



## DECISION OF THE MANAGEMENT BOARD

*Event:* Written procedure - EIGE.MB.WP-2023.003

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*Date:* 17 May 2023, Vilnius

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*Reference:* MB/2023/009

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**Title: Policy on management of conflict of interests in the European Institute for Gender Equality: Management Board, experts in advisory bodies, external experts and staff not covered by the Staff Regulations**

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*Having regard to*

- Regulation (EC) No 1922/2006 of 20 December 2006 establishing the European Institute for Gender Equality ('EIGE'), and in particular Articles 6, 10, 11 and 12 thereof,
- Management Board Decision No MB/2019/024 of 20 December 2019 adopting the Financial Regulation of EIGE, and in particular Article 42 thereof,
- Management Board Decision No MB/2019/018 of 12 June 2019 adopting EIGE's Internal Control Framework, and in particular Principle 1, according to which "EIGE demonstrates commitment to integrity and ethical values."

*Whereas*

- (1) The independence of all those involved in the activities of EIGE, and especially its Management Board members, can be ensured by establishing clear ethical standards and professional conduct guidelines as prerequisites for developing and maintaining the Agency's integrity and reputation.
- (2) There is no comprehensive EU regulatory framework addressing conflict of interests. Therefore, EU institutions and Agencies shall develop their own rules and procedures to manage such situations, as a key element of governance and management, and crucial to maintaining the trust of their stakeholders and the broader public.
- (3) By virtue of their role, EIGE's Management Board members set the strategic direction for the Agency. In the planning, design and implementation of its activities, EIGE may also resort to expert advice. It is crucial to ensure the reliability of the scientific advice sought and to preserve the integrity of the Agency's outputs. Members of EIGE's Experts' Forum may provide scientific advice on specific activities of EIGE's thereby contributing to the strategic decision-making process.
- (4) Due account must be taken of the different nomination procedures and the different roles and responsibilities of the members of the Management Board compared not only to the rest of the administrative and managerial structure of

the Agency, including the Director and all Agency staff who are subject to statutory obligations provisioned by the EU Staff Regulations, but also to external experts. Thus, rules on the prevention and management of conflict of interests are needed in respect of each category of actors engaged in EIGE's activities who are not subject to the Staff Regulations.

- (5) It is also necessary to revise EIGE's policy on the prevention and management of conflict of interests applicable to Management Board members, members of EIGE's advisory bodies, working groups and other external experts engaged in EIGE's activities to ensure alignment with developments in the regulatory framework and to take due account of good practices, as well as the recommendations of the European Ombudsman and the European Court of Auditors.

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**DECISION:**

*Article 1*

The Management Board adopts the Policy on management of conflict of interests in the European Institute for Gender Equality: Management Board, experts in advisory bodies, external experts and staff not covered by the Staff Regulations enclosed herewith, which shall apply at EIGE.

*Article 2*

*Final provisions*

This Decision repeals and replaces the Policy on Management of Conflict of Interests in the European Institute for Gender Equality: Management Board, Experts' Forum, Working Groups, Thematic Networks, the Director and staff not covered by the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union adopted by Management Board Decision No MB/2014/006 of 28 March 2014.

*Article 3*

*Entry into force*

This Decision shall take effect on the day following its adoption.



Tanja Auvinen  
Chairperson  
Management Board



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# **Policy on management of conflict of interests in the European Institute for Gender Equality: Management Board, experts in advisory bodies, external experts and staff not covered by the Staff Regulations**

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Adopted by Management Board Decision No MB/2023/009 of 17 May 2023

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## **SECTION I – General Principles**

### ***Article 1 – Scope***

This Policy lays down the rules for the prevention and management of situations of potential or actual conflict of interests in respect of:

- a) the members of the Management Board (full and alternates), hereinafter referred to as “Management Board members”,
- b) members (full and alternates) of the Experts’ Forum and its Working Groups, hereinafter referred to as “Experts’ Forum members”,
- c) experts invited to contribute to the activities of EIGE’s Thematic Networks,
- d) external experts selected by EIGE following a call for expression of interest, hereinafter referred to as ‘external experts’, and
- e) persons not directly employed by EIGE (interim workers, trainees and *intra-muros* consultants).

### ***Article 2 – Definitions***

For this Policy:

- a) “Conflict of interests” refers to any situation where the impartial and objective exercise of the functions of a person is or might objectively be perceived as being compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other direct or indirect personal interest;
- b) “Declaration of interest” means the written declaration to be submitted in accordance with this Policy;
- c) “Oral declaration of interest” meaning the verbal declaration to be made at the beginning of each meeting pursuant to Article 8 of this Policy;
- d) “Authorising Officer” is the entity responsible for budget implementation and authorising expenditure at EIGE. This role is assigned to the Director, pursuant to Article 39 of EIGE’s Financial Regulation<sup>1</sup> (hereinafter “FR”).

### ***Article 3 – Roles and responsibilities***

1. Persons falling under the scope of this Policy shall not deal with any matter, directly or indirectly, in which they have any interest that could impair their independence and impartiality in the performance of their duties. To this end, they shall provide, without undue delay, information regarding the existence of any interests, actual or potential, in accordance with these rules.

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<sup>1</sup> Adopted by Management Board Decision No MB/2019/024 of 20 December 2019.

2. Declarations of interest shall be collected and assessed by different panels in accordance with the procedures described in Sections II and III. Decisions regarding conflicts of interests, including appropriate action(s) to be taken when a conflict of interests is found to exist, shall be taken by the competent authority, as described in Sections II and III of this Policy.
3. Without prejudice to the decisions taken to manage and mitigate potential or actual conflict of interests taken by the competent bodies as described in Section II of this Policy, any conflict of interests (actual or perceived) giving rise to suspicion of fraud or illegal activity, shall be reported to OLAF<sup>2</sup> without delay.
4. EIGE shall take all appropriate measures to ensure that all persons falling under the scope of these rules are aware of their obligations and, accordingly, that impartial decisions are taken in all instances.
5. EIGE's Director, as the legal representative of EIGE and responsible for the implementation of the tasks assigned to it, shall ensure proper implementation of these rules.

## **SECTION II – Procedures for identifying and managing conflicts of interests**

### ***Article 4 – Interests to be declared***

1. For this Policy, the members of the Management Board and of the Experts' Forum shall declare in the Declaration of Interests form all private interests corresponding to the following definitions:
  - 1.1. Financial interests in any relevant commercial entity are to be declared when they amount to above EUR 10 000 per company, except in the case of shares held within a fund in which the shareholder has no say over the fund's investment policy. In addition, and notwithstanding their financial value, holding of shares, stocks or comparable instruments amounting to a voting right of 5% or more in any relevant commercial entity are to be declared. Interests below this threshold may be declared on a voluntary basis;
  - 1.2. Working or carrying out work (i.e., through consultancy) for a company operating in the field of activity of EIGE<sup>3</sup>; participation in the internal decision-making of the company (e.g., Board membership, executive or non-executive directorship) shall be declared as well;
  - 1.3. Any direct or indirect interests in companies or organisations engaging in contractual relationships with EIGE (current and within the past five years);
  - 1.4. Lobbying and advocacy activities (paid or unpaid);
  - 1.5. Other interests of non-pecuniary or material benefit to the individual, such as participation in public interest groups, professional societies, clubs, or organisations, which have an agenda or an interest in EIGE's work;

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<sup>2</sup> For the channels and methods of reporting fraud, see EIGE's Guidelines on Whistleblowing adopted by Management Decision No MB/2019/11 of 5 April 2019.

<sup>3</sup> EIGE's tasks and activities are defined in Article 3 and Article 4 of its Founding Regulation.

- 1.6. Any funding for research provided by a private or public entity, including grants, rents, sponsorships, and fellowships and received in a personal capacity or via the research entity to which one belongs (if it is related to projects to which the declarant has or had direct links) and falling within the field of activity of EIGE. The declarant is requested to specify the amount;
- 1.7. Regarding family ties, all relevant interests<sup>4</sup> held by any members of the household of the person concerned (i.e., spouse/partner and dependent children) need to be declared.
2. The declaration shall cover all current interests and those which existed in the recent past (typically over the past 5 years).
3. Declaring an interest (current or past) does not automatically confirm the existence of a conflict of interests. Potential or actual conflicts of interests shall be confirmed by the relevant authorities and following an assessment conducted in accordance with the procedures established in this Policy.
4. External experts engaged following a call for expression of interest must declare the following interests:
  - 4.1. Involvement in the preparation of the project/call for tenders for EIGE;
  - 4.2. Is a director, trustee or partner or is in any way involved in the management of a candidate in a tender s/he is requested to evaluate (or linked third party or other third party involved in the action);
  - 4.3. Is employed or contracted by one of the contractors (or linked third parties, named subcontractors or other third parties) involved in the project, or has been employed by one of EIGE's contractors in the past three years;
  - 4.4. Has close family ties (spouse, partner, child, sibling, parent, etc.) or other close personal relationship with any member of the project team/evaluation committee members;
  - 4.5. Has been employed at EIGE in the past three years;
  - 4.6. Has been contracted by EIGE in the past three years (specifying the projects) and/or has received any type of funding or remuneration by EIGE in the past three years specifying the type of engagement and amounts.

***Article 5 – Procedure for identifying and managing conflicts of interests for members of the Management Board and Experts' Forum***

1. EIGE's Management Board members are required to act independently when carrying out their duties, in accordance with Article 10 of EIGE's Founding Regulation.
2. EIGE's Experts' Forum provides a mechanism for the exchange of information and knowledge on gender equality issues, in accordance with Article 11 of EIGE's Founding Regulation.

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<sup>4</sup> Such as the spouse of the Board Member being the director of a consultancy company with which EIGE has a contractual relationship.

3. Although it does not hold decision making powers like the Management Board, the Experts' Forum is nonetheless tasked to support the Director in ensuring the excellence and independence of EIGE's activities (see Article 11(3) of the Founding Regulation).
4. Therefore, it is imperative that members of the Management Board and Experts' Forum declare any situations where the individual has an interest that may compromise or be reasonably perceived to compromise the individual's capacity to act impartially, independently and in the interests of the mission of EIGE and the Union's interest when adopting decisions or providing opinions in relation to the subject on which the Board/Experts' Forum is called to decide/advise.
5. The procedure for identifying and managing conflicts of interests for members of the Management Board/Experts' Forum should follow the steps outlined below:
  - 5.1. The Management Board/Experts' Forum members shall submit a written Declaration of Interests (see Annex I), accompanied by a short *curriculum vitae* (CV), within one month of their appointment and update them without undue delay in the case of a change of circumstances regarding their interests, or at any point in time upon the request of the Chairperson (or 'Chair') of the Management Board or of the Experts' Forum. Management Board/Experts' Forum members are responsible for ensuring that their declarations of interest are up-to-date annually. The timeframe for declaring interests and/or indirect interests is limited to those which began five years before the date of the most recent declaration or before appointment.
  - 5.2. The secretariats of the Management Board and the Experts' Forum respectively, shall distribute these rules and any relevant forms that are required under this Policy. The secretariats shall collect the declarations of interests and the CVs and shall publish them on EIGE's website, including the annual updates.
  - 5.3. Declarations of interests submitted by Management Board/Experts' Forum members shall be assessed annually and whenever a new declaration is submitted within the year by the Conflict of Interests Review Panel (hereinafter "Col Review Panel") composed of the: Head of Administration (Chairperson)/alternate: Head of Operations, Head of Operations/alternate: Head of Knowledge Management and Communications and the Internal Control and Compliance Officer/alternate: Procurement Officer. The Panel shall draw up a report signed by all members, providing the results of the assessment and its reasoned opinion on any identified actual or potential conflicts of interests. The report shall be submitted to the Chair of the Management Board and respectively, to the Chair of the Experts' Forum.
  - 5.4. The Chairperson of the Management Board shall, upon consultation of the Management Board members with the exception of the member affected by the conflict of interests, and upon the opinion of the Col Review Panel, take a decision on whether there is a potential or actual conflict of interests and, accordingly, if the Management Board member(s) in question continue(s) to meet the requirements of independence and impartiality imposed on them by virtue of their role in the Management Board. Similarly, the Chairperson of the Experts' Forum (i.e., EIGE's Director) shall decide, upon the opinion of the Col Review Panel, on cases of potential or actual conflict of interests in respect of the members of Experts' Forum.



- 5.5. Should the Chairperson of the Management Board or of the Experts' Forum find themselves in a situation of actual or potential conflict of interests, the Management Board shall designate another member from the same body/group, where applicable, from the Commission, to take the decision referred to in paragraph 5.4 of this article.
- 5.6. Management Board/Experts' Forum members participating in meetings shall also be required to declare interests, by informing the Chairperson accordingly of any interest which could be prejudicial to their independence in respect of any point on the meeting agenda prior to, and at the latest, at the start of the meeting.
- 5.7. Based on the type and nature of the interest(s) declared, the Chairpersons could consider various options, including a fundamental incompatibility with membership in the body, incompatibility with the performance of certain functions or tasks, temporary exclusion from the meeting, abstention from the debate and/or the vote.
- 5.8. The significance of a potential or actual conflict of interest(s) shall be determined considering the nature of the presumed interest(s) (e.g., direct or indirect) and assessed against the following criteria:
- a) the likelihood of undue influence, i.e., the likelihood that decisions, opinions, or recommendations would be unduly influenced by a personal interest going beyond the legitimate interest of the individual, depending on:
    - i. the value of the personal/undue interest;
    - ii. the scope of the relationship under scrutiny;
    - iii. the margin of discretion allowed in the decision-making process;
  - b) the impact of the potential harm or wrong that could result from such influence, depending on:
    - i. the value of the decision, opinion, or recommendation in question;
    - ii. the scope of the consequences;
    - iii. the impact on accountability;
    - iv. the impact on the Agency's image and reputation;
  - c) the availability of mitigating measures that can reduce the likelihood or limit the harm;
  - d) current direct interests such as employment, strategic advisory roles, consultancy and financial interests in companies or organisations engaging in contractual relationships with EIGE are incompatible with the activities of the Board and the Experts' Forum;
  - e) members of the Experts' Forum shall not be members of the Management Board, in accordance with Article 11(2) of EIGE's Founding Regulation. Within the same principle, members of the Management Board shall not be members of Thematic Networks or Working Groups.
- 5.9. The following principles apply to the process of assessing conflicts of interests:

- proportionality and efficiency, i.e., the balance between expected benefits and risks;
  - fairness, i.e., equal treatment of individuals in similar situations;
  - transparency, i.e., assessment to be carried out in accordance with pre-defined criteria, documented and communicated to the concerned individuals.
6. Any established conflict of interests and related mitigating measures shall be documented in the respective meeting minutes and recorded in EIGE's Conflict of Interests Register. The management of the Conflict of Interests Register falls under the responsibility of the Head of Administration.

***Article 6 – Post-engagement activities of the members of the Management Board***

1. If a member of the Management Board intends to be engaged, either solicited or not, in occupational activities with companies or organisations engaging in a contractual relationship with EIGE during their term, or up to one year after the term of the mandate of the Board to which they were appointed, shall inform the Chair of the current Management Board using the specific form (see Annex II).
2. The member may be requested to refrain from any EIGE-related activities which may have an impact on the company, or the organisation concerned, and shall comply with any additional conditions or limitations which the Management Board may consider appropriate to impose.
3. Furthermore, in such situations, members of the Management Board shall be prohibited from engaging in lobbying or advocacy *vis à vis* staff of EIGE for their business, clients, or employers on matters for which they were responsible during their mandate. The decisions on any conditions or prohibitions decided by the Management Board shall be documented in the specific form (Annex II). The Management Board may consider further actions in respect of the conditions/prohibitions imposed, such as notifying the prospective employers.

***Article 7 – Procedure for identifying and managing conflicts of interest for members of EIGE's Working Groups and Thematic Networks***

1. EIGE may establish Thematic Networks and Working Groups with the aim of sharing experience and knowledge and supporting research in specific areas of gender equality (based on Article 3(1)e of EIGE's Founding Regulation).
2. Thematic Networks and Working Groups can play an important part in the preparatory work of the Agency. However, they do not have decision-making powers as such. Due to their composition (members are nominated by national gender equality authorities) and supportive role, the power of individual members of the network or group to influence the Agency's deliverables with decisions at the level of Director or Management Board is limited.

3. For this reason, and in line with the principle of proportionality, the members of these bodies are not required to fill in an annual declaration of interests.
4. EIGE shall, prior to any formal nomination of the experts belonging to EIGE's Working Groups and Thematic Networks, inform the candidates of EIGE's Policy on Prevention and Management of Conflict of Interests. Upon appointment, the experts should declare any interests which might compromise or be reasonably perceived to compromise their capacity to act independently and in the public interest when providing expert opinion/advise to EIGE. These should be declared in writing addressed to the Chair of the Network/Group and will be considered a specific declaration of interest. In addition, members of the Thematic Networks will be requested to sign a Commitment of Independence (see Annex III) prior to taking up their position as member of said Thematic Network.
5. Employment, strategic advisory roles, consultancy and financial interests in companies or organisations engaging in contractual relationships with EIGE are considered direct conflicting interests which are incompatible with membership in the network or group.
6. Private interests in consultancy and research firms which in the past five years applied to and won calls for tender with EIGE may be considered indirect interests that are incompatible with the activities of the Working Groups of EIGE.
7. Upon reception of the declarations, the Chairpersons of the bodies will conduct a screening, in accordance with the criteria and principles laid out in this Policy.
8. At the start of any meeting, the Chairpersons will ask for an Oral declaration of interests. The Oral declaration of interests is instrumental to identify whether the member should abstain or be recused from a specific item on the agenda.
9. Interests shall be assessed by considering whether those declared by a person are compatible with the tasks assigned by EIGE to her/him, having regard to the mandate of the network or group in which the person participates and the role and function that s/he is required to take on or perform.
10. The respective Chair of the Working Group/Thematic Network shall inform the Director of EIGE of any suspected breach and can propose remedial actions.
11. EIGE's Director shall decide whether any conflict of interests, actual or potential exists in respect of the members of Working Groups or Thematic Networks.
12. In case a conflict of interests is found and depending on its assessment, the concerned person may be restricted from participating in discussions or deliberations of the body or their involvement in the activities of the body may be restricted all together. In the latter case, EIGE shall inform the competent authority and call for a replacement.
13. Any registered conflict together with the mitigating measures shall be documented in the respective meeting minutes and recorded in EIGE's Conflict of Interests Register.

**Article 8 – Procedure for identifying and handling conflicts of interest for external experts**

1. External experts shall carry out their duties objectively and impartially. Any situation where an individual has an interest that may compromise or be reasonably perceived to

compromise the individual's capacity to act independently and in the public interest when providing services to EIGE in relation to the subject of the work that the expert called to perform shall be declared.

2. Before selecting an external expert, the Director of EIGE, as the Authorising Officer, shall examine whether the candidate has any direct or indirect interests, including any familial and/or financial interests, such as to impair her or his independence, or any other conflicts of interests. To this end, the candidate shall submit a Declaration of Interests (see Annex IV) and any supporting documents requested in the call for expression of interest regarding the area of EIGE's work for which her or his expertise is requested. The individuals concerned should assume individual responsibility by declaring their interests or absence of interest in good faith. Transparency should be complemented by a culture of declaring interests and possibly abstaining in cases where a conflict of interest exists or could be perceived to exist.
3. The Declarations of Interests and supporting documents shall be collected and pre-screened by EIGE's Procurement Officer who shall alert the Director in a note to the file of any suspected cases of conflicts of interests.
4. Based on the submitted declarations of interests and note to the file (where applicable), the Director shall assess whether there is a case of potential or actual (disqualifying) conflict of interests and issue a duly reasoned opinion, upon a proposal from the Head of Unit within whose remit the activities involving the use of external expertise are planned, designed, and implemented.
5. If deemed necessary, the Director can request the Col Review Panel to provide an opinion on the case under assessment.
6. Should the Director find her/himself in a situation of conflict of interests, the assessment and the decision under paragraphs 2 and 3 of this article shall be delegated to the Col Review Panel.
7. In assessing the significance of the actual or potential conflict of interests, the Director shall apply the criteria and principles described in Article 5, paragraph 2 of this Policy.
8. Should a conflict of interests be found and depending on its assessment, the Director may apply mitigating measures such as: reviewing the expert's tasks, restricting the expert's access to certain data or involvement in certain areas of activity of EIGE. Depending on the severity of the conflict of interests, the Director may decide not to engage the expert in EIGE's activities. Should a conflict of interests be found following engagement and depending on its severity, the Director may decide to terminate the contract with the external expert.
9. Any found conflict together with the mitigating measures shall be documented in the note to the file and recorded in EIGE's Conflicts of Interests Register.

### **SECTION III – Persons not directly employed by EIGE**

### **Article 8 – Contractors and interim staff**

Whenever EIGE concludes contracts with external service providers to support it in its tasks, these contractors are contractually bound by confidentiality duties to ensure that potential conflicts of interest are avoided. Based on those contractual provisions, EIGE may require external consultants (regardless of whether the person is working *intra-muros* or not) or interim staff to make a specific declaration of interest regarding the work performed for EIGE, in case their participation has a qualitative impact on decision-making at EIGE.

### **Article 9– Trainees**

1. Trainees must exercise the greatest discretion regarding facts and information that come to their knowledge during their training. They must not, in any manner whatsoever, disclose to any unauthorised person any document or information not already made public. They will continue to be bound by this obligation after the end of their traineeship. The Institute reserves its legal right to terminate the traineeship and to pursue any person who does not respect this obligation.
2. Trainees must not have any professional connections with third parties which might be incompatible with their traineeship (i.e., must not work for lobbyists, advocacy groups, etc.), and they must submit an external activity request should they wish to engage in any gainful employment during the period of the traineeship as this may adversely affect the work assigned during the traineeship. The request is subject to authorization by the Director. If a conflict of interest should arise during their assignment, trainees should immediately report this to their supervisor in writing.
3. Trainees must not, either alone or with others, publish or cause to be published any matter dealing with the work of EIGE without the written permission of EIGE's Director. Such permission is subject to the conditions in force for all EIGE staff. All rights, for any articles or other work done for EIGE, are the property of the Institute.

## **SECTION IV – Transparency and confidentiality**

### **Article 10 – Transparency provisions**

Registrations and declarations of private interests as defined in Article 4 for all persons covered by this Policy, as well as the measures taken for resolving potential conflicts shall be clearly recorded in formal documents to enable EIGE to demonstrate, if necessary, that a specific conflict has been appropriately identified and managed. This shall be carried out in line with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

### **Article 11 – Confidentiality provisions**

The members of the Management Board and the Experts' Forum shall not disclose information crucial to the mandate of EIGE, covered by the duty of professional secrecy, even after their duties have ceased, and they shall sign a declaration of confidentiality (see Annex V). This shall apply two years following termination of their involvement in the work of EIGE.

### **ANNEXES**

- I. Declaration of Interests for members of the Management Board and Experts' Forum
- II. Declaration of post-engagement activities of members of the Management Board
- III. Commitment of Independence
- IV. Declaration on honour, absence of conflict of interests, independence and confidentiality for external experts
- V. Declaration concerning confidentiality



**ANNEX I. Declaration of Interests for members of the Management Board and Experts' Forum**

**DECLARATION OF INTERESTS**

Information on direct or indirect interests of relevance in the fields of work conducted by the European Institute for Gender Equality (EIGE):

Name (printed in capital letters)

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Position (✓ where appropriate)

( ) Member of the Management Board

( ) Member of the Experts' Forum

1. Direct interests (financial benefits arising from, for example, employment, contracted work, investments, fees, etc.):

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2. Indirect financial interests e.g., grants, sponsorships, other kinds of benefits:

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3. Interests deriving from the professional activities of the member or his/her close family members:

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

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5. Other interests or facts that the undersigned considers pertinent:

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

Done at \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_



**ANNEX II. Declaration of post-engagement activities of members of the Management Board**

Please complete this form **electronically** or print in **capital letters** and return to:  
[MANAGEMENTBOARD@eige.europa.eu](mailto:MANAGEMENTBOARD@eige.europa.eu)

**Declaration of the intention to engage in an occupational activity during or after the end of engagement in the Management Board of EIGE**



**The Applicant (Management Board Member)**

Last name and first name: .....  
Member of the Management Board (full/alternate) .....  
Date of appointment: .....  
End of mandate (where applicable): .....  
Telephone: .....Email: .....

Are you receiving or will you receive any pecuniary benefit from the European Commission/EIGE after leaving the Management Board?

If so, what sort?

.....

**New activity**

Name of the body: .....  
Address .....  
Telephone: .....Email: .....  
Nature of its activities: .....

.....

Does this body receive funding from the European Commission or from EIGE?

.....

Precise description of the work: .....  
Expected duration of the work: .....  
Expected starting date of the work: .....  
Your position in the body: .....  
Will you be an employee in the body? .....  
    a shareholder in the body? .....  
    self-employed? .....

Will you receive remuneration or other pecuniary advantages? If so, please specify.

.....

Does the body for which you wish to work have direct or indirect commercial, financial or contractual links (including grants) with a European Union institution (in particular the Commission) or body (in particular EIGE)? If so, please specify: .....

During your work at EIGE, did you have any direct or indirect relations with the body for which you wish to work<sup>5</sup>? If so, please specify:

.....

Will your new activity have direct or indirect links with:

- EIGE? .....

- other European Commission services? .....

If so, please specify: to substantiate the arguments some of EIGE's data might be used

.....

Other relevant information: .....

.....

I have at all times complied with the provisions of Article 6 of EIGE's Policy on Prevention and Management of Conflict of Interests while in active service, including when negotiating the terms and conditions of the envisaged activity while being in active engagement within EIGE's Management Board.

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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Done at: ..... Date: .....

Signature: .....

**Decision of the Management Board:**

The request is:

Approved

Approved with conditions

State conditions:

--

Refused

State reasons:

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Done at \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

<sup>5</sup> State in particular whether you were engaged in preparing financial and/or contractual relations.



### **Annex III. Commitment of Independence**

#### **COMMITMENT OF INDEPENDENCE**

Statement on the commitment to act independently of interests in the fields of work conducted by the European Institute for Gender Equality (EIGE):

Name (printed in capital letters)

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Position (✓ where appropriate)

- Member of the Management Board
- Member of the Experts' Forum
- Member of one of EIGE's Working Groups
- Expert participating in a Thematic Network
- Other concerned parties participating in EIGE's activities

I hereby undertake to act independently of any external influence.

In case this would apply to me:

I am aware that members of the Management Board are obliged to make an annual declaration of interests and to declare at each meeting of the Management Board any interests which might be considered prejudicial to my independence in relation to the items on the agenda.

I am aware that as Member of the Experts' Forum or a Thematic Network I am expected to declare in every meeting any interests which might be considered prejudicial to my independence in relation to the items on the agenda.

Done at \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_



## ***Annex IV. Declaration on honour, absence of conflict of interests, independence, and confidentiality for external experts***

### **DECLARATION ON HONOUR, ABSENCE OF CONFLICT OF INTERESTS, INDEPENDENCE AND OF CONFIDENTIALITY**

#### **Declaration of honour related to exclusion criteria**

I, the undersigned ....., having been appointed as an expert for the abovementioned call, declare that I am aware of Article 61 of the Financial Regulation, which states that:

“1. Financial actors within the meaning of Chapter 4 of this Title and other persons, including national authorities at any level, involved in budget implementation under direct, indirect and shared management, including acts preparatory thereto, audit or control, shall not take any action which may bring their own interests into conflict with those of the Union. They shall also take appropriate measures to prevent a conflict of interests from arising in the functions under their responsibility and to address situations which may objectively be perceived as a conflict of interests.

2. Where there is a risk of a conflict of interests involving a member of staff of a national authority, the person in question shall refer the matter to his or her hierarchical superior. Where such a risk exists for staff covered by the Staff Regulations, the person in question shall refer the matter to the relevant authorising officer by delegation. The relevant hierarchical superior or the authorising officer by delegation shall confirm in writing whether a conflict of interests is found to exist. Where a conflict of interests exists, the appointing authority or the relevant national authority shall ensure that the person in question ceases all activity in the matter. The relevant authorising officer by delegation or the relevant national authority shall ensure that any further appropriate action is taken in accordance with the applicable law.

3. For the purposes of paragraph 1, a conflict of interests exists where the impartial and objective exercise of the functions of a financial actor or other person, as referred to in paragraph 1, is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other direct or indirect personal interest.”

I hereby declare that I do not fall under any of the following circumstances in which a conflict of interests might exist (within the past three years, where relevant). I confirm that, if I discover before or during the performance of my tasks that a conflict of interests exists, I will declare it immediately to the contracting party.

Disqualifying conflict of interests:

- Direct benefit in case of advice on development of a new policy;
- Involvement in the preparation of the tender;

- Direct benefit in case of acceptance of the tender;
- Close family relationship with any person representing a participating organisation in the tender;
- Director, trustee or partner of a participating organisation;
- Current employment by a participating organisation;
- Current involvement in a contract or collaboration with a participating organisation;
- Any other situation that compromises my ability to evaluate the tender impartially.

**Potential conflict of interests:**

- Employment by one of the participating organisations within the previous three years;
- Involvement in a contract or collaboration with a participating organisation within the previous three years;
- Any other situation that could cast doubt on my ability to evaluate the tender impartially, or that could reasonably appear to do so in the eyes of a third party (*Ex. Past or current personal relationships, nationality, political affinity, etc.*).

I hereby declare that I fall under one or more of the above circumstances (please specify which and explain)\*:

*\*Ex. In case of employment by a structure including different departments or institutes, please specify the degree of autonomy between them.*

I hereby declare on my honour that the disclosed information is true and complete to the best of my knowledge.

**Confidentiality and personal data protection**

I confirm that I have read, understood, and accepted the code of conduct for experts established in the annex to the contract sent by the contracting party.

I also confirm that I will keep all matters entrusted to me confidential and will process the personal data I receive only for the purposes of the performance of the present contract. If unnecessary or excessive personal data are contained in the documents submitted during the implementation of the contract, I will not process them further or take them into account for the implementation of the contract. I will not communicate outside EIGE any confidential information that is revealed to me or that I have discovered. I will not make any adverse use of information given to me.

**Obligations regarding independence**

I confirm that I am an independent person working in my own personal capacity and in performing the work shall not represent any organisation.

I confirm that I am not paid – or in any other way receive financial compensation – by any other organisation or person for the work I perform for EIGE under this contract.

I undertake to abstain from any contact with third parties which could compromise, or appear to compromise, my independence as an expert.

I undertake to perform my duties honestly and fairly. My contribution will be objective and will fully respect the principles of fair competition and impartiality.

Expert: First name, Last name

Done at \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_



**Annex V. Declaration concerning confidentiality**

**DECLARATION CONCERNING CONFIDENTIALITY**

Name: .....

Position: .....

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 result of my position as (.....) if this information is subject to a request of confidentiality or indicated as such by EIGE's management.

Done at: ..... Date: .....

Signature: .....