

Call for applications for the renewal of the membership of the expert group for technical advice on organic production as set up by Commission Decision 2009/427/EC

1. Background

By Commission Decision 2009/427/EC¹, the Commission set up a group of experts for technical advice on organic production, hereinafter referred to as 'EGTOP'. EGTOP's task are to assist the Commission in:

- (a) evaluating products, substances and techniques which can be used in organic production, taking into account the objectives and principles laid down in Council Regulation (EC) No 834/2007²
- (b) improving existing rules and developing new production rules,
- (c) bringing about an exchange of experience and good practices in the field of organic production.

By Commission Decision 2013/C 360/09 the members of the EGTOP and the reserve list were updated on 9 December 2013 and a three-year period for the mandate of the permanent members was fixed. That period is now ending on 31 December 2016.

By Decision C(2016) 3301 final, the Commission established horizontal rules on the creation and operation of Commission expert groups, including provisions on the selection of groups' members.

The Commission is calling for applications with a view to renewal of the membership of EGTOP.

2. Features of the new Group

2.1. COMPOSITION

In accordance with Article 4 of Commission Decision 2009/427/EC, EGTOP shall consist of up to 13 members.

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

¹ Commission Decision 2009/427/EC of 3 June 2009 establishing the expert group for technical advice on organic production.

² Council Regulation (EC) No 834/2007 of 28 June 2007 on organic production and labelling of organic products and repealing Regulation (EEC) No 2092/91 (OJ L 189, 20.7.2007, p. 1).

2.2. APPOINTMENT

Members shall be appointed by the Director General of the Directorate-General for agriculture and rural development ('DG AGRI') from applicants complying with the requirements referred to in chapter 4 and in the annexes of this call.

Members shall be appointed for 4 years. They shall remain in office until replaced or until the end of their term of office. Their term of office may be renewed.

The Director-General of DG AGRI shall appoint alternate members in accordance with the same conditions as members, who shall automatically replace any members who are absent or indisposed.

In order to ensure continuity and the smooth functioning of EGTOP, DG AGRI shall establish a reserve list of suitable candidates that may be used to appoint replacements and for participating in sub-groups. DG AGRI shall ask applicants for their consent before including their names on the reserve list. A maximum of 91 experts will be selected for the reserve list.

Members who are no longer capable of contributing effectively to EGTOP's deliberations, who in the opinion of DG AGRI 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 EGTOP and may be replaced for the remainder of their term of office.

2.3 RULES OF ENGAGEMENT AND OPERATION OF EGTOP

DG AGRI shall appoint the Chairperson of EGTOP.

EGTOP shall act at the request of DG AGRI, in compliance with the Commission's horizontal rules on expert groups ('the horizontal rules')³.

In principle, EGTOP shall meet twice per year on Commission premises in order to discuss specific questions on the basis of terms of reference defined by DG AGRI. Secretarial services shall be provided by DG AGRI.

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

EGTOP shall adopt its opinions, recommendations or reports by consensus.

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

In agreement with DG AGRI, EGTOP may, by simple majority of its members, decide that deliberations shall be public.

Participants in the activities of EGTOP and sub-groups shall not be remunerated for the services they offer. Travel and subsistence expenses incurred by participants in the activities

³ See Article 13.1 of the horizontal rules.

of EGTOP 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 EGTOP, as well as invited experts and observers, 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) 2015/443⁴ and 2015/444⁵. Should they fail to respect these obligations, the Commission may take all appropriate measures.

On a proposal by and in agreement with DG AGRI, EGTOP shall adopt its rules of procedure on the basis of the standard rules of procedure for expert groups.

DG AGRI may invite experts with specific expertise with respect to a subject matter on the agenda to take part in the work of EGTOP or sub-groups on an ad hoc basis.

Individuals may be granted an observer status, in compliance with the horizontal rules, by direct invitation/as a result of this call for applications. Observers may be permitted by the Chair to take part in the discussions of EGTOP and provide expertise. However, they shall not participate in the formulation of recommendations or advice of EGTOP.

DG AGRI may set up sub-groups for the purpose of examining specific questions on the basis of terms of reference defined by DG AGRI. Sub-groups shall operate in compliance with the horizontal rules and shall report to EGTOP. They shall be dissolved as soon as their mandate is fulfilled. The members of sub-groups that are not members of EGTOP or not on the reserve list shall be selected via a public call for applications.

2.4. TRANSPARENCY

EGTOP shall be registered in the Register of Commission expert groups and other similar entities ('the Register of expert groups').

As concerns EGTOP composition, DG AGRI shall publish the following data on the Register of expert groups:

- the name of individuals appointed in a personal capacity;
- the name of observers;

DG AGRI 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, DG AGRI 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

⁴ Commission Decision (EU, Euratom) 2015/443 of 13 March 2015 on Security in the Commission (OJ L 72, 17.3.2015, p. 41).

⁵ Commission Decision (EU, Euratom) 2015/444 of 13 March 2015 on the security rules for protecting EU classified information (OJ L 72, 17.3.2015, p. 53).

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) N° 1049/2001⁶.

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 application to the European Commission, DG AGRI.

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 CV 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 EGTOP;
- a classification form duly filled in specifying the member category for which the application is made (Annex I).
- a selection criteria form duly filled in documenting how the applicant fulfills the selection criteria listed in Annex II of this call.
- A *curriculum vitae* (CV) shall also be provided, not exceeding three pages. All CVs shall be submitted in the European format (<https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>).

Applicants must 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. Submission of a duly completed DOI form is necessary in order to be eligible to be appointed in a personal capacity. DG AGRI shall perform the conflict of interest assessment in compliance with the horizontal rules⁷.

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

⁶ These exceptions are intended to protect public security, military affairs, international relations, financial, monetary or economic policy, privacy and integrity of the individual, commercial interests, court proceedings and legal advice, inspections/investigations/audits and the institution's decision-making process.

⁷ Article 11 of the horizontal rules.

Deadline for application

The duly signed applications must be sent by 13 February 2017 at the latest. The date of sending will be established as follows⁸:

- Where applications are sent by e-mail to the following e-mail address: AGRI-B4@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 AGRI, Unit B4 secretariat –Rue de la loi 130 06/120, B-1049 Brussels, the postmark will be considered the date of sending.
- Where applications are hand-delivered to the following address: European Commission, DG AGRI, Unit B4 secretariat –Rue de la loi 130 06/120, the date on the receipt given upon delivery will be considered the date of sending.

4. Selection criteria

DG AGRI will take the following criteria into account when assessing applications:

- proven and relevant competence and experience, including at European and international level, in one or more categories referred to in points (a) to (p), under Annex II" Eligibility criteria", preferably, in the field of organic production;
- experience of working with production systems in relation to plant, animal or food and feed production (whole system approach) either in conventional or organic agriculture for the private sector or for the University or any other public research institution.
- ability to analyse complex information and dossiers; and to prepare draft technical/scientific reports,
- experience in peer-reviewing technical/scientific work and publications,
- professional experience in a multidisciplinary environment, preferably in an international context;
- organisational skills, in particular in participating, chairing and organising working groups, and/or experience of project management related to technical/scientific matters;
- absence of circumstances that could give rise to a conflict of interest;
- good knowledge of the English language allowing active participation in the discussions.

⁸ To be inserted as required.

5. Selection procedure

The selection procedure shall consist of an assessment of the applications performed by DG AGRI 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 EGTOP and by creation of the reserve list of suitable candidates that may be used to appoint replacements and for participating in sub-groups.

When defining the composition of EGTOP, DG AGRI shall aim at ensuring, as far as possible, a high level of expertise, a geographical and gender balance, as well as a balanced representation of relevant know how and areas of interest, while taking into account the specific tasks of EGTOP, the type of expertise required, as well as the relevance of the applications received.

For any further information please contact [Mr Luis MARTIN PLAZA Telephone: (+32-2-29 93736), e-mail: AGRI-B4@ec.europa.eu.

ANNEXES:

- I: Classification form
- II: Eligibility criteria
- III: Selection criteria form
- IV: Standard declaration of interests
- V: Guidance for filling in the declaration of interests
- VI: Privacy statement

ANNEX I - Classification form⁹

To be filled in by all applicants

This application is made as:

- An individual applying to be appointed in a personal capacity (Type A member);**
if appointed I shall act independently and in the public interest.

⁹ This form must be filled in, signed and returned with the application.

ANNEX II. Eligibility criteria

1. University level of education corresponding to a complete cycle of studies attested by a diploma of minimum three years, in areas including at least one of the following categories from (a) to (p):
 - (a) plant production in particular plant protection
 - (b) plant production in particular plant nutrition
 - (c) plant production in particular plant breeding
 - (d) soil science
 - (e) Expert in food quality analysis (pesticide and fertilizer residue analysis, quality and authenticity) in particular in the focus of fraud analysis
 - (f) ecology
 - (g) animal husbandry in particular animal nutrition
 - (h) animal breeding
 - (i) animal husbandry in particular animal health
 - (j) animal husbandry in particular animal welfare
 - (k) aquaculture
 - (l) beekeeping
 - (m) food additives and processing aids
 - (n) food technology/processes
 - (o) toxicology
 - (p) market research

2. A total period of at least 10 years, at the date of submitting the application, of technical and/or scientific professional experience in one, or preferably more, of the categories referred to in points (a) to (p) under this chapter Section A. Eligibility criteria (1), since obtaining the diploma mentioned above under point (1).

3. Applicants must be nationals of a Member State of the European Union or a European Free Trade Association (EFTA) state or a candidate country at the date of publication of this call.

4. Applicants must complete the Declaration of interests and of conduct included in the application in an extensive, accurate and complete manner.
5. Applicants must be independent from any interest group and in particular must not perform any management task in that group.
6. Applicants must present all the documentation referred to in points (1) to (9) of Chapter 3. Application procedure.
7. Good knowledge of the English language.
8. Other language skills

ANNEX III: Selection criteria form¹⁰

Applicants are requested to describe how they fulfil the selection criteria listed in chapter 4.

proven and relevant competence and experience, including at European and international level, in one or more categories referred to in points (a) to (p), under this chapter Section A. Eligibility criteria (1), preferably, in the field of organic production	
experience of working at the University or any other public research institution regarding production systems in relation to plant, animal, food production (whole system approach) preferably in the field of organic production	
experience of working with production systems in relation to plant, animal, food production (whole system approach) preferably in the field of organic production	
ability to analyse complex information and dossiers, and to prepare draft technical/scientific reports,	

¹⁰ This form must be filled in, signed and returned with the application.

experience in peer-reviewing technical/scientific work and publications,	
absence of circumstances that could give rise to a conflict of interest	
good knowledge of the English language allowing active participation in the discussions;	
professional experience in a multidisciplinary environment, preferably in an international context;	
organisational skills, in particular in participating, chairing and organising working groups, and/or experience of project management related to technical/scientific matters;	

ANNEX IV

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)3301 final] 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.

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

<i>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?</i>	yes	no
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1a	Employment	<input type="checkbox"/>	<input type="checkbox"/>
1b	Consultancy, including services as an advisor	<input type="checkbox"/>	<input type="checkbox"/>
1c	Non-remunerated post	<input type="checkbox"/>	<input type="checkbox"/>
1d	Legal representation	<input type="checkbox"/>	<input type="checkbox"/>

Activity	Time period (from... until month/year)	Name of entity or body	Description

2 MEMBERSHIP OF MANAGING BODY, SCIENTIFIC ADVISORY BODY OR EQUIVALENT STRUCTURE

<i>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?</i>	yes	no
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2a	Participation in a decision-making process	<input type="checkbox"/>	<input type="checkbox"/>
2b	Participation in the work of a Scientific Advisory Body	<input type="checkbox"/>	<input type="checkbox"/>

Activity	Time period (from... until month/year)	Name of legal entity or body	Description

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3 RESEARCH SUPPORT

	<i>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?</i>	yes	no
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3a	Research support, including grants, rents, sponsorships, fellowships, non-monetary support	<input type="checkbox"/>	<input type="checkbox"/>
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Activity	Time period (from... until month/year)	Name of legal entity or body	Description

4 FINANCIAL INTERESTS

	<i>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?</i>	yes	no
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4a	Shares	<input type="checkbox"/>	<input type="checkbox"/>
4b	Other stock	<input type="checkbox"/>	<input type="checkbox"/>

Investment	Name of legal entity	Description

5 INTELLECTUAL PROPERTY

	<i>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?</i>	yes	no
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5a	Patent, trademarks, or copyrights	<input type="checkbox"/>	<input type="checkbox"/>
5b	Others	<input type="checkbox"/>	<input type="checkbox"/>

Intellectual property	Description

6 PUBLIC STATEMENTS AND POSITIONS

	<i>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?</i>	Yes	no
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6a	For a legal entity or other body as part of a regulatory, legislative or judicial process	<input type="checkbox"/>	<input type="checkbox"/>
6b	Represented interests or defended an opinion	<input type="checkbox"/>	<input type="checkbox"/>

Activity	Time period (from... until month/year)	Name of legal entity or body	Description

7 INTERESTS OF IMMEDIATE FAMILY MEMBERS yes no

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?	<input type="checkbox"/>	<input type="checkbox"/>
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Interests	Time period (from... until month/year)	Name of legal entity or body	Description

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.
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8 OTHER RELEVANT INFORMATION yes no

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?	<input type="checkbox"/>	<input type="checkbox"/>
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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) N° 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 V

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 bodies¹¹, the role of which is to provide advice and expertise to the Commission and its departments in relation to a number of tasks¹². Individuals appointed as members of expert groups or sub-groups in a personal capacity are due to act independently and in the public interest¹³.

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 exists¹⁴.

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:

¹¹ C(2016) 3301, Article 2.1.

¹² Idem, Article 3.

¹³ Idem, Article 7.2. (a).

¹⁴ 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 EGTOP, 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 VI - Privacy statement

PROTECTION OF YOUR PERSONAL DATA

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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°45/2001¹⁵ 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 sub-groups. 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.

¹⁵ [Regulation \(EC\) N° 45/2001](#) (OJ L8 of 12/01/2001).

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:

- *Unit B4, DG Agriculture and Rural Development, European Commission*
- *Phone number: (+32 229-93736)*
- *Mailbox address: AGRI-B4@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.