



## GUIDANCE DOCUMENT ON DECLARATIONS OF INTERESTS

### INTRODUCTION

1. This guidance is part of the scheme implementing Article 37 of Regulation (EC) No 178/2002. It implements the EFSA Policy on Declarations of Interests in line with the Decision concerning the establishment and operations of the Scientific Committee and Panels<sup>1</sup>. This document presents

- the importance of providing declarations of interests and
- the nature of interests that are to be declared,

2. This guidance document aims at giving clear indication on how to declare an interest and is to be cross-read with the Procedure for identifying and handling potential conflict of interests.

3. It should be noted that according to Regulation (EC) No 178/2002, the responsibility for declaring any possible conflict of interest is placed on the individuals completing their declaration.

4. The Authority recognises that scientific expertise underpins the fulfilment of its mission and tasks and that the quality of such expertise is inherently based on prior experience. It is also to be highlighted that an "interest" declared is not automatically considered to be a conflict of interest. It is well understood that, in general, individuals who are involved in a particular process inherently have a professional interest in the subject and in being involved in the process as such. Therefore, members of EFSA constitutive bodies mentioned in Article 24 of Regulation (EC) No 178/2002, *i.e.* the Management Board, the Advisory Forum, the Scientific Committee, the Scientific Expert Panels and EFSA staff members, as well as any Expert Working Group or external scientific experts all have a professional interest in the work they are undertaking and in the outcome of these activities. In the work of the EFSA interests of an intellectual nature are even considered as indispensable to safeguard the quality and overall balanced objectivity of the scientific work.

5. The scheme put in place consists of a two step approach: The Annual Declaration of Interests (ADoI) and the Specific Declaration of Interests (SDoI). The ADoI highlights the various interests. These may give rise to a potential conflict of interest in the context of a specific activity. The SDoI is to be filled in at the beginning of each meeting/activity of the Scientific Committee, Scientific Panels and working groups. The SDoI is linked to a specific

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<sup>1</sup> MB - 17.10.2002.

subject matter or set of subject matters (*e.g.* substance/product) and it allows EFSA to assess whether a conflict of interest exists in the context of the respective activity.

## **WHO SHOULD DECLARE INTERESTS AND WHEN?**

### **A. Annual Declaration of Interests**

The members of the Management Board, the Members of the Advisory Forum, the members of the Scientific Committee, the Scientific Panels, Working Groups as well as external scientific experts and the Executive Director shall undertake to act independently in the public interest. For this purpose, they shall make a Declaration of Commitment (Annex 1), an Annual Declaration of Interests (ADoI) (Annex 2) and a Declaration concerning confidentiality (Annex 4). Those declarations shall be made annually in writing and shall be made public according to Article 38(1)(d) of Regulation (EC) No 178/2002.

The aim of the ADoI is to concisely address all possible interests which might be considered relevant to assess independence, including interests which are inherent to the professional background of the individual.

The Executive Director has decided that the requirement to declare interests should also apply to all AD-grade staff in the Authority.

### **B. Specific Declaration of Interests**

In order to address interests of relevance which are linked to a specific activity, the legal framework foresees that interests are to be declared at the beginning of each meeting.

The members of the Management Board, the members of the Advisory Forum, the members of the Scientific Committee, the Scientific Panels, Working Groups as well as external scientific experts are asked to declare any interests which might be considered prejudicial to their independence in relation to the items on the agenda at the beginning of each meeting. Any declared interests will be recorded in the minutes. Furthermore, the members of the Scientific Committee, Scientific Panels, Working Groups as well as external scientific experts, for each meeting shall declare such interests, using the Specific Declaration of Interests (SDoI) provided in Annex 3.

## **WHAT TO DECLARE?**

### **A. Annual Declaration of Interests**

The nature of the activities listed below shall be declared in the ADoI. These activities can be current or past (see the “other definitions” below).

#### **Nature of the activities**

- I. **Ownership or other investments, including shares** is to be interpreted as meaning any substantial financial interests in a company/entity operating in the food or feed

business<sup>2</sup>, including holding of stocks and shares, equity, bonds, partnership interests<sup>3</sup> in the capital of a company, one of its subsidiaries or a company in the capital of which it has a holding. The holding of financial interests connected with a pension scheme would not be considered a financial interest, provided that the individual has no influence on its financial management.

- II. **Member of a Managing Body or equivalent structure** is to be interpreted as meaning any participation in the internal decision-making of a company or equivalent entity (e.g. board membership, directorship).
- III. **Member of a Scientific Advisory Body** is to be interpreted as meaning that the person concerned is participating or has participated in the works of a Scientific Advisory Body with voting rights on the outputs of that entity.
- IV. **Employment** is to be interpreted as meaning that the person concerned has been or is employed in a private company or in a public institution whose activities are linked to the food chain.
- V. **Consultancy** is to be interpreted as an activity in which the concerned person charges a fee for providing advice or services in a particular field.
- VI. **Research funding** is to be interpreted as meaning any research in relation to matter or work financed by a private or public entity, including grants, rents, sponsorships and fellowships.
- VII. **Intellectual property rights** are to be interpreted as meaning rights granted to creators and owners of works that are the result of human intellectual creativity. These can be publications or can be in the industrial, scientific and artistic domain. They can be in the form of an invention, a manuscript, a suite of software, or a business name (*e.g.* copyrights, patents, trademarks *et cetera*).
- VIII. **Other membership or affiliation** is to be interpreted as any membership or affiliation other than the above which can be perceived as an interest in the field of activity of the EFSA.
- IX. **Interests of close family member** are to be interpreted as meaning that they may include interests held by first-line members of his/her family (i.e. parents, spouse or partner and dependent children living in the same household). In order to maintain privacy, the names of family/household members do not need to be declared.
- X. **Other** is to be interpreted as meaning any activities or interests other than the above which can be perceived as an interest in the field of activity of the EFSA.

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<sup>2</sup> By reference to the definitions set out in Article 3 of Regulation (EC) No 178/2002, food or feed business should be taken to mean any undertaking, whether for profit or not and whether public or private, carrying out any of the activities related to any stage of production, processing and distribution of food or feed.

<sup>3</sup> When declaring financial interests e.g. stock and shares, only the kind, number and company name need to be stated.

### Other definitions

- **Current** is to be interpreted as meaning activities that are currently ongoing.
- **Past period** is to be interpreted as meaning activities that are no longer ongoing and which have been completed in the preceding five years.
- **Name of entity or organization** is to be interpreted as meaning name, location and nature of all organisations (private, public, etc.) that relate directly to the specific area of expertise or field of potential activity of the individual within the EFSA. This includes but is not limited to, food and feed business as defined in Article 3 of Regulation (EC) No 178/2002: "a company, association (trade association) or any other entity with commercial interests". Thus, for the purpose of the declarations of interests the involvement in public bodies needs to be included as well.
- **Subject matter** is to be interpreted as meaning *inter alia* types of substances, products, guidance documents, processes or policies. Any data collection and any other interest stemming from prior experience or affiliation of the individual with private or public institution should equally be declared.

## B. Specific Declaration of Interests

For members of the Scientific Committee, Scientific Panels, Working Groups as well as external scientific experts the activities defined below shall be declared in the Specific Declarations of Interests for the time period specified under "other definitions" below. The specific interests apply in relation to the procedure for which the participation of the expert is envisaged.

It should be noted that if the meeting or assignment involves a particular matter involving specific parties, with an interest in the meeting or assignment these should be identified to the extent feasible by the experts. For a meeting or assignment related to a product being assessed, the entities with a financial interest may include the sponsor and firms who will manufacture or market (1) the product being reviewed, (2) products that would be used in conjunction with the one being reviewed, and (3) products that would compete with the one being reviewed. Thus, a financial interest in a "competing product" and/or a competitor company is relevant to the conflict of interest analysis. Such determinations need to be based on scientific and economic considerations taken on a case by case basis.

### Nature of the activities

- I. **Ownership or other investments, including shares** is to be interpreted as meaning any substantial financial interests in a company/entity *whose product or substance is being reviewed or a company that is a competitor in this area or a company that manufactures or markets products or substances used in the food chain in conjunction with the one being reviewed*, including holding of stocks and shares, equity, bonds, partnership interests<sup>4</sup> in the capital of a company, one of its subsidiaries or a company in the capital of which it has a holding. The holding of financial interests connected with a pension scheme would not be considered as a financial interest provided that the individual has no influence on its financial management.
- II. **Member of a Managing Body or equivalent structure** is to be interpreted as meaning any participation in the internal decision-making of a company (e.g. board membership, directorship) *whose product or substance is being reviewed or a company that is a competitor in this area or a company that manufactures or markets products or substances used in the food chain in conjunction with the one being reviewed or the one from a competitor*.
- III. **Member of a Scientific Advisory Body** is to be interpreted as meaning that the person concerned is participating or has participated, with voting rights on the outputs, in the works of a Scientific Advisory Body *which has expressed an opinion, a statement or an advice about the product or substance at issue or about a competing product or about products or substances used in conjunction with the one or the one from a competitor*.
- IV. **Employment** is to be interpreted as meaning that the person concerned is or has been employed in a private company or in a public institution whose activities are linked to the food chain or *whose product or substance is being reviewed or a company that is a competitor in this area or a company that manufactures or markets products or*

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<sup>4</sup> When declaring financial interests e.g. stock and shares, only the kind, number and company name need to be stated.

*substances used in the food chain in conjunction with the one being reviewed or the one from a competitor.*

- V. **Consultancy** is to be interpreted as an activity where the concerned person charges a fee for providing advice or services in a particular field *such as the development of the product or substance or a competitor product or substance or a substance or product used in conjunction either with the one being reviewed or the one from a competitor.*
- VI. **Research funding** is to be interpreted as meaning any research *on the development of the product or substance or a competitor product or substance or a substance or product used in conjunction either with the one being reviewed or the one from a competitor if financed by a private or public entity*, including grants, rents, sponsorships and fellowships.
- VII. **Intellectual property rights** are to be interpreted as meaning rights granted to creators and owners of works that are the result of human intellectual creativity. These can be publications or can be in the industrial, scientific and artistic domain. They can be in the form of an invention, a manuscript, a suite of software, or a business name *(e.g. copyrights, trademarks, patents on the product or substance or a competitor product or substance or a substance or product used in conjunction with the one being reviewed or the one from a competitor).*
- VIII. **Other membership or affiliation** is to be interpreted as any membership or affiliation other than the above which can be perceived as an interest in the field of activity of the EFSA.
- IX. **Interests of close family members** are to be interpreted as meaning *inter alia* interests held by first-line members of his/her family (i.e. parents, spouse or partner and dependent children living in the same household) *and that relate to the development of the product or substance or a competitor product or substance or a substance or product used in conjunction either with the one being reviewed the one from a competitor.* In order to maintain privacy, the names of family/household members do not need to be declared.
- X. **Other** is to be interpreted as meaning that the person concerned has any activities or interests other than the above which can be perceived as an interest in the field of activity of the EFSA.

#### Other definitions

- **Current** is to be interpreted as meaning the activities that are currently ongoing.
- **Past period** is to be interpreted as meaning activities that are no longer ongoing and which have been completed in the preceding five years.
- **Name of entity or organization** is to be interpreted as meaning name, location and nature of all organisations (private, public, etc.) that relate directly to the specific area of expertise or field of potential activity of the individual within the EFSA. This includes but is not limited to, food and feed business as defined in Article 3 of Regulation (EC) No 178/2002: "a company, association (trade association) or any other entity with

commercial interests" *and that is involved in the development of the product or substance or a competitor product or substance or a substance or product used in conjunction either with the one being reviewed or the one from a competitor.* Thus, for the purpose of the declarations of interests the involvement in public bodies needs to be included as well.

- ***Item on the agenda or in the mandate*** is to be interpreted as meaning *the item(s) in the agenda or the mandate that is of concern* e.g. types of substances, products, guidance documents, processes or policies. Any data collection and any other interest stemming from prior experience or affiliation of the individual with private or public institution should be equally declared.

## PUBLICATION

The **ADoIs** will be made public in accordance with Article 37 of Regulation (EC) No 178/2002.

## ANNEXES:

1. Declaration of commitment
2. Annual Declaration of interests
3. Specific Declaration of Interests
4. Declaration concerning confidentiality

## **ANNEX 1: DECLARATION OF COMMITMENT**

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

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

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

**Position:**

- ☐ Member of the Management Board
- ☐ Member of the Advisory Forum
- ☐ Member of the Scientific Committee
- ☐ Member of a Panel on \_\_\_\_\_
- ☐ Member of a Working Group on \_\_\_\_\_
- ☐ External expert

Pursuant to Article 37 of Regulation (EC) No 178/2002 establishing the European Food Safety Authority, I hereby undertake to make all reasonable efforts to attend and participate in the meetings of the above body and to act independently of any external influence. In particular I know that I am obliged to make and sign an **Annual written Declaration of Interests (ADoI)** and where required a **Specific Declaration of Interests (SDoI)** in accordance with the **Procedure for identifying and handling potential conflict of interests**.

DONE AT: \_\_\_\_\_ ON \_\_\_\_\_

SIGNATURE: \_\_\_\_\_



## ANNEX 2: ANNUAL DECLARATION OF INTERESTS (ADoI)

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

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

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

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

EFSA involvement<sup>a</sup> \_\_\_\_\_

**hereby declares to have the following interests**

*(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>Nature of Activities:<br/>I. Ownership or other investments,<br/>including shares<sup>4</sup></b> | <b>Current <sup>1</sup><br/>From<br/>Month/year</b> | <b>Name of Entity <sup>2</sup><br/><i>Please indicate<br/>Private or Public</i></b> | <b>Subject matter <sup>3</sup></b> |
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1. Please indicate activities which are currently ongoing. Indicate starting date (month/year).
2. Please indicate name, location and nature of all organisations (private, public, etc.) that relate directly to the specific area of expertise or field of potential activity of the individual within the EFSA. This includes but is not limited to, food and feed business as defined in Article 3 of Regulation (EC) No 178/2002: “a company, association (trade association) or any other entity with commercial interests”. Thus, for the purpose of the declarations of interests the involvement in public bodies needs to be included as well.
3. Please indicate the activity of the entity, *e.g.* types of substances, products, guidance documents, processes or policies. Any data collection and any other interest stemming from prior experience or affiliation of the individual with private or public institution should equally be declared.
4. Please indicate any substantial financial interests in a company/entity operating in the food or feed business, including holding of stocks and shares, equity, bonds, partnership interests in the capital of a company, one of its subsidiaries or a company in the capital of which it has a holding.

<sup>a</sup> Please specify all your current activities within EFSA *e.g.* Panel Member, ad hoc expert.

| <b>Nature of Activities:<br/>II. Member of a Managing Body or<br/>equivalent structure<sup>5</sup></b> | <b>Current <sup>1</sup><br/><i>Please answer Yes<br/>or No</i></b> | <b>Past Period <sup>1</sup><br/><i>From/To<br/>(Month/Year)</i></b> | <b>Name of Organisation <sup>2</sup><br/><i>Please indicate<br/>Private or Public</i></b> | <b>Subject matter <sup>3</sup></b> |
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5. Please indicate any participation in the internal decision-making of a company or equivalent entity (*e.g.* board membership, directorship).

| <b>Nature of Activities:<br/>III. Member of a Scientific Advisory<br/>Body<sup>6</sup></b> | <b>Current <sup>1</sup><br/><i>Please answer Yes<br/>or No</i></b> | <b>Past Period <sup>1</sup><br/><i>From/To<br/>(Month/Year)</i></b> | <b>Name of Organisation <sup>2</sup><br/><i>Please indicate<br/>Private or Public</i></b> | <b>Subject matter <sup>3</sup></b> |
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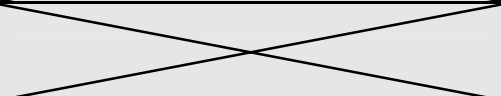
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3. Please indicate the activity of the entity, *e.g.* types of substances, products, guidance documents, processes or policies. Any data collection and any other interest stemming from prior experience or affiliation of the individual with private or public institution should equally be declared.
6. Please indicate if you are participating or have participated in the works of a Scientific Advisory Body with voting rights on the outputs of that entity.

| <b>Nature of Activities:<br/>IV. Employment <sup>7</sup></b> | <b>Current <sup>1</sup><br/>Please answer Yes<br/>or No</b> | <b>Past Period <sup>1</sup><br/>From/To<br/>(Month/Year)</b> | <b>Name of Organisation <sup>2</sup><br/>Please indicate<br/>Private or Public</b> | <b>Subject matter <sup>3</sup></b> |
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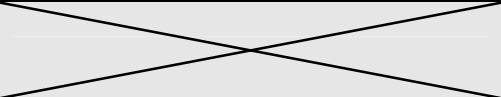
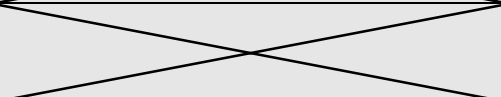
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3. Please indicate the activity of the entity, *e.g.* types of substances, products, guidance documents, processes or policies. Any data collection and any other interest stemming from prior experience or affiliation of the individual with private or public institution should equally be declared.
7. Please indicate if you are or have been employed in a private company or in a public institution whose activities are linked to the food chain.

| <b>Nature of Activities:<br/>V. Consultancy <sup>8</sup></b> | <b>Current <sup>1</sup><br/>Please answer Yes<br/>or No</b> | <b>Past Period <sup>1</sup><br/>From/To<br/>(Month/Year)</b> | <b>Name of Organisation <sup>2</sup><br/>Please indicate<br/>Private or Public</b> | <b>Subject matter <sup>3</sup></b> |
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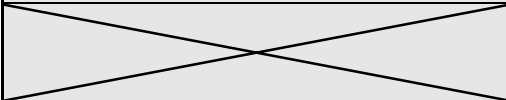
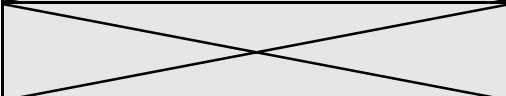
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3. Please indicate the activity of the entity, *e.g.* types of substances, products, guidance documents, processes or policies. Any data collection and any other interest stemming from prior experience or affiliation of the individual with private or public institution should equally be declared.
8. Please indicate any activity in which the concerned person charges a fee for providing advice or services in a particular field.

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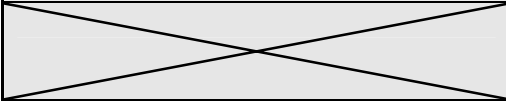

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3. Please indicate the activity of the entity, *e.g.* types of substances, products, guidance documents, processes or policies. Any data collection and any other interest stemming from prior experience or affiliation of the individual with private or public institution should equally be declared.
9. Please indicate any research in relation to matter or work financed by a private or public entity, including grants, rents, sponsorships and fellowships.

| <b>Nature of Activities<br/>VII. Intellectual property <sup>10</sup></b>          | <b>Current <sup>1</sup><br/>Please answer Yes<br/>or No</b> | <b>Past Period <sup>1</sup><br/>From/To<br/>(Month/Year)</b> | <b>Name of Organisation <sup>2</sup><br/>Please indicate<br/>Private or Public</b> | <b>Subject matter <sup>3</sup></b> |
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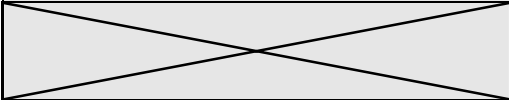
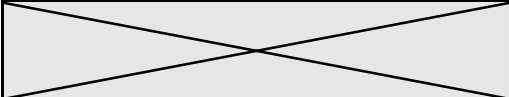
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3. Please indicate the activity of the entity, *e.g.* types of substances, products, guidance documents, processes or policies. Any data collection and any other interest stemming from prior experience or affiliation of the individual with private or public institution should equally be declared.
10. Please indicate any rights granted to creators and owners of works that are results of human intellectual creativity. These can be publications or can be in the industrial, scientific and artistic domain. They can be in the form of an invention, a manuscript, a suite of software, or a business name (*e.g.* copyrights, trademarks, patents on the product or substance or a competitor product or substance or a substance or product used in conjunction with the one being reviewed the one from a competitor, *et cetera*).

| <b>Nature of Activities:<br/>VIII. Other membership or affiliation<sup>11</sup></b> | <b>Current<sup>1</sup><br/><i>Please answer Yes<br/>or No</i></b> | <b>Past Period<sup>1</sup><br/><i>From/To<br/>(Month/Year)</i></b> | <b>Name of Organisation<sup>2</sup><br/><i>Please indicate<br/>Private or Public</i></b> | <b>Subject matter<sup>3</sup></b> |
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3. Please indicate the activity of the entity, *e.g.* types of substances, products, guidance documents, processes or policies. Any data collection and any other interest stemming from prior experience or affiliation of the individual with private or public institution should equally be declared.
11. Please indicate any membership or affiliation other than the above which can be perceived as an interest in the field of activity of the EFSA.

| <b>Nature of Activities:<br/>IX. Interests of close family member<sup>12</sup></b> | <b>Current<sup>1</sup><br/><i>Please answer Yes<br/>or No</i></b> | <b>Past Period<sup>1</sup><br/><i>From/To<br/>(Month/Year)</i></b> | <b>Name of Organisation<sup>2</sup><br/><i>Please indicate<br/>Private or Public</i></b> | <b>Subject matter<sup>3</sup></b> |
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2. Please indicate name, location and nature of all organisations (private, public, etc.) that relate directly to the specific area of expertise or field of potential activity of the individual within the EFSA. This includes but is not limited to, food and feed business as defined in Article 3 of Regulation (EC) No 178/2002: “a company, association (trade association) or any other entity with commercial interests”. Thus, for the purpose of the declarations of interests the involvement in public bodies needs to be included as well.
3. Please indicate the activity of the entity, *e.g.* types of substances, products, guidance documents, processes or policies. Any data collection and any other interest stemming from prior experience or affiliation of the individual with private or public institution should equally be declared.
12. Please indicate interests held by first-line members of his/her family (*i.e.* parents, spouse or partner and dependent children living in the same household). In order to maintain privacy, the names of family/household members do not need to be declared.

| <b>Nature of Activities:<br/>X. Other<sup>13</sup></b>                            | <b>Current <sup>1</sup><br/><i>Please answer Yes<br/>or No</i></b> | <b>Past Period <sup>1</sup><br/><i>From/To<br/>(Month/Year)</i></b> | <b>Name of Organisation <sup>2</sup><br/><i>Please indicate<br/>Private or Public</i></b> | <b>Subject matter <sup>3</sup></b> |
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1. Please indicate activities which are currently ongoing. Indicate starting date (month/year). For activities that are no longer ongoing and which 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 (private, public, etc.) that relate directly to the specific area of expertise or field of potential activity of the individual within the EFSA. This includes but is not limited to, food and feed business as defined in Article 3 of Regulation (EC) No 178/2002: “a company, association (trade association) or any other entity with commercial interests”. Thus, for the purpose of the declarations of interests the involvement in public bodies needs to be included as well.
3. Please indicate the activity of the entity, *e.g.* types of substances, products, guidance documents, processes or policies. Any data collection and any other interest stemming from prior experience or affiliation of the individual with private or public institution should equally be declared.
13. Please indicate any activities or interests other than the above which can be perceived as an interest in the field of activity of the EFSA.

**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 3: SPECIFIC DECLARATION OF INTERESTS (SDoI)**  
**ACTIVITIES IN EFSA<sup>b</sup>:** \_\_\_\_\_

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

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

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

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

**Meeting of .....** Panel

**Meeting of the .....** Working Group

**EFSA Mandate .....**

|                       |  |
|-----------------------|--|
| <b>Meeting dates:</b> |  |
| <b>Venue:</b>         |  |

| # | Items | Interest declared:<br><br>(Please tick if YES) <sup>c</sup> |
|---|-------|---|
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<sup>b</sup> Please specify the current activities within EFSA (*e.g.* Mandate or Meeting) and insert details (*e.g.* agenda).

<sup>c</sup> If a specific interest is declared, then please provide details in the table below using the explanatory notes.

| # | Items | Interest declared:<br>(Please tick if YES) <sup>c</sup> |
|---|-------|---|
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**I have no interest in any of the above topic(s)**

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



**I have already declared an interest to the above mentioned topics in the DoI of** \_\_\_\_\_

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

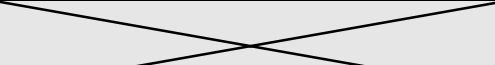

### SPECIFIC DECLARATION OF INTERESTS (SDoI)

hereby declare to have the following interests relating to the above<sup>d</sup> topics

*(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)*

| Nature of Activities:<br><b>I. Ownership or other investments,<br/>including shares<sup>4</sup></b> | Current <sup>1</sup><br>From<br>Month/year | Name of Entity <sup>2</sup><br><i>Please indicate<br/>Private or Public</i> | Item on the agenda or in the mandate <sup>3</sup> |
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1. Please indicate activities which are currently ongoing. Indicate starting date (month/year).
2. Please indicate name, location and nature of all organisations (private, public, etc.) that relate directly to the specific area of expertise or field of potential activity of the individual within the EFSA. This includes but is not limited to, food and feed business as defined in Article 3 of Regulation (EC) No 178/2002: “a company, association (trade association) or any other entity with commercial interests” **and that is involved in the development of the product or substance or a competitor product or substance or a substance or product used in conjunction either with the one being reviewed or the one from a competitor.** Thus, for the purpose of the declarations of interests the involvement in public bodies needs to be included as well.
3. Please **indicate the item(s) in the agenda or the mandate that is of concern** e.g. types of substances, products, guidance documents, processes or policies. Any data collection and any other interest stemming from prior experience or affiliation of the individual with private or public institution should equally be declared.
4. Please indicate any substantial financial interests in a company/entity **whose product or substance is being reviewed or a company that is a competitor in this area or a company that manufactures or markets products or substances used in the food chain in conjunction with the one being reviewed**, including holding of stocks and shares, equity, bonds, partnership interests<sup>e</sup> in the capital of a company, one of its subsidiaries or a company in the capital of which it has a holding.

| Nature of Activities:<br><b>II. Member of a Managing Body or<br/>equivalent structure<sup>5</sup></b> | Current <sup>2</sup><br><i>Please answer Yes<br/>or No</i> | Past Period <sup>2</sup><br>From/To<br>(Month/Year) | Name of Organisation <sup>3</sup><br><i>Please indicate<br/>Private or Public</i> | Item on the agenda or in the mandate <sup>4</sup> |
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1. Please indicate activities which are currently ongoing. Indicate starting date (month/year). For activities that are no longer ongoing and which 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 (private, public, etc.) that relate directly to the specific area of expertise or field of potential activity of the individual within the EFSA. This includes but is not limited to, food and feed business as defined in Article 3 of Regulation (EC) No 178/2002: “a company, association (trade association) or any other entity with commercial interests” **and that is involved in the development of the product or substance or a competitor product or substance or a substance or product used in conjunction either with the one being reviewed or the one from a competitor.** Thus, for the purpose of the declarations of interests the involvement in public bodies needs to be included as well.
3. Please **indicate the item(s) in the agenda or the mandate that is of concern** e.g. types of substances, products, guidance documents, processes or policies. Any data collection and any other interest stemming from prior experience or affiliation of the individual with private or public institution should equally be declared.
5. Please indicate any participation in the internal decision-making of a company or equivalent entity (e.g. board membership, directorship) **whose product or substance is being reviewed or a company that is a competitor in this area or a company that manufactures or markets products or substances used in the food chain in conjunction with the one being reviewed or the one from a competitor.**

<sup>d</sup> Please specify the current activities within EFSA e.g. mandate or meeting.

<sup>e</sup> When declaring financial interests (e.g. stock and shares) only the kind, number and company name need be stated.

| <b>Nature of Activities:<br/>III. Member of a Scientific Advisory<br/>Body<sup>6</sup></b> | <b>Current<sup>1</sup><br/>Please answer Yes<br/>or No</b> | <b>Past Period<sup>1</sup><br/>From/To<br/>(Month/Year)</b> | <b>Name of Organisation<sup>2</sup><br/>Please indicate<br/>Private or Public</b> | <b>Item on the agenda or in the mandate<sup>3</sup></b> |
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1. Please indicate activities which are currently ongoing. Indicate starting date (month/year). For activities that are no longer ongoing and which 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 (private, public, etc.) that relate directly to the specific area of expertise or field of potential activity of the individual within the EFSA. This includes but is not limited to, food and feed business as defined in Article 3 of Regulation (EC) No 178/2002: "a company, association (trade association) or any other entity with commercial interests" **and that is involved in the development of the product or substance or a competitor product or substance or a substance or product used in conjunction either with the one being reviewed or the one from a competitor.** Thus, for the purpose of the declarations of interests the involvement in public bodies needs to be included as well.
3. Please **indicate the item(s) in the agenda or the mandate that is of concern** e.g. types of substances, products, guidance documents, processes or policies. Any data collection and any other interest stemming from prior experience or affiliation of the individual with private or public institution should equally be declared.
6. Please indicate if you are participating or have participated, with voting rights on the outputs, in the works of a Scientific Advisory Body **which has expressed an opinion, a statement or an advice about the product or substance at issue or about a competing product or about products or substances used in conjunction with the one being reviewed or the one from a competitor.**

| <b>Nature of Activities:<br/>IV. Employment<sup>7</sup></b> | <b>Current<sup>1</sup><br/>Please answer Yes<br/>or No</b> | <b>Past Period<sup>1</sup><br/>From/To<br/>(Month/Year)</b> | <b>Name of Organisation<sup>2</sup><br/>Please indicate<br/>Private or Public</b> | <b>Item on the agenda or in the mandate<sup>3</sup></b> |
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1. Please indicate activities which are currently ongoing. Indicate starting date (month/year). For activities that are no longer ongoing and which have been completed in the preceding five years, please indicate starting and ending date (month/year).
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3. Please **indicate the item(s) in the agenda or the mandate that is of concern** e.g. types of substances, products, guidance documents, processes or policies. Any data collection and any other interest stemming from prior experience or affiliation of the individual with private or public institution should equally be declared.
7. Please indicate if you are or have been employed in a private company or in a public institution whose activities are linked to the food chain or **whose product or substance is being reviewed or a company that is a competitor in this area or a company that manufactures or markets products or substances used in the food chain in conjunction with the one being reviewed or the one from a competitor.**

| Nature of Activities:<br>V. Consultancy <sup>8</sup> | Current <sup>1</sup><br><i>Please answer Yes<br/>or No</i> | Past Period <sup>1</sup><br><i>From/To<br/>(Month/Year)</i> | Name of Organisation <sup>2</sup><br><i>Please indicate<br/>Private or Public</i> | Item on the agenda or in the mandate <sup>3</sup> |
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1. Please indicate activities which are currently ongoing. Indicate starting date (month/year). For activities that are no longer ongoing and which have been completed in the preceding five years, please indicate starting and ending date (month/year).
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3. Please **indicate the item(s) in the agenda or the mandate that is of concern** e.g. types of substances, products, guidance documents, processes or policies. Any data collection and any other interest stemming from prior experience or affiliation of the individual with private or public institution should equally be declared.
8. Please indicate any activities in which the concerned person charges a fee for providing advice or services in a particular field such as the development of the product or substance or a competitor product or substance or a substance or product used in conjunction either with the one being reviewed or the one from a competitor.

| Nature of Activities<br>VI. Research funding <sup>9</sup> | Current <sup>1</sup><br><i>Please answer Yes<br/>or No</i> | Past Period <sup>1</sup><br><i>From/To<br/>(Month/Year)</i> | Name of Organisation <sup>2</sup><br><i>Please indicate<br/>Private or Public</i> | Item on the agenda or in the mandate <sup>3</sup> |
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3. Please **indicate the item(s) in the agenda or the mandate that is of concern** e.g. types of substances, products, guidance documents, processes or policies. Any data collection and any other interest stemming from prior experience or affiliation of the individual with private or public institution should equally be declared.
9. Please indicate any research **on the development of the product or substance or a competitor product or substance or a substance or product used in conjunction either with the one being reviewed or the one from a competitor** if financed by a private or public entity, including grants, rents, sponsorships and fellowships.

| <b>Nature of Activities<br/>VII. Intellectual property<sup>10</sup></b> | <b>Current<sup>1</sup><br/>Please answer Yes<br/>or No</b> | <b>Past Period<sup>1</sup><br/>From/To<br/>(Month/Year)</b> | <b>Name of Organisation<sup>2</sup><br/>Please indicate<br/>Private or Public</b> | <b>Item on the agenda or in the mandate<sup>3</sup></b> |
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1. Please indicate activities which are currently ongoing. Indicate starting date (month/year). For activities that are no longer ongoing and which have been completed in the preceding five years, please indicate starting and ending date (month/year).
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3. Please **indicate the item(s) in the agenda or the mandate that is of concern** e.g. types of substances, products, guidance documents, processes or policies. Any data collection and any other interest stemming from prior experience or affiliation of the individual with private or public institution should equally be declared.
10. Please indicate any rights granted to creators and owners of works that are the result of human intellectual creativity. These can be publications or can be in the industrial, scientific and artistic domain. They can be in the form of an invention, a manuscript, a suite of software, or a business name (e.g. copyrights, trademarks, patents **on the product or substance or a competitor product or substance or a substance or product used in conjunction with the one being reviewed or the one from a competitor.**)

| <b>Nature of Activities:<br/>VIII. Other membership or affiliation<sup>11</sup></b> | <b>Current<sup>1</sup><br/>Please answer Yes<br/>or No</b> | <b>Past Period<sup>1</sup><br/>From/To<br/>(Month/Year)</b> | <b>Name of Organisation<sup>2</sup><br/>Please indicate<br/>Private or Public</b> | <b>Item on the agenda or in the mandate<sup>3</sup></b> |
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1. Please indicate if activities are currently ongoing. Indicate starting and ending date (month/year) within the preceding five years.
2. Please indicate name, location and nature of all organisations (private, public, etc.) that relate directly to the specific area of expertise or field of potential activity of the individual within the EFSA. This includes but is not limited to, food and feed business as defined in Article 3 of Regulation (EC) No 178/2002: “a company, association (trade association) or any other entity with commercial interests” **and that is involved in the development of the product or substance or a competitor product or substance or a substance or product used in conjunction either with the one being reviewed or the one from a competitor.** Thus, for the purpose of the declarations of interests the involvement in public bodies needs to be included as well.
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11. Please indicate any membership or affiliation other than the above which can be perceived as an interest in the field of activity of the EFSA.

| Nature of Activities:<br>IX. Interests of close family member <sup>12</sup> | Current <sup>1</sup><br>Please answer Yes<br>or No | Past Period <sup>1</sup><br>From/To<br>(Month/Year) | Name of Organisation <sup>2</sup><br>Please indicate<br>Private or Public | Item on the agenda or in the mandate <sup>3</sup> |
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3. Please **indicate the item(s) in the agenda or the mandate that is of concern** e.g. types of substances, products, guidance documents, processes or policies. Any data collection and any other interest stemming from prior experience or affiliation of the individual with private or public institution should equally be declared.
12. Please indicate interests held by first-line members of his/her family (i.e. parents, spouse or partner and dependent children living in the same household) and that **relate to the development of the product or substance or a competitor product or substance or a substance or product used in conjunction either with the one being reviewed the one from a competitor. Please specify the item on the agenda or the mandate that is of concern.** In order to maintain privacy, the names of family/household members do not need to be declared.

| Nature of Activities:<br>X. Other <sup>13</sup> | Current <sup>1</sup><br>Please answer Yes<br>or No | Past Period <sup>1</sup><br>From/To<br>(Month/Year) | Name of Organisation <sup>2</sup><br>Please indicate<br>Private or Public | Item on the agenda or in the mandate <sup>3</sup> |
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1. Please indicate if activities are currently ongoing. Indicate starting and ending date (month/year) within the preceding five years.
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13. Please indicate any activities or interests other than the above which can be perceived as an interest in the field of activity of the EFSA.

**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 4: DECLARATION CONCERNING CONFIDENTIALITY**

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

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

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

**Position:**

- ☐ Member of the Management Board
- ☐ Member of the Advisory Forum
- ☐ Member of the Scientific Committee
- ☐ Member of a Panel on .....
- ☐ Member of a Working Group on.....
- ☐ External expert

I hereby declare that I am aware of my obligation to respect confidentiality. I know that I am obliged not to divulge information acquired as a result of my position on the [.....] if this information is subject to a request for confidentiality. I shall also respect the confidential nature of the opinions expressed by Members of the [.....] or the external experts during discussions in meetings or provided in written form.

DONE AT: \_\_\_\_\_ ON \_\_\_\_\_

SIGNATURE: \_\_\_\_\_