

CALL FOR APPLICATIONS FOR THE SELECTION OF MEMBERS OF THE STAKEHOLDER ROUNDTABLES ON THE EU CODE OF CONDUCT FOR PRIVATE AND NOT-FOR-PROFIT STAKEHOLDERS PROVIDING FINANCIAL LITERACY INITIATIVES

1. Background

Financial literacy underpins personal wellbeing, economic resilience and trust in financial services. To strengthen financial knowledge, attitudes and skills across the European Union, the European Commission announced in its 2025 Financial Literacy Strategy¹ the development of a voluntary, principle-based EU Code of Conduct for private and not-for-profit stakeholders providing financial literacy initiatives ("EU Code") under the Commission's auspices.

In light of the above, in July 2026 the Commission's Directorate-General for Financial Stability, Financial Services and Capital Markets Union ('DG FISMA') has set up the Stakeholder Roundtables on the EU Code as a sub-group of the Government Expert Group on Retail Financial Services (GEGRFS). The GEGRFS, composed of Member States' authorities, serves as an advisory forum to the Commission and brings about an exchange of experience and good practice in the field of retail financial services.

The sub-group will provide practical expertise and stakeholder input to support the development of the EU Code by Member States' authorities. The sub-group will work in close cooperation with the GEGRFS sub-group on Financial Literacy. Their discussions and outputs shall inform the preparation and refinement of successive drafts of the EU Code, which will be submitted to the GEGRFS for approval.

The sub-group is established on a temporary basis and shall cease to exist once the EU Code has been finalised, currently foreseen for the first quarter of 2027.

The Commission is launching a call for applications with a view to selecting members of the sub-group.

2. Features of the sub-group

2.1. COMPOSITION

The sub-group shall consist of up to 15 members.

Members shall be individuals appointed in a personal capacity or stakeholder organisations providing financial education initiatives or promoting financial literacy.

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

Organisations shall nominate their representatives and shall be responsible for ensuring that the representatives provide a high level of expertise. DG FISMA may refuse the nomination by an organisation of a representative if it considers this nomination inappropriate in light of the requirements specified in Chapter 4 of this call. In such a case, the organisation concerned shall be asked to appoint another representative.

2.2. APPOINTMENT

¹ [EUR-Lex - 52025DC0681 - EN - EUR-Lex](#).

Members shall be appointed by the Director-General of DG FISMA from applicants complying with the requirements referred to in chapter 4 of this call.

Members shall be appointed for a maximum of 1 year until the completion of the sub-group's mandate. They shall remain in office until the end of their term of office or until replaced. Their term of office may be renewed if the mandate of the sub-group is extended.

Registration in the Transparency Register² is required in order for organisations to be appointed.

In order to ensure continuity and the smooth functioning of the sub-group, DG FISMA may establish a reserve list of suitable candidates that may be used to appoint replacements. DG FISMA shall ask applicants for their consent before including their names on the reserve list.

Members who are no longer capable of contributing effectively to the sub-group's deliberations, 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 sub-group and may be replaced for the remainder of their term of office.

2.3 RULES OF ENGAGEMENT AND OPERATION OF THE SUB-GROUP

The sub-group shall be chaired by either a representative of DG FISMA or a member of the sub-group acting in a personal capacity appointed by DG FISMA.

The sub-group shall act at the request of the Chairperson, and with the agreement of DG FISMA, in compliance with the Commission's horizontal rules on expert groups³ ('the horizontal rules').

The sub-group is expected to meet in total two to three times in order to perform the tasks referred to in the background. DG FISMA shall provide secretarial services.

Meetings may take place in person, online or in a hybrid format. In agreement with DG FISMA, the sub-group may, by simple majority of its members, decide that deliberations shall be public.

Members and members' representatives should be prepared to attend meetings systematically, to contribute actively to discussions, to be involved in preparatory work ahead of meetings, and to examine and provide comments on draft versions of the EU Code and other relevant working documents and to act, as appropriate, as 'rapporteurs' on *ad hoc* basis.

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

As far as possible, the group 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. Members who have voted against or abstained shall have the

² <http://ec.europa.eu/transparencyregister/public/homePage.do?locale=en#en>.

³ C(2016)3301.

right to have a document summarising the reasons for their position annexed to the opinions, recommendations or reports.

Participants in the activities of the sub-group shall not be remunerated for the services they offer. No travel, subsistence or other expenses incurred by participants in the activities of the sub-group shall be reimbursed by the Commission.

The members of the sub-group and their representatives, 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.

DG FISMA may invite experts with specific expertise relating to a subject on the agenda to take part in the work of the sub-group on an ad-hoc basis.

Public bodies other than Member States' authorities, including international organisations, may be granted an observer status, in compliance with the horizontal rules, by direct invitation.

Observers shall nominate their representatives. Observers' representatives may be permitted by the Chair to take part in the discussions of the sub-group and provide expertise. However, they shall not have voting rights and shall not participate in the formulation of recommendations or advice of the sub-group.

2.4. TRANSPARENCY

The sub-group shall be registered in the Register of Commission expert groups and other similar entities ("the Register of expert groups")⁶. As concerns the composition of the sub-group, DG FISMA shall publish the following data on the Register of expert groups:

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).

⁶ <http://ec.europa.eu/transparency/regexpert/index.cfm>.

- the name of individuals appointed in a personal capacity;
- the name of member organisations; the interest represented shall be disclosed;
- the name of observers.

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 submitted 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 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° 1049/2001⁷.

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

3. Application procedure

Interested individuals and organisations are invited to submit their application to the European Commission, Directorate-General for Financial Stability, Financial Services and Capital Markets Union (DG FISMA).

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, applicants are encouraged to include a summary of the application in English.

Organisations shall indicate the name of their proposed representative in the sub-group.

An application will be deemed admissible only if it is submitted by the deadline and includes the documents referred to below. All documents submitted by applicants shall be duly completed, legible, signed, where applicable, and numbered sequentially.

Supporting documents

Each application shall include the following documents:

- a cover letter explaining the applicant's motivation for applying and the contribution they could make to the sub-group;
- a completed classification form specifying the member category for which the application is made (Annex I);
- a completed selection criteria form documenting how the applicant fulfils the selection criteria listed in chapter 4 of this call (Annex II).

⁷ 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.

For individuals applying to be appointed as members of the group in a personal capacity, 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 European format (Home | Europass).

Individuals applying to be appointed as members of the group 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.

Additional supporting documents may be requested at a later stage.

Deadline for applications

The duly signed applications must be submitted by 16 September at the latest.

Applications shall be sent by e-mail to: Fisma-Financial-Literacy@ec.europa.eu.

The date of the e-mail will be the date of sending.

4. Selection criteria

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

- proven and relevant competence and experience, including at European and/or international level, in areas relevant to financial literacy and the tasks of the Stakeholder Roundtables;
- ability to contribute effectively to the development of the EU Code of Conduct;
- experience and contributions that are relevant beyond one individual product, campaign or organisation and could provide a useful perspective for the development of common principles are considered an asset;
- for individuals applying to be appointed in a personal capacity only: the absence of circumstances that could give rise to a conflict of interest;
- for organisations only: the competence, experience and seniority of the proposed representative;
- good knowledge of the English language allowing active participation in the discussions (individual applicants and organisations' representatives).

5. Selection procedure

The selection procedure shall consist of an assessment of the applications carried out by DG FISMA against the selection criteria set out in Chapter 4 of this call, followed by the establishment of a list of the most suitable applicants and the appointment of the members of the sub-group.

When defining the composition of the sub-group, DG FISMA shall aim, as far as possible, to ensure a high level of expertise, as well as a balanced representation of relevant know-how, areas of interest and stakeholder perspectives, taking into account the specific tasks of the sub-group, the type of expertise required, as well as the relevance of the applications received.

Where individual experts are appointed in their personal capacity, DG FISMA shall seek a geographical balance and a gender balance.

For further information, please contact:

European Commission
Directorate-General for Financial Stability, Financial Services and Capital Markets
Union (DG FISMA)
E-mail: Fisma-Financial-Literacy@ec.europa.eu

ANNEXES:

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

Annex I - Classification form⁸

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 organisation (Type C member).**

Transparency Register identification number: [...]

Nota Bene concerning Type C members: although registration in the Transparency Register (TR) is required in order to be appointed as Type C member of an expert group, it is not mandatory for the application procedure. Thus, interested 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 TR as a condition to be appointed as a Type C member.

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
- ☐ 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):

⁸ This form must be filled in, signed and returned with the application.

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.

To be filled in by individuals 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 recognised 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
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Small	< 50	≤ € 10 m	≤ € 10 m
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Micro	< 10	≤ € 2 m	≤ € 2 m
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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.

To be filled in by individuals applying to be appointed as Type A 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:

Nationality:

Professional title:

Date:

Signature

For organisations applying to be appointed as Type C members

Name of the organisation⁹:

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

⁹ It is mandatory to use exactly the same name used when registering in the Transparency Register..

Annex II: Selection criteria form¹⁰

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

Proven and relevant competence and experience, including at European and/or international level, in areas relevant to financial literacy and the tasks of the Stakeholder Roundtables;	
Ability to contribute effectively to the development of the EU Code of Conduct;	
Experience and contributions that are relevant beyond one individual product, campaign or organisation and could provide a useful perspective for the development of common principles are considered an asset;	
For individuals applying to be appointed in a personal capacity only: the absence of circumstances that could give rise to a conflict of interest;	
For organisations only: the competence, experience and seniority of the proposed representative;	
Good knowledge of the English language allowing active participation in the discussions (individual applicants and organisations' representatives).	

For individuals applying to be appointed as Type A members

Title:

Surname:

First name:

Nationality:

Professional title:

Date:

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

Signature

For organisations applying to be appointed as Type C members

Name of the organisation¹¹:

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

¹¹ It is mandatory to use exactly the same name used when registering in the Transparency Register.

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.

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:

Sub-group: Stakeholder Roundtables on the EU Code of Conduct for private and not-for-profit stakeholders providing financial literacy initiative

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	☐	☐
1b	Consultancy, including services as an advisor	☐	☐
1c	Non-remunerated post	☐	☐
1d	Legal representation	☐	☐

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	☐	☐
2b	Participation in the work of a Scientific Advisory Body	☐	☐

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	☐	☐
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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	☐	☐
4b	Other stock	☐	☐

Investment	Name of legal entity	Description

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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>	yes	no
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5a	Patent, trademarks, or copyrights	☐	☐
5b	Others	☐	☐

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	☐	☐
6b	Represented interests or defended an opinion	☐	☐

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

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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?	☐	☐
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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?	☐	☐
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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) 2018/1725¹² and Commission Decision C(2016) 3301¹³.

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.

¹² 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.

¹³ 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 bodies¹⁴, the role of which is to provide advice and expertise to the Commission and its departments in relation to a number of tasks¹⁵. Individuals appointed as members of expert groups or sub-groups in a personal capacity are due to act independently and in the public interest¹⁶.

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 exists¹⁷.

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

¹⁴ C(2016) 3301, Article 2.1.

¹⁵ Idem, Article 3.

¹⁶ Idem, Article 7.2. (a).

¹⁷ Idem, Article 11.

following measures to deal with the conflict of interest detected, depending on the specific circumstances:

- 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 Regulation (EU) 2018/1725¹⁸ and Commission Decision C(2016) 3301¹⁹.

¹⁸ 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.

¹⁹ Commission Decision C(2016) 3301 establishing horizontal rules on the creation and operation of Commission expert groups.

Annex V Privacy Statement

EUROPEAN COMMISSION



PROTECTION OF YOUR PERSONAL DATA

Processing operation: *Selection of members of Commission expert groups and other similar entities²⁰ and publication of personal data on the Register of Commission expert groups and other similar entities ("the Register of expert groups").*

Data Controller:

- *Secretariat-General, Unit H3 (for the processing operation "Providing a public register of Commission expert groups and other similar entities", DPR-EC-00656), and*
- *Directorate-General for Financial Stability, Financial Services and Capital Markets Union (DG FISMA, Unit B1) (for the processing operation "Selection of members of Commission expert groups and other similar entities"²¹, DPR-EC-01066).*

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²⁰ Provisions included in this privacy statement referring to expert groups equally apply to their sub-groups.

²¹ The Commission department responsible for the management of the expert group and the DPMS record number need to be specified in the privacy statement attached to the call.

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.

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 Commission expert groups and other similar entities” undertaken by the Commission department which runs the selection process for your expert group and which is the Data Controller for the selection process [*Directorate-General for Financial Stability, Financial Services and Capital Markets Union (DG FISMA), Unit B1, Savings and Investments Union Coordination*], and

(2) “publication of personal data on the Register of expert groups and other similar entities” undertaken by the Commission, Secretariat-General, Unit H.3 which is the Data Controller together with the Commission department managing your expert 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. In exceptional cases, the College of Commissioners may appoint directly members of expert groups.

The Register of expert groups and other similar entities is a public database containing a list of Commission expert groups and other similar entities and their sub-groups. The Register provides information for each expert group, including personal data on the members of the expert groups, their alternate, and of the observers, and information may be provided about members’ and observers’ representatives. The Register also includes documents that are produced and discussed by expert groups and which can contain personal data.

For the purpose of this privacy statement and the corresponding records, the term “expert groups” describes Commission expert groups in the sense of Article 2(1) of Commission Decision C(2016)3301²² and their sub-groups, as well as other similar entities in the sense of Article 2(2) of Commission Decision C(2016)3301 and their sub-groups.

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 Commission expert groups, in particular by selecting their members and observers, and to ensure transparency on expert

²² Commission Decision C(2016)3301 of 30 May 2016 establishing horizontal rules on the creation and operation of Commission expert groups.

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 to be appointed in personal capacity to act independently and in the public interest.

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

For candidates, personal data are stored by the Commission service managing the expert group. Some types of personal data of individuals appointed as members (either appointed in personal capacity to act independently and in the public interest or to represent a common interest shared by stakeholders in a particular policy area) are made publicly available on the Register of expert groups (as described under Headings 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) 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) 2018/1725). The Union act for such necessary processing under Article 5(1)(a) and (b) of Regulation (EU) 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.

The names of the representatives of organisations, Member States' authorities and other public entities are usually not published in the Register of expert groups, as those persons only express the position of the organisation or entity that they represent, and, therefore, it is the name of the organisation, Member State's authority or other public entity that matters to ensure transparency of the work of the expert group. 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), unless specific and exceptional circumstances make it necessary to publish them to achieve the purpose of the

processing operation, in accordance with Article 5(1)(a) of Regulation (EU) 2018/1725. No other types of personal data of representatives is published.

The submissions of members in the context of the work of expert groups and subgroups are generally made public, with personal data withheld where appropriate.

In the cases when the group is chaired by a person different than the Commission or its services, the name of this person may be published on the basis of consent (Article 5(1)(d) of Regulation (EU) No 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, IP address);*
- *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).*
- *Personal data that may be included in submissions of members of expert groups.*

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, for individuals appointed as members or observers in personal capacity to act independently and in the public interest and for individuals appointed as members or observers to represents a common interest, 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 Commission 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.

The submissions of members in the context of the work of expert groups and subgroups are generally made public, with personal data withheld where appropriate.

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. They may furthermore be published in specific and exceptional

circumstances where such publication is necessary to achieve the purpose of the processing operation.

The name of a person chairing the group, when this person is not from within the Commission (i.e. the group elects a chair from among its members or the Commission or its services appoint an individual as chair), may be published with his/ her prior freely given, specific, informed and unambiguous consent.

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 three years after the end of the selection process and do not process them for other purposes; these personal 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 Heading 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. Following this five-year period, the personal data is transferred to the historical archives and a review takes place no later than 25 years after that transfer to the historical archives to evaluate whether to keep the data permanently or to delete some or all data.
- 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 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. Following this five-year period after the closure of the group, the personal data is transferred to the historical archives and a review takes place no later than 25 years from that transfer to evaluate whether to keep the data permanently or to delete some or all data.
- 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 on the servers of the Commission. 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.

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 authorised for carrying out this processing operation and to other authorised Commission 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 Headings 4 and 5, are publicly available on the Register of expert groups.

The XML files referred to in Heading 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).

Please note that pursuant to Article 3(13) of Regulation (EU) 2018/1725, public authorities (e.g. Court of Auditors, EU Court of Justice, European Ombudsman) which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients. The further processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing.

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

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) and Article 35 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 Heading 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 Heading 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 10 below) in your request.

Data subject requests shall be handled within one month from receipt of the request by the Commission. That period may be extended pursuant to 14(3) of Regulation (EU) 2018/1725. Should more time be required to handle the request for justified reasons, the data subject shall receive a holding reply from the unit responsible for the request.

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 DG FISMA, unit B1 at: FISMA-FINANCIAL-LITERACY@ec.europa.eu.

Likewise, as regards the data published on the Register of expert groups, please contact the corresponding Data Controller Secretariat-General, Unit H.3: 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) 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) 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.