CALL FOR APPLICATIONS FOR THE SELECTION OF MEMBERS OF THE EXPERT GROUP FOR THE OBSERVATORY ON THE ONLINE PLATFORM ECONOMY

1. Background

On 26th April 2018, the Commission adopted a proposal for a Regulation on promoting fairness and transparency for business users of online intermediation services\(^1\). It addresses potentially harmful trading practices identified in platform-to-business relationships, such as a lack of transparency and redress.

Given the fast-paced technological change in the online platform economy, different business-related issues, not directly addressed by the proposed rules, are emerging in this context. They include both broader and more specific questions of data access and use, algorithmic decision-making, ranking and transparency, as well as alleged discriminatory practices of platforms competing with their users. There is a need for a continuous monitoring of such issues to inform any policy measures that may be required for safeguarding predictable, trusted and fair commercial relations online.

By Decision\(^2\) of 26th April 2018, the Commission has set up an expert group in support of the Observatory on the Online Platform Economy (“the group”). In accordance with Article 2 of this Decision, the group's tasks will be:

(a) to provide the Commission with advice and expertise on the evolution of the online platform economy, in particular as regards potentially harmful practices between, on the one hand, providers of online intermediation services and of online search engines and, on the other hand undertakings established in the Union that use or intend to use those online services to offer their goods or services to consumers located in the Union;

(b) to perform expert analysis on issues of particular importance that may arise in relation to the online platform economy and the potentially harmful practices referred to in point (a) including:

(i) issues related to algorithmic decision-making and ranking in connection with the provision of online intermediation services and online search engines, including the question of transparency;

(ii) access to, and use of, different categories of personal data and other data, in compliance with data protection rules, provided or generated in the context of the provision and use of online intermediation services and online search engines;

(iii) issues related to remuneration of material displayed online, in particular in relation to search results;

\(^1\) Proposal for a Regulation of the European Parliament and of the Council on promoting fairness and transparency for business users of online intermediation services (C(2018) 238 final).

(iv) transparency and accountability in business-to-business commercial relations in online advertising;

(v) differentiated treatment which providers of online intermediation services might give to goods and services offered by themselves or by the undertakings which they control;

(vi) restrictions to offer different conditions when using other distribution channels which providers of online intermediation services might impose on business users;

(vii) possible impacts of these potentially harmful practices on consumers;

(c) to assist the Commission in the preparation of its annual work programme as regards the issues referred to in point (b);

(d) to analyse the evolution of regulation, self-regulation or other policy measures related to the online platform economy in the Member States or, where relevant, for the online platform economy in the Union, in third countries;

(e) upon the request of the Commission, and under its supervision, to liaise on specific issues related to the online platform economy with other relevant expert bodies or centres of excellence at Union, national or international level; to the extent that it is necessary to perform the other above-mentioned tasks.

The Commission is calling for applications with a view to selecting members of the group.

2. Features of the Group

2.1. Composition

In accordance with Article 4 of the above-mentioned Commission Decision, the group shall consist of up to 15 members. However, the group may be composed of a lower number of members if the selection process does not allow for the selection of a sufficient number of persons who meet the applicable requirements. The group shall not be composed of less than 10 members.

Members shall be individuals appointed in a personal capacity, who shall act independently and in the public interest.

2.2. Appointment

Members shall be appointed by the Directors General of the responsible Directorates-General of the Commission3, after having consulted other affected Commission services where appropriate, from applicants with competence in the areas referred to in chapter 1 of this call and complying with the requirements referred to in chapter 4.

Members shall be appointed for 2 years, renewable once, upon request by the member concerned. They shall remain in office until replaced or until the end of their term.

3 Directorate General for Communication Networks, Content and Technology ("DG CONNECT") and Directorate General for Internal Market, Industry, Entrepreneurship and SMEs ("DG GROW").
In deciding on requests for renewal of appointments, the responsible Directorates-General of the Commission shall, after having consulted other affected Commission services where appropriate, seek to have at least one third of the members of the group to be comprised of first time appointees.

In order to ensure continuity and the smooth functioning of the group, the responsible Directorates-General of the Commission, after having consulted other affected Commission services where appropriate, shall establish a reserve list of individuals with competence in the areas referred to in chapter 1 of this call and complying with the requirements referred to in chapter 4 that may be used to appoint replacements. The responsible Directorates-General of the Commission shall ask applicants for their consent before including their names on the reserve list.

Members who are no longer capable of contributing effectively to the group’s deliberations, who in the opinion of the responsible Directorates-General of the Commission do not comply with the conditions set out in Article 339 of the Treaty on the functioning of the European Union or who resign, shall no longer be invited to participate in any meetings of the group and may be replaced for the remainder of their term of office.

2.3 RULES OF ENGAGEMENT AND OPERATION OF THE GROUP

The group shall elect a Chairperson from among its members by simple majority for a one-year term, renewable once and subject to approval by the responsible Directorates-General of the Commission.

The group shall act either at the request of the responsible Directorates-General of the Commission, which shall closely cooperate with other affected Commission services where appropriate, or at the request of its Chairperson with the agreement of the responsible Directorates-General of the Commission, in compliance with the Commission’s horizontal rules on expert groups (‘the horizontal rules’).4

In principle, the group shall meet 4 times per year on Commission premises to fulfil the tasks specified in chapter 1. The responsible Directorates-General of the Commission shall provide secretarial services and support the analysis to be performed by the group by engaging in data-gathering and processing activities.

The Chairperson shall convene the meetings of the group through its secretariat in agreement with the responsible Directorates-General of the Commission.

Members should be prepared to attend meetings systematically, contribute actively to discussions in the group, be involved in preparatory work ahead of meetings, examine and provide comments on documents under discussion, and act as appropriate as ‘rapporteurs’ on ad hoc basis.

As a general rule, working documents will be drafted in English and meetings will also be conducted in English.

The group shall adopt its opinions or reports by consensus. In the event of a vote, the outcome of the vote shall be decided by simple majority of the members. Members who have voted against shall have the right to have a document summarising the reasons for their position annexed to the opinion or report concerned.

In agreement with the responsible Directorates-General of the Commission, the group may by simple majority of its members, decide that deliberations shall be public.

Participants in the activities of the group and sub-groups shall not be remunerated for the services they offer. Travel and subsistence expenses incurred by participants in the activities of the group and sub-groups shall be reimbursed by the Commission. Reimbursement shall be made in accordance with the provisions in force within the Commission and within the limits of the available appropriations allocated to the Commission departments under the annual procedure for the allocation of resources.

The members of the group and of sub-groups, as well as invited experts and observers and their representatives are subject to the obligation of professional secrecy, which by virtue of the Treaties and the rules implementing them applies to all members of the institutions and their staff, as well as to the Commission's rules on security regarding the protection of Union classified information, laid down in Commission Decisions (EU, Euratom) 2015/443 and 2015/444. Should they fail to respect these obligations, the Commission shall take all appropriate measures.

On a proposal by and in agreement with the responsible Directorates-General of the Commission the group shall adopt its rules of procedure by simple majority of its members on the basis of the standard rules of procedure for expert groups.

The responsible Directorates-General of the Commission may, after having consulted other affected Commission services where appropriate, invite experts with specific expertise with respect to a subject matter on the agenda to take part in the work of the group or sub-groups on an ad hoc basis.

Individuals, organisations or public entities other than Member States' authorities may be granted observer status, in compliance with the horizontal rules by direct invitation of the Commission. Organisations and public entities appointed as observers shall nominate their representatives. Observers and their representatives may be permitted by the Chair to take part in the discussions of the group and provide expertise. However, they shall not have voting rights and shall not participate in the formulation of advice of the group.

The responsible Directorates-General of the Commission may set up sub-groups to examine specific questions related to the online platform economy on the basis of the terms of reference defined by the responsible Directorates-General of the Commission. Sub-groups shall operate in compliance with the horizontal rules and shall report to the group. They shall be dissolved as soon as their mandate is fulfilled. The members of sub-groups that are not members of the group shall be selected via a public call for applications in compliance with the horizontal rules.

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2.4. **Transparency**

The group and sub-groups shall be registered in the Register of Commission expert groups and other similar entities (‘the Register of expert groups’).

As concerns the group composition, the Commission shall publish the following data on the Register of expert groups:

- the name of its members;
- the name of any observers;

The Commission shall make available all relevant documents including the agendas, the minutes and the participants’ submissions, either on the Register of expert groups or via a link from the Register to a dedicated website, where this information can be found. Access to dedicated websites shall not be submitted to user registration or any other restriction. In particular, the Commission shall ensure publication of the agenda and other relevant background documents in due time ahead of the meeting, followed by timely publication of minutes. Exceptions to publication shall only be foreseen where it is deemed that disclosure of a document would undermine the protection of a public or private interest as defined in Article 4 of Regulation (EC) No 1049/2001.

Personal data shall be collected, processed and published in accordance with Regulation (EC) No 45/2001.

3. **Application procedure**

Interested individuals are invited to submit their applications to the Commission’s Directorate-General for Communications Networks, Content and Technology (DG CNECT).

Applications must be completed in one of the official languages of the European Union. However, applications in English would facilitate the evaluation procedure. If another language is used, it would be helpful to include a summary of the application in English.

An application will be deemed admissible only if it is sent by the deadline and includes the documents referred to below. All documents submitted by applicants should be duly filled in, legible, signed and numbered sequentially.

**Supporting documents**

Each application shall include the following documents:

- a cover letter explaining the applicant’s motivation for answering this call and stating what contribution the applicant could make to the group;
- a selection criteria form duly filled in documenting how the applicant fulfills the selection criteria listed in chapter 4 of this call (Annex I);
Applicants must also disclose any circumstances that could give rise to a conflict of interest by submitting a declaration of interests (‘DOI’) form on the basis of the standard DOI form for expert groups attached to this call (Annex II). Submission of a duly completed DOI form is necessary in order to be eligible to be appointed in a personal capacity. The responsible Directorates-General of the Commission shall perform the conflict of interest assessment in compliance with Article 11 of the horizontal rules.

Additional supporting documents (e.g. publications) may be requested at a later stage.

**Deadline for application**

The duly signed applications must be sent by 5th June 2018 at the latest. The date of sending will be established as follows:

- Where applications are sent by e-mail to the following e-mail address: CNECT-ONLINE-PLATFORMS@ec.europa.eu, the date of the e-mail will be the date of sending.

- Where applications are sent by post to the following address: European Commission, DG CNECT, Unit F2 "E-Commerce and Platforms" secretariat – Office BU25 06/118, Avenue de Beaulieu/Beaulieulaan, 25; 1160 Brussels, the postmark will be considered the date of sending.

- Where applications are hand-delivered to the following address: European Commission, DG CNECT, Unit F2 "E-Commerce and Platforms" secretariat – Office BU25 06/118, Avenue de Beaulieu/Beaulieulaan, 25; 1160 Brussels, the date on the receipt given upon delivery will be considered the date of sending.

**4. Selection criteria**

The Commission will take the following criteria into account when assessing applications:

- the applicant constitutes a natural person, not a legal entity

- proven and relevant competence and experience, including at European or international level in the area of the online platform economy, including good understanding of digital technologies and business models.

- proven and relevant competence and experience on different issues associated with the online platform economy, *inter alia* by having made influential academic publications.

- professional experience in one or more of the disciplines relevant to the fulfilment of the tasks specified in chapter 1: including policy design, market analysis and regulation, research or data science.

- strong coordination, analytical and drafting skills, ability to adapt to emerging and/or changing policy environments;

- absence of circumstances that could give rise to a conflict of interest;

- good knowledge of the English language allowing active participation in the discussions.
5. **Selection procedure**

The selection procedure shall consist of an assessment of the applications performed by the responsible Directorates-General of the Commission – DG CNECT and the Directorate-General for Internal Market, Industry, Entrepreneurship and SMEs - against the selection criteria listed in chapter 4 of this call, followed by the establishment of a list of the most suitable applicants, and concluded by the appointment of the members of the group.

When defining the composition of the group, the Commission shall aim at ensuring, as far as possible a high level of expertise and relevant know how, while taking into account the specific tasks of the group, the type of expertise required, as well as the relevance of the applications received. The Commission shall also seek a geographical and gender balance.

For any further information please contact e-mail: CNECT-ONLINE-PLATFORMS@ec.europa.eu

**ANNEXES:**

- **Annex I**  Selection criteria form
- **Annex II**  Standard declaration of interests
- **Annex III**  Guidance for filling in the declaration of interests
- **Annex IV**  Privacy statement
**Annex I: Selection criteria form**

Applicants are requested to describe how they fulfil the selection criteria listed in this call.

<table>
<thead>
<tr>
<th>The applicant constitutes a natural person, not a legal entity</th>
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<tbody>
<tr>
<td>Proven and relevant competence and experience, including at European or international level, in the area of the online platform economy, including good understanding of digital technologies and business models.</td>
</tr>
<tr>
<td>Proven and relevant competence and experience on different issues associated with the online platform economy, <em>inter alia</em> by having made influential academic publications.</td>
</tr>
<tr>
<td>Particular professional experience in one or more of the disciplines relevant to the fulfilment of the tasks specified in chapter 1: including policy design, market analysis and regulation, research or data science.</td>
</tr>
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<td>Strong coordination, analytical and drafting skills, ability to adapt to emerging and/or changing policy environments.</td>
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<tr>
<td>Absence of circumstances that could give rise to a conflict of interest.</td>
</tr>
<tr>
<td>Good knowledge of the English language allowing active participation in the discussions.</td>
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Title: …………………

Surname: …………………

First name: …………………

Date: …………………

Signature …………………
Annex II: Standard declaration of interests

Standard declaration of interests (DOI) form for individuals applying to be appointed as members of expert groups or sub-groups in a personal capacity

Legal basis:

Commission Decision [C(2016)…] establishing horizontal rules on the creation and operation of Commission expert groups, Articles 2(4) and 11.

Definitions:

"Conflict of interest" means 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 advice to the Commission in relation to the subject of the work performed by the expert group or sub-group in question.

"Immediate family member" means the individual’s spouse, children and parents. "Spouse" includes a partner with whom the individual has a registered non marital regime. "Children" means the child(ren) the individual and the spouse have in common, the own child(ren) of the individual and the own child(ren) of the spouse.

"Legal entity" means any commercial business, industry association, consultancy, research institution or other enterprise whose funding is significantly derived from commercial sources. It also includes independent own commercial businesses, law offices, consultancies or similar.

"Body" means a governmental, international or non-profit organisation.

"Meeting" includes a series or cycle of meetings.

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Please answer each of the questions below. If the answer to any of the questions is "yes", please briefly describe relevant interests and circumstances, as appropriate.

If you do not describe relevant interests, your DOI form will be considered incomplete and, therefore, your application to be appointed as a member of an expert group or sub-group in a personal capacity shall be rejected.

First name:

Family name:

Expert group/sub-group:
### 1 EMPLOYMENT CONSULTANCY AND LEGAL REPRESENTATION

Within the past 5 years, were you employed or have you had any other professional relationship with a natural or legal entity, or held any non-remunerated post in a legal entity or other body with an interest in the field of activity of the expert group/sub-group in question?  

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<thead>
<tr>
<th></th>
<th>yes</th>
<th>no</th>
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<tbody>
<tr>
<td>1a</td>
<td>Employment</td>
<td></td>
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<tr>
<td>1b</td>
<td>Consultancy, including services as an advisor</td>
<td></td>
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<tr>
<td>1c</td>
<td>Non-remunerated post</td>
<td></td>
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<tr>
<td>1d</td>
<td>Legal representation</td>
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</table>

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time period (from… until month/year)</th>
<th>Name of entity or body</th>
<th>Description</th>
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### 2 MEMBERSHIP OF MANAGING BODY, SCIENTIFIC ADVISORY BODY OR EQUIVALENT STRUCTURE

Within the past 5 years, have you participated in the internal decision-making of a legal entity or other body with an interest in the field of activity of the expert group/sub-group in question or have you participated in the works of a Scientific Advisory Body with voting rights on the outputs of that entity?  

<table>
<thead>
<tr>
<th></th>
<th>yes</th>
<th>no</th>
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<tbody>
<tr>
<td>2a</td>
<td>Participation in a decision-making process</td>
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<tr>
<td>2b</td>
<td>Participation in the work of a Scientific Advisory Body</td>
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<th>Activity</th>
<th>Time period (from… until month/year)</th>
<th>Name of legal entity or body</th>
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</table>
3  **RESEARCH SUPPORT**

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<th>Activity</th>
<th>Time period (from… until month/year)</th>
<th>Name of legal entity or body</th>
<th>Description</th>
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Within the past 5 years, have you, or the research entity to which you belong, received any support from a legal entity or other body with an interest in the field of activity of the expert group/sub-group in question?

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<tr>
<th>yes</th>
<th>no</th>
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3a  Research support, including grants, rents, sponsorships, fellowships, non-monetary support

<table>
<thead>
<tr>
<th>Share</th>
<th>Other stock</th>
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4  **FINANCIAL INTERESTS**

Do you have current investments in a legal entity with an interest in the field of activity of the expert group/sub-group in question, including holding of stocks and shares, and which amounts to more than 10,000 EUR per legal entity or entitling you to a voting right of 5% or more in such legal entity?

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<tr>
<th>Investment</th>
<th>Name of legal entity</th>
<th>Description</th>
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<th>yes</th>
<th>no</th>
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4a  Shares

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<th>Shares</th>
<th>Other stock</th>
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4b  Other stock

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<tr>
<th>Shares</th>
<th>Other stock</th>
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</table>
5  **INTELLECTUAL PROPERTY**

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<tr>
<th>Do you have any intellectual property rights that might be affected by the outcome of the work carried out by the expert group/sub-group in question?</th>
<th>yes</th>
<th>no</th>
</tr>
</thead>
</table>

5a  Patent, trademarks, or copyrights  
5b  Others

<table>
<thead>
<tr>
<th>Intellectual property</th>
<th>Description</th>
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6  **PUBLIC STATEMENTS AND POSITIONS**

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<th>Within the past 5 years, have you provided any expert opinion or testimony in the field of activity of the expert group/sub-group in question, for a legal entity or other body as part of a regulatory, legislative or judicial process? Have you held an office or other position, paid or unpaid, where you represented interests or defended an opinion in the field of activity of the expert group/sub-group in question?</th>
<th>Yes</th>
<th>no</th>
</tr>
</thead>
</table>

6a  For a legal entity or other body as part of a regulatory, legislative or judicial process  
6b  Represented interests or defended an opinion

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time period (from… until month/year)</th>
<th>Name of legal entity or body</th>
<th>Description</th>
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12
7  INTERESTS OF IMMEDIATE FAMILY MEMBERS  

7a  To your knowledge, are there any interests of your immediate family members which could be seen as undermining your independence when providing advice to the Commission in the field of activity of the expert group/sub-group in question?  

<table>
<thead>
<tr>
<th>Interests</th>
<th>Time period (from… until month/year)</th>
<th>Name of legal entity or body</th>
<th>Description</th>
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7b  If interests of your immediate family members are declared, it is your responsibility to inform them about the collection and publication of information on their interests included in the DOI and to provide them with the privacy statement attached to the guidance for filling in this DOI, and this at the latest when you file the DOI form with the Commission.

8  OTHER RELEVANT INFORMATION  

8a  Are there any other elements that could be seen as undermining your independence when providing advice to the Commission in the field of activity of the expert group/sub-group in question?  

Description:

****
I hereby declare on my honour that I have read the guidance for completing this form.
I also declare on my honour that the information disclosed in this form is true and complete to the best of my knowledge.

Should there be any change to the above information, including as regards upcoming activities, I will promptly notify the competent Commission department and complete a new DOI form describing the changes in question.

I am informed that my personal data are stored, processed and published by the Commission in accordance with Regulation (EC) No 45/2001.

Date: _______________ Signature: ______________________________

*****

Your DOI form shall be made publicly available on the Register of Commission Expert Groups and Other Similar Entities, as long as you are appointed as member of the expert group or sub-group in a personal capacity. Technical measures will be taken to indicate to search engines that your DOI form should not appear in search results.
Annex III: Guidance for filling in the declaration of interests

Guidance for filling in the declaration of interests (DOI) form by individuals applying to be appointed as members of expert groups or sub-groups in a personal capacity

According to the Commission’s horizontal rules on expert groups (‘the horizontal rules’), Commission expert groups and other similar entities are consultative bodies, the role of which is to provide advice and expertise to the Commission and its departments in relation to a number of tasks. Individuals appointed as members of expert groups or sub-groups in a personal capacity are due to act independently and in the public interest.

In order to ensure the highest integrity of experts, you are requested to duly complete the DOI form. You are required to disclose any circumstances that could give rise to a conflict of interest, i.e. any situation where your interests may compromise or may reasonably be perceived to compromise your capacity to act independently and in the public interest in providing advice to the Commission, in relation to the subject of the work performed by the expert group or sub-group in question. In particular, you must disclose in this DOI form any relevant professional and financial interests.

You must also declare relevant interests of your immediate family members. If interests of your immediate family members are declared, it is your responsibility to inform them about the collection and publication of information on their interests included in this DOI form and to provide them with the privacy statement attached to this guidance, and this at the latest when you file the DOI form with the Commission.

Please submit the completed DOI form to the competent Commission department, together with your CV, as part of your application to become member of an expert group or sub-group in a personal capacity. If there is any change concerning the information provided in the form, including on upcoming activities, you must promptly inform the competent Commission departments by completing a new DOI form which describes the changes in question.

Please note that having a declared interest does not necessarily mean having a conflict of interest. Answering "Yes" to a question on this DOI form does not automatically disqualify you or limit your participation in an expert group or sub-group. The competent Commission departments will review your answers in accordance with the horizontal rules and determine whether a conflict of interest relevant to the subject at hand exists.

Where the competent Commission departments conclude that no conflict of interest exists, you are eligible to be appointed in a personal capacity. Where the competent Commission departments conclude that your interests may compromise or be reasonably perceived to compromise your capacity to act independently and in the public interest when providing advice to the Commission in relation to the subject of the work performed by the expert group or sub-group in question, they shall take one of the following measures to deal with the conflict of interest detected, depending on the specific circumstances:

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7 C(2016) 3301, Article 2.1.
8 Idem, Article 3.
9 Idem, Article 7.2. (a).
10 Idem, Article 11.
You shall not be appointed in a personal capacity to the expert group or sub-group in question; in such case the competent Commission department shall inform you about the outcome of the conflict of interest assessment performed;

You shall be appointed as member of the expert group or sub-group in a personal capacity with a number of specific restrictions: you may be excluded from certain meetings and/or activities carried out by the group, such as drafting opinions or recommendations; you may also be required to abstain from discussing certain agenda items and/or from any vote on those items;

You shall be appointed as member of the expert group or sub-group representing a common interest shared by a number of stakeholders, after consultation of the stakeholders concerned.

Your DOI form shall be made publicly available on the Register of Commission Expert Groups and Other Similar Entities, as long as you are appointed as member of the expert group or sub-group in a personal capacity. Technical measures will be taken to indicate to search engines that your DOI form should not appear in search results.

If you decline to complete a DOI form, you are not eligible to be appointed as a member of the expert group or sub-group in question in a personal capacity.

Personal data shall be collected, processed and published by the Commission in accordance with Regulation (EC) No 45/2001.
Annex IV: Privacy statement

PROTECTION OF YOUR PERSONAL DATA

Table of Contents
1. Introduction
2. Why do we process your data?
3. Which data do we collect and process?
4. How long do we keep your data?
5. How do we protect your data?
6. Who has access to your data and to whom is it disclosed?
7. What are your rights and how can you exercise them?
8. Contact information
9. Where to find more detailed information

1. Introduction

This privacy statement explains the reason for the processing, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you may exercise in relation to your data (the right to access, rectify, block etc.).

The European institutions are committed to protecting and respecting your privacy. As this service/application collects and further processes personal data, Regulation (EC) N°45/2001\(^\text{11}\) 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, is applicable.

This statement concerns the Register of Commission Expert Groups and Other Similar Entities (‘Register of expert groups’) undertaken by the European Commission, Secretariat-General, Head of Unit B.2 (Institutional Affairs). The Register is a database containing a list of Commission expert groups and other similar entities and their subgroups. For each expert group, the Register provides valuable information including on the Commission department which is running the group, as well as on the group members, mission and tasks. The Register also includes relevant documents which are produced and discussed by expert groups.

Personal data submitted to Commission departments as part of rejected applications are not published on the Register of expert groups. The competent Commission departments keep these data for six months and do not process them for other purposes.

2. **Why do we process your data?**

Purpose of the processing operation: The European Commission, Secretariat-General, Head of Unit B.2 (Institutional Affairs) (‘the Data Controller’) collects and uses your personal information to ensure transparency on expert groups’ membership and activities.

The processing and publication on the Register of expert’s personal data is necessary for the performance of a task carried out in the public interest, since it increases the transparency on Commission expert groups (article 5 (a) of Regulation (EC) N° 45/2001).

As regards, in particular, the declarations of interests filled in by experts appointed in a personal capacity, the processing of personal data of these experts serves the public interest of enabling the Commission to verify the experts' independence in providing advice to the Commission. Furthermore, the public disclosure of declarations of interests allows for public scrutiny of the interests declared by experts appointed in a personal capacity, which is necessary in order to ensure public confidence in the independence of these experts. The public disclosure of declarations of interests also ensures a high degree of transparency with respect to the membership of expert groups and aims at contributing to fostering the integrity of the experts in question.

Art 27 of Regulation (EC) N° 45/2001 is not applicable.

3. **Which data do we collect and process?**

The personal data collected and further processed may be:

- Name;
- Professional title;
- Professional profile;
- Nationality;
- Gender;
- Interest represented (only for individuals applying to be appointed as members of expert groups or sub-groups representing a common interest and for the designated representatives of organisations applying to be appointed members of expert groups or sub-groups);
- Information included in the declarations of interest (only for individuals applying to be appointed as members of expert groups or sub-groups in a personal capacity).

4. **How long do we keep your data?**

The Data Controller only keeps the data for the time necessary to fulfil the purpose of collection or further processing.

When an individual is no longer participating in a group listed in the Register of expert groups, all personal information related to this individual is removed from the Register.
The competent Commission departments keep personal information for 5 years after the date where relevant individuals cease to participate in the work of the group.

Declarations of interests of individuals appointed as members or alternate members in a personal capacity of expert groups or sub-groups are published on the Register as long as they are members.

When a group is closed down, it remains published in the Register of expert groups for five years, with the indication 'Closed'. During such time, personal information other than the above-mentioned declarations of interests is visible on the Register.

An XML file is created daily with all the information regarding active groups. All versions of this file, showing the situation of the Register as of the day it was created, are stored in a file server for 5 years.

**5. How do we protect your data?**

All data in electronic format (e-mails, documents, uploaded batches of data etc.) are stored either on the servers of the European Commission or of its contractors, the operations of which abide by the European Commission’s security decision of 16 August 2006 [C(2006) 3602] concerning the security of information systems used by the European Commission.

The Commission’s contractors are bound by a specific contractual clause for any processing operations of your data on behalf of the Commission, and by the confidentiality obligations deriving from the transposition of Directive 95/46/CE.

**6. Who has access to your data and to whom is it disclosed?**

Information collected is publicly available on the Register of expert groups.

The XML files referred to in point 4 are not available neither via the internal application of the Register or the public version of the Register, and are only accessible to a reduced number of users in the System Owner and System Supplier's teams.
7. **What are your rights and how can you exercise them?**

According to Regulation (EC) n°45/2001, you are entitled to access your personal data and rectify and/or block it in case the data is inaccurate or incomplete.

If you do not wish to have your name published on the Register of expert groups, you may submit a request to the relevant Commission department for a derogation from publication. A derogation shall be granted where justified on compelling legitimate grounds in relation to your specific situation, in particular where disclosure of the experts’ name could endanger your security or integrity.

You can exercise your rights by contacting the secretariat of the competent Commission department or in case of conflict the Data Protection Officer and if necessary the European Data Protection Supervisor using the contact information given at point 8 below.

8. **Contact information**

If you have comments or questions, any concerns or a complaint regarding the collection and use of your personal data, please feel free to contact the secretariat of the competent Commission department, using the following contact information:

The Data Processor:

- **CNECT F2**
- +32-2- 299 35 63
- CNECT-F2@ec.europa.eu

The Data Protection Officer (DPO) of the Commission: DATA-PROTECTION-OFFICER@ec.europa.eu

The European Data Protection Supervisor (EDPS): edps@edps.europa.eu.

9. **Where to find more detailed information?**

The Commission Data Protection Officer publishes the register of all operations processing personal data. You can access the register on the following link: http://ec.europa.eu/dpo-register

This specific processing has been notified to the DPO with the following reference: DPO-2194.8.