

# **CALL FOR APPLICATIONS FOR THE SELECTION OF EXPERTS FOR THE STAKEHOLDER GROUP OF THE "FIT FOR FUTURE PLATFORM"**

(the deadline of the call has been extended to **30 June 2020**)

## **1. Background**

On 11 May 2020 the Commission set up the Fit for Future Platform ('the Platform')<sup>1</sup>.

The Platform, established in the framework of the regulatory fitness and performance (REFIT) programme<sup>2</sup>, will build on the experience with the REFIT Platform, which ceased its activities in October 2019. The Platform will bring together representatives of Member States' national, regional and local authorities, the Committee of Regions, the Economic and Social Committee and stakeholders.

The Platform will work on simplification and burden reduction and examine whether EU legislation remains appropriate given the need to tackle new challenges. It will also look at how digitalisation can reduce burdens for citizens and business. Its work will be based on an annual work programme that will include topics that are identified as potentially burdensome and complex.

As laid down in Article 2 of the Commission Decision C(2020) 2977, the Platform shall assist the Commission by providing opinions on the topics identified in its annual work programme.

For the issues identified in its annual work programme, the Platform shall:

- (a) gather data, evidence and input on the potential to reduce burdens and simplify identified Union legislation without undermining the achievement of its objectives, taking also into account legislative density;
- (b) assess whether identified Union legislation and its objectives remain future-proof given the need to tackle new challenges and examine how digitalisation and increased use of electronic tools can support these objectives;
- (c) provide input when requested by the Commission.

The Commission is calling for applications with a view to selecting experts to be appointed as members of the Stakeholder group of the Platform who shall represent a common interest shared by different stakeholders.

## **2. Features of the Fit for Future Platform**

### **2.1. COMPOSITION**

In accordance with Article 5 of the above Commission Decision, the Platform shall be organised in two groups: the Government group and the Stakeholder group. The

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<sup>1</sup> Decision establishing the Fit for Future Platform C(2020) 2977

<sup>2</sup> Communication from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions 'EU Regulatory Fitness', COM(2012) 746, <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=COM:2012:0746:FIN>

Government group shall include one representative for each Member State and three representatives of the Committee of the Regions. The Stakeholder group shall include three representatives of the European Economic and social committee and 19 experts appointed by the Commission's Secretary-General to represent a common interest shared by stakeholders in a particular policy area.

The experts appointed to represent a common interest shall not represent an individual stakeholder (e.g. a specific company or organisation), but a policy orientation common to different EU stakeholder organisations, for example in the area of environment. They shall represent business, in particular small and medium-sized enterprises, social partners and civil society organisations having direct experience in the application of Union legislation.

## **2.2. APPOINTMENT OF THE MEMBERS REPRESENTING A COMMON INTEREST**

Members representing a common interest shall be appointed by the Commission's Secretary-General from applicants complying with the requirements referred to in chapter 4 of this call. While they can be members of stakeholder organisations, they do not represent a specific entity, but rather represent the views of business (in particular small and medium sized enterprises), or NGOs, or social partners.

Members representing a common interest shall be appointed for the duration of the mandate of the Platform (until November 2024). They shall remain members of the Platform until the end of their term of office or until they are replaced or resign.

Registration in the Transparency Register<sup>3</sup> is required in order for individuals representing a common interest to be appointed.

In order to ensure continuity and the smooth functioning of the group, the Commission's Secretariat-General shall, on the basis of this call, establish a reserve list of suitable candidates that may be used to appoint replacements. The Commission's Secretariat-General shall ask applicants for their consent before including their names on the reserve list.

Members representing a common interest who are no longer capable of contributing effectively to the work of the Platform, who, in the opinion of the Commission's Secretariat-General, 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 group and shall be replaced for the remainder of their term of office by another candidate from the reserve list.

## **2.3 RULES OF ENGAGEMENT AND OPERATION OF THE GROUP**

The Vice-President of the Commission responsible for Better regulation shall chair the plenary meetings of the Platform. A high-level Commission official shall chair the preparatory meetings of the Platform. Other meetings shall be chaired by the Secretariat of the Platform.

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<sup>3</sup> <http://ec.europa.eu/transparencyregister/public/homePage.do?locale=en#en>

The Platform shall act at the request of its chair with the agreement of the Commission's Secretariat-General, in compliance with the Commission's horizontal rules on expert groups ('the horizontal rules')<sup>4</sup>.

The Platform shall meet in one to two plenary meetings every year on Commission premises. Additional technical meetings shall also be organised. An estimated 4 meetings will take place every year on Commission premises in Brussels. The Commission's Secretariat-General shall provide secretarial services. The Platform will exchange information and work together with the help of a dedicated IT tool.

Members and members' representatives should be prepared to attend meetings, to contribute actively to discussions in the Platform, to gather evidence and analyse it, to be actively involved in preparatory work ahead of meetings, to draft and provide comments on documents under discussion, and act, when appropriate, as 'rapporteurs' for specific topics. Working documents of the Platform will be drafted in English and meetings will also be conducted in English.

The Platform members shall commit to prepare meetings, work as rapporteurs for specific files, gather data, analyse and process it and issue opinions, as agreed by the Platform.

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

In agreement with the Commission's Secretariat-General, the Platform may, by simple majority of its members, decide that deliberations shall be public.

Participants in the activities of the Platform shall not be remunerated for the expertise they offer. Travel and subsistence expenses incurred by participants in the activities of the Platform shall be reimbursed by the Commission. Reimbursement shall be made in accordance with the provisions<sup>5</sup> 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 any 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>6</sup> and 2015/444<sup>7</sup>. Should they fail to respect these obligations, the Commission may take all appropriate measures.

On a proposal by and in agreement with the Commission's Secretariat-General, the Platform shall adopt the rules of procedure by simple majority of its members on the basis of the standard rules of procedure for expert groups.

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<sup>4</sup> See Article 13.1 of the horizontal rules.

<sup>5</sup> Commission Decision C(2007)5858/1 Rules on the reimbursement of expenses incurred by people from outside the Commission invited to attend meetings in an expert capacity

<sup>6</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>7</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).

The Chair may, on an ad hoc basis, invite external experts with specific expertise in a subject on the agenda, including experts from local and regional authorities and their associations, to participate in a meeting of the Platform or its subgroups. The Chair will invite the EU SME Envoy<sup>8</sup> to the plenary meetings. In agreement with the Commission's Secretariat-General, the Committee of the Regions may invite representatives of the RegHubs to the meetings of the Platform or its subgroups on an ad hoc basis.

The Commission's Secretariat-General may set up at most four sub-groups for the purpose of examining specific topics in the Platform's annual work programme. Sub-groups shall operate in compliance with the horizontal rules and shall report to the group. They shall be dissolved as soon as their mandate is fulfilled. At least one representative of the Committee of the Regions and one of the European Economic and Social Committee shall be included in each sub-group.

#### **2.4. TRANSPARENCY**

The Platform shall be registered in the the Register of Commission expert groups and other similar entities ('the Register of expert groups')<sup>9</sup>.

As concerns the Platform's composition, the following data shall be published<sup>10</sup> on the Register of expert groups:

- (a) the name of Member States' authorities;
- (b) the name of the EU bodies members of the Platform (Committee of the Regions and European Economic and Social Committee);
- (c) the name of individuals appointed to represent a common interest, orientation common to different stakeholder organisations; that interest shall be disclosed.

All relevant documents, including the agendas, the minutes and the participants' submissions, shall be made available 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 this dedicated website shall not be submitted to user registration or any other restriction. In particular, the agenda and other relevant background documents shall be published in due time ahead of the meeting, followed by timely publication of minutes. Exceptions to publication shall only be allowed where disclosure of a document would undermine the protection of a public or private interest as defined in Article 4 of Regulation (EC) No 1049/2001<sup>11 12</sup>.

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<sup>8</sup> [https://ec.europa.eu/growth/smes/business-friendly-environment/small-business-act/sme-envoys\\_en](https://ec.europa.eu/growth/smes/business-friendly-environment/small-business-act/sme-envoys_en)

<sup>9</sup> <http://ec.europa.eu/transparency/regexpert/index.cfm>

<sup>10</sup> Individuals who do not wish to have their names disclosed may submit a request to the Secretariat for a derogation from this rule. A derogation shall be granted where justified on compelling legitimate grounds in relation to the specific situation of the individual, in particular where disclosure of the experts' name could endanger their security or integrity.

<sup>11</sup> Regulation (EC) No 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents (OJ L 145, 31.5.2001, p. 43).

<sup>12</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.

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

The relevant privacy statement can be found in Annex III of this call.

### **3. Application procedure**

Interested individuals are invited to submit their application to the European Commission, Secretariat-General, Fit for Future Platform Secretariat, Unit A2 - Evaluation and Impact Assessment.

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

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:

- a cover letter explaining the applicant's motivation for answering this call and stating clearly what contribution the applicant could make to the group;
- 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 4 of this call (Annex II).

A curriculum vitae (CV) shall also be provided, preferably not exceeding three pages. The CV must document the applicants' professional experience and expertise as well as highlight how it is relevant in view of the selection criteria. All CVs shall be submitted in the European format (<https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>).

#### Deadline for application

The duly signed applications must be sent by 30 June 2020 at the latest (the initial deadline of 19 June has been extended). The date of sending will be established as follows:

- Where applications are sent by e-mail to the following e-mail address: [SG-F4F@ec.europa.eu](mailto:SG-F4F@ec.europa.eu), the date of the e-mail will be the date of sending.
- Where applications are sent by post to the following address: European Commission, Secretariat General, Unit A2 - Evaluation and Impact Assessment, Fit for Future Platform Secretariat, B-1049 Brussels, the postmark will be considered the date of sending.

#### **4. Selection criteria**

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

- proven and relevant competence and experience, at national and European level, in areas relevant to burden reduction and simplification and the implementation of Union law;
- proven capacity to represent effectively the position shared by the stakeholders referred to in chapter 2.1, last paragraph, (experts will be appointed to represent a common interest not an individual stakeholder, but a policy orientation common to different EU stakeholder organisations);
- good understanding of the EU decision-making process and its application on the ground (at national, regional and/or local level) ;
- good understanding of data analysis, including economic data and statistics;
- experience and knowledge of use of digital tools to minimise administrative burden caused by legislation, by for example promotion and use of automated digital processing;
- experience and knowledge of innovation policy, future-proofing legislation and foresight;
- proven IT literacy, in particular ability to work on collaborative spaces and to use tools such as Excel;
- good knowledge of the English language allowing active participation in the discussions and good drafting skills.

#### **5. Selection procedure**

The selection procedure shall consist of an assessment of the applications performed by the Secretariat-General and other Commission departments against the selection criteria listed in chapter 4 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 Stakeholder Group representing a common interest.

When defining the composition of the group, the competent Commission departments 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 and quality of the applications received. The Commission shall also seek a geographical balance and a gender balance.

For any further information please contact the Platform's Secretariat at [SG-F4F@ec.europa.eu](mailto:SG-F4F@ec.europa.eu).

ANNEXES:

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

## Annex I - Classification form<sup>13</sup>

To be filled in by all applicants

This application is made as: (*please confirm*)

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

Transparency Register identification number: [...] <sup>14</sup>

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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**

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<sup>13</sup> This form must be filled in, signed and returned with the application.

<sup>14</sup> If the individuals in question act as self-employed consultants, they should provide their own identification number. If the individuals in question do not act as self-employed consultants, they should provide the identification number of the organisation(s) of which they are employees, see Article 24 of the horizontal rules.



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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Please select one **or more policy areas** in which the organisations that you represent operate:

- 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

Title: .....

Surname<sup>15</sup>: .....

First name<sup>16</sup>: .....

Date: .....

Signature .....

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<sup>15</sup> It is mandatory to use exactly the same name used when registering in the Transparency Register.

<sup>16</sup> Idem.

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

Applicants are requested to describe how they fulfil the selection criteria listed in this call<sup>18</sup>.

Proven and relevant competence and experience, at national and European level, in areas relevant to burden reduction and simplification and the implementation of Union law	
Proven capacity to represent effectively the position shared by the stakeholders referred to in chapter 2.1, last paragraph, (experts will be appointed to represent a common interest not an individual stakeholder, but a policy orientation common to different EU stakeholder organisations)	
Good understanding of the EU decision-making process and its application on the ground (at national, regional and/or local level)	
Good understanding of data analysis, including economic data and statistics	
Experience and knowledge of use of digital tools to minimise the administrative burden caused by legislation, by for example promotion and use of automated digital processing	
Experience and knowledge of innovation policy, future-proofing legislation and foresight	
Proven IT literacy, in particular ability to work on collaborative spaces and to use tools such as Excel	
Good knowledge of the English language allowing active participation in the discussions and good drafting skills	

Title: .....

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

<sup>18</sup> Selection criteria to be specified and adapted as required, in light of the call for applications in question.

Surname<sup>19</sup>: .....

First name<sup>20</sup>: .....

Date: .....

Signature .....

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<sup>19</sup> It is mandatory to use exactly the same name used when registering in the Transparency Register.  
<sup>20</sup> Idem.

# Annex III Privacy Statement



EUROPEAN COMMISSION

## 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<sup>21</sup> 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*
- *Secretariat-General, Unit A2 (for the processing operation "Selection of members of Commission expert groups and other similar entities", DPR-EC-01066).*

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<sup>21</sup> Provisions included in this privacy statement referring to expert groups equally apply to their sub-groups.

## 9. Contact information

## 10. Where to find more detailed information?

### 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, Secretariat-General, Unit A2, which runs the selection process for your expert group and which is the Data Controller for the selection process, 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>22</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:

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

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 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 Secretariat-General, Unit A2 at [SG-F4F@ec.europa.eu](mailto:SG-F4F@ec.europa.eu).

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.