

## **Decision**

EFSA – European Food Safety Authority	<b>Decision of the Executive Director implementing EFSA’s Policy on Independence and Scientific Decision- Making Processes regarding Declarations of Interests</b>	Decision No.: EFSA/2012/05/LRA
	<b>Effective Dates:</b> 21/02/2012 01/07/2012	<b>Supersedes:</b> N/A

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

<b>Introduction</b>	See citations and recitals of the annexed Decision
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<b>Description</b>	<b>Decision of the Executive Director implementing EFSA’s Policy on Independence and Scientific Decision-Making Processes regarding Declarations of Interests</b>
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<b>References</b>	<ul style="list-style-type: none"><li>Regulation (EC) No 178/2002</li></ul>
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<b>Relevant Documents</b>	Policy on Independence and Scientific Decision-Making Processes of EFSA, adopted by the Management Board on 15 December 2011
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### **Decision History**

<b>Date</b>	<b>Revision No.</b>	<b>Description of Change</b>
N/A	N/A	N/A

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

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

**implementing EFSA's Policy on Independence and Scientific Decision Making  
Processes regarding Declarations of interests**

THE EXECUTIVE DIRECTOR OF THE EUROPEAN FOOD SAFETY  
AUTHORITY,

Having regard to:

Regulation (EC) No 178/2002<sup>1</sup> laying down the general principles and requirements of food law, establishing the European Food Safety Authority (EFSA) and laying down procedures in matters of food safety, and in particular Articles 22 and 37 thereof;

The Policy on Independence and Scientific Decision-Making Processes of the European Food Safety Authority, adopted by EFSA's Management Board on 15 December 2011 (hereinafter also "the Policy");<sup>2</sup>

The Staff Regulations of Officials of the European Communities and conditions of employment of other servants of the European Communities,<sup>3</sup>

The Financial Regulation applicable to the General Budget of the European Communities<sup>4</sup> as well as the detailed rules for the implementation of the Financial Regulation,<sup>5</sup>

Whereas:

- (1) Independence and high standards of professional conduct by all those involved in the activities of EFSA are crucial for EFSA's scientific excellence and reputation;
- (2) Transparency and openness are essential to ensure public confidence;

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

<sup>2</sup> Mb 15 12 11 – Policy on independence and scientific decision making process – ADOPTED.

<sup>3</sup> Staff Regulations and conditions of employment replaced the Staff Regulations of officials and the conditions of employment of other servants of the European Economic Community and the European Atomic Energy Community laid down by Council Regulations No 31 (EEC) and No 11 (EAEC) of 18.12.1961 (OJ 45, 14.6.1962 - Special Edition 1959-62, November 1972), as last amended.

<sup>4</sup> Regulation (EC, Euratom) N° 1605/2002 on the Financial Regulation applicable to the General Budget of the European Communities, OJ L 248, 16/9/2002, p.1 as last amended.

<sup>5</sup> Regulation (EC, Euratom) N° 2342/2002 laying down detailed rules for the implementation of the Financial Regulation, OJ L 357, 31/12/2002, p.1, as last amended.

- (3) According to Regulation (EC) No 178/2002, the responsibility for declaring any interest that might be considered prejudicial to their independence can only be placed on the individuals completing their declaration;
- (4) High quality of scientific expertise is by nature based on prior experience and knowledge acquired in the relevant domain. Interests are therefore a natural and inevitable consequence of attaining scientific recognition at international level in a given field. Some of those interests may however conflict with EFSA's aim to deliver scientific advice;
- (5) Any conflict of interests by experts and staff carrying out activities within the remit of EFSA should be promptly identified, handled and removed without delay. To this end, a system of declaration of interests and their subsequent screening and evaluation is required;
- (6) In order to ensure a coherent level of detail in the declarations of interests, a set of activities that might cause potential Conflicts of Interest should be defined;
- (7) To ensure consistent reporting and evaluation, a set of comprehensive declaration of interests forms should be used;
- (8) A transparent procedure should be followed by establishing *inter alia* the following aspects:
  - a. Guidelines to staff performing the screening of declarations of interest;
  - b. Transparent consequences linked to the interests declared; and
  - c. An enforcement procedure to deal with the most serious cases of breach of these rules.
- (9) For scientific experts the scheme put in place should consist of a three-pronged approach: the Annual Declaration of Interest (ADoI), the Specific Declaration of Interest (SDoI) and the Oral Declaration of Interest at the beginning of each meeting (ODOI);
- (10) The Policy should be implemented as far as it is feasible and cost effective through an IT tool that ensures the consistency and complete traceability of the process and minimises the burden for the actors involved;
- (11) With a view to ensuring a systematic and coherent implementation of Articles 11 and 11a of the Staff Regulations, the requirement to declare interests should apply to all managers and knowledge workers working for EFSA; that requirement should also be applied to seconded national experts;
- (12) Regulation (EC) No 178/2002 requires the Authority to establish and maintain an efficient and fruitful cooperation with bodies active in the Member States carrying out tasks similar to those entrusted to EFSA. Without prejudice to the responsibility of each Member State and of its authorities for the appointment of their representatives, including in relation to preventing conflicts of interest, it is therefore appropriate to establish a dedicated set of rules enabling EFSA to optimise the use of resources available and foster a real and effective network of organisations active within its remit.

## HAS ADOPTED THE FOLLOWING DECISION:

### TITLE I - GENERAL PRINCIPLES AND INTERESTS TO BE DECLARED

#### SECTION I - GENERAL PRINCIPLES

##### Article 1- Scope and definitions

1. The present decision lays down detailed rules for the implementation of the Policy on Independence and Scientific Decision Making Processes of the European Food Safety Authority, adopted by EFSA's Management Board on 15 December 2011 (hereinafter "the Policy").
2. The present decision is applicable to members of its Scientific Committee, Scientific Panels, working groups, members of the Networks, peer review meetings and networking meetings pursuant to Article 36(1) of Regulation (EC) No 178/2002, hearing experts and observers<sup>6</sup>. It is also applicable to the members of the Management Board and the Advisory Forum, the Executive Director and other EFSA staff, staff of other European Union Institutions, bodies and agencies participating in EFSA's meetings, as well as contractors, grant beneficiaries and their respective employees.
3. For the purposes of this decision:
  - a. **Interest** meaning the relation of being objectively concerned in something, e.g. by having a right or title thereto, a claim thereupon, or a share therein. For the purposes of the present Decision, declarable interests shall be **all interests falling within fields of competence of the Authority**;
  - b. **Conflict of Interest (CoI)** meaning a situation when an individual is in a position to exploit his or her own professional or official capacity in some way for personal or corporate benefit with regard to that person's function in the context of his or her cooperation with EFSA;
  - c. **Annual Declaration of Interest**<sup>7</sup> (ADoI) meaning the written declaration to be submitted annually pursuant to Articles 3 and 6 of this decision;
  - d. **Specific Declaration of Interest**<sup>8</sup> (SDoI) meaning the written declaration to be submitted before each meeting pursuant to Articles 4 and 7 of this decision;
  - e. **Oral Declaration of Interest (ODoI)**<sup>9</sup> meaning the verbal declaration to be made at the beginning of each meeting pursuant to Articles 5 and 8 of this decision;
  - f. **Food Safety Organisation (FSO)** meaning any organisation included in the list drawn up by the Authority's Management Board according to Article 2 of Commission Regulation (EC) 2230/2004 and any other legal entity, carrying out tasks within EFSA's mission, pursuing public interest objectives and whose

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<sup>6</sup> For the definitions of the categories of scientific experts please refer to the Decision of the Executive Director Concerning the Selection of Members of the Scientific Committee, Scientific Panels and External Experts to Assist EFSA with its scientific work.

<sup>7</sup> Mb 15 12 11 – Policy on independence and scientific decision making process – ADOPTED, p. 11.

<sup>8</sup> *Ibid.*

<sup>9</sup> *Ibid.*

governance ensures the performance of its tasks with independence and integrity as set out in Article 2(1) of that Commission Regulation, such as universities or public research institutes. This shall apply to entities based both inside and outside the European Union.

- g. **Interests of close family member** meaning interests in the subject matter held by partners or persons dependent on the individual submitting the DoI.
4. For the purposes of this decision, concerned persons shall declare all interests corresponding to the following definitions:
- I. **Economic interest** meaning any economic stake or share in a body with an interest in the subject matter, including the stocks, equities or bonds thereof, or of one of its subsidiaries or of a company in which it has a holding;<sup>10</sup>
  - II. **Member of a managing body or equivalent structure** meaning 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;
  - III. **Member of a scientific advisory body** meaning any participation in the works of a scientific advisory body, created permanent or 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 participation in scientific activities carried out with EFSA, such as membership of Scientific Panels, working groups and Networks. Any advice related to products, their development and/or assessment methods thereof shall be declared exclusively under “Ad hoc or occasional consultancy”;
  - IV. **Employment** meaning 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. **Employment by industry** shall mean any form of employment by any legal or natural person carrying out any of the activities on which EFSA’s scientific outputs impact directly or indirectly, such as food production, processing and distribution, agriculture or animal husbandry;
  - V. **Ad hoc or occasional consultancy** meaning 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;
  - VI. **Research funding** meaning 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. It includes grants, rents and reimbursement of expenses, sponsorships and fellowships, also received from EFSA. Grouping by funders and supporters or by subject matters shall be accepted. The expert shall also clarify 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 the expert for the area under concern or that is otherwise benefiting him or her, including research funding by the organisation employing the expert.

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<sup>10</sup> Financial instruments on which the individual has no influence are not to be considered relevant for the purposes of the present decision.

- VII. **Intellectual property rights** meaning rights on the subject matter granted to creators and owners of works that are the result of human intellectual creativity<sup>11</sup> and may lead to a financial gain. Plain authorship and publications shall not be declared;
- VIII. **Other memberships or affiliations** meaning 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;
- IX. **Other relevant interest** meaning any interest not falling under the definitions provided above and relevant for the purposes of the present decision.

## Article 2- General principles of declarations and assessment of interests

1. The following general principles shall be applicable to all persons subject to the present Decision:
  - a. The identification and handling of conflict of interests as defined in Article 1 shall be based on the evaluation of ADOI, SDOI and ODOI submitted by the concerned persons and staff as specified in the present decision;
  - b. The responsibility for a complete and truthful declaration shall lie exclusively with the person completing the declaration;
  - c. Only activities having taken place in the five years preceding the submission of the declaration shall be declared;
  - d. Scientific experts having been granted a waiver pursuant to Article 16 shall not be allowed to be, or act as, chairman, vice-chairman or rapporteur of EFSA's scientific groups.

## SECTION II - INTERESTS TO BE DECLARED

### Article 3- Interests to be declared in the Annual Declaration of Interests

1. Individuals who are requested to submit an ADOI shall declare any interest belonging to the categories defined in Article 1(4) with respect to all activities in which they are involved or have been involved during the five years preceding the submission of the DoI and which fall within EFSA's remit.
2. Individuals shall indicate whether interests declared are **Current** (when activities are currently ongoing); or they refer to a **Past period** (when they are no longer ongoing but have been completed during the five years preceding the submission of the DoI).
3. Details on the **name of body or organization** of relevance for each declared interest shall be given. This is to be interpreted as meaning the full name, location of the seat (town and country) and nature (private or public).
4. Details on the **subject matter of each declared interest** shall be given, indicating the domain in which the activity is, or was, carried out and clarifying the interest and role of the concerned body or organisation in the matter and the role of the concerned person.
5. Individuals subject to the Policy shall update and resubmit to EFSA their ADOI without delay following any change in their interests.

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<sup>11</sup> *E.g.* patents, trademarks *et cetera*.

#### **Article 4- Interests to be declared in the Specific Declaration of Interests**

1. Individuals who are requested to submit an SDoI shall consider the agenda of the specific meeting and their current ADoI and declare:
  - a. all additional interests to be declared with respect to the agenda; or
  - b. that there are no new interests to be declared with respect to a previous SDoI; or
  - c. that there are additional interests that do require an updating of the ADoI, specifying their particulars.
2. Declarable interests shall consist of any interest belonging to the categories defined in Article 1(4) **with reference to the items on the agenda of the meeting or specific output**, as appropriate.
3. By declaring interests, it shall be specified whether interests declared are **Current**; or they refer to a **Past period**.
4. Details on the name of the **body or organisation** as well as on the **subject matter** for each relevant interest shall be provided with reference to the items on the agenda of the meeting.
5. For a meeting or assignment concerning a **specific product or substance**, the bodies with an interest in the product may also include undertakings or bodies that develop, manufacture or market:
  - a. the product/substance being reviewed,
  - b. products/substances that would be used in conjunction with the one being reviewed, or
  - c. products/substances that would compete with the one being reviewed.

Insofar as persons subject to the Policy hold an interest in a "**competing product"/substance and/or a competing company, and they are aware of this, such interests** shall also be declared as these may be pertinent to the screening of interests. Such determinations shall be based on the specificities of each sector in which EFSA operates. In that respect, for instance, EFSA may take due account of the intended effect or claim and of the target population of a certain product or substance.

#### **Article 5- Interests to be declared in the Oral Declaration of Interests**

1. At the beginning of each meeting subject to the Policy and considering the final agenda of the meeting, individuals who are required to submit ODoIs shall declare orally **any interest not already declared** through the ADoI or the SDoI that might be considered prejudicial to their independence in relation to the items on the agenda of that meeting.

### **SECTION III – DECLARATIONS**

#### **Article 6- Annual declaration of interests, declaration concerning confidentiality and declaration of commitment**

1. Members of the Scientific Committee, the Scientific Panels, working groups as well as other external experts and hearing experts, shall declare any interest falling within EFSA's remit. The individuals above shall complete and submit the form provided in Annex I to the present decision for any EFSA scientific activity in which they are, or are to be, involved. They shall also confirm whether they

consider themselves to be in a potential CoI with respect to any EFSA activity in which they may be involved.

2. Only experts whose ADoI has been approved by EFSA may be appointed as member of a scientific group and be invited to a meeting subject to the Policy.
3. The individuals identified in paragraph 1 shall also make a declaration concerning confidentiality and commitment in accordance with the template provided in Annex II to the present decision.
4. The declarations referred to in this Article shall be made annually in writing and shall be made public in line with the transparency principle informing EFSA's activities.
5. Individuals who are working for more than one EFSA scientific group<sup>12</sup> shall complete a single ADoI where all the concerned bodies are indicated.

#### **Article 7- Specific Declaration of Interest**

1. Members of the Scientific Committee, the Scientific Panels, working groups as well as other external experts shall declare for each meeting subject to the Policy any relevant interest in relation to the items on the agenda or the absence of any such interest, using the SDoI provided in Annex III to this decision. Any further details of interests already declared in the ADoI shall be specified in the SDoI in light of the agenda of the meeting. Individuals submitting SDoIs shall confirm whether they consider themselves to be in a potential CoI with respect to any item on the agenda of the meeting.
2. EFSA shall request experts to complete their SDoIs when providing the invitation to the respective meeting or mandate. The experts shall complete and return their SDoIs before each meeting takes place, with reference to the points of the agenda. Only experts having an SDoI approved before the meeting may attend the meeting they have been invited to.
3. When a working group is dealing with only one mandate leading to a single output, a single SDoI referring to the mandate may cover all meetings of that working group (in addition to the ADoI).
4. If several mandates or questions leading to multiple outputs are to be dealt with by a specific working group, as evidenced through the mandate or the meeting agendas, or a working group is dealing with only one mandate addressing several questions, an SDoI shall be required for each meeting where new questions will be addressed (in addition to the ADoI). When a meeting of a Scientific Panel, Scientific Committee or a working group with multiple mandates is organized in the framework of the assessment of applications subject to a scientific assessment, the agenda and the SDoI shall make reference to individual substances or products discussed at the meeting.

#### **Article 8- Oral declaration of interest at the beginning of the meeting**

1. At the beginning of each meeting subject to the Policy, members of the Scientific Committee, the Scientific Panels, working groups as well as other external experts shall declare orally **any interest not already declared** that might be considered prejudicial to their independence in relation to any item on the agenda of that meeting, or the absence of any such interest.

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<sup>12</sup> E.g. with a Scientific Panel or with a Working group.



2. Any interest declared orally shall be recorded in the minutes of the meeting.

## **TITLE II – PROCEDURE FOR IDENTIFYING AND HANDLING POTENTIAL CONFLICTS OF INTEREST OF SCIENTIFIC EXPERTS**

### **SECTION I – SCREENING PROCESS FOR MEMBERS OF THE SCIENTIFIC COMMITTEE, SCIENTIFIC PANELS AND WORKING GROUPS**

#### **Article 9- Principles of assessment of interests declared by scientific experts**

1. In addition to the general principles laid down in Article 2 above, the following principles shall be applied to declarations submitted by scientific experts:
  - a. The **ADoI** is used to decide on the **membership** of the Scientific Committee, Scientific Panels or working groups and for their respective **chairmanship**. The **SDoI** and **ODoI** are instrumental to identify whether the expert who is already a member of the concerned body, should nevertheless abstain, or be recused from, a specific item on the agenda.
  - b. Shall be subject to the present Decision any virtual or physical meeting:
    - i. organized by EFSA after receiving a mandate and before issuing the scientific or technical output, and
    - ii. involving members or external experts of EFSA’s Scientific Committee, Scientific Panels, working groups, Networks, peer review meetings and networking meetings, and
    - iii. regarding directly one or more scientific or technical outputs of EFSA.
  - c. Without prejudice to letter d. below, **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.
  - d. In any case, the concerned persons shall not be allowed to assess, rate or review their own work, and persons employed by industry shall not be allowed to become members of EFSA’s Scientific Committee, Scientific Panels and working groups.

#### **Article 10- Screening of Annual Declarations of Interest**

1. Upon receipt of the ADoI, the Head of the Unit supporting the Scientific Committee or the competent Scientific Panel, working group or other meeting subject to this Decision shall screen the declaration in order to assess potential CoI arising in any of the categories described in Article 1(4). The screening of ADoIs shall be performed according to the following criteria, reflected in the Reference Table of allowable interests – ADoIs provided in Annex IV to the present decision:
  - a. **Membership** of EFSA’s Scientific Committee, Scientific Panels or working group shall not be allowed when EFSA identifies a potential conflict of interest of a general nature when that would regularly lead to the exclusion of the expert’s from the meetings of that scientific group, such as employment with food or feed industry.

- i. A distinction is made between experts having interests related to FSOs and those having interests related to other organisations for categories II (Membership of management body), III (Membership of a scientific advisory body), IV (Employment) and V (Ad hoc or occasional consultancy). Activities carried out by associations or organizations where FSOs participate and that are performed on their behalf may be considered as de facto FSOs activities. For what concerns membership, the screening of interests falling under these categories shall lead to the following measures:
  - ii. An activity falling under category **II.B** (Member of a management body or equivalent other than a management body of a FSO) and category **V.B** (Ad hoc or occasional consultancy to bodies other than FSOs) that is ongoing at the moment of the screening shall be considered in CoI with membership of that group. This shall result in the impossibility for the concerned person to be considered for membership of that group.
  - iii. An activity falling under category **III.B** (Member of a scientific advisory body other than scientific groups of a FSO) that is ongoing at the moment of the screening shall be considered in CoI with membership of the expert of a One Mandate Working Group. This shall result in the impossibility for the concerned person to be considered for membership of that group.
  - iv. An activity falling under category **IV.B** (Employment with a body other than a FSO) that is ongoing at the moment of the screening shall be considered in CoI with membership of that group. This shall result in the impossibility for the concerned person to be considered for membership of the group. Membership shall also be prevented for activities that have been terminated in the two years preceding the submission of the ADoI.
  - v. There is no distinction in the assessment between experts having interests related to FSOs and those having interests related to other organisations for categories **I** (Economic interests) and **VII** (Intellectual property rights). An activity falling under those categories that is ongoing at the moment of the screening shall be considered in CoI with the membership of the expert in that group. This shall result in the impossibility for the concerned person to be considered for membership of that group.
  - vi. For category **VI** (Research funding) the assessment is to be made on the basis of whether the (co-)funding for research or developmental work received from the private sector during the year preceding the submission of the DoI exceeds 25% of the annual budget that is managed by the expert for the area under concern or that is otherwise benefiting him or her, including projects funded by the organisation of the expert. If that threshold is exceeded, that interest shall be considered in conflict with the participation of the expert in the relevant group. This shall result in the impossibility for the concerned person to be considered for membership of that group.
- b. Furthermore, eligibility for **chairmanship** of an EFSA's Scientific Committee, Scientific Panels or working group requires compliance with specific criteria, as follows:
  - i. An activity falling under category **II.A** (Member of a management body or equivalent of a FSO) and category **III.B** (Member of a scientific advisory body other than scientific groups of a FSO) that is ongoing at the moment of the screening shall be considered in CoI with the chairmanship of the expert in that group. This shall result in the impossibility for the concerned person to be considered for chairmanship of that group.

- ii. An activity falling under category **II.B** (Member of a management body or equivalent other than a management body of a FSO), that is ongoing at the moment of the screening shall be considered in CoI with chairmanship of that group. This shall result in the impossibility for the concerned person to be considered for chairmanship of the group. Chairmanship shall also be prevented for activities that have been terminated in the two years preceding the submission of the ADoI.
  - iii. An activity falling under category **III.A** (Member of a scientific advisory body managed by a FSO), category **IV.A** (Employment with a FSO) and category **V.A** (Ad hoc or occasional consultancy to a FSO) that is ongoing at the moment of the screening shall be considered in CoI with the chairmanship of the expert in a One Mandate Working Group. This shall result in the impossibility for the concerned person to be considered for chairmanship of that group.
  - iv. An activity falling under category **IV.B** (Employment with a body other than a FSO) and category **V.B** (Ad hoc or occasional consultancy to bodies other than FSOs) that is ongoing at the moment of the screening shall be considered in CoI with chairmanship of that group. This shall result in the impossibility for the concerned person to be considered for chairmanship of the group. Chairmanship shall also be prevented for activities that have been terminated in the five years preceding the submission of the ADoI.
  - v. For categories **I** (Economic interests), **VI** (Research funding) and **VII** (Intellectual property rights) letters v. and vi. above apply. This shall result in the impossibility for the concerned person to be considered for chairmanship of that group.
  - vi. For the duration of the mandate, the Chairperson shall endeavour not to engage in activities that may result in potential conflicts of interest of that nature or intensity. If, as a result of changes in the declared interest, the new information renders the DoI of the Chairperson not compatible with his or her role, a new Chairperson shall be appointed.
- c. For **both membership and chairmanship**, interests falling under categories **VIII** (Other memberships or affiliations) and **IX** (Other interests) shall be assessed in light of the mission, scope, funding and nature of the activities of the concerned organisation.
2. In the process, the responsible Head of Unit may seek clarifications from the expert with regard to the information that was declared in the ADoI.
  3. The responsible Head of Unit shall report any potential conflicts of interest to the competent Director along with the preventive measures proposed in that respect. The decision on the outcome of the screening of the ADoI rests with the competent Director taking this proposal into account.
  4. Preventive measures taken to address potential conflicts of interests shall be recorded in the minutes of the concerned meeting.

## **Article 11- Screening of Specific Declarations of Interest**

1. The screening of SDoIs shall be made according to the following criteria, reflected in the Reference Table of allowable interests – SDoI provided in Annex V:
  - a. **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 **items on the agenda of that meeting of**

**the group** where the person participates and the **role and function** that he or she is required to take on or perform in that meeting. As a rule, this shall not allow the concerned persons to assess, rate or review their own work.

- b. An activity falling under categories **I** (Economic interests), **II** (Membership of management body), **III** (Membership of a scientific advisory body), **IV** (Employment), **V** (*Ad hoc* or occasional consultancy) and **VII** (Intellectual property rights) that is overlapping with an item on the agenda and that is ongoing at the moment of the screening shall be considered in CoI with any participation of the expert in the item at issue. This shall result in the impossibility for the concerned person to be present when that item is discussed, voted or anyway processed by that scientific group.
  - c. For category **VI** (Research funding) the assessment is to be made on the basis of whether the (co-)funding for research or developmental work received from the private sector during the year preceding the submission of the DoI exceeds 25% of the annual budget that is managed by the expert for the area under concern or that is otherwise benefiting him or her, including projects funded by the organisation of the expert. If that occurs for one or more research projects that overlap with an item on the agenda and that are ongoing at the moment of the screening, this shall be considered in CoI with any participation of the expert in the item at issue. This shall result in the impossibility for the concerned person to be present when that item is discussed, voted or anyway processed by that scientific group.
  - d. Interests falling under categories **VIII** (Other memberships or affiliations) and **IX** (Other interests) are assessed in light of the mission, scope, funding and nature of the activities of the concerned organisation.
2. The Head of the unit supporting the Scientific Committee, Scientific Panel, working group or other meeting subject to the Policy shall perform the screening of the SDoI in advance of the meeting. Without prejudice to the principles set out in Articles 2 and 9, this shall be done taking in due account the information previously submitted in the ADoI and referring to the Reference Table of allowable interests provided in Annex V to the present decision.
  3. The responsible Head of Unit shall report any potential conflicts of interest along with the preventive measures taken in that respect. The decision on the outcome of the screening of the SDoI rests with the competent Head of Unit.
  4. Any preventive measure taken to address potential conflicts of interests shall be recorded in the minutes of the meeting and in the final scientific output.

#### **Article 12- Screening of Oral Declarations of Interest**

1. The Head of the unit supporting the Scientific Committee, Scientific Panel, working group or other meeting subject to the Policy shall perform the screening of the ODoI before starting the discussion of any of the items on the agenda. This shall be done taking in due account the information previously submitted in the ADoI and, where appropriate, in the SDoIs, and applying the criteria laid down in Article 11.
2. Any preventive measure taken to address potential conflicts of interests shall be recorded in the minutes of the meeting and in the final scientific output.

## **SECTION II - DECISION ON THE ASSESSMENT OF MEMBERS OF THE SCIENTIFIC COMMITTEE, SCIENTIFIC PANELS AND WORKING GROUPS**

### **Article 13- Review of the decisions**

1. In case a specific complaint is filed by the concerned person or should a reconsideration of a decision be considered appropriate to address a potential factual mistake, the Executive Director may seek the review of any decision taken in the context of this procedure. In the context of the review, the Executive Director shall submit the dossier to the Committee on Conflict of interests (CCI) consisting of the three science directors and of the Head of Legal and Regulatory Affairs for an initial advice for this review.<sup>13</sup>
2. On the basis of the advice provided by the CCI, the Executive Director may review the decision in question taking all measures necessary to rectify the deficiencies identified therein.
3. Should the review by the Executive Director identify a conflict of interest regarding a scientific output that has already been adopted, Article 15(4) shall apply by analogy.

### **Article 14- Process regarding omissions for members of the Scientific Committee, Scientific Panels, working groups and other external experts**

1. EFSA shall systematically and regularly check the compliance of a sample of the DoIs submitted in the context of the present decision.
2. In case EFSA is, or is made, aware of some information that is not consistent with, or that is missing from, the declaration of an expert and a preliminary assessment suggests that it concerns a declarable interest, EFSA shall seek additional information from the expert with regard to the omission. At the same time, the expert shall be requested to update the missing details of the DoI.
3. Upon completion of the update, the DoI shall be processed and screened in accordance with the present Decision.
4. EFSA may take any appropriate preventive action regarding the expert's participation in EFSA's activities in accordance with Articles 10, 11 and 12, respectively.

### **Article 15- Process regarding breaches of EFSA's rules on declarations of interest**

1. In case the assessment of the DoI updated following the process described in the previous article results in the identification of a CoI, the omission shall be considered a breach of the rules laid down in this decision.
2. In case the seriousness is such that it needs to be considered as a breach of trust, EFSA shall propose to the Management Board the dismissal of the concerned member from membership of EFSA's Scientific Committee and/or Scientific Panels.
3. In all other instances involving members of EFSA's Scientific Committee and/or Scientific Panels and working groups, the Executive Director shall take the appropriate decisions.

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<sup>13</sup> Decision of the Executive Director of the European Food Safety Authority establishing the Committee on Conflict of interests (CCI).

4. If EFSA finds an expert to be in breach of the present rules, the Executive Director may ask the Internal Audit Capability (IAC) to perform a review of the scientific outputs adopted by the scientific body(ies) to which that expert contributed. Upon receipt of such a request, the IAC shall clarify whether, and if appropriate the extent to which, that expert influenced the outputs adopted by those scientific bodies. The IAC shall report his or her findings to the Executive Director and to the Audit Committee of the Management Board. The Executive Director shall take all the appropriate measures to address these findings.

#### **Article 16- Granting of waivers**

1. When an external expert is assigned a potential CoI excluding him or her from participation in a working group and his or her expertise is considered essential for the completeness of certain outputs, the availability of alternative experts in the field shall be considered.
2. Where a search for alternative experts is performed the availability of alternative experts shall be discussed with the other participants in that meeting.
3. In exceptional cases, when the concerned external expert's involvement in a particular working group is considered essential and where no suitable alternative expert is found, the Head of the Unit supporting the concerned working group may request a waiver to the competent Director.
4. Such a waiver may be granted by the competent Director when the contribution of the concerned expert is found to be essential for the completeness of the draft output, when no suitable alternate could be identified and the expert's contribution could not be handled through participation as hearing expert. The Director competent for the unit supporting the scientific group shall inform the Executive Director on the conclusion reached. This shall include all pertinent information on which the conclusion is based.
5. Waivers shall be recorded in the minutes of the meeting(s) and in the ensuing scientific output.
6. Should a waiver be granted, the concerned expert shall be allowed to take part in the discussions and in the drafting phase of the scientific output. Scientific experts having been granted a waiver shall not be allowed to be, or act as, chairman, vice-chairman or rapporteur of EFSA's scientific groups.
7. No waivers shall be granted to experts involved in activities related to the assessment of dossiers submitted by applicants for the evaluation of regulated products, claims or substances.

#### **SECTION III - OTHER CASES**

#### **Article 17- Members of Networks, peer review meetings and of networking meetings**

1. Members of networks, peer review meetings, networking meetings pursuant to Article 36(1) of Regulation (EC) No 178/2002 and their alternates shall be invited to complete and submit an ADoI pursuant to Article 6 (Annual declaration of interests) and to make an oral declaration pursuant to Article 8 (Oral declaration of interest), insofar as those provisions are compatible with the specificities of Networks, peer review meetings and networking meetings. No SDoI shall be requested.

2. Articles 10 (Screening of Annual Declarations of Interest) and 12 (Screening of Oral declarations of Interests) shall also be applicable by analogy, insofar as compatible, to ADoIs and ODoIs submitted by members of networks, peer review meetings and networking meetings and their alternates.
3. In case a potential CoI of a general nature is identified for one of the persons identified in paragraph 1, such as employment with food or feed processing industry, the competent Head of unit shall inform his or her Director. A CoI of a general nature is understood to be one for which the network member is in conflict as a result of the activities he is involved in. On the basis of the level assigned to each interest, the Director may liaise with the competent authority or Member State with a view to avoiding the occurrence of the conflict. The responsibility for the appointment or nomination of representatives of the Member State(s) or of its authorities in the meetings rests at all times exclusively with the Member State(s) or the bodies that are represented.

### **Article 18- Hearing experts**

1. Pursuant to Article 28 of Regulation (EC) No 178/2002, and without prejudice to the Decision of the Executive Director concerning the selection of members of the Scientific Committee, Scientific Panels and external experts to assist EFSA with its scientific work,<sup>14</sup> EFSA may organise hearings. It is in that context that hearing experts, as defined in Article 21 of the mentioned Decision of the Executive Director, may be invited to present their views irrespective of whether they hold potential conflicts of interest.
2. Without prejudice to paragraph 1 above, hearing experts shall be required to complete and submit an ADoI pursuant to Article 6 (Annual declaration of interests) of the present Decision. No SDoI or ODoIs shall be requested to hearing experts. No additional remedial measure is requested to prevent the potential CoI identified in the ADoIs of hearing experts as their participation is limited to providing testimony, without the possibility of taking part in the drafting, deliberation of the scientific output at issue or any other activity carried out in that meeting. Hearing experts shall not be allowed to take on any role undertaken by members of scientific groups.
3. The responsible Director or Head of Unit may reject the request of inviting hearing experts on various grounds, including the interests declared in the ADoI. Hearing experts shall be allowed in the meeting only for the relevant point(s) in the agenda.
4. Acceptance of hearing experts shall be recorded in the minutes of the meeting(s) and in the ensuing scientific output.

### **Article 19- Observers**

1. Upon acceptance by EFSA, observers may be invited to attend meetings and events organised by the Authority, or parts thereof, only in order to observe them. Observers shall not in any way take part in the discussion, drafting, deliberation of the scientific output at issue or in other activities carried out there. Observers shall not be allowed to take on any role undertaken by members of scientific groups. The EFSA Guidelines for Observers apply.

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<sup>14</sup> Decision of the Executive Director concerning the selection of members of the Scientific Committee, Scientific Panels and external experts to assist EFSA with its scientific work signed on 14 March 2011.

2. Without prejudice to the possibility for the European Commission's representatives to attend EFSA's meetings pursuant to Article 28(8) of Regulation (EC) No 178/2002, accreditation to observe any of the above-mentioned meetings shall be submitted in writing.
3. Staff of FSOs and staff of European Union Institutions, bodies and agencies may attend EFSA's scientific meetings as observers.
4. When staff of FSOs and staff of European Union Institutions, bodies and agencies take part in EFSA's scientific meetings in their quality as members of the competent scientific group, they shall be subject to the relevant provisions of the present Decision. As a consequence, their DoIs shall be screened as those of any other member or expert.

### **TITLE III - MEMBERS OF EFSA'S GOVERNANCE BODIES, EXECUTIVE DIRECTOR AND STAFF**

#### **Article 20- Declarations of interest of members of the Management Board**

1. Members of the Management Board shall undertake to act independently in the public interest. For this purpose, they shall make a declaration of commitment (Annex II) and an ADoI (Annex I) indicating any direct or indirect interests which might be considered prejudicial to their independence in accordance with Article 37(1) of Regulation (EC) No 178/2002 and Article 8 of the Code of conduct of the Management Board of the European Food Safety Authority. They shall also make their best efforts to refrain from involving themselves in any activity that would result in a CoI. Those declarations are made annually in writing and are made available on EFSA's website.
2. The members shall inform the Board of any change in their interests by updating their ADoI. When EFSA receives an updated DoI of a Management Board Member, the Executive Director provides an assessment thereof to the Board. The Board shall discuss each case on the basis of the assessment submitted by the Executive Director. The Board shall reach a conclusion with regard to the DoI assessment and shall recommend a follow-up. If an identified conflict that is substantially affecting the work of the Board or EFSA's reputation is not resolved, the Board, acting on a two-thirds majority, may ask for the replacement of the concerned person.

#### **Article 21- Declarations of interests of members of the Advisory Forum**

1. Members of Advisory Forum shall undertake to act independently in the public interest, make a declaration of commitment (Annex II) and an ADoI (Annex I) indicating any direct or indirect interest which might be considered prejudicial to their independence. They shall also make their best efforts to refrain from involving themselves in any activity that would result in a CoI. Those declarations shall be made available on EFSA's website. The members shall inform the Advisory Forum of any change in their interests by updating their ADoI.
2. Articles 10 (Screening of Annual Declarations of Interest) and 12 (Screening of Oral Declarations of Interest) shall be applicable to ADoIs submitted by members of the Advisory Forum insofar as those provisions are compatible with the specificities of the AF. No SDoI shall be requested. The Executive Director, in his or her quality as Chairperson of the Advisory Forum, shall screen the ADoIs and



ODoIs of the members to identify if there is any interest that could present a potential conflict with regard to the work of the Advisory Forum.

3. In case a potential CoI of a generic nature is identified for one of the persons identified in paragraph 1, the Executive Director may liaise with the competent authority or Member State with a view to avoiding the occurrence of conflicts of interests. A CoI of a generic nature is understood to be one for which the member is in conflict as a result of the activities he is involved in.

#### **Article 22- Declarations of interest of the Executive Director**

1. The Executive Director shall undertake to act independently in the public interest, make a declaration of commitment and an ADoI (Annex I) indicating any direct or indirect interests which might be considered prejudicial to his or her independence. Those declarations shall be made annually in writing and shall be made available on EFSA's website.
2. The Executive Director shall make his or her best effort to refrain from involving himself or herself in any activity that would result in a CoI. The Executive Director shall inform the Management Board of any change in his or her interests.
3. The Management Board shall screen the declaration of interests of the Executive Director in order to identify if an interest could present a potential conflict with regard to the work of the Executive Director.
4. In accordance with Article 11a of the Staff Regulations, the Executive Director shall not, in the performance of his or her duties, deal with a matter in which, directly or indirectly, he or she has any personal interest such as to impair his or her independence.

#### **Article 23- Declarations of interest of other EFSA staff**

1. The requirement to declare annually their interests shall also apply to all managers and knowledge workers working with EFSA. Save as hereinafter provided, Articles 3 (Interests to be declared in the Annual Declaration of Interests), 6 (ADoIs) and 10 (Screening of Annual Declarations of Interest) shall be applicable by analogy to those individuals.
2. Declarations of Interest of EFSA's Management Team shall be made available on the Authority's website.
3. The requirement to declare annually their interests shall apply to all persons identified under paragraph 1, irrespective of whether they are on duty or on leave. In addition to the interests defined under Article 1 of the present decision, EFSA staff shall declare also any negotiation with prospective employer(s) having a vested interest in EFSA or in its activities.
4. Declarations of members of staff shall be screened by the responsible line manager. When the line manager identifies a potential CoI, he or she shall highlight the finding to his or her hierarchical superior. If the superior confirms that there is a potential CoI, he or she shall bring the matter to the attention of the Executive Director in his or her quality as Appointing Authority.
5. Employment by EFSA shall be considered in conflict with membership of an EFSA's Scientific Committee, Scientific Panel or working groups.

6. Negotiations with a prospective employer may be considered by the Appointing Authority as a CoI 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.
7. The Executive Director, after having consulted the Joint Committee and having heard the member of staff concerned, may decide to reassign the person in question or take any measure considered appropriate to ensure the potential conflict of interest in question does not occur, or to remedy a CoI.
8. When, as a result of the procedure above, a staff member is transferred to another Unit or Directorate, his or her ADoI shall be updated and submitted to his or her new line manager for screening. The procedure laid down above applies to updated DoIs.
9. Any change regarding interests already declared shall result in a swift update of the ADoI, which shall be submitted to the responsible line manager without delay. The procedure laid down above applies to updated DoIs.
10. The procedure laid down in this Article is without prejudice to disciplinary measures that may be taken by the Executive Director in accordance with the Staff Regulations for officials and other servants.
11. Article 90 of the Staff Regulations is applicable to the procedures laid down in this Article.

#### **TITLE IV - PROCUREMENT AND GRANTS AWARDING PROCEDURES**

##### **Article 24– Declaration by tenderers to EFSA's procurement procedures**

1. EFSA shall demand legal or natural persons applying to EFSA's public procurement procedures concerning a scientific or technical project to submit a true, accurate and up to date declaration of interest using the template provided by EFSA and laid down in Annex VI of the present Decision.
2. In the context of paragraph 1, legal or natural persons shall declare any interest that may be considered prejudicial to their independence with reference to the subject matter of the concerned procedure and to the operational body that will carry out the project or provide the requested services. The declaration shall be submitted together with the offer.
3. Tenderers shall update their declarations without delay in case of any change in those interests.
4. To interpret the concepts and definitions contained in the template declaration, tenderers referred to in paragraph 1 shall make reference to the definitions laid down in Article 1(4). Article 10 (Screening of Annual Declarations of Interest) shall be applicable to DoIs submitted in the context of paragraph 1 insofar as those provisions are compatible. No SDoI shall be requested.

##### **Article 25– Declaration by employees and consultants in the context of procurement and grants procedures of EFSA**

1. Upon reasoned proposal of the competent EFSA unit and following the decision of the EFSA's Mandate Review Committee, EFSA may demand legal or natural persons applying to its public procurement or grant procedures to submit as part of their offer/grant application a true, complete and updated individual declaration of

interest also for each of the members of the team they propose in the context of that contract or grant agreement.

2. The proposal by the competent EFSA unit referred to in paragraph 1 may be based, *inter alia*, on the degree of urgency of a certain call, the level of sensitivity of the subject matter, reasons linked to the programme of work of EFSA or on other elements such as the type of contract to be signed.
3. In case the applicant is awarded the grant or contract, the individual declarations referred to in paragraph 1 shall be provided by the concerned legal or natural person to the Authorising Officer together with the offer/application for grant and shall comply with the template laid down in Annex III of the present Decision. Tenderers and applicants, even during the implementation of the contract / grant agreement, shall update their declarations without delay in case of any change in the activities at issue. Specific calls or procedures may specify a different timeline for the submission of the individual declarations.
4. To interpret the concepts and definitions contained in the template declaration, tenderers or applicants referred to in paragraph 1 shall make reference to the definitions laid down in Article 1(4). Article 11 (Screening of Specific Declarations of Interest) shall be applicable to individual DoIs submitted pursuant to paragraph 3.
5. In case of amendments submitted during the period of implementation of the contract or grant project to the declaration, EFSA reserves the right to ask for individual declarations for project team members involved or proposed for involvement in activities under the respective contract or grant project.

#### **Article 26– Screening of the declarations**

1. The screening of the declarations of interest submitted under Articles 24 (Declaration by tenderers) or 25 (Declaration by employees and consultants in the context of procurement and grants procedures of EFSA) shall be performed by the EFSA Evaluation Committee designated for each procurement or grant call, with the participation, or under the supervision, of the competent line manager in an advisory capacity, if he or she is not already part of the committee. The screening of declarations may also involve the Authorizing Officer for the contract or grant in question.
2. Should a potential CoI be identified, the Evaluation Committee shall request the tenderer/grant applicant to put in place within a set time period measures appropriate to prevent the occurrence of that conflict, such as the replacement of the individual(s) with the identified conflict.
3. The evaluation committee shall assess the measures taken by the tenderer/grant applicant and the above sequence shall be repeated until no potential CoI is identified, or until the tenderer/grant applicant is excluded from the procedure for his or her inability to adopt the appropriate measures. In that case, the tenderer/grant applicant shall be excluded and his or her offer/application shall not be retained for contract/grant award.

## **TITLE V - COMMON PROVISIONS**

### **Article 27- Publication and protection of personal data**

1. Without prejudice to Regulation (EC) No 178/2002, EFSA shall process all Declarations of Interest pursuant to Regulation (EC) No 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.
2. The purpose of the data processing is to safeguard the independence of EFSA and its constituent bodies.
3. The legal basis for Declaration of Interests processing is provided in:
  - a. Articles 22, 37 and 38 of Regulation (EC) No 178/2002;
  - b. As concerns Annual Declarations of Interest of EFSA staff, Article 11 and 11(a) of the Staff Regulations;
  - c. Article 94 of the Financial Regulation applicable to the General Budget of the European Communities as well as Article 133a of Regulation (EC, Euratom) No 2342/2002 laying down detailed rules for the implementation of the Financial Regulation.
4. The EFSA Executive Director is the controller of handling the declarations of interest.
5. The nature of interests to declare, the obligation to do so, as well as possible consequences of not declaring and the publication of Declarations, are explained in the present decision, also available on EFSA's website.
6. The recipients of the Declarations of Interest are the persons and bodies identified in the present document, without prejudice to the publicity requirement regarding specifically Annual Declarations of Interest laid down in Article 38(1) litt. (d) of Regulation (EC) No 178/2002. Furthermore, Declarations of Interest may be transferred to bodies in charge of a monitoring or inspection task in conformity with Union Law, including the European Court of Auditors, the Internal Audit Service, OLAF, the European Ombudsman and the European Data Protection Supervisor.
7. The conservation period of Declarations of Interest per category of data subjects shall be:
  - a. For Members of EFSA constituent bodies (Management Board, Advisory Forum, Scientific Committee and Scientific Panels) as well as external experts, 5 years after the discharge for the budgetary year to which the DoI relates;
  - b. For the Executive Director, 5 years after the discharge for the budgetary year in which the Executive Director terminates the mandate at EFSA;
  - c. For EFSA staff, 5 years after the discharge for the last budgetary year in which they worked for EFSA;
  - d. For DoIs submitted in the context of grants and procurement, 5 years after the discharge for the budgetary year in which the contract or grant was terminated.
8. Data subjects with active EFSA involvements have a right to access their Declaration of Interest and to update or correct it at any time. To meet this requirement, the DoI IT tool, available upon username/password authentication, is permanently accessible to data subjects. In case EFSA has knowledge of information that is not consistent with the declared interest, or in case of failure to submit a Declaration of Interest, the data subject concerned will be contacted with



**ANNEX I: ANNUAL DECLARATION OF INTERESTS (ADoI)**

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

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

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

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

EFSA involvement \_\_\_\_\_

**hereby declares to have the following interests relating to his or her EFSA activities**

*(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.)*

<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 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 remit of the scientific group.
4. Please indicate any economic stake or share in a body with an interest in the subject matter, 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.

<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.



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.
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): \_\_\_\_\_**

VII. Intellectual property <sup>10</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.
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.

VIII. Other membership or affiliation <sup>11</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.
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.

IX. Other <sup>12</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 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**
- **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)*

<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 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.

<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. 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



<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. 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”.

<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. 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.
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>

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.
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): \_\_\_\_\_**

<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. 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.

<b>VIII. Other 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. 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.

<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 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**		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	<b>not allowed</b> 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			

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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
IV. A. Employment with an FSO*	CURRENT	allowed	not allowed	allowed	
	PAST	allowed			
IV. B. Employment, other than FSO*	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 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.	

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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
V. A. Ad hoc or occasional consultancy to FSOs*	CURRENT	allowed	not allowed	allowed	
	PAST	allowed			
V. B. Ad hoc or occasional consultancy to bodies 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			allowed	

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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
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			

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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
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.

EFSA Reference table of allowable interests – Specific Declarations of interest

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

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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	<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)
IV. Employment*	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.

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EFSA Reference table of allowable interests – Specific Declarations of interest

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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	<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)
VI. Research funding from the private sector exceeds 25% for the area under concern*	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.

EFSA Reference table of allowable interests – Specific Declarations of interest

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**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	<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)
VIII. Other membership or affiliation, including professional organisations, regarding the relevant matter*		<b>Participation allowed or not allowed</b> 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		<b>Participation allowed or not allowed</b> 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.

EFSA Reference table of allowable interests – Specific Declarations of interest

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**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)*

I. Economic interest <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 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.

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.
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): \_\_\_\_\_**

VII. Intellectual property <sup>10</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.
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 <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 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 <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 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.



**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.