



**EUROPEAN COMMISSION**  
HEALTH AND CONSUMERS DIRECTORATE-GENERAL  
Public Health and Risk Assessment  
**Health determinants**

## ***EUROPEAN ALCOHOL AND HEALTH FORUM***

### ***SCIENCE GROUP***

### ***RULES OF PROCEDURE***

**(adopted on 30 June 2008)**

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**THE ALCOHOL FORUM**  
**SCIENCE GROUP**

**RULES OF PROCEDURE**

At its meeting of 30 June 2008, the Science Group of the European Alcohol and Health Forum -

- adopted the following rules of procedure.

These rules of procedure shall ensure that the Science Group performs its tasks in the best possible way, in compliance with the principles of excellence, independence and transparency, while respecting the legitimate requirements of commercial confidentiality.

## **1 VOTING RULES**

1. Meetings are considered valid when the majority of members are present.
2. The Science Group shall aim at reaching consensus.
3. When a vote is required, the Science Group shall adopt its positions and its scientific opinions by majority vote of the members present.

## **2 ELECTION OF THE CHAIR**

1. The Science Group shall elect from among its members a Chair
2. The term of office of the Chair shall be one year, and is renewable.
3. The Chair shall be elected by secret ballot and in writing. Subject to unanimous decision by members attending the meeting, the secrecy requirement for the ballot may be waived.
4. The election procedure shall be chaired by the Commission.

5. The procedure shall be as follows:
  - a. The names of those wishing to stand as candidates shall be notified to the Secretariat before the meeting or be announced at the meeting. Members may present themselves as candidates or be proposed by another member.
  - b. The candidates must, prior to the vote, declare that they are prepared to accept the post of Chair.
  - c. The candidate receiving the absolute majority of the votes cast by the members of the Science Group shall be elected.
  - d. If none of the candidates receives an absolute majority, a second ballot shall be held between the two candidates with the highest individual totals of votes in the first ballot. The candidate who obtains the absolute majority of the votes cast shall be elected.
  - e. Candidates may withdraw their candidature at any time during the procedure.
  - f. Where there is or remains a single candidate, that candidate shall be elected provided that he/she receives the absolute majority of votes cast.

### **3 INDEPENDENCE**

1. Members of the Science Group, additional experts<sup>1</sup> and external experts shall undertake to act independently of any external influence. For this purpose, they shall make a declaration of commitment (see Annex I).
2. Members shall also make an annual declaration of interests (see Annex II). All declarations of interests shall be made in writing, and may be published on the Commission's website.

Additional experts and external experts shall make a declaration of interests when invited to a meeting or when accepting to otherwise contribute to the work of the Science Group (see Annex III).

They shall indicate any direct or indirect interests which might be considered prejudicial to the independence of the member or expert or the absence of any such interests.

3. Further information on the declaration of interests is contained in Annex 5 "*Guidance Document on Declarations of Interest*".
4. Members, additional experts and external experts participating in the activities of the Science Group shall declare at each meeting any interests

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<sup>1</sup> "additional experts" refers to experts contained in the list which the Chair of the European Alcohol and Health Forum has established as a follow-up to the call for expression of interest by which the members of the Science Group were selected. In responding to requests, the members of the Science Group shall involve additional experts from the list whenever necessary to ensure adequate knowledge of relevant issues. Other experts may be asked to participate in the meetings of the Science Group on an ad-hoc basis for specific issues, in order to bring additional elements to the discussion

which might be considered prejudicial to their independence in relation to the items on the agenda for that meeting. This declaration shall be made in writing or verbally, following a request of the Chair.

3. The Secretariat and the Chair shall ensure that the principles of excellence and independence of members are complied with at all times. Members shall draw the Science Group's attention through its Chair to any factual matter that could undermine external credibility of the Science Group's work. The Science Group's discussions of the matter shall be referred to in the summary report of the meeting.

The Secretariat shall draw the Commission's attention to all cases where it appears that a member might have ceased to fulfill the requirements of independence or excellence and address the measures to be taken, included as appropriate, the revocation of that member's appointment.

5. Any member, additional expert or external expert who, in accordance with his/her declaration or in the opinion of the Science Group, may not be able to act independently, may not act as Rapporteur or as Chair in relation to the specific matter and may not participate in decision-making. In such case, the extent of the concerned individual's participation in the Science Group's work shall be decided by the Chair in consultation with the members. Measures may include the physical withdrawal from the meeting for the point under discussion, or participation limited to the provision of factual information.

Any action taken shall be referred to in the summary report of the meeting.

6. Members, additional experts or external experts who receive documents or information of relevance for the Science Group's activities from third parties shall ensure that the information is made available to the Secretariat.
7. Members, additional experts or external experts contacted by third parties in connection with their participation in the Science Group's activities on a specific question may refer the third party to the Secretariat.
8. Members, additional experts and external experts shall inform the Secretariat of relevant contacts they might have with petitioners, special interest groups, other stakeholders or other Community or international bodies engaged in overlapping activities. The Secretariat shall advise on the action to be taken in consultation with the Chair as necessary.
9. When invited as a representative of the Science Group, members shall ensure that they convey the views of the Science Group, without expressing personal views or interpreting adopted opinions in a way that goes beyond the established position of the Science Group.

They shall not speak on behalf of the European Commission or of the European Alcohol and Health Forum.

## 4 CONFIDENTIALITY

1. Members, additional experts and external experts shall not divulge information acquired as a result of their work in the Science Group, when they are informed by the Commission that it is restricted or confidential. They shall make a written declaration of confidentiality (see Annex IV). This will include in particular, documents given by third parties concerning sensitive industrial and commercial matters, and/or for which confidentiality has been requested and agreed by the Commission.
2. The obligation to maintain confidentiality shall continue to apply even after participation of members, additional experts and external experts in the work of the Science Group has ceased.

## 5 TRANSPARENCY

1. The Science Group shall operate in accordance with the need for a high level of transparency, without prejudice to legitimate requests for confidentiality or the need to safeguard the freedom and scientific integrity of the scientific debate and the independence of members and external experts vis-à-vis external influence.
2. Requests for access to documents will be handled in accordance with the provisions of Regulation n° 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents (*OJ L 145, p.43*). When considering the exceptions listed in Art. 4 of 1049/2001 account shall be taken of the need to preserve the integrity and the independence of the scientific advice which supports the decision making process of the Community.
3. The following documents of the Science Group are published on the Commission's web site, subject to respect of confidentiality requirements:
  - Draft agendas
  - Summary reports of plenary meetings
  - Final opinions
  - The names and institutional affiliation of the members of the Science Group
  - Rules of procedures.
4. Availability of preparatory and draft working documents shall be restricted, on a need-to-know basis, to members, additional experts and external experts, the Commission's secretariat and representatives of the Commission's services with competence for a specific question. They shall not be given to

third parties.

5. The Commission shall be responsible for determining the appropriate level of publicity to be given to a scientific opinion and may request the assistance of the Chair to ensure the scientific validity of press releases or related actions.

## **6 REPLACEMENT OF THE CHAIR**

1. If the Chair is not in a position to fulfill his/her function, he/she may be replaced by another member chosen in common accord of the members.
2. In case of conflict of interest of the Chair with an item on the agenda, he/she may be replaced by another member chosen in common accord of the members.

## **7 TERM OF OFFICE OF MEMBERS OF THE SCIENCE GROUP**

In line with Annex 3 of the Charter establishing the European Alcohol and Health Forum, beginning after the 2<sup>nd</sup> year of its existence, one third of the members of the Science Group will be renewed every year. Members will draw lots to determine which members will be renewed at which time. Renewal is made by the same method as initial appointment, whether from the lists of the initial call for interest, or on the basis of a fresh call.

## **8 WORKING GROUPS**

1. In circumstances where the Science Group feels that a request for an opinion cannot be dealt with efficiently by the Science Group itself, a dedicated Working Group may be established.
2. Working Groups shall comprise at least three members of the Science Group and may include additional experts and external experts. A Working Group shall be chaired by a member of the Science Group.
3. Members, additional experts and external experts of a Working Group shall be designated by its Chair in consultation with the Science Group.
4. A Working Group shall endeavor to reach a consensus.
5. The Working Group shall report to the Science Group providing it with such reports or draft opinions as requested.

## **9 ADDITIONAL EXPERTS AND EXTERNAL EXPERTS**

In responding to requests, the members of the Science Group may involve additional experts from the list established by the Chair of the European Alcohol and Health Forum whenever necessary to ensure adequate knowledge of relevant issues. External experts may be asked to participate in the meetings of the Science Group or its Working Groups on an ad-hoc basis for specific issues, in order to bring additional elements to the discussion

## **10 RAPPORTEURS**

1. The Science Group or a Working Group may designate Rapporteurs from among its members or external experts. The designated Rapporteur shall be recorded in the minutes of the meeting.
2. The designation may be revoked.
3. Rapporteurs shall be responsible for assembling information and ensuring that draft reports and scientific opinions are prepared within a set time period, where appropriate. The Rapporteur shall work in close co-operation with the Secretariat.
4. The work of a Rapporteur is terminated when the Science Group adopts the report or opinion.
5. The Chair of the Science Group is responsible for reporting back to the plenary meetings of the European Alcohol and Health Forum.

## **11 NOTICE OF MEETINGS, AGENDA, DEADLINES**

1. The Secretariat shall establish a schedule of plenary meetings for the forthcoming calendar year.
2. As a general rule, the Secretariat will confirm meetings of the Science Group and Working Groups at the latest ten working days before the date of the meeting and shall give notification of cancellation not less than two working days before the date of the meeting.
3. Meetings of the Science Group or Working Groups may be called at short notice according to the urgency of the matters.
4. The Secretariat shall prepare the draft agenda of meetings of the Science Group or the Working Group and circulate it to members as far as possible no later than two weeks before the date of the meeting. The draft agenda of plenary meetings



shall be published on the Commission's website before the meeting takes place.

5. The draft agenda shall include questions submitted by the European Alcohol and Health Forum and shall be accompanied by all appropriate and available supplementary information of relevance to the questions submitted. The Secretariat shall provide any additional information as soon as possible to the members.
6. The agenda shall be adopted at the beginning of the meeting taking account of any agreed amendments.
7. Wherever possible, documents including reports and draft opinions prepared by a Rapporteur or external expert shall be made available to the secretariat for distribution to the members, additional experts and external experts one week before the meeting where they will be discussed. Rapporteurs and members entrusted with the drafting of documents, reports or draft opinions shall ensure that this requirement is complied with.
8. Complementary to plenary meetings, the Science Group may consider using alternative working methods, such as consultations of members and exchange of information by e-mail, where appropriate.
9. All meetings will be held in English, without interpretation. All meeting documents and internal communication will be drafted in English.

## **12 ACCESS TO MEETINGS**

1. Meetings of the Science Group or their Working Groups shall not be open to the public.
2. Commission services with responsibilities relating to the topics on the agenda shall be entitled to be present in the meeting. They may assist for the purposes of clarification or information but shall not seek to influence discussions.
3. With the exception of minority opinions referred to in Article 16, individual views, whether expressed orally or in writing by members, associated members and external experts during deliberations, shall be confidential.

## **13 REQUESTS FOR SCIENTIFIC OPINIONS**

1. Requests for scientific opinions shall be submitted by the Secretariat to the Science Group through its Chair.
2. Questions submitted to the Science Group shall be published as soon as possible on the Commission's website.
3. Where necessary, the European Alcohol and Health Forum may require the Science Group to adopt a scientific opinion within a specified deadline. The Science Group

shall take the necessary measures to ensure that the deadline is respected.

4. The Science Group may ask the European Alcohol and Health Forum to clarify a question and/or to supply additional information.

## **14 ISSUES RAISED BY THE SCIENCE GROUP**

1. The Science Group may draw the European Alcohol and Health Forum's attention to any issue falling within its remit.
2. The European Alcohol and Health Forum shall decide on the action to be taken including, if appropriate, a request for a scientific opinion or a report on the matter and inform the Science Group accordingly.

## **15 SCIENTIFIC OPINIONS AND THEIR ADOPTION**

1. The scientific opinion comprises:
  - a brief description of the relevant background and context;
  - the terms of reference giving the specific question(s);
  - the considerations used by the Science Group to reach its conclusions;
  - the conclusion, setting out the response to the question(s) posed by the European Alcohol and Health Forum. For complex opinions, the conclusions shall be accompanied by a summary in non-specialized language;
  - a bibliography, where required;
  - any minority opinions.
2. The Science Group shall adopt their scientific opinions at their plenary meetings.
3. The Science Group may adopt an opinion, previously discussed in a meeting, using a written procedure.
4. Specific templates may be proposed by the Secretariat for rendering scientific opinions.

## **16 MINORITY OPINIONS**

The opinions of the Science Group may include minority opinions. Minority opinions shall be attributed to members and shall include supporting argumentation.

## **17 REPORTING**

1. The Secretariat shall prepare a draft summary report of the Science Group's plenary meetings which shall contain at least:
  - the list of participants;
  - a declaration of interests by participants concerning their independence and the action taken;
  - the adopted agenda;
  - a summary of discussions, including important minority stand points and agreed actions;
  - a record of decisions taken and opinions adopted.
2. The draft summary report shall be circulated for comments to the members of the Science Group and, where applicable, to additional experts and external experts, and adopted not later than the next meeting.
3. Summary reports shall be published on the Commission's website as soon as possible after their adoption.
4. Legitimate requests for commercial confidentiality shall be respected.

## **18 SECRETARIAT**

In addition to the specific tasks referred to in these Rules of Procedure, the Secretariat shall be responsible for providing administrative support to the Science Group with a view to facilitating the efficient functioning of the Science Group and Working Groups. Specific duties shall include:

- planning to meet priorities and time limits;
- ensuring that requests for opinions comply with the requirements of section 13.1.;
- avoiding of overlapping or inconsistent opinions;
- preparing the meetings of the Science Group and its Working Groups, in consultation with the Chair;
- assisting the Chair and the Working Groups in the preparation of the draft opinions before adoption and in particular in relation to clarity and coherence of the opinion.

## **19 MISSION EXPENSES AND INDEMNITIES OF MEMBERS, ASSOCIATED MEMBERS, EXTERNAL EXPERTS**

1. Travel and subsistence expenses incurred by members, additional experts and external experts in connection with meetings and activities are reimbursed in accordance with Commission's rules.
2. [Indemnity payments are directly linked to presence (physical or through electronic links) as documented by the attendance list which is signed by participants in the morning and afternoon sessions of the Science Group and its Working Groups or agreed external meetings and certified as correct by the meeting secretary.]

## ANNEX 1: DECLARATION OF COMMITMENT

Title (Ms., Mr., Mrs., Dr., Prof.)
First Name
Surname
Position

In accordance with:

1. annex 3 of the Charter establishing the European Alcohol and Health Forum;
2. DG SANCO's Policy on Declarations of Interests (DoI);
3. the Guidance Document on Declarations of Interests,

should I be selected as a permanent member or additional expert of the Science Group, I hereby undertake to make all reasonable efforts to attend and participate in the meetings of the Science Group convened by the Chair of the Forum 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, to make an oral **Specific Declaration of Interests (SDoI)**.

DONE AT:

ON:

SIGNATURE

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

*(Please note that a high level of expertise is by nature based on prior experience and that therefore having an interest does not necessarily mean having a conflict of interest; please see Annex 5 "GUIDANCE DOCUMENT ON DECLARATIONS OF INTERESTS" for further information)*

Title (Ms., Mr., Mrs., Dr., Prof.)	_____
First Name	_____
Surname	_____
Profession	_____

Involvement in other groups or fora managed by the European Commission-managed fora <sup>2</sup>

**Hereby declares to have the following interests**

*(Please specify the interest that you currently have or have had in the past 5 years.)*

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<sup>2</sup> Please specify all your current activities within DG SANCO and the European Commission e.g. member of the ECCG or member of the Advisory Group on the food chain and animal and plant health, etc...

## NATURE OF ACTIVITIES

### I. OWNERSHIP OR OTHER INVESTMENTS, INCLUDING SHARES

Please indicate any substantial financial interests in a company/entity whose activities are linked to DG SANCO's remit, 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. Only the kind of financial interests and the name of the entity need to be stated.

CURRENT <sup>1</sup>	NAME OF ORGANISATION <sup>4</sup>	SUBJECT MATTER <sup>5</sup>

### II. MEMBER OF A MANAGING BODY OR EQUIVALENT STRUCTURE

Please indicate any participation in the internal decision-making of a company or equivalent entity (*e.g. board membership, directorship*).

CURRENT <sup>2</sup>	PAST <sup>3</sup>	NAME OF ORGANISATION <sup>4</sup>	SUBJECT MATTER <sup>5</sup>

<sup>1</sup> Please indicate starting date (month/year) of activities which are currently ongoing.

<sup>2</sup> Please answer YES or NO for activities which are currently ongoing.

<sup>3</sup> Please Indicate starting and ending date (month/year) for activities that are no longer ongoing and which have been completed in the preceding five years.

<sup>4</sup> Please indicate name, location and nature (private, public) of all organisations that relate to DG SANCO's remit. Thus, for the purpose of the declarations of interests the involvement in public bodies needs to be included as well.

<sup>5</sup> Please indicate the activity of the entity, e.g. guidance documents or processes. 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.



## NATURE OF ACTIVITIES

### III. MEMBER OF A SCIENTIFIC ADVISORY BODY

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.

CURRENT <sup>2</sup>	PAST <sup>3</sup>	NAME OF ORGANISATION <sup>4</sup>	SUBJECT MATTER <sup>5</sup>

### IV. EMPLOYMENT

Please indicate if you are or have been employed part-time or full-time, either paid or unpaid, in any organisation whose activities are linked to DG SANCO's remit

CURRENT <sup>1</sup>	PAST <sup>3</sup>	NAME OF ORGANISATION <sup>4</sup>	SUBJECT MATTER <sup>5</sup>

<sup>1</sup> Please indicate starting date (month/year) of activities which are currently ongoing.

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<sup>5</sup> Please indicate the activity of the entity, e.g. guidance documents or processes. 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.

**NATURE OF ACTIVITIES**

**V. CONSULTANCY / ADVISORY**

Please indicate any paid or unpaid consultancy/advisory activity linked to DG SANCO's remit.

CURRENT <sup>1</sup>	PAST <sup>3</sup>	NAME OF ORGANISATION <sup>4</sup>	SUBJECT MATTER <sup>5</sup>

**VI. RESEARCH FUNDING**

Please indicate any funding for research in relation to matter or work financed by a private or public entity, including grants, rents, sponsorships and fellowships and received in a personal capacity.

CURRENT <sup>1</sup>	PAST <sup>3</sup>	NAME OF ORGANISATION <sup>4</sup>	SUBJECT MATTER <sup>5</sup>

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<sup>1</sup> Please indicate starting date (month/year) of activities which are currently ongoing.

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<sup>5</sup> Please indicate the activity of the entity, e.g. guidance documents or processes. 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.

## NATURE OF ACTIVITIES

### VII. INTELLECTUAL PROPERTY RIGHTS

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 a policy-making consultation process/tool or a competitor policy-making consultation process/tool used in conjunction with the one being discussed or the one from a competitor et cetera).

CURRENT <sup>1</sup>	PAST <sup>3</sup>	NAME OF ORGANISATION <sup>4</sup>	SUBJECT MATTER <sup>5</sup>

### VIII. OTHER MEMBERSHIP OR AFFILIATION

Please indicate any membership or affiliation other than the above which can be perceived as an interest in the field of activity of DG SANCO.

CURRENT <sup>1</sup>	PAST <sup>3</sup>	NAME OF ORGANISATION <sup>4</sup>	SUBJECT MATTER <sup>5</sup>

<sup>1</sup> Please indicate starting date (month/year) of activities which are currently ongoing.

<sup>3</sup> Please Indicate starting and ending date (month/year) for activities that are no longer ongoing and which have been completed in the preceding five years.

<sup>4</sup> Please indicate name, location and nature (private, public) of all organisations that relate to DG SANCO's remit. Thus, for the purpose of the declarations of interests the involvement in public bodies needs to be included as well.

<sup>5</sup> Please indicate the activity of the entity, e.g. guidance documents or processes. 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.

## NATURE OF ACTIVITIES

### IX. INTERESTS OF CLOSE FAMILY MEMBERS

Please indicate known interests held by first-line members your family (*e.g. spouse or partner, brother or sister and dependent children or parents*). In order to maintain privacy, the names of family members do not need to be declared.

CURRENT <sup>1</sup>	PAST <sup>3</sup>	NAME OF ORGANISATION <sup>4</sup>	SUBJECT MATTER <sup>5</sup>

### X. OTHER

Please indicate any activities or interests other than the above which can be perceived as an interest in an activity included in DG SANCO's remit.

CURRENT <sup>1</sup>	PAST <sup>3</sup>	NAME OF ORGANISATION <sup>4</sup>	SUBJECT MATTER <sup>5</sup>

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<sup>1</sup> Please indicate starting date (month/year) of activities which are currently ongoing.

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<sup>5</sup> Please indicate the activity of the entity, e.g. guidance documents or processes. 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.

**I hereby declare that I have read the Guidance Document on Declarations of Interests and that the above Declaration of Interests is complete and accurate.**

**Date:** \_\_\_/\_\_\_/\_\_\_

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

*If you need more pages to declare your interests, do not hesitate to add pages; please sign each one of them and attach them to this form.*

## Annex III

### DECLARATION of INTERESTS

*(to be filled in by additional and external experts; please see  
Annex 5 " GUIDANCE DOCUMENT ON DECLARATIONS OF INTERESTS" for further information)*

Title (Ms., Mr., Mrs., Dr., Prof.)	_____
First Name	_____
Surname	_____
Profession	_____

Involvement in other groups or fora managed by the European Commission-managed fora <sup>3</sup>

**Hereby declares to have the following interests**

*(Please specify the interest that you currently have or have had in the past 5 years.)*

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<sup>3</sup> Please specify all your current activities within DG SANCO and the European Commission e.g. member of the ECCG or member of the Advisory Group on the food chain and animal and plant health, etc...

## NATURE OF ACTIVITIES

### XI. OWNERSHIP OR OTHER INVESTMENTS, INCLUDING SHARES

Please indicate any substantial financial interests in a company/entity whose activities are linked to DG SANCO's remit, 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. Only the kind of financial interests and the name of the entity need to be stated.

CURRENT <sup>1</sup>	NAME OF ORGANISATION <sup>4</sup>	SUBJECT MATTER <sup>5</sup>

### XII. MEMBER OF A MANAGING BODY OR EQUIVALENT STRUCTURE

Please indicate any participation in the internal decision-making of a company or equivalent entity (*e.g. board membership, directorship*).

CURRENT <sup>2</sup>	PAST <sup>3</sup>	NAME OF ORGANISATION <sup>4</sup>	SUBJECT MATTER <sup>5</sup>

<sup>1</sup> Please indicate starting date (month/year) of activities which are currently ongoing.

<sup>2</sup> Please answer YES or NO for activities which are currently ongoing.

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## NATURE OF ACTIVITIES

### XIII. MEMBER OF A SCIENTIFIC ADVISORY BODY

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.

CURRENT <sup>2</sup>	PAST <sup>3</sup>	NAME OF ORGANISATION <sup>4</sup>	SUBJECT MATTER <sup>5</sup>

### XIV. EMPLOYMENT

Please indicate if you are or have been employed part-time or full-time, either paid or unpaid, in any organisation whose activities are linked to DG SANCO's remit

CURRENT <sup>1</sup>	PAST <sup>3</sup>	NAME OF ORGANISATION <sup>4</sup>	SUBJECT MATTER <sup>5</sup>

<sup>1</sup> Please indicate starting date (month/year) of activities which are currently ongoing.

<sup>2</sup> Please answer YES or NO for activities which are currently ongoing.

<sup>3</sup> Please Indicate starting and ending date (month/year) for activities that are no longer ongoing and which have been completed in the preceding five years.

<sup>4</sup> Please indicate name, location and nature (private, public) of all organisations that relate to DG SANCO's remit. Thus, for the purpose of the declarations of interests the involvement in public bodies needs to be included as well.

<sup>5</sup> Please indicate the activity of the entity, e.g. guidance documents or processes. 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.



**NATURE OF ACTIVITIES**

**XV. CONSULTANCY / ADVISORY**

Please indicate any paid or unpaid consultancy/advisory activity linked to DG SANCO's remit.

CURRENT <sup>1</sup>	PAST <sup>3</sup>	NAME OF ORGANISATION <sup>4</sup>	SUBJECT MATTER <sup>5</sup>

**XVI. RESEARCH FUNDING**

Please indicate any funding for research in relation to matter or work financed by a private or public entity, including grants, rents, sponsorships and fellowships and received in a personal capacity.

CURRENT <sup>1</sup>	PAST <sup>3</sup>	NAME OF ORGANISATION <sup>4</sup>	SUBJECT MATTER <sup>5</sup>

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<sup>1</sup> Please indicate starting date (month/year) of activities which are currently ongoing.

<sup>3</sup> Please Indicate starting and ending date (month/year) for activities that are no longer ongoing and which have been completed in the preceding five years.

<sup>4</sup> Please indicate name, location and nature (private, public) of all organisations that relate to DG SANCO's remit. Thus, for the purpose of the declarations of interests the involvement in public bodies needs to be included as well.

<sup>5</sup> Please indicate the activity of the entity, e.g. guidance documents or processes. 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.

## NATURE OF ACTIVITIES

### XVII. INTELLECTUAL PROPERTY RIGHTS

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 a policy-making consultation process/tool or a competitor policy-making consultation process/tool used in conjunction with the one being discussed or the one from a competitor et cetera).

CURRENT <sup>1</sup>	PAST <sup>3</sup>	NAME OF ORGANISATION <sup>4</sup>	SUBJECT MATTER <sup>5</sup>

### XVIII. OTHER MEMBERSHIP OR AFFILIATION

Please indicate any membership or affiliation other than the above which can be perceived as an interest in the field of activity of DG SANCO.

CURRENT <sup>1</sup>	PAST <sup>3</sup>	NAME OF ORGANISATION <sup>4</sup>	SUBJECT MATTER <sup>5</sup>

<sup>1</sup> Please indicate starting date (month/year) of activities which are currently ongoing.

<sup>3</sup> Please Indicate starting and ending date (month/year) for activities that are no longer ongoing and which have been completed in the preceding five years.

<sup>4</sup> Please indicate name, location and nature (private, public) of all organisations that relate to DG SANCO's remit. Thus, for the purpose of the declarations of interests the involvement in public bodies needs to be included as well.

<sup>5</sup> Please indicate the activity of the entity, e.g. guidance documents or processes. 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.

## NATURE OF ACTIVITIES

### XIX. INTERESTS OF CLOSE FAMILY MEMBERS

Please indicate known interests held by first-line members your family (*e.g. spouse or partner, brother or sister and dependent children or parents*). In order to maintain privacy, the names of family members do not need to be declared.

CURRENT <sup>1</sup>	PAST <sup>3</sup>	NAME OF ORGANISATION <sup>4</sup>	SUBJECT MATTER <sup>5</sup>

### XX. OTHER

Please indicate any activities or interests other than the above which can be perceived as an interest in an activity included in DG SANCO's remit.

CURRENT <sup>1</sup>	PAST <sup>3</sup>	NAME OF ORGANISATION <sup>4</sup>	SUBJECT MATTER <sup>5</sup>

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<sup>1</sup> Please indicate starting date (month/year) of activities which are currently ongoing.

<sup>3</sup> Please Indicate starting and ending date (month/year) for activities that are no longer ongoing and which have been completed in the preceding five years.

<sup>4</sup> Please indicate name, location and nature (private, public) of all organisations that relate to DG SANCO's remit. Thus, for the purpose of the declarations of interests the involvement in public bodies needs to be included as well.

<sup>5</sup> Please indicate the activity of the entity, e.g. guidance documents or processes. 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.

**I hereby declare that I have read the Guidance Document on Declarations of Interests and that the above Declaration of Interests is complete and accurate.**

**Date:** \_\_\_/\_\_\_/\_\_\_

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

*If you need more pages to declare your interests, do not hesitate to add pages; please sign each one of them and attach them to this form.*

**ANNEX 4: DECLARATION CONCERNING CONFIDENTIALITY**

Title (Ms., Mr., Mrs., Dr.,  
Prof.)  
\_\_\_\_\_  
First Name  
\_\_\_\_\_  
Surname  
\_\_\_\_\_  
Position  
\_\_\_\_\_

In accordance with the European Commission's rules on security as set out in the Annex to Commission Decision 2001/844/EC, ECSC, Euratom of 29 November 2001 I hereby declare that I am aware of my obligation to respect confidentiality. I shall respect the confidential nature of the opinions expressed by members of the European Alcohol and Health Forum, the Science Group, the Commission services or external experts during discussions in meetings or provided in written form. I also know that I am required not to divulge information acquired as a result of my position in the Science Group if this information is subject to a request for confidentiality.

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

## ANNEX 5

### GUIDANCE DOCUMENT ON DECLARATIONS OF INTERESTS

#### INTRODUCTION

1. The Charter establishing the European Alcohol and Health Forum foresees the establishment of a Science Group, providing scientific advice and guidance on matters under discussion by the Forum.
2. Annex 3 to the Charter, in explaining the mandate of the Science Group, explicitly mentions that members of the Group will be required to file a standard declaration on conflict of interest.
3. This guidance document aims at explaining both the importance of providing declarations of interests and the nature of interests that are to be declared., giving at the same time clear indications on how and when to declare an interest.
4. The document takes into account DG SANCO's Policy on Declarations of Interests (DoI) regarding the Stakeholder Dialogue Group (SDG) set up by Commission Decision 2007/602/EC
5. The document takes also into account the Commission's rules on security as set out in the Annex to Commission Decision 2001/844/EC, ECSC, Euratom of 29 November 2001 <sup>4</sup> in so far as permanent members or additional experts of the Science Group are required not to divulge information obtained by participating in the Science Group if the Commission states that such information relates to confidential matters, without prejudice to the before mentioned Annex..
6. The document, finally, abides by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data <sup>5</sup>. Personal data relating to permanent members and additional experts of the Science Group will therefore be processed in accordance with the contents of this Regulation.

#### IMPORTANCE OF PROVIDING DECLARATIONS OF INTEREST

DG SANCO recognises that the quality of expertise required from permanent members and additional experts of the Science Group in the fulfilment of their mandate 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, permanent members and additional experts of the Science Group have a professional interest in the work they are undertaking and in the outcome of the activities they are participating in.

In the activities of the Science Group, interests of an intellectual nature are considered as indispensable to safeguard the quality and overall objectivity of the work of this group.

#### WHO SHOULD DECLARE INTERESTS

The responsibility for declaring any possible conflict of interest is placed on the individuals completing their declaration. Permanent members and additional experts of the Science Group will in fact be appointed in a personal capacity and will provide the members of the European Alcohol and Health Forum, independently of any outside influence, with scientific advice, guidance on monitoring/evaluation and in-depth analyses on key issues identified by the Forum.

#### WHEN TO DECLARE INTERESTS

According to the two step approach scheme put in place, as explained in the following paragraph, permanent members and additional experts of the Science Group will be asked to make both a written annual declaration and, should it be required, an oral declaration of interests at the beginning of each meeting of the Science Group, or of other meetings related to the activities of the Forum in which they may participate in their capacity as permanent members or additional experts of the Science Group ..

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<sup>4</sup> OJ L 317, 3.12.2001, p.1. Decision as last amended by Decision 2006/548/EC (OJ L 215, 5.8.2006, p.38).

<sup>5</sup> OJ L 8, 12.1.2001, p.1.

## TYPES OF DECLARATIONS OF INTEREST

The scheme put in place consists of an Annual Declaration of Interests and of a Specific Declaration of Interests.

### A. Annual Declaration of Interests (ADoI)

The ADoI highlights the various interests which may give rise to a potential conflict of interest in the context of a specific activity.

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 permanent members and additional experts of the Science Group 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 (Annex 2) and a Declaration concerning confidentiality (Annex 3). Those declarations shall be made annually in writing.

### B. Specific Declaration of Interests (SDoI)

The SDoI is linked to the specific subject matter or set of subject matters under a specific agenda point of each meeting/activity of the Science Group.

In order to address interests of relevance which are linked to a specific activity, the legal framework foresees that permanent members and additional experts of the Science Group will be 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/activity of the Forum. Any interests will be declared orally and recorded in the minutes.

## WHAT TO DECLARE

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 whose activities are linked to DG SANCO's remit, including holding of stocks and shares, equity, bonds, partnership interests<sup>6</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 covering all forms of employment, part-time and full-time, either paid or unpaid, in any organisation whose activities are linked to DG SANCO's remit.
- V. **Consultancy/Advisory** is to be interpreted as an activity in which the concerned person charges or does not charge a fee for providing advice or services in a particular field.
- VI. **Research funding** is to be interpreted as meaning any funding for research in relation to matter or work financed by a private or public entity, including grants, rents, sponsorships and fellowships and received in a personal capacity.
- 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, 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 DG SANCO.

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<sup>6</sup> When declaring financial interests e.g. stock and shares, only the kind and company name need to be stated.

- IX. **Interests of close family members** are to be interpreted as known interests held by first-line members of the family of permanent members or additional experts of the Science Group (e.g. spouse or partner, brother or sister and dependent children or parents). In order to maintain privacy, the names of family 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 an activity included in DG SANCO's remit.

### **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 organisation** is to be interpreted as meaning name, location and nature of all organisations (private, public, etc.) that relate to DG SANCO's remit. 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* guidance documents or processes. 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.

### **CONSEQUENCES OF NOT DECLARING**

Failure to fulfil in a timely and complete manner any of the obligations detailed above will be considered as a *prima facie* breach of trust. As a consequence of that failure, appropriate actions, up to the removal of the concerned person from the Science Group, may be taken.

### **PUBLICATION**

The **ADols** will be made public



