

***CALL FOR APPLICATIONS FOR THE SELECTION OF MEMBERS OF THE  
PLATFORM ON SUSTAINABLE FINANCE***

# **1. Background, objectives and tasks of the European Commission Platform on Sustainable Finance**

## **1.1 Background**

As a follow-up to the 2018 Action Plan on sustainable finance, the Regulation on the establishment of a framework to facilitate sustainable investments (the “Taxonomy Regulation”) agreed by co-legislators in December 2019 sets out the legal provisions to define “sustainable investment”<sup>1</sup>. It establishes an EU-wide classification system for sustainable economic activities, with the purpose to facilitate sustainable investments (“EU Taxonomy”).

The EU Taxonomy focuses on classifying economic activities that are environmentally sustainable, covering six objectives: (1) Climate change mitigation; (2) climate change adaptation; (3) sustainable use and protection of water and marine resources; (4) transition to a circular economy; (5) pollution prevention and control and (6) protection and restoration of biodiversity and ecosystems. At a later stage, the EU taxonomy might be extended to the social dimension of sustainability.

Legal provisions in the Taxonomy Regulation determine, for those six environmental objectives, the principle that an environmentally sustainable economic activity must substantially contribute to at least one environmental objective and do no significant harm to any other objective. The legal provisions also include the governance structure to develop and maintain the EU Taxonomy and the role of a “Platform on Sustainable Finance”, as part of the governance structure.

The EU taxonomy is an important tool to facilitate sustainable investments and help the EU deliver on the European Green Deal. The European Green Deal aims to transform the EU into a modern, resource-efficient and competitive economy while reaching its 2030 climate and energy goals and becoming climate-neutral by 2050, as well as moving towards a zero pollution ambition to protect the EU’s natural capital and citizens’ health and well-being<sup>2</sup>.

Addressing climate and environmental challenges in the EU and globally requires tremendous investments across sectors and in variety of applications, both by the public and private sector, as well as mobilising finance, notably from private sources. In the EU, investments to mitigate climate change and achieve the EU’s climate and energy targets set for 2030 will need to be increased by around EUR 260 billion per year. Further additional investments are needed to achieve the EU’s broader environmental objectives.

For that reason, the European Commission adopted the “European Green Deal Investment Plan” on 14 January 2020<sup>3</sup>, in order to mobilise at least EUR 1 trillion of sustainable investment over the next decade. The European Green Deal Investment Plan builds on three pillars: (1) Unlocking private finance through public funding; (2) enabling frameworks for private investors and the public sector; (3) technical support to identify and structure sustainable investments.

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<sup>1</sup> Council of the European Union, 17 December 2019, 14970/19 ADD1

<sup>2</sup> European Commission Communication “The European Green Deal” of 11.12.2019, COM(2019) 640 final

<sup>3</sup> European Commission Communication “European Green Deal Investment Plan” of 14.1.2020, COM(2019) 21 final

In parallel, since June 2018, the European Commission conducted extensive technical work to identify and classify, on the basis of scientific and evidence-based technical screening criteria, economic activities that (i) substantially contribute to the first two objectives – climate change mitigation and climate change adaptation – while (ii) not significantly harming any of the other environmental objectives as set out in the legal framework. This technical work was carried out by a dedicated European Commission “Technical Expert Group” (TEG) on sustainable finance whose mandate will end, at the latest, in September 2020<sup>4</sup>. The TEG published its Technical Report summarizing its findings and recommendations on the EU taxonomy in June 2019 and its updated Final Report, taking into account stakeholders’ feedback, on 9 March 2020.

Based on the preparatory work of the TEG and following the legal provision of Article 20 of the Taxonomy Regulation, the European Commission will further develop and maintain the EU Taxonomy, with the support of a European Commission Platform on Sustainable Finance (“the Platform”). This Platform is “another similar entity” in the sense of and is subject to Commission Decision C(2016)3301 establishing horizontal rules on the creation and operation of expert groups (“the horizontal rules”). It will advise the European Commission on several tasks and topics related to the EU Taxonomy and support it in the technical preparation of delegated acts, in order to put into effect the EU Taxonomy. The Platform will, in principle, have an unlimited duration, taking into account the different tasks provided for in the Taxonomy Regulation and the need to amend the technical screening criteria of the EU Taxonomy over time, in order to reflect, for instance, changing EU environmental legislation or technological developments.

The establishment of the Platform is an important component to fully develop the EU Taxonomy for environmentally sustainable economic activities and potentially extend it to other dimensions of sustainability. It will therefore contribute significantly to the implementation of the renewed “Sustainable Finance strategy<sup>5</sup>” currently being developed by the European Commission.

## **2. Mandate (objectives and tasks) and organisation of the Platform**

### **2.1 Objectives and tasks**

As set out in Article 20 of the Taxonomy Regulation, the Platform will perform several activities listed below and grouped into four tasks, some of which are particularly urgent. The Platform will support the European Commission in preparing delegated acts as set out in the Taxonomy Regulation by providing advice. In accordance with Articles 10 and 11 of the Taxonomy Regulation, the delegated acts on climate change mitigation and climate change adaptation shall be adopted by the European Commission by 31 December 2020. Regarding the other environmental objectives (Articles 12-15 of the Taxonomy Regulation), the European Commission shall adopt the delegated acts by 31 December 2021. Given the importance and urgency to further develop and maintain technical screening criteria for the EU taxonomy for its six environmental objectives, the Platform will carry out the below-mentioned tasks in a sequenced way.

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<sup>4</sup> In case the Platform on Sustainable Finance is formally established earlier than September 2020, the mandate of the TEG will end earlier accordingly.

<sup>5</sup> Consultation of the European Commission on the renewed “Sustainable Finance Strategy: [https://ec.europa.eu/info/sites/info/files/business\\_economy\\_euro/banking\\_and\\_finance/documents/2020-sustainable-finance-strategy-consultation-document\\_en.pdf](https://ec.europa.eu/info/sites/info/files/business_economy_euro/banking_and_finance/documents/2020-sustainable-finance-strategy-consultation-document_en.pdf)

## **I. Task 1: Advise on the development of technical screening criteria for the EU Taxonomy**

- a. Advise the European Commission on the technical screening criteria referred to in Article 19 of the Taxonomy Regulation (by April 2021). The focus shall, in particular, be on supporting the Commission with defining technical criteria for activities that substantially contribute to one of the four environmental objectives beyond climate objectives (Articles 12-15 of the Taxonomy Regulation). In addition, further work on the climate objectives (Articles 10 and 11) is also envisaged, by developing technical screening criteria for additional economic activities to those included in the delegated act on the climate objectives that will be adopted by the end of 2020.
- b. Advise the European Commission on the possible need to update the technical screening criteria (by Q3 2022);
- c. Analyse the impact of the technical screening criteria in terms of potential costs and benefits of their application;
- d. Assist the European Commission in analysing requests from stakeholders to develop or revise technical screening criteria for a given economic activity;
- e. Advise the European Commission on the usability of the technical screening criteria, taking into account the objective of avoiding undue administrative burden.

## **II. Task 2: Advise on the review of the Taxonomy Regulation**

- a. Advise the European Commission on the possible need to amend the Regulation (by Q4 2021);
- b. Advise the European Commission on addressing other sustainability objectives, including social objectives as well as economic activities that significantly harm environmental sustainability (by Q2 2021);
- c. Advise the European Commission on the functioning of Article 18 – respect of international labour standards and human rights by undertakings carrying out environmentally sustainable economic activities - and the possible need to supplement the requirements thereof (until Q4 2021).

## **III. Task 3: Observatory function**

- a. Monitor and report regularly to the European Commission on EU and Member State level trends regarding capital flows towards sustainable investment;

## **IV. Task 4: Advise on policy development**

- a. Advise the European Commission on the evaluation and development of sustainable finance policies, including concerning policy coherence issues (from Q4 2021);
- b. Advise the European Commission on the possible need to develop further measures to improve data availability and quality (until Q4 2021);

- c. Advise the European Commission, insofar appropriate, on the possible role of sustainability accounting and reporting standards in supporting the application of the technical screening criteria;

In accordance with the political priorities, the term of mandate of the members of the Platform to be selected through this call for applications will be **two years (Q3 2020 to Q3 2022)**. **While this call for applications concerns, in principle, all tasks to be performed by the Platform as mentioned in section 2.1, the Platform will focus its work on Task 1, Task 2 and Task 4b during the current term of mandate. Thus, the call aims to select suitable members of the Platform to perform primarily those tasks.** Task 3 will be carried out primarily by the public entities appointed as members of the Platform by direct invitation, which are referred to in section 3.1.

## **2.2 Organisation of the Platform**

The Platform will consist of a Plenary (full composition of members). Furthermore, given the various tasks of the Platform, the Commission's Directorate-General Financial Stability, Financial Services and Capital Markets Union ("DG FISMA") may establish sub-groups by task or to examine specific issues, within the mandate of the Platform. Only members of the Platform can be members of sub-groups.

## **3. Features of the Platform**

### **3.1. Composition**

The Platform shall consist of up to 57 members, 50 of which to be selected through this call for applications. In accordance with Article 20 of the Taxonomy Regulation, it shall be composed, in a balanced manner, of the following stakeholders:

1. Individuals appointed in a personal capacity (*Type A members*), with proven knowledge and experience in the areas covered by the Taxonomy Regulation. Individuals appointed in a personal capacity have to act independently and in the public interest.
2. Individuals representing a common interest shared by stakeholders in a particular policy area (*Type B members*). Experts nominated by stakeholder organisations shall not represent the interest of an individual stakeholder;
3. Organisations representing relevant private stakeholders, including financial and non-financial market actors and business sectors, representing relevant industries (*Type C members*).
4. Organisations representing civil society, including those with expertise in the field of environmental, social, labour and governance issues (*Type C members*).
5. Organisations representing academia, including universities, research institutes and other scientific organisations, including those with global expertise (*Type C members*).

Organisations (*Type C members*) are expected to appoint a permanent representative to the Platform as well as to nominate further representatives with more specific technical expertise to carry out work in sub-groups, primarily in respect to Task 1.

Organisations shall nominate their representatives and shall be responsible for ensuring that their representatives provide a high level of expertise. DG FISMA may refuse the nomination

of a representative by an organisation if it considers this nomination inappropriate in light of the requirements specified in section 5 of this call. In such case, the organisation concerned shall be asked to appoint another representative.

In addition, DG FISMA will directly appoint the following public entities as members (*Type E members*):

- The European Environment Agency (EEA);
- The European Supervisory Authorities: the European Banking Authority (EBA); the European Insurance and Occupational Pensions Authority (EIOPA); the European Securities and Markets Authority (ESMA);
- The European Investment Bank (EIB) and the European Investment Fund (EIF);
- The European Union Agency for Fundamental Rights (FRA).

DG FISMA will establish a reserve list of suitable candidates (*Type A, B and C members*) that may be used to appoint members' replacements. DG FISMA shall ask for the agreement of the applicants before including their names on the reserve list.

Organisations and public entities other than Member States' authorities may be granted an observer status, in compliance with the horizontal rules. Organisations and public entities appointed as observers shall nominate their representatives. Observers and their representatives may be permitted by the Chairperson 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 recommendations or advice of the group.

### **3.2. Appointment**

Members shall be appointed by the Director General of DG FISMA, as a result of the selection procedure, to be conducted in close cooperation with DG CLIMA, ENV, ENER, the JRC and other Commission services where relevant, from applicants complying with the selection criteria referred to in section 5 of this call. Members shall be appointed for an initial term of two years. They shall remain in office until the end of their term of office.

Registration in the Transparency Register is required for Type B members and Type C members in order to be appointed.

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

### **3.3 Rules of engagement and operation of the Platform**

The Platform shall be chaired by a Chairperson, appointed by DG FISMA in close cooperation with DG CLIMA, ENV, ENER and the JRC, in compliance with the Commission's horizontal rules on expert groups ('the horizontal rules')<sup>6</sup>. The Platform shall act at the request of the Chairperson, with the agreement of DG FISMA, in compliance with the horizontal rules.

The Platform shall meet regularly in full composition (plenary) up to 8 times per year during its term. In addition, sub-group meetings will take place according to needs and as often as

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<sup>6</sup> C(2016) 3301.

necessary. Some meetings of the Platform, both plenary and in sub-groups, may take place virtually. In principle, meetings in person will take place in European Commission premises (principally in Brussels). DG FISMA, in close cooperation with DG CLIMA, ENV, ENER, the JRC and other Commission services where relevant, shall guide the work of the Platform and provide technical input, as well as provide secretarial services.

Members should be prepared to attend meetings systematically, both in person and virtually, to contribute actively to discussions, 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 an ad hoc basis.

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

The Platform shall adopt its opinions, recommendations or reports by consensus. In the event of a vote, the outcome of the vote shall be decided by simple majority of the members. The members that voted against or abstained shall have the right to have a document summarising the reasons for their position annexed to the opinions, recommendations or reports.

In agreement with DG FISMA, the Platform may, by simple majority of its members, decide that deliberations shall be public.

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

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

DG FISMA, in close cooperation with other Commission services where relevant, may invite experts with specific expertise to contribute to a subject matter on the agenda of the Platform or its sub-groups, in order to take part in the work of the Platform on an ad hoc basis.

The members of the Platform as well as invited experts 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 European Commission's rules on security regarding the protection of Union classified information, laid down in Commission Decisions (EU, Euratom) 2015/443<sup>7</sup> and 2015/444<sup>8</sup>. Should they fail to respect these obligations, DG FISMA may take all appropriate measures.

### **3.4. Transparency**

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

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<sup>7</sup> Commission Decision (EU, Euratom) 2015/443 of 13 March 2015 on Security in the Commission (OJ L 72, 17.3.2015, p. 41).

<sup>8</sup> 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).

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

- The name of individuals appointed in a personal capacity;
- The name of individuals appointed to represent a common interest; the interest represented shall be disclosed;
- The name of member organisations; the interest represented shall be disclosed;
- The name of public entities appointed as members by direct invitation.

DG FISMA 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 subject to user registration or any other restriction. In particular, DG FISMA 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 allowed 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° 1049/2001<sup>9</sup>.

Personal data shall be collected, processed and published in accordance with Regulation (EU) No 2018/1725.

#### **4. Application procedure**

Interested individuals and organisations are invited to submit their application to become members of the Platform to the European Commission, DG FISMA, specifying their areas of expertise.

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.

Organisations shall indicate the name of their representative(s) in the group.

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.

##### **4.1 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 Platform;
- 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 section 5 of this call (Annex II). In particular, as regards

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<sup>9</sup> 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.

organisations, the scope of their activities in the field of the Platform's mandate should be indicated.

- for individuals applying to be appointed as members of the Platform in a personal capacity or to represent a common interest, as well as for individuals indicated by organisations as their representatives, a *curriculum vitae* (CV) shall also be provided, preferably not exceeding three pages. All CVs shall be submitted in the Europass format (<https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>).
- individuals applying to be appointed as members of the Platform in a personal capacity 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 (Annex III). Submission of a duly completed DOI form is necessary in order to be eligible to be appointed in a personal capacity. Individuals who answer in the affirmative questions included in the DOI form are required to supply further **details** by filling in the section 'Description'. DG FISMA shall perform the conflict of interest assessment in compliance with the horizontal rules<sup>10</sup>.

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

#### **4.2 Deadline for application**

The duly signed applications must be sent by e-mail, by **16 July 2020** at the latest, to the following e-mail address: [FISMA-PLATFORM-SF@ec.europa.eu](mailto:FISMA-PLATFORM-SF@ec.europa.eu). The date of the e-mail will be the date of sending.

#### **5. Selection criteria**

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

##### **Cumulative general criteria:**

- Demonstrable professional experience relating either to:
  - the environmental performance, including climate resilience, of projects, activities and/or organisations; or
  - the field of sustainable finance;
- Willingness and capability to commit to the Platform's work over the currently planned term of 2 years.
- Sufficiently good command of English.

##### **Additional, alternative criteria (at least one criterion should be met by applicants):**

- Demonstrable experience and knowledge relevant for the development of technical screening criteria for the EU taxonomy, notably in one or more of the following environmental objectives: sustainable use and protection of water and marine resources, transition to a circular economy, pollution prevention and control, protection and restoration of biodiversity and ecosystems;

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<sup>10</sup> Article 11 of the horizontal rules.

- Demonstrable experience and knowledge relevant for developing technical screening criteria for climate change mitigation, including energy efficiency;
- Demonstrable experience and technical knowledge of the environmental performance of economic activities, in particular in the manufacturing, energy, transport, water, waste, ICT, mining, agriculture, forestry and buildings sectors;
- Demonstrable experience and technical knowledge in development and implementation of climate resilience and adaptation measures across different economic sectors;
- Thorough understanding of environmental laws and standards (EU and in other jurisdictions) of relevance to, at the very least, one of the six environmental objectives;
- Thorough understanding of life cycle assessments, environmental indicators and other environmental assessment frameworks of relevance;
- Demonstrable experience in applying classification systems in investment and finance decision-making, including the collecting and use of relevant data in that context;
- Demonstrable experience in the fields of social, labour or human rights, and the conduct and implementation of policy in relation of these rights;
- Thorough understanding of the social dimension of sustainability and its relevance for investment purposes.

**5.1 Criteria relating to individuals to be appointed in a personal capacity (Type A members):**

- Absence of circumstances that could give rise to a conflict of interest.
- Demonstrable high level of expertise of the individual (i.e. need to fulfil the cumulative general criteria and at least one out of the additional criteria as set out in section 5).

**5.2 Criteria relating to individuals to be appointed in order to represent a common interest shared by stakeholders in a particular policy area (Type B members):**

- Representativeness and significance of the stakeholders whose common interest is represented by the individual in relation to one or more tasks of the Platform;
- Demonstrable high level of expertise of the individual (in relation to the set of criteria set out in section 5, i.e. need to fulfil the cumulative general criteria and at least one out of the additional criteria).
- Proven capacity to represent effectively the position shared by stakeholders and to provide informed, unbiased and researched input to the Platform discussion on one or more tasks.

### **5.3 Criteria relating to organisations (Type C members):**

- Representativeness and significance of the organisation in relation to one or more tasks of the Platform;
- Demonstrable high level of expertise of the expert who has been nominated by the applicant as its permanent representative, as well as of possible representatives with more specific technical expertise who would participate in specific subgroups (in relation to the set of criteria set out in section 5, i.e. need to fulfil the cumulative general criteria and at least one out of the additional criteria).

## **6. Selection procedure**

The selection procedure shall consist of an assessment of the applications performed by DG FISMA, in close cooperation with DG CLIMA, ENV, ENER, the JRC and with the involvement of other Commission services where relevant, against the selection criteria listed in section 5 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 Platform.

When defining the composition of the Platform, DG FISMA shall aim at ensuring, as far as possible, a high level of expertise, a sector balance, as well as a balanced representation of relevant know how and areas of expertise, while taking into account the specific tasks of the Platform, the type of expertise required to develop technical criteria for the afore-mentioned environmental objectives<sup>11</sup>, as well as the relevance of the applications received.

Where individual experts are appointed, either in their personal capacity or to represent a common interest, the Commission shall seek a geographical and a gender balance.

For any further information please contact: [FISMA-PLATFORM-SF@ec.europa.eu](mailto:FISMA-PLATFORM-SF@ec.europa.eu).

### ANNEXES:

- Annex I: Classification form
- Annex II: Selection criteria form
- Annex III: Standard Declaration of Interests (DOI) form
- Annex IV: Guidance for filling in the Declaration of Interests (DOI) form
- Annex V: Privacy statement

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<sup>11</sup> It should be noted that the major part of the work will be to develop criteria for economic activities substantially contributing to the environmental objectives set out in Articles 12-15.

## Annex I - Classification form<sup>12</sup>

To be filled in by all applicants

This application is made as: (*please select only one option*)

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

or

- An individual applying to be appointed to represent a common interest** shared by stakeholders in a particular policy area (**Type B member**); if appointed I shall not represent an individual stakeholder.

Transparency Register identification number: [...]<sup>13</sup>

or

- An organisation (Type C member).**

Transparency Register identification number: [...]

***Nota Bene concerning Type B and C members:*** although registration in the Transparency Register (TR) is required in order to be appointed as a Type B or C member of an expert group, it is not mandatory for the application procedure. Thus, interested individuals and organisations that at the time of the application are not featured yet on TR and, as a consequence, do not have a TR identification number, may still apply. However, should the applicant be selected as a result of the call for applications, it shall register in the Transparency Register as a condition to be appointed as a Type B or C member.

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To be filled in by organisations applying to be appointed as Type C members

This application is made as the following **type of organisation**: (*please select only one option, taking into account the definitions indicated below*).

- a) Academia, research Institutes and Think Tanks
- b) Banks/Financial institutions

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<sup>12</sup> This form must be filled in, signed and returned with the application.

<sup>13</sup> If the individuals in question act as self-employed consultants, they should provide their own identification number. If the individuals in question do not act as self-employed consultants, they should provide the identification number of the organisation(s) of which they are employees, see Article 24 of the horizontal rules

- c) Companies/groups
- d) Law firms
- e) NGOs
- f) Professionals' associations
- g) Professional consultancies
- h) Trade and business associations
- i) Trade unions
- j) Other (please specify):

#### Definitions for organisation types

##### **Academia, Research Institutes and Think Tanks**

Universities, schools, research centers, think tanks and other similar bodies performing academic and/or educational activities.

##### **Banks/Financial institutions**

Banks and other similar bodies providing financial services, including financial intermediation. All sorts of banks should be classified within this category, including national central banks.

##### **Companies/groups**

Individual companies or groups of companies operating in the business sector, whether they are national companies or multinational ones.

##### **Law firms**

Business entities formed by one or more lawyers to engage in the practice of law. The primary service rendered by a law firm is to advise clients (individuals or corporations) about their legal rights and responsibilities, and to represent clients in civil or criminal cases, business transactions, and other matters in which legal advice and other assistance are sought.

##### **NGOs**

Non-profit organisations which are independent from public authorities and commercial organisations. Some NGOs are organised around specific issues, such as environment, consumer affairs, health and human rights.

##### **Professionals' associations**

Non-profit organisations seeking to further the interests of individuals engaged in a particular profession, such as physicians, nurses, architects, engineers and lawyers. Professionals'

associations are different from business associations, as they promote and defend the interests of individuals carrying on a specific profession, not the interests of companies operating in the business sector.

### **Professional consultancies**

Firms carrying on, on behalf of clients, activities involving advocacy, lobbying, promotion, public affairs and relations with public authorities.

### **Trade and business associations**

Private bodies representing the interests of its members operating in the business sector.

### **Trade unions**

Organisations of workers. The most common activities performed by trade unions include the negotiation of wages, work rules, rules governing hiring, firing and promotion of workers.

### **Other organisations**

Organisations which are not possible to classify in any other category.

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To be filled in by individuals applying to be appointed as Type B members and organisations applying to be appointed as Type C members

The applicant shall represent the following **interest**: (*please select one or more options, taking into account the definitions indicated below*):

- a) Academia/Research
- b) Civil society
- c) Employees/Workers
- d) Finance
- e) Industry
- f) Professionals
- g) SMEs
- h) Other (please specify):

Definitions for interests represented

### **Academia/Research**

Universities, schools, research centers, think tanks and other similar bodies performing academic and/or educational activities.

### **Civil society**

Civil society can be defined as the aggregate of non-governmental organisations and institutions that manifest interests and will of citizens or as individuals and organisations in a society which are independent of the government.

### **Employees/workers**

Individuals working part-time or full-time under a contract of employment whether oral or written, express or implied, and having recognized rights and duties.

### **Finance**

The management of revenues or the conduct or transaction of money matters, as in the fields of banking, insurance and investment.

### **Industry**

Companies and groups of companies whose number of employees and turnover or balance sheet total are higher than the ones of SMEs (see below).

### **Professionals**

Individuals operating in a particular profession, such as physicians, nurses, architects, engineers and lawyers.

### **SMEs**

"SME" stands for small and medium-sized enterprises – as defined in EU law: [EU recommendation 2003/361](#) .

The main factors determining whether a company is an SME are:

1. **number of employees** and
2. either **turnover or balance sheet total**.

Company category Employees Turnover or Balance sheet total

Medium-sized      < 250      ≤ € 50 m    ≤ € 43 m

Small                < 50        ≤ € 10 m    ≤ € 10 m

Micro                < 10        ≤ € 2 m     ≤ € 2 m

These ceilings apply to the figures for individual firms only. A firm which is part of larger grouping may need to include employee/turnover/balance sheet data from that grouping too.

### **Other interest**

Interest which is not possible to classify in any other category.

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To be filled in by individuals applying to be appointed as Type B members and organisations applying to be appointed as Type C members

Please select one **or more policy areas** in which you/your organisation operate(s):

- Agriculture
- Archaeology
- Architecture
- Audiovisual and media
- Audit
- Banking
- Biodiversity
- Civil protection
- Civil service
- Climate
- Competition
- Conservation
- Consumer affairs
- Culture
- Cultural Heritage
- Cultural Landscape
- Customs
- Development
- Disaster Risk Reduction
- Economy
- Education
- Employment and social affairs
- Energy
- Engineering (chemical)
- Engineering (civil)
- Engineering (infrastructure)
- Engineering (IT)
- Engineering (maritime)
- Engineering (space policy)
- Engineering (space research)
- Enlargement
- Environment
- Equal opportunities
- External relations
- External trade
- Finance
- Fisheries and aquaculture
- Food safety
- Forestry
- Fundamental rights
- Humanitarian aid
- Industry

- Information society
- Innovation
- Insurance
- Labour
- Land management
- Law (civil)
- Law (corporate)
- Law (criminal)
- Law (taxation)
- Linguistics and Terminology
- Livestock
- Medical profession
- Migration
- Natural resources
- Plant production
- Public affairs
- Public health
- Public relations
- Raw materials
- Research
- Science
- Science diplomacy
- Security
- Smart specialisation
- Social service
- Space and Satellites (policy)
- Space and Satellites (research)
- Sport
- Statistics
- Sustainable Development
- Systemic eco-innovation
- Tax
- Trade
- Training
- Transport
- Urban development
- Water
- Youth
- Other

For individuals applying to be appointed as Type A members

Title: .....

Surname: .....

First name: .....

Date: .....

Signature .....

For individuals applying to be appointed as Type B members

Title: .....

Surname<sup>14</sup>: .....

First name<sup>15</sup>: .....

Date: .....

Signature .....

For organisations applying to be appointed as Type C members

Name of the organisation<sup>16</sup>: .....

Surname of the representative proposed: .....

First name of the representative proposed: .....

Surname of the person applying on behalf of the organisation: .....

First name of the person applying on behalf of the organisation: .....

Date: .....

Signature .....

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<sup>14</sup> It is mandatory to use exactly the same name used when registering in the Transparency Register.

<sup>15</sup> Idem.

<sup>16</sup> Idem.

## Annex II: Selection criteria form<sup>17</sup>

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

<b>1. Cumulative general criteria (relating to all applicants)</b>	
Demonstrable professional experience relating either to: <ul style="list-style-type: none"> <li>• the environmental performance including climate resilience of projects, activities and/or organisations; or</li> <li>• the field of sustainable finance.</li> </ul>	
Willingness and capability to commit to the Platform's work over the currently planned term of 2 years.	
Sufficiently good command of English.	
<b>2. Specific criteria relating to different types of applicants (Type A, B or C members)</b>	
<b>Individuals applying to be appointed in a personal capacity only (Type A members):</b>	
Absence of circumstances that could give rise to a conflict of interest.	
Demonstrable high level of expertise of the individual (i.e. need to fulfil the cumulative general criteria under point 1 and at least one out of the additional criteria listed under point 3 of this Annex).	
<b>Individuals applying to be appointed to represent a common interest in a particular policy area (Type B members):</b>	
Representativeness and significance of the stakeholders whose common interest is represented by the individual in relation to one or more tasks of the Platform.	
Demonstrable high level of expertise of the individual (i.e. need to fulfil the cumulative general criteria under point 1 and at least one out of the additional criteria listed under	

<sup>17</sup> This form must be filled in, signed and returned with the application.

point 3 of this Annex).	
Proven capacity to represent effectively the position shared by stakeholders and to provide informed, unbiased and researched input to the group discussion on one or more tasks.	
<b>Organisations representing private stakeholders, civil society or academia (Type C members):</b>	
Representativeness and significance of the organisation in relation to one or more tasks of the Platform.	
Demonstrable high level of expertise of the expert who has been nominated by the applicant as its permanent representative, as well as of possible representatives with more specific technical expertise who would participate in specific subgroups (i.e. need to fulfil the cumulative general criteria under point 1 and at least one out of the additional criteria listed under point 3 of this Annex).	
<b>3. Additional, alternative criteria (at least one criterion should be met by applicants):</b>	
Demonstrable experience and knowledge relevant for the development of technical screening criteria for the EU taxonomy, notably in one or more of the following environmental objectives: sustainable use and protection of water and marine resources, transition to a circular economy, pollution prevention and control, protection and restoration of biodiversity and ecosystems.	
Demonstrable experience and knowledge relevant for developing technical screening criteria for climate change mitigation, including energy efficiency.	
Demonstrable experience and technical knowledge of the environmental performance of economic activities, in particular in the manufacturing, energy, transport, water, waste, ICT, mining, agriculture, forestry and	

buildings sectors.	
Demonstrable experience and technical knowledge in development and implementation of climate resilience and adaptation measures across different economic sectors.	
Thorough understanding of environmental laws and standards (EU and in other jurisdictions) of relevance to, at the very least, one of the six environmental objectives.	
Thorough understanding of life cycle assessments, environmental indicators and other environmental assessment frameworks of relevance.	
Demonstrable experience in applying classification systems in investment and finance decision-making, including the collecting and use of relevant data in that context.	
Demonstrable experience in the fields of social, labour or human rights, and the conduct and implementation of policy in relation of these rights.	
Thorough understanding of the social dimension of sustainability and its relevance for investment purposes.	

Title: .....

Surname<sup>18</sup>: .....

First name<sup>19</sup>: .....

Date: .....

Signature .....

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<sup>18</sup> It is mandatory to use exactly the same name used when registering in the Transparency Register.  
<sup>19</sup> Idem

### ANNEX III

#### 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 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 provide details on relevant interests and circumstances, as appropriate.**

**If you do not do so, 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>	<b>yes</b>	<b>no</b>
--	---	------------	-----------

<b>1a</b>	<b>Employment</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1b</b>	<b>Consultancy, including services as an advisor</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1c</b>	<b>Non-remunerated post</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1d</b>	<b>Legal representation</b>	<input type="checkbox"/>	<input type="checkbox"/>

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

## 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>	<b>yes</b>	<b>no</b>
--	---	------------	-----------

<b>2a</b>	<b>Participation in a decision-making process</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2b</b>	<b>Participation in the work of a Scientific Advisory Body</b>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Activity</b>	<b>Time period (from... until</b>	<b>Name of legal entity or body</b>	<b>Description</b>

	<b>month/year)</b>		

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

### 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>	<b>yes</b>	<b>no</b>
--	---	------------	-----------

<b>4a</b>	<b>Shares</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4b</b>	<b>Other stock</b>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Investment</b>	<b>Name of legal entity</b>	<b>Description</b>

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**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>	<b>yes</b>	<b>no</b>
--	--	------------	-----------

<b>5a</b>	<b>Patent, trademarks, or copyrights</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5b</b>	<b>Others</b>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Intellectual property</b>	<b>Description</b>

**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>	<b>Yes</b>	<b>no</b>
--	--	------------	-----------

<b>6a</b>	<b>For a legal entity or other body as part of a regulatory, legislative or judicial process</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6b</b>	<b>Represented interests or defended an opinion</b>	<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

<b>7a</b>	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

<b>7b</b>	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

<b>8a</b>	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 (EU) 2018/1725<sup>20</sup> and Commission Decision C(2016) 3301<sup>21</sup>.**

**I have been provided with the corresponding privacy statement which provides further information on how the Commission processes my personal data.**

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.

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<sup>20</sup> Regulation (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

<sup>21</sup> Commission Decision C(2016) 3301 establishing horizontal rules on the creation and operation of Commission expert groups.

## ANNEX IV

### 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<sup>22</sup>, the role of which is to provide advice and expertise to the Commission and its departments in relation to a number of tasks<sup>23</sup>. Individuals appointed as members of expert groups or sub-groups in a personal capacity are due to act independently and in the public interest<sup>24</sup>.

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<sup>25</sup>.

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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<sup>22</sup> C(2016) 3301, Article 2.1.

<sup>23</sup> Idem, Article 3.

<sup>24</sup> Idem, Article 7.2. (a).

<sup>25</sup> 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 stored, processed and published by the Commission in accordance with with Regulation [\(EU\) 2018/1725](#)<sup>26</sup> and Commission Decision C(2016) 3301<sup>27</sup>..

Annex: privacy statement

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<sup>26</sup> Regulation (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

<sup>27</sup> Commission Decision C(2016) 3301 establishing horizontal rules on the creation and operation of Commission expert groups.

## Annex V – Privacy Statement

### PROTECTION OF YOUR PERSONAL DATA

**This privacy statement provides information about the processing and the protection of your personal data.**

**Processing operation:** *Selection of members of Commission expert groups and other similar entities ("the expert groups") and their sub-groups<sup>28</sup> and publication of personal data on the Register of Commission expert groups and other similar entities ("the Register of expert groups").<sup>29</sup>*

**Data Controller:** *Secretariat-General, Unit G4 (for the processing operation "publication of personal data on the Register of expert groups", DPR-EC-00656), and DG FISMA (for the processing operation "selection of members of the expert groups", DPR-EC-01066).*

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<sup>28</sup> Provisions included in this privacy statement referring to expert groups equally apply to their sub-groups.

<sup>29</sup> The legacy notification under Regulation (EC) No 45/2001 on the Register of Commission expert groups and other similar entities is under revision, and data protection records under Regulation (EU) No 2018/1725 on the selection of members of expert groups and on publication of personal data on the Register of Commission expert groups and other similar entities are being created.

## **1. Introduction**

The European Commission (hereafter ‘the Commission’) is committed to protect your personal data and to respect your privacy. The Commission collects and further processes personal data pursuant to [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reasons for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, of the Data Protection Officer and of the European Data Protection Supervisor.

This privacy statement concerns the following processing operations:

(1) “selection of members of the expert groups ” undertaken by the Commission service which runs the selection process for your group and which is the Data Controller for the selection process, and

(2) “publication of personal data on the Register of expert groups” undertaken by the Commission, Secretariat-General, Unit G.4 which is the Data Controller together with the Commission service managing your group.

As a rule, the selection of expert group members is carried out via public calls for applications, except for Member States’ authorities and other public entities and for certain representative bodies established by Union legislation for advice in specific areas.

The Register of expert groups is a public 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 personal data on the members of the expert groups, and their alternate, if any, members’ representatives, as well as of the groups’ observers and their representatives. The Register also includes documents that are produced and discussed by expert groups and which can contain personal data.

## **2. Why and how do we process your personal data?**

Purpose of the processing operations:

The Data Controllers collect and use your personal data to manage expert groups, in particular by selecting their members and observers, and to ensure transparency on expert groups’ membership and activities. In that context, in order to select among the applicants who best fulfil the selection criteria mentioned in the call for applications, Commission services collect and assess personal information of candidate members and observers of the expert groups, of representatives of candidate members and observers, and of immediate family members of candidate members and observers appointed in personal capacity.

Furthermore, Commission services collect and assess personal information of observers and members’ and observers’ representatives of the expert groups which are not selected through a public call for applications.

For candidates, personal data is stored by the Commission service managing the expert group. Some types of personal data of members appointed in personal capacity are made publicly available on the Register of expert groups (as described under sections 4 and 5 of this privacy statement). The names of the representatives of organisations, Member States and other public entities, as well as the name of specific national departments or other public authority which they represent may also be made publicly available on the Register of expert groups.

Your personal data will not be used for an automated decision-making including profiling.

### **3. On what legal ground(s) do we process your personal data**

We process your personal data, because processing is necessary for the performance of a task carried out in the public interest (Article 5(1)(a) of Regulation (EU) No 2018/1725), since it allows for the selection of members of expert groups (individuals appointed as members in a personal capacity, individuals appointed to represent a common interest and organisations) and also increases the transparency on expert groups. Processing is also necessary to comply with a legal obligation to which the controller is subject (Article 5(1) b) of Regulation (EU) No 2018/1725). The Union act for such necessary processing under Article 5(1)(a) and (b) of Regulation (EU) No 2018/1725 is Commission Decision C(2016)3301 of 30 May 2016 establishing horizontal rules on the creation and operation of Commission expert groups and in particular Articles 10 and 22 thereof.

As regards, in particular, the declarations of interests filled in by candidate members to be appointed in a personal capacity in expert groups, the processing of personal data serves the public interest of enabling the Commission to verify in the process of selection the experts' independence in providing advice to the Commission. Furthermore, the public disclosure of declarations of interests of those experts once appointed allows for public scrutiny of the interests declared by these experts, 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.

Any publication of names of the representatives of organisations, Member States' authorities and other public entities in the Register of expert groups is based on consent (Article 5(1)(d) of Regulation (EU) 2018/1725).

### **4. Which personal data do we collect and further process?**

In order to carry out these processing operations, the Data Controller may collect the following categories of personal data:

- *Name;*
- *Function;*
- *Contact details (for example, e-mail address, telephone number, mobile telephone number, fax number, postal address, company and department, country of residence);*
- *Information for the evaluation of selection criteria or eligibility criteria (for example, expertise, technical skills and languages, educational background, professional experience, including details on current and past employment);*
- *Nationality;*

- *Gender;*
- *Interest represented (only for individuals applying to be appointed as members of expert groups or sub-groups representing a common interest shared by stakeholders in a particular policy area and for organisations applying to be appointed as members of expert groups or sub-groups, as well as for their designated representatives);*
- *Information included in the declarations of interests, including personal data of immediate family members as required in the declaration of interests (only for individuals applying to be appointed as members of expert groups or sub-groups in a personal capacity).*

The provision to the Commission service of the personal data required is mandatory to meet a legal requirement of selecting members of expert groups as set in Commission Decision C(2016)3301. In principle, the types of personal data listed above, with the exception of contact details and information for the evaluation of selection criteria or eligibility criteria, are made publicly available on the Register of expert groups, in order to comply with the legal requirement to ensure transparency on the composition and functioning of expert groups. If you do not provide the personal data required, possible consequences are that you will not be considered for selection as a member of an expert group or, if already selected, your membership will be suspended.

With the prior freely given, specific, informed and unambiguous consent of the representatives of organisations, Member States' authorities and other public entities, their names may also be published on the Register.

## **5. How long do we keep your personal data?**

The Data Controller only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing. The following modalities apply:

- The competent Commission services keep personal data submitted to them as part of rejected applications for six months after the end of the selection process and do not process them for other purposes; these data are not published on the Register of expert groups.
- The expert group and some types of personal data of its members and observers, as described in section 4, are published on the Register of expert groups during the duration of existence of the expert group.
- When an individual is no longer member or observer or representative of a member or observer of an expert group listed in the Register of expert groups, all personal data related to this individual, including a declaration of interests, is removed from the Register and is therefore not public anymore.
- The competent Commission services keep personal data for the period during which the relevant individual is a member or an observer or a representative of a member or of an observer of the group and for five years after the date on which the individual is no longer member or observer or representative of a member or observer of the group.
- When a group is closed down, it remains published in the Register of expert groups for five years, with the indication 'Closed'. Those types of personal data other than the declarations of interests of members and observers appointed in personal capacity that were published while the group was active remain visible on the Register of expert

groups during these five years. On the contrary, the said declarations of interests are removed from the Register after closure of a group and are therefore not public anymore; they are however kept by the competent Commission service for a period of five years after the closure of the group.

- An XML file is created daily with all the information regarding active groups. All versions of this file, showing the situation of the Register of expert groups as of the day it was created, are stored in a file server for 5 years and are not public.

## **6. How do we protect and safeguard your personal data?**

Personal data submitted in paper form is stored in the competent Commission service. All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored either on the servers of the Commission or of its contractors. All processing operations are carried out pursuant to the [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in 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 General Data Protection Regulation in the EU Member States ('GDPR' [Regulation \(EU\) 2016/679](#))

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

## **7. Who has access to your personal data and to whom is it disclosed?**

Access to your personal data collected in the course of the process of selection of members of expert groups is provided to the Commission staff responsible for carrying out this processing operation and to authorised staff according to the "need to know" principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

Certain personal data collected, as explained in sections 4 and 5, is publicly available on the Register of expert groups.

The XML files referred to in section 5 are only accessible to a reduced number of users in the Secretariat-General (System Owner) and IT development team within the Commission (System Supplier).

## **8. What are your rights and how can you exercise them?**

You have specific rights as a 'data subject' under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access your personal data and to rectify them in case your personal data is inaccurate or incomplete. Under certain conditions, you have the right to erase your personal data, to restrict the processing of your personal data, to object to the processing and the right to data portability.

You have the right to object to the processing of your personal data on grounds relating to your particular situation in accordance with Article 23(1) of Regulation (EU) 2018/1725.

As indicated in section 4, if you are a representative of an organisation, Member State or another public entity, you may consent to have your name published on the Register of expert groups. You can withdraw your consent at any time by notifying the Data Controller. The withdrawal will not affect the lawfulness of the processing carried out before you have withdrawn the consent.

Finally, and only as regards the publication of your name on the Register of expert groups, you may submit a request to the competent Commission service for a derogation where justified on compelling legitimate grounds in relation to your specific situation (such as the case where the publication of your name on the Register of expert groups could endanger your security or integrity).

You can exercise your rights by contacting the Data Controller or, in case of conflict, the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under section 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 9 below) in your request.

Any request for access to personal data will be handled within one month. Any other request mentioned above will be addressed within 15 working days.

## **9. Contact information**

### **- The Data Controller**

Regarding the personal data collected in the course of the process of selection of the members of the expert groups, if you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint, please contact: [FISMA-PLATFORM-SF@ec.europa.eu](mailto:FISMA-PLATFORM-SF@ec.europa.eu).

Likewise, as regards the data published on the Register of expert groups, please contact the Data Controller, [SG-EXPERT-GROUPS@ec.europa.eu](mailto:SG-EXPERT-GROUPS@ec.europa.eu).

### **- The Data Protection Officer (DPO) of the Commission**

You may contact the Data Protection Officer ([DATA-PROTECTION-OFFICER@ec.europa.eu](mailto:DATA-PROTECTION-OFFICER@ec.europa.eu)) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

### **- The European Data Protection Supervisor (EDPS)**

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

## **10. Where to find more detailed information?**

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

These specific processing operations will be included in the DPO's public register with the following Record references: DPR-EC-01066 and DPR-EC-00656.