**ANNEX 3 – DECLARATION OF ABSENCE OF CONFLICT OF INTERESTS AND OF CONFIDENTIALITY**

**Conflict of interests**

I, the undersigned [FAMILY NAME, first name], having been appointed as an expert for the abovementioned call, declare that I do not fall under any of the following circumstances in which a conflict of interests might exist. I confirm that, if I discover before or during the performance of my tasks that a conflict of interests exists, I will declare it immediately to the contracting party.

**1. Disqualifying conflict of interests:**

* Direct benefit in case of advice on development of a new policy;
* Involvement in the preparation of the [proposal] [tender];
* Direct benefit in case of acceptance of the [proposal] [tender];
* Close family relationship with any person representing a participating organisation in the [proposal] [tender];
* Director, trustee or partner of a participating organisation;
* Current employment by a participating organisation;
* Current involvement in a contract or collaboration with a participating organisation;
* Any other situation that compromises my ability to evaluate the [proposal] [tender] impartially.

**2. Potential conflict of interests:**

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

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

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

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

**Confidentiality and personal data protection**

I confirm that I have read, understood and accepted the code of conduct for experts established in Annex 1 to the contract sent by the contracting party.

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

Expert: [*insert full name*]

Date:

Signature: