Grouping by funders and supporters or by subject matters shall be accepted.

**Please also indicate whether the research (co-)funding received from the private sector during the year preceding the submission of the DoI exceeds 25% of the annual research budget that is managed by you for the area under concern or that is otherwise benefiting you, including research funding by your organisation (Yes or No): \_\_\_\_\_**

<b>VII. Intellectual property</b> <sup>10</sup>	<b>Current</b> <sup>1</sup> <i>Please answer Yes or No</i>	<b>Past Period</b> <sup>1</sup> <i>From/To (Month/Year)</i>	<b>Name of Organisation</b> <sup>2</sup>	<b>Subject matter</b> <sup>3</sup>

1. Please indicate activities that are currently ongoing. Indicate starting date (month/year). For activities that are no longer ongoing and that have been completed in the preceding five years, please indicate starting and ending date (month/year).
2. Please indicate name, location and nature of the organization.
3. Please indicate the activity of the entity, e.g. types of substances, products, guidance documents, processes or policies and how it relates to the remit of the scientific group.
10. Please indicate any right on the subject matter granted to creators and owners of works that are the result of human intellectual creativity and led to a financial gain. Plain authorship and publications shall not be declared.

<b>VIII. Other membership or affiliation<sup>11</sup></b>	<b>Current<sup>1</sup></b> <i>Please answer Yes or No</i>	<b>Past Period<sup>1</sup></b> <i>From/To (Month/Year)</i>	<b>Name of Organisation<sup>2</sup></b>	<b>Subject matter<sup>3</sup></b>

1. Please indicate activities that are currently ongoing. Indicate starting date (month/year). For activities that are no longer ongoing and that have been completed in the preceding five years, please indicate starting and ending date (month/year).
2. Please indicate name, location and nature of the organization.
3. Please indicate the activity of the entity, e.g. types of substances, products, guidance documents, processes or policies and how it relates to the remit of the scientific group.
11. Please indicate any membership or affiliation not falling under the definitions provided above and relevant for the purposes of the present decision to any body with an interest in the subject matter, including professional organisations.

<b>IX. Other<sup>12</sup></b>	<b>Current<sup>1</sup></b> <i>Please answer Yes or No</i>	<b>Past Period<sup>1</sup></b> <i>From/To (Month/Year)</i>	<b>Name of Organisation<sup>2</sup></b>	<b>Subject matter<sup>3</sup></b>

1. Please indicate activities that are currently ongoing. Indicate starting date (month/year). For activities that are no longer ongoing and that have been completed in the preceding five years, please indicate starting and ending date (month/year).
2. Please indicate name, location and nature of all organisations.
3. Please indicate the activity of the entity, e.g. types of substances, products, guidance documents, processes or policies and how it relates to the remit of the scientific group.
4. Please indicate the domain in which the activity was or is carried out (e.g. zoonoses, fish welfare, mycotoxins, food additives, novel foods).
12. Please indicate any interest not falling under the definitions provided above and relevant for the purposes of the present decision.

**I confirm that:**

- I consider myself to be in a potential CoI with respect to the following EFSA activity  
for the following reason  
\_\_\_\_\_  
\_\_\_\_\_ or
- I consider myself not to be in a potential conflict of interest with respect to my activities at EFSA.

**I hereby declare that I have read the Implementing Decision of EFSA's Policy on Independence and scientific decision making processes regarding declarations of interest and that the above declaration is truthful and complete.**

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

If you need more sheets to declare your interests, do not hesitate to use blank ones or to ask for them, but please sign each one of them and attach them to this form.

## ANNEX II

### DECLARATION OF COMMITMENT AND CONFIDENTIALITY

First name: \_\_\_\_\_

Surname: \_\_\_\_\_

**Position or capacity in which the undersigned is involved with EFSA activities:**

- Member of EFSA's Scientific Committee or Scientific Panel on .....
- External expert in a Working Group on .....
- Expert of the EFSA Network, peer review meeting, networking meeting or Task Force on .....
- Management Board member
- Advisory Forum member/Expert in Focal Point meetings
- External evaluator of the selection process of EFSA scientific committee and panels
- External reviewer of EFSA scientific outputs
- Other; *please specify:* .....

#### 1. Commitment

While contributing to EFSA activities, the undersigned shall:

- Respect the EFSA internal security policy and measure made available to me;
- Always set an exemplary conduct in all activities linked to EFSA;
- Comply with EFSA's rules on Declarations of interest and independence;
- Comply with the confidentiality rules detailed in point 2 of the present Declaration;
- As far as applicable, comply with the rules on reimbursement of travel expenses and payment of allowances and indemnities laid down in the EFSA Experts Compensation Guide;
- Read and understand the way personal data are processed as detailed in point 3 of the present Declaration;
- Ensure appropriate use of scientific publications provided by EFSA and respect copyrights as explained in point 4 of the present Declaration;
- When communicating with media, stakeholders or the general public on a matter that falls within the EFSA's remit always contact the EFSA press office of the 'Communication Channels' Unit.

**Duration:** The validity of the present Declaration is limited to one year from the date of signature, unless the expert or member informs EFSA on the termination of her/his activities within EFSA. The renewal of this commitment will be done on an annual basis.

## 2. Confidentiality

Should the undersigned receive *confidential information* or *restricted information* in the course and context of her/his duties for EFSA, it shall be treated under conditions of strict confidentiality, be used exclusively for the purpose for which it was made available to him/her and it shall not be divulged to any third party.

The above implies that the undersigned:

- will not divulge, publish or otherwise make available to any third party information received from EFSA, without prior written consent of EFSA, also not after completion of the event or assignment involved in with EFSA. The duty of confidentiality exists vis-à-vis any third party, including employees, employers or affiliates or the general public ;
- will not use information received from EFSA for a personal benefit or that of any third party ;
- will ensure safe storage of the Confidential Information and Restricted Information, applying appropriate security measures if the information is managed electronically and not retain the information for longer than needed for the completion of the assignment or event with EFSA. In case EFSA provides the undersigned with a password to access information available on the EFSA servers, this access password shall be kept for him/herself and not be shared with any other person, using it only in order to carry out the relevant assignment ;
- will compensate EFSA for any damages arising directly or indirectly from the breach of any of the above-mentioned statements or of any other obligation laid out in EFSA's internal rules with regard to the tasks or role of the undersigned.

As needed, the undersigned may be required to accept more specific confidentiality requirements by means of a dedicated statement pertaining to the specific event or assignment involved in with EFSA.

- '*Confidential information*' means information transmitted to EFSA and classified as confidential according to Union food legislation and/or declared as 'confidential' by the applicant/owner of the document in compliance with applicable law. Furthermore, '*confidential information*' means any information which is not made available or disclosed to unauthorized individuals or entities.
- '*Restricted information*' includes all documents, notes, analyses, studies, reports, comments and any other materials produced during evaluation processes and to which authorized EFSA staff have access, directly or indirectly. Furthermore, '*restricted information*' means any information whose unauthorized or uncontrolled external disclosure may harm the interests of EFSA or of any third party.

## 3. Personal data processing & respect of privacy

Regulation (EC) N° 45/2001 of the European Parliament and of the Council of 18 December 2000 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 applies to EFSA's activities as Union Agency.

The present Declaration constitutes a legal act in the sense of Article 23 of the aforementioned Regulation and the undersigned is considered to be a processor of personal data on behalf of EFSA in the sense of Article 2(e) of the Regulation. As a processor of personal data, the undersigned is subject to the following obligations:

- To process the data received in the context of the assignment with EFSA solely for the purpose for which it was transmitted ;
- To act only on instruction of EFSA, in its capacity of controller with regard to any personal data processing in the context of the assignment with EFSA;
- To ensure the confidentiality and security of personal data processing in the sense of Articles 21 and 22 of the Regulation, without prejudice to the obligations regarding confidentiality and security laid down in the national data protection legislation of the EU Member State, in which the undersigned is having her/his residence;
- To follow specific instructions of EFSA in the case of transfer of personal data to any third party, therefore observing appropriate security safeguards to avoid unauthorised processing and disclosure.

#### **4. Copyrights and library working tools provided by EFSA**

In case the undersigned is involved in the preparation of scientific outputs, she/he may receive from EFSA scientific publications and journals protected by copyrights through the “Sciencenet” electronic tool, as handouts or via e-mail.

The undersigned will be allowed to make limited use of journals and scientific publications, but shall not:

- Distribute copies of articles and journals to third parties;
- Use articles or journals for commercial purposes;
- Use the materials for other purposes than the EFSA’s assignment.

#### **5. Duty of care of EFSA**

The undersigned takes note of EFSA’s commitment to:

- provide him or her with appropriate and up to date information, training and guidance to facilitate compliance with the rules and principles mentioned above;
- defend his or her reputation in the media in case unfounded allegations are put forward by third parties; and
- provide him or her with the adequate administrative, communication and scientific support to allow him or her to carry out in an effective manner the tasks linked to his or her role at EFSA.

Date: .../.../.....

Signature: \_\_\_\_\_



**ANNEX III: SPECIFIC DECLARATION OF INTERESTS (SDoI)  
ACTIVITIES IN EFSA<sup>15</sup>: \_\_\_\_\_**

Title (Ms., Mr., Dr., Prof.): \_\_\_\_\_

First Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Profession: \_\_\_\_\_

Meeting of ..... Scientific Committee/Scientific Panel/Network  
Meeting of the ..... Working Group  
EFSA Mandate .....

<b>Meeting dates:</b>	
<b>Question numbers discussed:</b>	

#	Items on the agenda

<sup>15</sup> Please specify the current activities within EFSA (e.g. Mandate or Meeting) and insert details (e.g. agenda).

**SPECIFIC DECLARATION OF INTERESTS (SDoI)**

hereby declares to have the following interests relating to the items on the agenda of the meeting indicated above, unless already declared in an ADoI

*(Please specify the interest that you or your close family members currently have or have had last year and/or in the past 5 years)*

I. Economic interest <sup>1</sup>	Current <sup>1</sup> <i>Please answer Yes or No</i>	Past Period <sup>1</sup> <i>From/To (Month/Year)</i>	Name of Organisation <sup>2</sup>	Subject matter <sup>3</sup>

1. Please indicate activities that are currently ongoing. Indicate starting date (month/year). For activities that are no longer ongoing and that have been completed in the preceding five years, please indicate starting and ending date (month/year).
2. Please indicate name, location and nature of the organization. Please also specify how it relates to the item on the agenda of the relevant meeting.
3. Please indicate the activity of the entity, e.g. types of substances, products, guidance documents, processes or policies and how it relates to the item(s) in the agenda or the mandate.
4. Please indicate any economic stake or share in a body with an interest in the items on the agenda, including the stocks, equities or bonds thereof, or of one of its subsidiaries or of a company in which it has a holding. Financial instruments on which the individual has no influence are not to be considered relevant for the purposes of the present decision.

III. Member of a Managing Body or equivalent structure <sup>4</sup>	Current <sup>1</sup> <i>Please answer Yes or No</i>	Past Period <sup>1</sup> <i>From/To (Month/Year)</i>	Name of Organisation <sup>2</sup>	Subject matter <sup>3</sup>

1. Please indicate activities that are currently ongoing. Indicate starting date (month/year). For activities that are no longer ongoing and that have been completed in the preceding five years, please indicate starting and ending date (month/year).
2. Please indicate name, location and nature of the organization. Please also specify how it relates to the item on the agenda of the relevant meeting.
3. Please indicate the activity of the entity, e.g. types of substances, products, guidance documents, processes or policies and how it relates to the item(s) in the agenda or the mandate.
5. Please indicate any participation in the internal decision-making (e.g. board membership, directorship) of a public or private entity with an interest in the subject matters on the agenda

III. Member of a Scientific Advisory Body <sup>6</sup>	Current <sup>1</sup> <i>Please answer Yes or No</i>	Past Period <sup>1</sup> <i>From/To (Month/Year)</i>	Name of Organisation <sup>2</sup>	Subject matter <sup>3</sup>

1. Please indicate activities that are currently ongoing. Indicate starting date (month/year). For activities that are no longer ongoing and that have been completed in the preceding five years, please indicate starting and ending date (month/year).
2. Please indicate name, location and nature of the organization. Please also specify how it relates to the item on the agenda of the relevant meeting.
3. Please indicate the activity of the entity, e.g. types of substances, products, guidance documents, processes or policies and how it relates to the item(s) in the agenda or the mandate.
6. Please indicate any participation in the works of a scientific advisory body, created permanent and created ad hoc, managed by a body with an interest in the subject matters on the agenda, with the right to have an influence on its output(s). This includes also past participation in scientific activities carried out with EFSA, such as membership of Scientific Panels, Working Groups and Networks. Any advice related to product development shall be declared exclusively under "Ad hoc or occasional consultancy".

IV. Employment <sup>7</sup>	Current <sup>1</sup> <i>Please answer Yes or No</i>	Past Period <sup>1</sup> <i>From/To (Month/Year)</i>	Name of Organisation <sup>2</sup>	Subject matter <sup>3</sup>

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3. Please indicate the activity of the entity, e.g. types of substances, products, guidance documents, processes or policies and how it relates to the item(s) in the agenda or the mandate.
7. Please indicate any form of regular occupation or business, part-time or full-time, paid or unpaid, including self-employment (e.g. consultancy), in any body with an interest in the subject matters of the agenda. This also includes employment by EFSA.

V. Ad hoc or occasional Consultancy <sup>8</sup>	Current <sup>1</sup> <i>Please answer Yes or No</i>	Past Period <sup>1</sup> <i>From/To (Month/Year)</i>	Name of Organisation <sup>2</sup>	Subject matter <sup>3</sup>

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3. Please indicate the activity of the entity, e.g. types of substances, products, guidance documents, processes or policies and how it relates to the item(s) in the agenda or the mandate.
8. Please indicate any *ad hoc* or occasional activity in which the concerned person provides advice or services to undertakings, trade associations or other bodies with an interest in the subject matter of the agenda. This includes also services provided on a honorary basis (i.e. for free or without the payment of fees or emoluments) and any advice related to products, their development and/or assessment methods thereof.

VI. Research funding <sup>9</sup>	Current <sup>1</sup> <i>Please answer Yes or No</i>	Past Period <sup>1</sup> <i>From/To (Month/Year)</i>	Name of Organisation <sup>2</sup>	Subject matter <sup>3</sup>

1. Please indicate activities that are currently ongoing. Indicate starting date (month/year). For activities that are no longer ongoing and that have been completed in the preceding five years, please indicate starting and ending date (month/year).
2. Please indicate name, location and nature of the organization. Please also specify how it relates to the item on the agenda of the relevant meeting.
3. Please indicate the activity of the entity, e.g. types of substances, products, guidance documents, processes or policies and how it relates to the item(s) in the agenda or the mandate.
9. Please indicate any funding for research or developmental work in the subject matters on the agenda received from any public or private body by the concerned person in his or her personal capacity or falling under the professional sphere of influence of that person. The overall proportion of each funding with respect to the annual funding that comes under the professional sphere of influence of that person shall be indicated. It includes grants, rents, reimbursement of expenses, sponsorships and fellowships, also received from EFSA. Grouping by funders and supporters or by subject matters shall be accepted. Please also indicate whether the research (co-)funding received from the private sector during the last five years exceeds 25% of the annual budget that is managed by you for the area under concern, including projects funded by your organisation.

**Please also indicate whether the research (co-)funding received from the private sector during the year preceding the submission of the DoI exceeds 25% of the annual research budget that is managed by you for the area under concern or that is otherwise benefiting you, including research funding by your organisation (Yes or No): \_\_\_\_\_**

VIII. Intellectual property <sup>10</sup>	Current <sup>11</sup> <i>Please answer Yes or No</i>	Past Period <sup>11</sup> <i>From/To (Month/Year)</i>	Name of Organisation <sup>2</sup>	Subject matter <sup>3</sup>

1. Please indicate activities that are currently ongoing. Indicate starting date (month/year). For activities that are no longer ongoing and that have been completed in the preceding five years, please indicate starting and ending date (month/year).
2. Please indicate name, location and nature of the organization. Please also specify how it relates to the item on the agenda of the relevant meeting.
4. Please indicate the activity of the entity, e.g. types of substances, products, guidance documents, processes or policies and how it relates to the item(s) in the agenda or the mandate.
10. Please indicate any right on the subject matter granted to creators and owners of works that are the result of human intellectual creativity and led to a financial gain with respect to the items on the agenda. Plain authorship and publications shall not be declared.

VIII. Other membership or affiliation <sup>11</sup>	Current <sup>11</sup> <i>Please answer Yes or No</i>	Past Period <sup>11</sup> <i>From/To (Month/Year)</i>	Name of Organisation <sup>2</sup>	Subject matter <sup>3</sup>

1. Please indicate activities that are currently ongoing. Indicate starting date (month/year). For activities that are no longer ongoing and that have been completed in the preceding five years, please indicate starting and ending date (month/year).
2. Please indicate name, location and nature of the organization. Please also specify how it relates to the item on the agenda of the relevant meeting.
3. Please indicate the activity of the entity, e.g. types of substances, products, guidance documents, processes or policies and how it relates to the item(s) in the agenda or the mandate.
11. Please indicate any membership or affiliation not falling under the definitions provided above and relevant for the purposes of the present decision to any body with an interest in the subject matters on the agenda, including professional organisations.

IX. Other <sup>12</sup>	Current <sup>11</sup> <i>Please answer Yes or No</i>	Past Period <sup>11</sup> <i>From/To (Month/Year)</i>	Name of Organisation <sup>2</sup>	Subject matter <sup>3</sup>

1. Please indicate activities that are currently ongoing. Indicate starting date (month/year). For activities that are no longer ongoing and that have been completed in the preceding five years, please indicate starting and ending date (month/year).
2. Please indicate name, location and nature of the organization. Please also specify how it relates to the item on the agenda of the relevant meeting.
3. Please indicate the activity of the entity, e.g. types of substances, products, guidance documents, processes or policies and how it relates to the item(s) in the agenda or the mandate.
12. Please indicate any interest not falling under the definitions provided above and relevant for the purposes of the present decision.

**I confirm that:**

- I consider myself to be in a potential CoI with respect to the following agenda items  
\_\_\_\_\_ for the following reason  
\_\_\_\_\_ or
- I consider myself not to be in a potential conflict of interest with respect to the agenda above.

**I hereby declare that I have read the Implementing Decision of EFSA's Policy on Independence and scientific decision making processes regarding declarations of interest and that the above declaration is truthful and complete.**

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

If you need more sheets to declare your interests, do not hesitate to use blank ones or to ask for them, but please sign each one of them and attach them to this form.

**ANNEX IV Reference table of allowable interests for Annual Declarations of Interests (ADoI) pursuant to Article 10 of the Implementing Rules**  
**IMPORTANT:** The acceptance of an expert based on the ADoI is supplemented by screening of the Specific (Art. 11) and Oral (Art. 12) Declarations of Interest. Interests can only be assessed by considering whether the specific interests declared by a person are compatible with the tasks to be assigned by EFSA to him or her, having regard to the mandate of the group where the person participates and the role and function that he or she is required to take on or perform.

Sector of external activity <sup>***</sup>		Participation to the relevant EFSA activity			
		Chairmanship and Vice-Chairmanship		Membership	
		Scientific Committee, Panels and multiple mandate Working Groups	One Mandate Working Groups	Scientific Committee, Panels and multiple mandate Working Groups	One Mandate Working Groups
I. Economic interest*	CURRENT	not allowed		not allowed when the expert has a potential conflicts of interest of a general nature that would regularly lead to the exclusion of the expert's from the meetings of the scientific group.	
	PAST			allowed	
II. A. Member of a management body or equivalent, of FSO*	CURRENT	not allowed		allowed	
	PAST			allowed	
II. B. Member of a management body or equivalent, other than FSOs*	CURRENT	not allowed		not allowed when the expert has a potential conflicts of interest of a general nature that would regularly lead to the exclusion of the expert's from the meetings of the scientific group.	
	PAST	not allowed when interest ended within past two years.		allowed	

\* The same consequences are to be applied when the relevant interests are declared with reference to a partner or dependent person.

\*\* For the complete definitions, please refer to Article 1 of the Implementing Decision of the Policy on Independence and Scientific Decision Making Processes regarding Declarations of Interest.

EFSA Reference table of allowable interests – Annual Declarations of interest

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Sector of external activity**	Participation to the relevant EFSA activity			
	Chairmanship and Vice-Chairmanship		Membership	
	Scientific Committee, Panels and multiple mandate Working Groups	One Mandate Working Groups	Scientific Committee, Panels and multiple mandate Working Groups	One Mandate Working Groups
III. A. Member of a scientific advisory body managed by an FSO*	CURRENT	allowed	not allowed	allowed
	PAST		allowed	
III. B. Member of a scientific advisory body, other than scientific groups of FSOs*	CURRENT	not allowed		allowed  not allowed when the expert has a potential conflicts of interest of a general nature that would regularly lead to the exclusion of the expert's from the meetings of the scientific group.
	PAST		allowed	

\* The same consequences are to be applied when the relevant interests are declared with reference to a partner or dependent person.

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**IMPORTANT:** The acceptance of an expert based on the ADoI is supplemented by screening of the Specific (Art. 11) and Oral (Art. 12) Declarations of Interest. Interests can only be assessed by considering whether the specific interests declared by a person are compatible with the tasks to be assigned by EFSA to him or her, having regard to the mandate of the group where the person participates and the role and function that he or she is required to take on or perform.

Sector of external activity**		Participation to the relevant EFSA activity			
		Chairmanship and Vice-Chairmanship		Membership	
		Scientific Committee, Panels and multiple mandate Working Groups	One Mandate Working Groups	Scientific Committee, Panels and multiple mandate Working Groups	One Mandate Working Groups
IV. A. Employment with an FSO*	CURRENT	allowed	not allowed	allowed	
	PAST			allowed	
IV. B. Employment, other than FSO*	CURRENT			not allowed when the expert has a potential conflicts of interest of a general nature that would regularly lead to the exclusion of the expert's from the meetings of the scientific group.	
	PAST	not allowed		not allowed when the expert has a potential conflicts of interest of a general nature that would regularly lead to the exclusion of the expert's from the meetings of the scientific group and interest ended within past two years.	

\* The same consequences are to be applied when the relevant interests are declared with reference to a partner or dependent person.

\*\* For the complete definitions, please refer to Article 1 of the Implementing Decision of the Policy on Independence and Scientific Decision Making Processes regarding Declarations of Interest.

EFSA Reference table of allowable interests – Annual Declarations of interest

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**ANNEX IV Reference table of allowable interests for Annual Declarations of Interests (ADoI) pursuant to Article 10 of the Implementing Rules**

**IMPORTANT:** The acceptance of an expert based on the ADoI is supplemented by screening of the Specific (Art. 11) and Oral (Art. 12) Declarations of Interest. Interests can only be assessed by considering whether the specific interests declared by a person are compatible with the **tasks** to be assigned by EFSA to him or her, having regard to the **mandate of the group** where the person participates and the **role and function** that he or she is required to take on or perform.

Sector of external activity**		Participation to the relevant EFSA activity			
		Chairmanship and Vice-Chairmanship		Membership	
		Scientific Committee, Panels and multiple mandate Working Groups	One Mandate Working Groups	Scientific Committee, Panels and multiple mandate Working Groups	One Mandate Working Groups
V. A. Ad hoc or occasional consultancy to FSOs*	CURRENT	allowed	not allowed	allowed	allowed
	PAST			allowed	
V. B. Ad hoc or occasional consultancy to bodies other than FSOs*	CURRENT			not allowed	when the expert has a potential conflicts of interest of a general nature that would regularly lead to the exclusion of the expert's from the meetings of the scientific group.
	PAST	not allowed			allowed

\* The same consequences are to be applied when the relevant interests are declared with reference to a partner or dependent person.

\*\* For the complete definitions, please refer to Article 1 of the Implementing Decision of the Policy on Independence and Scientific Decision Making Processes regarding Declarations of Interest.

**ANNEX IV Reference table of allowable interests for Annual Declarations of Interests (ADoI) pursuant to Article 10 of the Implementing Rules**  
**IMPORTANT:** The acceptance of an expert based on the ADoI is supplemented by screening of the Specific (Art. 11) and Oral (Art. 12) Declarations of Interest. Interests can only be assessed by considering whether the specific interests declared by a person are compatible with the tasks to be assigned by EFSA to him or her, having regard to the **mandate of the group** where the person participates and the **role and function** that he or she is required to take on or perform.

Sector of external activity**		Participation to the relevant EFSA activity			
		Chairmanship and Vice-Chairmanship		Membership	
		Scientific Committee, Panels and multiple mandate Working Groups	One Mandate Working Groups	Scientific Committee, Panels and multiple mandate Working Groups	One Mandate Working Groups
VI. Research funding from the private sector exceeds 25% for the area under concern*	CURRENT	not allowed		not allowed when the expert has a potential conflicts of interest of a general nature that would regularly lead to the exclusion of the expert's from the meetings of the scientific group.	
	PAST			allowed	
VII. Intellectual property rights*	CURRENT	not allowed		not allowed when the expert has a potential conflicts of interest of a general nature that would regularly lead to the exclusion of the expert's from the meetings of the scientific group.	
	PAST			allowed	

\* The same consequences are to be applied when the relevant interests are declared with reference to a partner or dependent person.

\*\* For the complete definitions, please refer to Article 1 of the Implementing Decision of the Policy on Independence and Scientific Decision Making Processes regarding Declarations of Interest.

EFSA Reference table of allowable interests – Annual Declarations of interest

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**ANNEX IV Reference table of allowable interests for Annual Declarations of Interests (ADoI) pursuant to Article 10 of the Implementing Rules**

**IMPORTANT:** The acceptance of an expert based on the ADoI is supplemented by screening of the Specific (Art. 11) and Oral (Art. 12) Declarations of Interest. Interests can only be assessed by considering whether the specific interests declared by a person are compatible with the tasks to be assigned by EFSA to him or her, having regard to the **mandate of the group** where the person participates and the **role and function** that he or she is required to take on or perform.

Sector of external activity**	Participation to the relevant EFSA activity			
	Chairmanship and Vice-Chairmanship		Membership	
	Scientific Committee, Panels and multiple mandate Working Groups	One Mandate Working Groups	Scientific Committee, Panels and multiple mandate Working Groups	One Mandate Working Groups
VIII and IX. Other membership or affiliation or other relevant interest, including professional organisations, regarding the relevant matter*	<b>allowed or not allowed</b> depending on the mission, scope of activities, funding of the relevant organisation, etc.			

\* The same consequences are to be applied when the relevant interests are declared with reference to a partner or dependent person.

\*\* For the complete definitions, please refer to Article 1 of the Implementing Decision of the Policy on Independence and Scientific Decision Making Processes regarding Declarations of Interest.

**ANNEX V Reference table of allowable interests for Specific Declarations of Interests (SDoI) pursuant to Article 11 of the Implementing Rules**

**IMPORTANT:** The acceptance of an expert based on the SDoI is supplemented by screening of the Annual (Art. 10) and Oral (Art. 12) Declarations of Interest. Interests can only be assessed by considering whether the specific interests declared by a person are compatible with the tasks to be assigned by EFSA to him or her, having regard to the **mandate of the group** where the person participates and the **role and function** that he or she is required to take on or perform.

Sector of external activity**	Specific item on the agenda of the EFSA meeting	
	Participation of the expert to the specific agenda item irrespective of his or her role (under no circumstances an expert is allowed to review his or her own work)	
I. Economic interest*	CURRENT	<b>Participation not allowed</b> to the specific agenda item where the potential CoI was identified
	PAST	<b>Not applicable</b> (as interest has already been addressed at ADoI level)
II. Member of a management body or equivalent*	CURRENT	<b>Participation not allowed</b> to the specific agenda item where the potential CoI was identified
	PAST	<b>Not applicable</b> (as interest has already been addressed at ADoI level)

\* The same consequences are to be applied when the relevant interests are declared with reference to a partner or dependent person.

\*\* For the complete definitions, please refer to Article 1 of the Implementing Decision of the Policy on Independence and Scientific Decision Making Processes regarding Declarations of Interest.

**ANNEX V Reference table of allowable interests for Specific Declarations of Interests (SDoI) pursuant to Article 11 of the Implementing Rules**

**IMPORTANT:** The acceptance of an expert based on the SDoI is supplemented by screening of the Annual (Art. 10) and Oral (Art. 12) Declarations of Interest. Interests can only be assessed by considering whether the specific interests declared by a person are compatible with the tasks to be assigned by EFSA to him or her, having regard to the mandate of the group where the person participates and the role and function that he or she is required to take on or perform.

Sector of external activity**		Specific item on the agenda of the EFSA meeting
		Participation of the expert to the specific agenda item irrespective of his or her role (under no circumstances an expert is allowed to review his or her own work)
III. Member of a scientific advisory body*	CURRENT	Participation not allowed to the specific agenda item where the potential CoI was identified
	PAST	Not applicable (as interest has already been addressed at ADoI level)
IV. Employment*	CURRENT	Participation not allowed to the specific agenda item where the potential CoI was identified
	PAST	Not applicable (as interest has already been addressed at ADoI level)

\* The same consequences are to be applied when the relevant interests are declared with reference to a partner or dependent person.

\*\* For the complete definitions, please refer to Article 1 of the Implementing Decision of the Policy on Independence and Scientific Decision Making Processes regarding Declarations of Interest.

**ANNEX V Reference table of allowable interests for Specific Declarations of Interests (SDoI) pursuant to Article 11 of the Implementing Rules**

**IMPORTANT:** The acceptance of an expert based on the SDoI is supplemented by screening of the Annual (Art. 10) and Oral (Art. 12) Declarations of Interest. Interests can only be assessed by considering whether the specific interests declared by a person are compatible with the tasks to be assigned by EFSA to him or her, having regard to the **mandate of the group** where the person participates and the **role and function** that he or she is required to take on or perform.

Sector of external activity**	Specific item on the agenda of the EFSA meeting	
	Participation of the expert to the specific agenda item irrespective of his or her role (under no circumstances an expert is allowed to review his or her own work)	
V. Ad hoc or occasional consultancy*	CURRENT	Participation not allowed to the specific agenda item where the potential CoI was identified.
	PAST	Not applicable (as interest has already been addressed at ADoI level)
VI. Research funding from the private sector exceeds 25% for the area under concern*	CURRENT	Participation not allowed to the specific agenda item where the potential CoI was identified.
	PAST	Not applicable (as interest has already been addressed at ADoI level)

\* The same consequences are to be applied when the relevant interests are declared with reference to a partner or dependent person.

\*\* For the complete definitions, please refer to Article 1 of the Implementing Decision of the Policy on Independence and Scientific Decision Making Processes regarding Declarations of Interest.

**ANNEX V Reference table of allowable interests for Specific Declarations of Interests (SDoI) pursuant to Article 11 of the Implementing Rules**

**IMPORTANT:** The acceptance of an expert based on the SDoI is supplemented by screening of the Annual (Art. 10) and Oral (Art. 12) Declarations of Interest. Interests can only be assessed by considering whether the specific interests declared by a person are compatible with the tasks to be assigned by EFSA to him or her, having regard to the **mandate of the group** where the person participates and the **role and function** that he or she is required to take on or perform.

Sector of external activity**		Specific item on the agenda of the EFSA meeting
		Participation of the expert to the specific agenda item irrespective of his or her role (under no circumstances an expert is allowed to review his or her own work)
VII. Intellectual property rights*	CURRENT	Participation not allowed to the specific agenda item where the potential CoI was identified
	PAST	Not applicable (as interest has already been addressed at ADol level)
VIII. Other membership or affiliation, including professional organisations, regarding the relevant matter*		Participation allowed or not allowed to the specific agenda item where the potential CoI was identified (depending on the mission, scope of activities, funding of the relevant organisation, etc.)
IX. Other relevant interest		Participation allowed or not allowed to the specific agenda item where the potential CoI was identified (depending on the mission, scope of activities, funding of the relevant organisation, etc.)

\* The same consequences are to be applied when the relevant interests are declared with reference to a partner or dependent person.

\*\* For the complete definitions, please refer to Article 1 of the Implementing Decision of the Policy on Independence and Scientific Decision Making Processes regarding Declarations of Interest.



Annex VI  
Institutional Declaration of Interest for participants to EFSA's public  
procurement / grant procedures (Institutional DoI)

N.B. Any modification made by the tenderer / applicant to the structure and content of the present template will make the document invalid.

*To allow for electronic completion, you find the DoI form also in a separate Annex in MS Word format*

**Declaration of Interests**  
**Participation in EFSA call for tenders / call for proposals related to**  
**Scientific Evaluation of Regulated Products, Risk Assessment and**  
**Scientific Assistance, Science Strategy and Coordination**

Legal basis:

- Article 94 of Regulation (EC, Euratom) N° 1605/2002 on the Financial Regulation applicable to the General Budget of the European Communities, dated 25 June 2002, OJ L 248, 16/9/2002, p.1
- Article 133a of Regulation (EC, Euratom) N° 2342/2002 laying down detailed rules for the implementation of the Financial Regulation, dated 23 December 2002, OJ L 357, 31/12/2002, p.1
- Articles 25, 26 and 27 of the Implementing Decision of EFSA's Policy on Independence and Scientific Decision Making Processes regarding Declarations of interests
- Tender specification / Call for proposal stipulating that the contracts / grants may not be awarded to tenderers / applicants who are subject of a conflict of interest

Reference of the Call for tenders/Call for proposal: CFT/EFSA/nn/20nn/nn

Title:

Name of tendering organisation:

---

Name of consortium partner(s) (if any): \_\_\_\_\_

Name of subcontractor(s) (if any): \_\_\_\_\_

**The tenderer / applicant hereby declares the following interests:**

*(Tenderers / applicants are aware of the fact that a declared interest does not necessarily mean to have a conflict of interest. EFSA will apply the principle of proportionality laid down in Article 133a of Regulation (EC, Euratom) N° 2342/2002 cited above)*

<b>I. Economic interest<sup>4</sup></b>	<b>Current<sup>1</sup></b> <i>Please answer Yes or No</i>	<b>Past Period<sup>1</sup></b> <i>From/To (Month/Year)</i>	<b>Name of Organisation<sup>2</sup></b>	<b>Subject matter<sup>3</sup></b>

1. Please indicate activities which are currently ongoing, with an indication of the starting date (month/year).
2. Please indicate name, location and nature of the organization.
3. Please indicate the activity of the entity, e.g. types of substances, products, guidance documents, processes or policies and how it relates to the subject matter of the call.
4. Please indicate any economic stake or share in a body with an interest in the subject matter of the call, including the stocks, equities or bonds thereof, or of one of its subsidiaries or of a company in which it has a holding. Also any substantial interests of the tenderer's / applicant's proposed subcontractor(s) and consortium partner(s) should be indicated. Financial instruments on which the tenderer / applicant has no influence are not to be considered relevant.

<b>II. Member of a Managing Body or equivalent structure<sup>5</sup></b>	<b>Current<sup>1</sup></b> <i>Please answer Yes or No</i>	<b>Past Period<sup>1</sup></b> <i>From/To (Month/Year)</i>	<b>Name of Organisation<sup>2</sup></b>	<b>Subject matter<sup>3</sup></b>

1. Please indicate activities that are currently ongoing. Indicate starting date (month/year). For activities that are no longer ongoing and that have been completed in the preceding five years, please indicate starting and ending date (month/year).
2. Please indicate name, location and nature of the organization.
3. Please indicate the activity of the entity, e.g. types of substances, products, guidance documents, processes or policies and how it relates to the subject matter of the call.
5. Not applicable to legal persons such as undertakings. Please indicate any participation in the internal decision-making (e.g. board membership, directorship) of a public or private entity with an interest in the subject matter of the call.

<b>III. Member of a Scientific Advisory Body<sup>6</sup></b>	<b>Current<sup>1</sup></b> <i>Please answer Yes or No</i>	<b>Past Period<sup>1</sup></b> <i>From/To (Month/Year)</i>	<b>Name of Organisation<sup>2</sup></b>	<b>Subject matter<sup>3</sup></b>

1. Please indicate activities that are currently ongoing. Indicate starting date (month/year). For activities that are no longer ongoing and that have been completed in the preceding five years, please indicate starting and ending date (month/year).
2. Please indicate name, location and nature of the organization.
3. Please indicate the activity of the entity, e.g. types of substances, products, guidance documents, processes or policies and how it relates to the subject matter of the call.
6. Not applicable to legal persons such as undertakings. Please indicate any participation in the works of a scientific advisory body, created permanent and created ad hoc, managed by a body with an interest in the subject matter of the call, with a right to have an influence on its output(s). This includes also past participation in scientific activities carried out with EFSA, such as membership of Scientific Panels, Working Groups and Networks. Any advice related to product development shall be declared exclusively under "Ad hoc or occasional consultancy".

<b>IV. Employment<sup>7</sup></b>	<b>Current<sup>1</sup></b> <i>Please answer Yes or No</i>	<b>Past Period<sup>1</sup></b> <i>From/To (Month/Year)</i>	<b>Name of Organisation<sup>2</sup></b>	<b>Subject matter<sup>3</sup></b>

1. Please indicate activities that are currently ongoing. Indicate starting date (month/year). For activities that are no longer ongoing and that have been completed in the preceding five years, please indicate starting and ending date (month/year).
2. Please indicate name, location and nature of the organization.
3. Please indicate the activity of the entity, e.g. types of substances, products, guidance documents, processes or policies and how it relates to the subject matter of the call.
7. Not applicable to legal persons such as undertakings. Please indicate any form of regular occupation or business, part-time or full-time, paid or unpaid, including self-employment (e.g. consultancy), in any body with an interest in the subject matter of the call. This also includes employment by EFSA.

<b>V. Ad hoc or occasional consultancy<sup>8</sup></b>	<b>Current<sup>1</sup></b> <i>Please answer Yes or No</i>	<b>Past Period<sup>1</sup></b> <i>From/To (Month/Year)</i>	<b>Name of Organisation<sup>2</sup></b>	<b>Subject matter<sup>3</sup></b>

1. Please indicate activities that are currently ongoing. Indicate starting date (month/year). For activities that are no longer ongoing and that have been completed in the preceding five years, please indicate starting and ending date (month/year).
2. Please indicate name, location and nature of the organization.
3. Please indicate the activity of the entity, e.g. types of substances, products, guidance documents, processes or policies and how it relates to the subject matter of the call.
8. Please indicate any ad hoc or occasional activity in which the concerned person provides advice or services to undertakings, trade associations or other bodies with an interest in the subject matter of the call. This includes also services provided on an honorary basis (i.e. for free or without the payment of fees or emoluments) and any advice related to products, their development and/or assessment methods thereof. Also any substantial interests of the tenderer's / applicant's proposed subcontractor(s) and consortium partner(s) should be indicated.

<b>VI. Research funding</b> <sup>9</sup>	<b>Current</b> <sup>1</sup> <i>Please answer Yes or No</i>	<b>Past Period</b> <sup>1</sup> <i>From/To (Month/Year)</i>	<b>Name of Organisation</b> <sup>2</sup>	<b>Subject matter</b> <sup>3</sup>

1. Please indicate activities that are currently ongoing. Indicate starting date (month/year). For activities that are no longer ongoing and that have been completed in the preceding five years, please indicate starting and ending date (month/year).
2. Please indicate name, location and nature of the organization.
3. Please indicate the activity of the entity, *e.g.* types of substances, products, guidance documents, processes or policies and how it relates to the subject matter of the call.
9. Please indicate any funding for research or developmental work on the subject matter of the call received from any public or private body by the tenderer / applicant and their proposed subcontractor(s) and consortium partner(s) in their personal capacity or falling under the sphere of influence of that legal or natural person. The overall proportion of each funding with respect to the annual funding that comes under the professional sphere of influence of that person shall also be indicated. It includes grants, rents, reimbursement of expenses, sponsorships and fellowships, also received from EFSA. Grouping by funders and supporters or by subject matters are accepted.

**Please also indicate whether the research (co-)funding received from the private sector in the year preceding the submission of the DoI exceeds 25% of the annual research budget that is managed by you for the area under concern or that is otherwise benefiting you, including research funding by your organisation (Yes or No): \_\_\_\_\_**

<b>VII. Intellectual property</b> <sup>10</sup>	<b>Current</b> <sup>1</sup> <i>Please answer Yes or No</i>	<b>Past Period</b> <sup>1</sup> <i>From/To (Month/Year)</i>	<b>Name of Organisation</b> <sup>2</sup>	<b>Subject matter</b> <sup>3</sup>

1. Please indicate activities that are currently ongoing. Indicate starting date (month/year). For activities that are no longer ongoing and that have been completed in the preceding five years, please indicate starting and ending date (month/year).
2. Please indicate name, location and nature of the organization.
3. Please indicate the activity of the entity, *e.g.* types of substances, products, guidance documents, processes or policies and how it relates to the subject matter of the call.
10. Please indicate any right on the subject matter of the call granted to tenderer / applicant and their proposed subcontractor(s) and consortium partner(s) that are the result of human intellectual creativity and led to a financial gain. Plain authorship and publications shall not be declared.

<b>VIII. Membership or affiliation</b> <sup>11</sup>	<b>Current</b> <sup>1</sup> <i>Please answer Yes or No</i>	<b>Past Period</b> <sup>1</sup> <i>From/To (Month/Year)</i>	<b>Name of Organisation</b> <sup>2</sup>	<b>Subject matter</b> <sup>3</sup>

1. Please indicate activities that are currently ongoing. Indicate starting date (month/year). For activities that are no longer ongoing and that have been completed in the preceding five years, please indicate starting and ending date (month/year).
2. Please indicate name, location and nature of the organization.
3. Please indicate the activity of the entity, *e.g.* types of substances, products, guidance documents, processes or policies and how it relates to the subject matter of the call.
11. Please indicate any residual membership or affiliation of the tenderer / applicant and their proposed subcontractor(s) and consortium partner(s) to any entity with an interest in the subject matter of the call, including professional organisations.

<b>IX. Other</b> <sup>12</sup>	<b>Current</b> <sup>1</sup> <i>Please answer Yes or No</i>	<b>Past Period</b> <sup>1</sup> <i>From/To (Month/Year)</i>	<b>Name of Organisation</b> <sup>2</sup>	<b>Subject matter</b> <sup>3</sup>

1. Please indicate activities that are currently ongoing. Indicate starting date (month/year). For activities that are no longer ongoing and that have been completed in the preceding five years, please indicate starting and ending date (month/year).
2. Please indicate name, location and nature of the organization.
3. Please indicate the activity of the entity, *e.g.* types of substances, products, guidance documents, processes or policies and how it relates to the subject matter of the call.
12. Please indicate any interest not falling under the definitions provided above and relevant for the purposes of the present call.

If you need more sheets to declare interests, do not hesitate to use blank ones, but please sign each one of them and attach them to this form.

**I confirm that:**

- I consider myself to be in a potential CoI with respect to the present call for the following reason  
\_\_\_\_\_ or
- I consider myself not to be in a potential conflict of interest with respect to the present call.

The tenderer's / applicant's legal representative, as well as any proposed subcontractors (*if any*) or members of the consortium (*if any*) hereby declare that the information contained in this declaration is correct and complete to their best knowledge and ability:

Name of tendering / applicant organisation: [complete].....

Name of tenderer's / applicant's legal representative & [complete + signature].....

Signature:

Seal of tendering / applicant organisation:

Date: ...../...../20....

**Name of subcontractor:** *[complete]*.....

**Name of subcontractor's legal representative & Signature:** *[complete + signature]*.....

**Seal of subcontracting organisation:**

**Date:** .... / .... / 20....

**Name of organisation, member in the consortium:** *[complete]*.....

**Name of the consortium member's legal representative & Signature:** *[complete + signature]*.....

**Seal of consortium organisation:**

**Date:** .... / .... / 20....

If you need more sheets to declare interests, do not hesitate to use blank ones, but please sign each one of them and attach them to this form.



**Decision**

EFSA – European Food Safety Authority	Decision of the Executive Director concerning the implementation of Articles 16, 17(2) and 19 of the Staff Regulations and of Articles 11 and 81 of the Conditions of Employment of Other Servants of the Union	Decision No.:  EFSA/2012/08/LRA
	<b>Effective Date:</b> 20/03/2012	<b>Replaces</b> (by way of recast): ED Decision of 07/12/2010

<b>Approvals</b>	Signature	Name
Originator	RESU/LRA	OR/DD
Executive Director	See Decision	CGL
Management Board	N/A	

<b>Introduction</b>	see citations and recitals of the annexed Decision
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<b>Description</b>	Decision of the Executive Director concerning the implementation of Articles 16, 17(2) and 19 of the Staff Regulations and of Articles 11 and 81 of the Conditions of Employment of Other Servants of the Union
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<b>References</b>	<ul style="list-style-type: none"> <li>• Regulation (EC) No 178/2002</li> <li>• Regulation No 31 (EEC), 11 (EAEC), laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community</li> <li>• Commission Decision C(2004) 1597 of 28 April 2004 on outside activities and assignments</li> <li>• Draft recommendations of the European Ombudsman in his inquiry into complaint 775/2010/ANA against EFSA</li> </ul>
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<b>Relevant Documents</b>	N/A
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**Decision History**

Date	Revision No.	Description of Change
07/12/2010	1	see Decision + references above

<b>Abbreviations</b>	<i>Cf. Decision</i>

**DECISION OF THE EXECUTIVE DIRECTOR OF THE EUROPEAN FOOD  
SAFETY AUTHORITY**

**concerning the implementation of Articles 16, 17(2) and 19 of the Staff Regulations and of  
Articles 11 and 81 of the Conditions of Employment of Other Servants of the Union**

THE EXECUTIVE DIRECTOR OF THE EUROPEAN FOOD SAFETY AUTHORITY,

Having regard to the Treaty on the Functioning of the European Union,

Having regard to Regulation (EC) No 178/2002 of 28 January 2002 laying down the general principles and requirements of food law, establishing the European Food Safety Authority and laying down procedures in matters of food safety<sup>1</sup>, and in particular to Articles 26(2) and 48 thereof, regarding the role of the Executive Director of the European Food Safety Authority<sup>2</sup>,

Having regard to the Regulation No 31 (EEC), 11 (EAEC), laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community<sup>3</sup>, and in particular Article 16, 17(2) and 19 of the Staff Regulations and Articles 11 and 81 of the CEOS,

Having regard to Article 18 of the Commission Decision C(2004) 1597 of 28 April 2004 on outside activities and assignments<sup>4</sup>,

Having regard to the opinion of the EFSA Staff Committee submitted on 11 October 2010,

In agreement with the Commission pursuant to Article 110 of the Staff Regulations,

Whereas:

- (1) After leaving service, former staff members are still subject to some of the same obligations as they were working.
- (2) It is appropriate to lay down detailed implementing measures for Articles 16(2), 17 and 19 of the Staff Regulation setting out a clear and transparent procedure that may be applied consistently to all staff members.

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<sup>1</sup> OJ L 31, 1.2.2002, p. 1.

<sup>2</sup> In the present Decision also referred to as 'the Authority' or 'EFSA'.

<sup>3</sup> OJ 45, 14.6.1962, p. 1385.

<sup>4</sup> Decision C(2004) 1597, Administrative Notice No 85-2004 of 29.6.2004.

- (3) The above provisions have been further specified by Commission Decision C(2004) 1597 of 28 April 2004 on outside activities and assignments<sup>5</sup>.
- (4) Commission Decision C(2004) 1597 on outside activities and assignments is applicable to EFSA staff by virtue of the Decision of the Executive Director of the European Food Safety Authority of 21 October 2011 concerning the adoption of implementing provisions of the Staff Regulations by analogy.

HAS DECIDED AS FOLLOWS:

#### *Article 1*

##### **Scope**

1. The present Decision is applicable to all staff members and former staff members of the Authority, i.e. officials, temporary agents and contract agents.
2. The present decision is not applicable to seconded national experts<sup>6</sup>, scientific experts, trainees, employees of contractors, and grant holders.

#### *Article 2*

##### **Signature of a statutory declaration before leaving EFSA**

1. In accordance with Article 18 of the Commission Decision C(2004) 1597 of 28 April 2004 on outside activities and assignments<sup>7</sup>, applicable to EFSA staff by virtue of the Decision of the Executive Director of the European Food Safety Authority of 21 October 2011 concerning the adoption of implementing provisions of the Staff Regulations by analogy, and in order to ensure the implementation of the obligations laid down in Articles 16(2), 17 and 19 of the Staff Regulations, staff members shall sign the statutory declaration as contained in Annex I to the present Decision, when quitting their service at EFSA.
2. Staff members quitting their service at EFSA shall state in the declaration referred to in paragraph 1 of the present Article that they are aware of continuing obligations towards the Authority, as foreseen in particular under Articles 16, 17(2) and 19 of the Staff Regulations and that they acknowledge that EFSA reserves the right to undertake all necessary actions in order to ensure the implementation of those obligations.

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<sup>5</sup> Decision C(2004) 1597, Administrative Notice No 85-2004 of 29.6.2004.

<sup>6</sup> In relation to seconded national experts see the Decision of the EFSA Executive Director of 17 September 2009 laying down the rules applicable to national experts on secondment to the European Food Safety Authority, and in particular Article 7(3) thereof.

<sup>7</sup> Decision C(2004) 1597, Administrative Notice No 85-2004 of 29.6.2004.

Article 3

**Implementation of Article 16 of the Staff Regulations and of Article 18 of Commission Decision C(2004) 1597**

1. Former employees of the Authority in terms of Article 1(1) of the present Decision, who intend to engage in an occupational activity, whether gainful or not, are obliged to inform the Authority about any intention related to a new engagement and about any subsequent engagement for a period of two years after leaving EFSA, in accordance with Article 16 of the Staff Regulations.

2. When informing EFSA pursuant to Article 16 above, the former staff to whom paragraph 1 of the present Article applies, shall fill in, sign and file with the EFSA Human Capital and Knowledge Management (HUCAP) Unit an application for an authorisation of the future occupational activity by the Executive Director of EFSA, in her/his quality as Appointing Authority.

In order to apply for an authorisation of the future occupational activity the respective staff member shall be requested to fill in the form as contained in Annex II to the present Decision, providing *inter alia* the following information:

- (a) a description of his/her activity during his/her last three years of active service at EFSA. This information can be replaced by his/her job description;
- (b) the name, address and telephone number of the future employer;
- (c) the future employer's fields of activity;
- (d) a description of the activity that the former staff member is likely to take up with the future employer, including information on the position he/she is supposed to occupy and the expected duration of that activity; and
- (e) the links between the former staff member future activity with his/her former function in EFSA, if any.

3. In accordance with Article 23 point 6 of the Implementing Decision of the Executive Director of EFSA of 21 February 2012 concerning the EFSA Policy on Independence and Scientific Decision Making Processes in relation to Declarations of interests<sup>8</sup> negotiations with a prospective employer may be considered by the Appointing Authority as a Conflict of Interests when the staff member has received an offer and the tasks assigned to the staff member have an impact on EFSA's decision making process.

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<sup>8</sup> Available at [www.efsa.europa.eu](http://www.efsa.europa.eu).

#### *Article 4*

##### **Decision of the Appointing Authority**

1. The decision on whether the concerned person is authorised to engage in the relevant occupational activity shall be taken by EFSA's Executive Director after consultation of the Joint Committee of the Authority. To this purpose the Joint Committee submits an informed recommendation to the Executive Director, having sought the advice by the Head of the Legal and Regulatory Affairs Unit of the Authority.
2. The Executive Director may approve the activity indicated in the form referred to in Article 3 of the present Decision, give its approval subject to any condition she or he thinks fit, or forbid the person from undertaking that activity. In case of a negative decision, appropriate reasons shall be provided outlining the interest of the service in accordance with Article 16 of the Staff Regulations.
3. The HUCAP Unit of the Authority shall communicate the decision of the Executive Director to the former staff member within 30 days from the receipt of the filled-in form referred to in the second subparagraph of Article 3(2) of the present Decision.
4. If there is no reply to the staff member from the Executive Director or the HUCAP Unit of the Authority respectively within 30 days, this shall be deemed to constitute implicit acceptance of the activity indicated in the filled-in form referred to in the second subparagraph of Article 3(2) of the present Decision.
5. Any permission granted pursuant to the above-mentioned application form shall be limited to employment with the named employer and any natural or legal person with whom or to whom the employer merges or transfers the undertaking by which the staff member is employed.

#### *Article 5*

##### **Additional information and changes in the circumstances**

1. Former staff members shall inform the Authority during the period of two years after their quitting of the service at EFSA without delay where any other change in one or more of the circumstances linked to their new or future post, as already communicated to the Authority before, arises after permission was granted.
2. EFSA shall examine whether to modify the conditions of or, in exceptional circumstances, to withdraw its permission in the light of such a change. Such decision shall be taken by the Executive Director of the Authority in accordance with the procedure laid down in Article 4(1) of the present Decision.
3. Irrespective of the decision to be taken, in the event described in paragraph 1 of the present Article, the former staff member shall be reminded by the HUCAP Unit of their obligations

towards the Authority and of the fact that EFSA reserves the right to undertake all necessary actions in order to ensure the implementation of the above-mentioned obligations.

#### *Article 6*

##### **Enforcement**

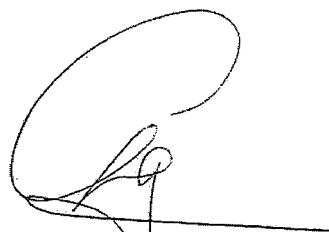
1. In case a former staff member ignores or is in breach of any decision issued by the Executive Director in terms of Article 4(2) or Article 5(2) of the present Decision, EFSA may take any action it deems appropriate to enforce its decision or recover any damage resulting from the former staff member's actions or omissions.
2. Article 90 of the Staff Regulations shall be applicable to any decision taken in the context of the present Decision.

#### *Article 7*

##### **Entry into force and implementation**

1. The present Decision shall enter into force on the day following the date of its adoption.
2. The present Decision shall replace the Decision of the Executive Director of the European Food Safety Authority of 7 December 2010 implementing Articles 16, 17(2) and 19 of the Staff Regulations and of Articles 11 and 91 of the Conditions of Employment of Other Servants of the Union, which shall be repealed upon entry into force of the present Decision.
3. The HUCAP Unit of the Authority shall be in charge of ensuring the correct implementation of the present Decision.

Done at Parma, 19/03/2012



Catherine Gesfain-Lanéelle  
Executive Director

ANNEX I

STATUTORY DECLARATION



PLEASE COMPLETE IN BLOCK  
CAPITALS

Please return to HUCAP -  
Samantha Mommens, SEAT 10/B09

STATUTORY DECLARATION

**To be signed by any official, temporary agent or contract agent  
quitting their service at EFSA**

**I, the undersigned** (first name, family name): .....

Position: .....Personnel N°: .....

Contact address: .....

Telephone: .....

**declare to have read and examined the Staff Regulations (SR) and the Conditions of Employment of Other Servants (CEOS) of the European Union, and notably Articles 16, 17 and 19 thereof:**

*Article 16 SR*

*An official shall, after leaving the service, continue to be bound by the duty to behave with integrity and discretion as regards the acceptance of certain appointments or benefits.*

*Officials intending to engage in an occupational activity, whether gainful or not, within two years of leaving the service shall inform their institution thereof. If that activity is related to the work carried out by the official, temporary agent or contract agent during the last three years of service and could lead to a conflict with the legitimate interests of the institution, the Appointing Authority may, having regard to the interests of the service, either forbid him from undertaking it or give its approval subject to any conditions it thinks fit. The institution shall, after consulting the Joint Committee, notify its decision within 30 working days of being so informed. If no such notification has been made by the end of that period, this shall be deemed to constitute implicit acceptance.*

*Article 17 SR*

- 1. An official shall refrain from any unauthorised disclosure of information received in the line of duty, unless that information has already been made public or is accessible to the public.*
- 2. An official shall continue to be bound by this obligation after leaving the service.*

*Article 19 SR*

*An official shall not, without permission from the appointing authority, disclose on any grounds whatever, in any legal proceedings information of which he has knowledge by reason of his duties. Permission shall be refused only where the interests of the Communities so require and such refusal would not entail criminal consequences as far as the official is concerned. An official shall continue to be bound by this obligation after leaving the service.*

*The provisions of the preceding paragraph shall not apply to an official or former official giving evidence before the Court of Justice of the European Communities or before the Disciplinary Board of an institution on a matter concerning a servant or former servant staff of one of the three European Communities.*

**Furthermore, in view of Articles 11 and 81 of the Conditions of Employment of the Other Servants, I declare to be aware of the fact that the above provisions apply also to temporary agents, former temporary agents, contract agents and former contract agents of EFSA.**

*Article 11 CEOS*

*The provisions of Articles 11 to 26 of the Staff Regulations, concerning the rights and obligations of officials, shall apply by analogy. However, where a member of the temporary staff holds a contract for a fixed period, the duration of leave on personal grounds referred to in the second paragraph of Article 15 of the Staff Regulations shall be limited to the remainder of the term of the contract.*

[...]

*Article 81 CEOS*

*Article 11 shall apply by analogy.*

**In view of the above, I, the undersigned, commit myself to:**

- **respect my obligations under Articles 16, 17 and 19 of the Staff Regulations after my departure from EFSA, and to inform the HUCAP Unit of EFSA (functional mailbox: [individual-rights@efsa.europa.eu](mailto:individual-rights@efsa.europa.eu)) if I could be concerned with the content of these articles; and**
- **restore at the time of my departure any document or written notes belonging to the files or the series of non-public documents managed by myself during my activities at EFSA.**



I declare also to have taken note that:

- any new professional activity must receive prior authorisation from the appointing authority at EFSA;
- I am obliged, in this respect, to seek approval from the Executive Director of EFSA by filing a special form with the EFSA HUCAP Unit; and
- I am aware that EFSA may undertake all necessary actions in order to ensure the implementation of the above-mentioned obligations.

Done at Parma, ..... Signature (\*): .....

\_\_\_\_\_

\_\_\_\_\_  
\* Signature to be preceded by the handwritten text '*read and approved*'.

ANNEX II

APPLICATION FOR AUTHORISATION TO ENGAGE IN AN OCCUPATION  
AFTER LEAVING EFSA IN ACCORDANCE WITH ARTICLE 16 OF THE  
STAFF REGULATIONS



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HUMAN CAPITAL & KNOWLEDGE MANAGEMENT

APPLICATION FOR AUTHORISATION TO ENGAGE IN AN OCCUPATION AFTER LEAVING  
EFSA IN ACCORDANCE WITH ARTICLE 16 OF THE STAFF REGULATIONS

(Please send the form, duly completed and signed, to the HUCAP Unit (Leave Administration) at the latest within 5 working days after receipt)

1. FORMER STAFF MEMBER

Last name:	First name:
Administrative status: Official / TA / CA*	Personnel number:
Grade:	Date of leaving EFSA:
Starting date of initial employment as Official, TA or CA at EFSA:	
Address after leaving EFSA:	
Telephone:	
Fax:	
E-mail address:	

1.1. What was your job description(s) during the last three years (or less, if not applicable) of service at EFSA? Please indicate also the relevant Directorate and Unit.

1.2. Current employment status/employer (only applicable, if staff member left already the service at EFSA before filling in the present form):

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\* Delete as appropriate.

**2. NEW ACTIVITY**

**2.1. Name, address and contact details (telephone, fax, e-mail) of the organisation for which you intend to work:**

**2.2. Nature of the activities of the body/entity**

**2.3. Does this body have an interest<sup>†</sup> in EFSA's field of activities?**

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**2.4. Description of new activity and related tasks to be undertaken:**

**2.5. Expected starting date and duration of the contract:**

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**2.6. Position in the body/entity:**

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**2.7. Are you and employee and/or shareholder in the body/entity?**

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<sup>†</sup> For the concept of relevant interest, please refer to EFSA Policy on Independence and Scientific Decision Making Processes, adopted by the Management Board of 15 December 2011, and Implementing Decision concerning EFSA's Policy on Independence and Scientific Decision Making Processes regarding Declarations of Interests, both available at [www.efsa.europa.eu](http://www.efsa.europa.eu).

2.8. Will you receive remuneration or other pecuniary advantages?

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2.9. Does the body/entity for which you intend to work have any direct or indirect commercial, financial or contractual links (including grants) with a Community institution or body?

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2.10. During your work at EFSA, did you have any direct or indirect relations with the body/entity for which you intend to work?  
If so, please indicate them:

2.11. Will your new activity have direct or indirect links with other departments in EFSA?  
If so, please indicate them:

2.12. Other relevant information

Done at (place) \_\_\_\_\_, (date) \_\_\_\_\_

Signature of the staff member: \_\_\_\_\_

Please note that you should attach any document or proof you consider will demonstrate that your new activities or duties are compatible with those you exercised at EFSA

3. **ADVICE OF THE HEAD OF THE LRA UNIT**

Last name:	First name:
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Opinion is

Favourable

Unfavourable

Favourable subject to conditions

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Date: \_\_\_\_\_

Signature: \_\_\_\_\_

4. **OPINION OF THE JOINT COMMITTEE**

**Members:**

Chair/Alternate Chair<sup>†</sup>

Last name:	First name:
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Member/Alternate Member<sup>†</sup>

Last name:	First name:
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Member/Alternate Member<sup>†</sup>

Last name:	First name:
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Opinion is

Favourable

Unfavourable

Favourable subject to the following conditions:

--

Date: \_\_\_\_\_

Signature of Chair/Alternate Chair: \_\_\_\_\_

<sup>†</sup> Delete as appropriate.