

CALL FOR APPLICATIONS
FOR THE RENEWAL OF THE MEMBERSHIP OF THE
EUROPEAN MULTI-STAKEHOLDER PLATFORM ON ICT STANDARDISATION
(E02758)

1. Background

The EU Strategy on Standardisation¹ adopted on 2/2/2022, proposes a set of actions to put standards back at the core of a resilient, green and digital EU single market and to strengthen the global role of the European standardisation system. ICT standards play an essential role in achieving interoperability and safety of new technologies and in the digitisation of the economy. Core elements of the Strategy are:

1. Leveraging the European standardisation system;
2. Putting good governance principle in place;
3. Supporting EU's leading position as forerunner in key technologies and promoting EU core values in global standards-setting;
4. Cutting-Edge Innovation to support standards, and
5. Improving education and skills on standardisation.

By Decision of 28 November 2011², the Commission set up the European multi-stakeholder Platform on ICT Standardisation –MSP (hereinafter 'the Platform'). This expert group is key to support the different workstreams of EU Strategy on Standardisation.

The Platform has been operating successfully for ten years and is considered a reference and a best practice by ICT standardisation stakeholders.

The Platform was renewed in 2015 and 2019 each time for a duration of three years. The mandate of the Platform expired in May 2022 but was further extended by one year until end of May 2023.

Consequently and in accordance with its horizontal rules on the operation of expert groups³ and Commission Decision of 2011 setting up the European multi-stakeholder Platform on ICT standardisation, the Commission is calling for applications for the renewal of the membership of the Platform from organisations active in the field of ICT standardisation set out below.

Member States⁴ authorities and other public entities⁵ shall be appointed by direct invitation and are therefore not concerned by the present call for applications.

¹ COM/2022/31 final.

² Commission Decision ([2011/C 349/04](#)) of 28 November 2011 setting up the European multi-stakeholder Platform on ICT standardisation.

³ C (2016) 3301 final Commission Decision of 30.05.2016 establishing horizontal rules on the creation and operation of Commission expert groups.

⁴ Member States' authorities, at national, regional or local level ('Type D members').

The following categories of organisations⁶ active in the field of ICT standardisation are invited to apply:

- European standardisation organisations;
- International standardisation bodies;
- Standards developing non-profit making organisations that develop technical specifications in conformity with the WTO principles in the field of ICT standardisation, namely coherence, transparency, openness, consensus, independence from special interests and efficiency;
- Organisations representing European small and medium-sized enterprises;
- Stakeholder organisation representing European industry, including relevant public-private partnerships (PPPs) focusing on digital technology areas such as Artificial Intelligence, Semiconductors, Quantum Technologies, Smart and Sustainable Cities and Communities, 5G/6G, Cloud and edge computing, Digital Identity, Blockchain, Internet of Things, ICT environmental impact, Data, Virtual worlds/Metaverse, the Internet or Cybersecurity.
- Stakeholder organisations representing European societal interests, e.g. users or consumers, including organisations in the field of research and innovation as well as academia.

2. Tasks of the Platform

The tasks of the Platform are to:

- advise the Commission on its ICT standardisation work programme and its priorities, with special emphasis on the elaboration of the Rolling Plan for ICT Standardisation⁷;
- advise the Commission on all matters related to European ICT standardisation policy and its effective implementation;
- identify potential future ICT standardisation needs in support of European legislation, policies and public procurement;
- advise the Commission on possible standardisation requests concerning ICT sectors;
- advise the Commission on the progress of ICT standardisation and related activities in support of legislation and policies;
- advise the Commission on the identification of ICT technical specifications that are not national, European or international standards, which may be referenced, primarily to enable interoperability, in public procurement⁸;
- advise the Commission on cooperation between standards development organisations and European standardisation bodies regarding ICT standardisation;

⁵ Other public entities, such as third countries' authorities, including candidate countries' authorities, Union bodies, offices or agencies and international organisations ('Type E members').

⁶ Type "C" members as defined by the new horizontal rules

⁷ https://ec.europa.eu/growth/content/2018-rolling-plan-ict-standardisation-released_hu

⁸ In accordance with Article 13 and 14 of [Regulation \(EU\) No 1025/2012 of the European Parliament and of The Council on European standardisation](#)

- gather information on the work programmes of ICT standards development organisations to help ensure coordination and avoid unnecessary duplication or fragmentation of efforts;
- provide input to the High-Level Forum on European standardisation⁹ when relevant;
- advise the Commission on digital technology areas of strategic interest for the Union.

Article 2 of the Commission Decision¹⁰ setting up the Platform provides for further details on these tasks.

The objective of the present call for applications is to select members that can bring high-level expertise and useful contributions to the work of the Platform **on all of its tasks during an appointment period of 3 years**, including in digital technology areas of strategic interest for DG Communications Networks, Content and Technology Innovation (DG CONNECT) including Artificial Intelligence, Semiconductors, Quantum Technologies, Smart and Sustainable Cities and Communities, 5G/6G, Cloud and edge computing, Digital Identity, Blockchain, Internet of Things, ICT environmental impact, Data, Virtual worlds/Metaverse, the Internet or Cybersecurity.

3. Features of the Platform

3.1. COMPOSITION

In accordance with Article 4 of the Decision the Platform shall be composed of up to 67 members.

The members that will be selected through this call for applications shall be organisations representing ICT standardisation stakeholders appointed by the Commission as follows:

- up to 18 organisations representing industry, small and medium-sized enterprises and societal stakeholders (type C members),
- up to 14 European and international standardisation bodies¹¹ and other non-profit making organisations which are professional societies, industry or trade associations or other membership organisations active in Europe that within their area of expertise develop standards in the field of ICT (type C members).

Members referred to in 3.1 (a) and (b) shall be selected via this call from relevant stakeholder organisations with the aim of achieving a balanced representation taking account the tasks and expertise required.

Organisations shall nominate their representatives and shall be responsible for ensuring that their representatives provide a high level of expertise. The Commission may refuse the nomination of a representative by an organisation if it considers this nomination inappropriate in light of the requirements specified in chapter 5 of this call. In such case, the organisation concerned shall be asked to appoint another representative.

⁹ https://single-market-economy.ec.europa.eu/single-market/european-standards/standardisation-policy/high-level-forum-european-standardisation_en

¹⁰ COMMISSION DECISION (2011/C349/04) of 28 November 2011 setting up the European multi-stakeholder Platform on ICT standardisation

¹¹ including the European standardisation organisations and international standardisation bodies referenced in EU Regulation 1025/2012

3.2. APPOINTMENT

Member organisations shall be appointed by the Director-General of DG CONNECT from applicants complying with the requirements referred to in chapter 5 of this call.

Members of the Platform shall be appointed for a period of three years. They shall remain in office until such time, or until replaced or if their term of office ends. Their term of office may be renewed.

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

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

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

3.3. RULES OF ENGAGEMENT AND OPERATION OF THE GROUP

The Platform shall be chaired by DG CONNECT. Other Commission services may attend the meetings of the Platform or its sub-groups.

The Platform shall act at the request of DG CONNECT in compliance with the Commission's horizontal rules on expert groups ('the horizontal rules').

In principle, the Platform shall meet 3 to maximum 4 times per year in a hybrid format, either virtually and/or physically in the Commission's premises in Brussels. The Commission shall also provide secretarial services.

Members and members' representatives should attend meetings systematically, contribute actively to discussions in the Platform, chair task forces or sub-groups, be involved in preparatory work ahead of meetings, examine and provide comments on documents under discussion.

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

In principle, 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 order to safeguard Union interests, policy objectives and values, the Chair (European Commission) may decide to restrict the participation in an agenda point touching on critical and sensitive policy areas directly or indirectly relevant for the security of the Union, to

persons with the nationality of EU Member States and EEA countries and/or entities not subject to control by a third country, either directly or indirectly.

In agreement with the Chair, the group may, by simple majority of its members, decide that deliberations shall be public.

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

The members of the Platform 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) 2015/443¹² and 2015/444¹³. Should they fail to respect these obligations, the Commission may take all appropriate measures.

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

The Commission may invite experts with specific expertise with respect to a subject matter on the agenda to take part in the work of the Platform on an ad hoc basis.

Organisations and public entities may be granted an observer status, in compliance with the horizontal rules, by direct invitation . Organisations and public entities appointed as observers shall nominate their representatives. Observers and their representatives may be permitted by the Chair to take part in the discussions of the Platform and provide expertise. However, they shall not have voting rights and shall not participate in the formulation of recommendations or advice of the Platform.

The Commission may set up sub-groups for the purpose of examining specific questions on the basis of terms of reference defined by the Platform. Members can appoint other individuals within their organisation to be part of this specific work. The Commission may invite experts with specific expertise to enrich the discussions. Such sub-groups shall operate in compliance with the rules of procedure of the Platform and shall report to the Platform. They shall be dissolved as soon as their mandate is fulfilled.

The members of sub-groups that are not members of the group shall be selected via a public call for applications.

¹² Commission Decision (EU, Euratom) 2015/443 of 13 March 2015 on Security in the Commission (OJ L 72, 17.3.2015, p. 41).

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).

3.4 TRANSPARENCY

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

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

- the name of member organisations (the interest represented shall be disclosed);
- the name of Member States' authorities;
- the name of other public entities.

The Commission shall make available all relevant documents, including the agendas, the minutes and the participants' submissions, either on the Register of expert groups or via a link from the Register to a dedicated website, where this information can be found. Access to dedicated websites will not be submitted to user registration or any other restriction. In particular, DG CONNECT will 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°1049/2001¹⁴.

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

4. Application procedure

Interested organisations as defined at point 3.1 (a) and (b) are invited to submit their application to the European Commission via the current secretariat of the Platform, whose address is indicated below.

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

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

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

Supporting documents

Each application shall include the following documents:

¹⁴ 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.

- 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 chapter 5 of this call (Annex II).

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 (<https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>).

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

Deadline for application

The duly signed applications must be sent by **30th June 2023**. Applications shall be sent by email to the attention of the secretariat of the Platform to the following email address:

ec-ict-std-Platform@ec.europa.eu.

The date of sending will be the date of the email.

5. Selection criteria

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

- Quantity of ICT standardisation deliverables and/or papers contributing to EU regulation, policies and public procurement;
- Representation or knowledge of broad technology spectrum within the ICT sector;
- Representation of knowledge and expertise in digital technology areas of strategic interest for DG CONNECT including Artificial Intelligence, Semiconductors, Quantum Technologies, Smart and Sustainable Cities and Communities, 5G/6G, Cloud and edge computing, Digital Identity, Blockchain, Internet of Things, ICT environmental impact, Data, Virtual worlds/Metaverse, the Internet or Cybersecurity;
- Competence and experience, including at European and/or international level, in preparing analytical papers and/or opinions in relation to the internal or digital single market for ICT standardisation;
- Extent of proven operational capacity of the organisation to take part in the work of the group, to be demonstrated by a description of the organisation, its experience in the internal or digital single market for ICT standardisation;
- Adherence to WTO principles in the field of standardisation, namely coherence, transparency, openness, consensus, independence from special interests and efficiency for standardisation developing organisations;
- Understanding of relevant EU legislation and policies;
- Competence, experience and hierarchical level of the proposed representatives;

- Good knowledge of the English language of the proposed representatives allowing active participation in the discussions.

For applicants from organisations as referred to in 3.1 (a), an additional criterion will be taken into account:

- Organisations representing industry, academia, small and medium-sized enterprises and societal stakeholders have to be established in one of the Member States of the European Union, or in one of the EEA countries and must not be subject to the control of a third country, nor act directly or on behalf of a third country entity.

A balance will be established in the representation of consumers' interests, SME and industrial stakeholders, environmental interests, and the concerns of elderly and disabled people.

The composition of the Platform shall comply with the Decision setting up the Platform.

6. Selection procedure

The selection procedure shall consist of an assessment of the applications performed by the DG CONNECT against the selection criteria listed in chapter 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, the Commission shall aim at ensuring, as far as possible, a high level of expertise, as well as a balanced representation of relevant know how and areas of interest, while taking into account the specific tasks of the Platform, the type of expertise required, as well as the relevance of the applications received.

For any further information please contact : ec-ict-std-Platform@ec.europa.eu.

ANNEXES:

- Annex I. Classification form
- Annex II. Selection criteria form
- Annex III. Privacy statement

Annex I - Classification form¹⁵

of the proposed representatives To be filled in by all applicants

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

- An organisation (Type C member).**

Transparency Register identification number: [...]

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):

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.

¹⁵ This form must be filled in, signed and returned with the application.

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 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) Others (please specify)]

Definitions for interests represented

Academia/Research

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

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).

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.

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

Please select one **or more policy areas** in which your organisation operates:

- 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 organisations applying to be appointed as Type C members

Name of the organisation:

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

Annex II: Selection criteria form¹⁶

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

Quantity of ICT standardisation deliverables and/or papers contributing to EU regulation, policies and public procurement	
Representation or knowledge of broad technology spectrum within the ICT sector	
Representation of knowledge and expertise in digital technology areas of strategic interest for DG CONNECT including Artificial Intelligence, Semiconductors, Quantum Technologies, Smart and Sustainable Cities and Communities, 5G/6G, Cloud and edge computing, Digital Identity, Blockchain, Internet of Things, ICT environmental impact, Data, Virtual worlds/Metaverse, the Internet or Cybersecurity	
Competence and experience, including at European and/or international level, in preparing analytical papers and/or opinions in relation to the internal or digital single market for ICT standardisation	
Extent of proven operational capacity of the organisation to take part in the work of the group, to be demonstrated by a description of the organisation, its experience in the internal or digital single market for ICT standardisation	
Adherence to WTO principles in the field of standardisation, namely coherence, transparency, openness, consensus, independence from special interests and efficiency for standardisation developing organisations	
Understanding of relevant EU legislation and policies	
Competence, experience and hierarchical level of the proposed representatives	
Good knowledge of the English language of the	

¹⁶ This form must be filled in, signed and returned with the application.

proposed representatives allowing active participation in the discussions	
---	--

For applicants from organisations as referred to in 3.1 (a)

Organisations representing industry, academia, small and medium-sized enterprises and societal stakeholders have to be established in one of the Member States of the European Union, or in one of the EEA countries and must not be subject to the control of a third country, nor act directly or on behalf of a third country entity	
---	--

For organisations applying to be appointed as Type C members

Name of the organisation:

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

ANNEX III

PROTECTION OF YOUR PERSONAL DATA

Processing operation: *Selection of members of Commission expert groups and other similar entities¹⁷ 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 F4 (for the processing operation “Providing a public register of Commission expert groups and other similar entities”, DPR-EC-00656), and*
- *Directorate-General for Communications Networks, Content and Technology, Unit D3 (for the processing operation “Selection of members of Commission expert groups and other similar entities”¹⁸, DPR-EC-01066).*

Table of Contents

1. Introduction
2. Why and how do we process your personal data?
3. On what legal ground(s) do we process your personal data?
4. Which personal data do we collect and further process?
5. How long do we keep your personal data?
6. How do we protect and safeguard your personal data?
7. Who has access to your personal data and to whom is it disclosed?
8. What are your rights and how can you exercise them?
9. Contact information
10. Where to find more detailed information?

¹⁷ Provisions included in this privacy statement referring to expert groups equally apply to their sub-groups.

¹⁸ 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 Communications Networks, Content and Technology, Unit D.3], and

(2) “publication of personal data on the Register of expert groups and other similar entities” undertaken by the Commission, Secretariat-General, Unit F.4 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.

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. 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.

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)3301¹⁹ 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

¹⁹ Commission Decision C(2016)3301 of 30 May 2016 establishing horizontal rules on the creation and operation of Commission expert groups.

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 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 is 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 (*or of its contractors (processors), if contractors are engaged to assist the controller*). 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.

If the controller uses (a) contractor(s) (processor(s)) to assist the controller, this will be indicated in the specific privacy statement and the following paragraph will be provided:

The Commission's processors (contractors) are bound by a specific contractual clause for any processing operations of your personal data on behalf of the Commission. The processors have to put in place appropriate technical and organisational measures to ensure the level of security, required by the Commission.

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 the functional mailbox of the Commission service in charge of a

specific expert group (i.e. service, indicated in the specific privacy statement for that expert group).

Likewise, as regards the data published on the Register of expert groups, please contact the corresponding Data Controller Secretariat-General, Unit F4: 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.