

## CALL FOR APPLICATIONS

### FOR THE SELECTION OF MEMBERS TO THE

### COMMISSION EXPERT GROUP / MULTI-STAKEHOLDER PLATFORM ON PROTECTING AND RESTORING THE WORLD'S FORESTS, INCLUDING THE EU TIMBER REGULATION AND THE FOREST LAW ENFORCEMENT, GOVERNANCE AND TRADE (FLEGT) REGULATION

## 1. BACKGROUND

### 1.1. Context and justification

In July 2019, the European Commission adopted an [EU Communication on Stepping up EU Action to Protect and Restore the World's Forests](#), with the objective of protecting and improving the health of existing forests, especially primary forests, and significantly increasing sustainable, biodiverse forest coverage worldwide.

This call for applications intends to deliver on one of the commitments in the Communication to **'establish a Platform for multi-stakeholder and Member State dialogue on deforestation, forest degradation and on sustainably increasing world's forest cover** to provide a forum to foster exchanges with and among stakeholders in order to build alliances, push for and share commitments to significantly reduce deforestation, and share experiences and information'.

The Communication builds on a variety of existing regulatory and non-regulatory actions to deal with the challenges of deforestation and forest degradation. Notably, since 2003, the [Forest Law Enforcement Governance and Trade \(FLEGT\) Action Plan](#) covers both supply and demand side measures to address illegal logging. It includes two key pieces of legislation: the [FLEGT Regulation](#), allowing for the control of the entry of timber to the EU from countries entering into bilateral FLEGT Voluntary Partnership Agreements (VPA) with the EU, and the [EU Timber Regulation](#) (EUTR), countering the trade in illegally harvested timber and timber products.

Since 2014, a Commission Expert Group comprised of Member States authorities has been assisting with the implementation of the EUTR and the FLEGT Regulation. Given the synergies between the work on EUTR/FLEGT and the follow-up work on the Communication, **the Commission has decided to expand the scope of the existing Expert Group to serve both as forum for the interaction with EU Member States' authorities and as the multi-stakeholder platform to be established pursuant to the Communication.**

**The objective of this call for applications is therefore to select stakeholder representatives** involved in activities relevant to EUTR, FLEGT and/or deforestation and forest degradation to become members to the Expert Group/Multi-Stakeholder Platform on Protecting and Restoring the World's Forests, including the EUTR and FLEGT Regulation, serving as the multi-stakeholder platform for the follow-up to the Commission Communication (hereinafter referred to as the platform).

## 1.2. Objectives and tasks of the platform

The main objective of the platform is to provide advice and assistance to the Commission in the preparation of legislative proposals and policy initiatives, the preparation of delegated acts and the implementation of Union legislation, programmes and policies in relation to the protection and the restoration of World's forests, including illegal logging, as well as coordination and cooperation with Member States and stakeholders in that regard.

In this context the platform will:

- a. Foster exchange on best practices across stakeholders/operators and EU Member States to increase ownership and awareness raising:
  - Exchanging views, building alliances, identifying problems in implementation and possible actions to address them.
  - Making available to public and private organisations, the existing practical tools and approaches, guidelines and criteria; offering the opportunity to frontrunners to share their experience, including on key issues such as transparency and traceability; contributing to the development of guidance for the implementation of the EU regulations.
- b. Track progress, risks and opportunities for EUTR and FLEGT Regulation implementation, regularly taking stock of progress and reflecting on possible adjustments or additional measures to strengthen implementation.
- c. Discuss the best ways to implement the various actions included in the EU Communication on Stepping up EU Action to Protect and Restore the World's Forests.

The work of the platform is supported by an **online information/ discussion portal**. This electronic portal will enable the sharing of documents, creation of online discussions, posting of articles, sending of messages to users and publishing of a calendar of relevant meetings. All members will have access to it and it will also be open to external users, subject to registration.

## 2. FEATURES OF THE PLATFORM

### 2.1. Composition

The group shall consist of up to 100 members.

The platform will include the following types of members<sup>1</sup>:

- Type D members: Member States' authorities.

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<sup>1</sup> For the definitions of the type of members see Article 7(2) of Commission Decision of 30.5.2016 establishing horizontal rules on the creation and operation of Commission expert groups, [https://ec.europa.eu/transparency/regexpert/PDF/C\\_2016\\_3301\\_F1\\_COMMISSION\\_DECISION\\_EN.pdf](https://ec.europa.eu/transparency/regexpert/PDF/C_2016_3301_F1_COMMISSION_DECISION_EN.pdf)

- Type C members: organisations representing industry, farmers, forest/land owners, trade, civil society and research institutes, based on the EU or in third countries
- Type E members: other public entities (international organisations, candidate and other third countries' authorities)

**This call for applications concerns only Type C members.** In accordance with Article 9 of Commission Decision C(2016) 3301, DG ENV will request Member States and other public authorities, including from third countries ('Type D and E members') to nominate representatives in the platform.

Members shall nominate representatives and shall be responsible for ensuring that the latter provide a high level of expertise. The European 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 4 of this call. In such case, the organisation concerned shall be asked to appoint another representative.

## **2.2. Appointment**

Members shall be appointed by the Directorate-General for Environment (DG ENV) of the European Commission from applicant organisations complying with the requirements referred to in Chapter 4 of this call.

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

Registration in the Transparency Register<sup>2</sup> is required in order for individuals representing organisations to be appointed.

Member organisations that are no longer capable of contributing effectively to the group's deliberations, that in the opinion of DG ENV do not comply with the conditions set out in Article 339 of the Treaty on the Functioning of the European Union or that resign, shall no longer be invited to participate in any meetings of the group and may be replaced by an applicant organisation from the reserve list.

## **2.3 Rules of engagement and operation of the platform**

The platform shall be chaired by a representative of DG ENV and it shall act in compliance with the Commission's horizontal rules on expert groups ('the horizontal rules')<sup>3</sup>.

Meetings dealing specifically with issues related to the EUTR/FLEGT Regulation are expected to take place once or twice per year, on Commission premises. As a rule, they will be held back-to-back with the regular meetings of the Expert Group composed of type D members (Member States' EUTR/FLEGT Competent Authorities) only, which usually meets four to five times a year.

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<sup>2</sup> <https://ec.europa.eu/transparencyregister/public/homePage.do>

<sup>3</sup> See Article 13.1 of the horizontal rules.

Meetings dealing with actions beyond EUTR/FLEGT related to the follow-up to the Commission Communication on Protecting and Restoring the World's Forests will take place once or twice per year. Such meetings could be limited to Type D members and/or EU-based organisations, if considered necessary.

Representatives of members should be prepared to attend the meetings of the platform systematically, to contribute actively to discussions (including online), to be involved in preparatory work ahead of the meetings, and to examine and provide comments on documents under discussion.

As a general rule, working documents will be drafted in English and meetings will be conducted in English, without interpretation into any other EU language.

Representatives of Type C members will not be remunerated for the services they offer. The travel, accommodation and subsistence expenses incurred for their participation in the Platform meetings will not be covered by the Commission.

The European Commission may invite other organisations and/or experts on an ad-hoc basis for specific agenda meetings or items.

The members of the group and their representatives, as well as invited experts are subject to the obligation of professional secrecy, which by virtue of the Treaties and the rules implementing them applies to all members of the institutions and their staff, as well as to the Commission's rules on security regarding the protection of Union classified information, laid down in Commission Decisions (EU, Euratom) 2015/443<sup>4</sup> and 2015/444<sup>5</sup>. Should they fail to respect these obligations, the Commission may take all appropriate measures.

## **2.4. Transparency**

The platform shall be registered in the Register of Commission expert groups and other similar entities<sup>6</sup>.

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

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

DG ENV shall make available all relevant documents, including the agendas, the minutes and the participants' submissions, 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 ENV shall

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

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

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

ensure publication of the agenda and other relevant background documents in due time ahead of the meeting, followed by timely publication of the 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° 1049/2001<sup>7</sup>.

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

### **3. APPLICATION PROCEDURE**

Interested organisations are invited to submit their application to the functional mailbox [ENV-TIMBER-REG@ec.europa.eu](mailto:ENV-TIMBER-REG@ec.europa.eu) of DG ENV using the Classification and Selection Criteria Forms in Annex I and II.

Applications in English would facilitate the evaluation procedure. If another language is used, it would be helpful to include a summary in English.

**In their application, organisations shall indicate whether they are applying to participate in the work on EUTR/FLEGT implementation and/or the follow-up to the Commission Communication on Protecting and Restoring the World's Forests.**

Organisations shall indicate the name of their proposed representative(s) in the platform. If appropriate, representatives can be different for the work on EUTR/FLEGT and on other actions related to the follow-up to the Commission Communication.

A *curriculum vitae* (CV) of the proposed representatives shall also be provided, preferably not exceeding three pages. The duly signed applications must be sent by COB on Tuesday 10 March 2020 at the latest.

### **4. SELECTION CRITERIA**

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

Type C Organisations can apply to become **members** to the platform if:

1. Their mandate/scope of work is policy-relevant in matters related to EUTR/FLEGT and/or issues linked to the other actions in the Commission Communication on Protecting and Restoring the World's Forests;
2. They are umbrella organisations present in more than one Member State or third country, with a geographical coverage as wide as possible; and
3. The organisation has a record of accomplishment in participating in and contributing to EU policy processes.

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<sup>7</sup> These exceptions are intended to protect public security, military affairs, international relations, financial, monetary or economic policy, privacy and integrity of the individual, commercial interests, court proceedings and legal advice, inspections/investigations/audits and the institution's decision-making process.

The Commission may grant access to the online information/discussion portal to organisations and bodies which are not successful in their application.

## **5. SELECTION PROCEDURE**

The selection procedure shall consist of an assessment of the applications performed by DG ENV against the selection criteria listed in chapter 4 of this call, followed by the establishment of a list of the most suitable applicant organisations, and concluded by the appointment of the Type C member organisations of the platform.

When defining the composition of the group, DG ENV will 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 group, the type of expertise required, as well as the relevance of the applications received.

For any further information please contact [ENV-TIMBER-REG@ec.europa.eu](mailto:ENV-TIMBER-REG@ec.europa.eu).

### ANNEXES:

- Annex I: Application Form
- Annex II: Classification Form
- Annex III: Privacy statement

## ANNEX I – Classification form

### To be filled in by all applicants

This application is made as:

☐ **An organisation (Type C member).**

Transparency Register identification number: [...]

**This application is to express interest in the following areas of work of the platform:**

☐ EUTR/FLEGT

☐ Deforestation, forest degradation and sustainably increasing world's forest cover (i.e. actions beyond EUTR/FLEGT related to the follow-up to the Communication on Protecting and Restoring the World's Forests)

[Tick one or both as relevant]

### 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.

### **Law firms**

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

### **NGOs**

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

### **Professionals' associations**

Non-profit organisations seeking to further the interests of individuals engaged in a particular profession, such as physicians, nurses, architects, engineers and lawyers. Professionals' associations are different from business associations, as they promote and defend the interests of individuals carrying on a specific profession, not the interests of companies operating in the business sector.

### **Professional consultancies**

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

### **Trade and business associations**

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

### **Trade unions**

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

### **Other organisations**

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

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

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

☐ a) Academia/Research



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

#### Definitions for interests represented

##### **Academia/Research**

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

##### **Civil society**

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

##### **Employees/workers**

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

##### **Finance**

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

##### **Industry**

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

##### **Professionals**

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

##### **SMEs**

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

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

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

Company category Employees Turnover or Balance sheet total

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

Small              < 50        ≤ € 10 m    ≤ € 10 m

Micro              < 10        ≤ € 2 m     ≤ € 2 m

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

**Other interest**

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

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To be filled in by 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 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 form<sup>8</sup>

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

Their mandate/scope of work is policy-relevant in matters related to EUTR/FLEGT and/or issues linked to the other actions in the Commission Communication on Protecting and Restoring the World's Forests	
They are umbrella organisations present in more than one Member State or third country, with a geographical coverage as wide as possible	
The organisation has a record of accomplishment in participating in and contributing to EU policy processes	

### 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 .....

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<sup>8</sup> This form must be filled in, signed and returned with the application.

## **Annex III - Privacy Statement**

### **PROTECTION OF YOUR PERSONAL DATA**

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

**Processing operation:** *Selection of members of Commission expert groups and other similar entities 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 G4 (for the processing operation "Providing a public register of Commission expert groups and other similar entities", DPR-EC-00656), and
- DG.ENV.F.3 (for the processing operation "Selection of members of Commission expert groups and other similar entities", DPR-EC-01066)

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## **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 (DG ENV.F.3), and

(2) “publication of personal data on the Register of expert groups and other similar entities” undertaken by the Commission, Secretariat-General, Unit G.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)3301<sup>9</sup> 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 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

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<sup>9</sup> Commission Decision C(2016)3301 of 30 May 2016 establishing horizontal rules on the creation and operation of Commission expert groups.

of candidate members and observers, and of immediate family members of candidate members and observers appointed in personal capacity.

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

For candidates, personal data is stored by the Commission service managing the expert group. Some types of personal data of 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.

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

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

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

- *Name;*
- *Function;*
- *Contact details (for example, e-mail address, telephone number, mobile telephone number, fax number, postal address, company and department, country of residence, 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).*

The provision to the Commission service of the personal data required is mandatory to meet a legal requirement of selecting members of expert groups as set in Commission Decision C(2016)3301. In principle, the types of personal data listed above (with the exception of contact details and information for the evaluation of selection criteria or eligibility criteria) are made publicly available on the Register of expert groups, in order to comply with the legal requirement to ensure transparency on the composition and functioning of 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.

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

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

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

- The competent Commission services keep personal data submitted to them as part of rejected applications for 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.
- 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.

- 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, is 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) 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) 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.

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

## **9. Contact information**

### **- The Data Controller**

Regarding the personal data collected in the course of the process of selection of the members of the expert groups, if you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint, please contact the functional mailbox [ENV-DEFORESTATION@ec.europa.eu](mailto:ENV-DEFORESTATION@ec.europa.eu) of DG ENV.F.3.

Likewise, as regards the data published on the Register of expert groups, please contact the corresponding Data Controller Secretariat-General, Unit G4: [SG-EXPERT-GROUPS@ec.europa.eu](mailto:SG-EXPERT-GROUPS@ec.europa.eu).

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

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

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

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

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

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

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