

## CALL FOR APPLICATIONS FOR THE SELECTION OF MEMBERS OF THE COMMISSION EXPERT GROUPS

- **MISSION BOARD FOR MISSION - ADAPTATION TO CLIMATE CHANGE: Support at least 150 European regions and communities to become climate resilient by 2030**
- **MISSION BOARD FOR MISSION - CANCER: improving the lives of more than 3 million people by 2030 through prevention, cure and solutions to live longer and better**
- **MISSION BOARD FOR MISSION - RESTORE OUR OCEAN AND WATERS BY 2030**
- **MISSION BOARD FOR MISSION - 100 CLIMATE-NEUTRAL AND SMART CITIES BY 2030**
- **MISSION BOARD FOR MISSION - A SOIL DEAL FOR EUROPE: 100 living labs and lighthouses to lead the transition towards healthy soils by 2030**

### 1. Background

The Commission is calling for applications with a view to selecting experts to become members of advisory expert groups, known as Mission Boards, in support of EU missions.

EU Missions were launched in September 2021<sup>1</sup>. They are high-profile initiatives, rooted in research and innovation, which are tasked to deliver a transformative impact for society, the economy, and the environment by addressing the challenges, which are faced by European citizens. Missions provide a clear target to measure success and a systemic approach which combines, for example, new knowledge and technology with innovations in business, finance, regulation, forms of governance, skills and social aspects.

Missions operate as portfolios of actions and contribute extensively to EU policy goals, such as the European Green Deal, Europe's Beating Cancer Plan as well as to the Sustainable Development Goals.

Through this approach, EU Missions engage Member States and incentivise them to align their efforts in areas that are of high concern to citizens.

Five EU Missions were defined and designed with the assistance of Commission expert groups ('the Mission Boards'), established by the Commission's Directorate-General for Research and Innovation ('DG RTD') in 2019. These Mission Boards, which operate in compliance with the Commission's horizontal rules on expert groups<sup>2</sup> ('the horizontal rules'), advised the Commission on the identification of specific missions. The composition of these Mission Boards was set up as a result of a public call for applications in 2019<sup>3</sup>. As Missions have entered into implementation phase, it is now necessary to renew the membership of the Mission Boards, following a new public call. While the first phase (ending in December 2021) of the Mission Boards focused on the identification and design

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<sup>1</sup> [https://ec.europa.eu/commission/presscorner/detail/en/IP\\_21\\_4747](https://ec.europa.eu/commission/presscorner/detail/en/IP_21_4747)

<sup>2</sup> C (2016)3301

<sup>3</sup> <https://ec.europa.eu/transparency/expert-groups-register/core/api/front/calls-application/30788/download>

of possible specific missions, the second phase will play a vital role in advising on the implementation of the Missions, building on the work done during the first phase. **The Missions have now entered in the implementation phase and the composition of Mission Boards has to reflect this changed role.**

The five EU Missions are:

- **Adaptation to Climate Change Mission**  
Target by 2030: support at least 150 European regions and communities to become climate resilient by 2030.
- **Cancer Mission**  
Targets by 2030: working with Europe's Beating Cancer Plan to improve more than 3 million lives, through prevention, cure and for those affected by cancer including their families, to live longer and better; achieve a thorough understanding of cancer, prevent what is preventable, optimise diagnosis and treatment, support the quality of life of all people exposed to cancer, and ensure equitable access to the above across Europe.
- **Restore our Ocean and Waters Mission**  
Targets by 2030: deliver on the European Union's 2030 quantified and measurable targets for protecting and restoring ecosystems and biodiversity, for zero pollution, and for decarbonisation and reduction of net greenhouse gas emissions towards climate-neutrality, within the EU's ocean, seas and waters. The Mission will launch lighthouses for cooperation at river and sea basin scale.
- **Climate-Neutral and Smart Cities Mission**  
Targets by 2030: to deliver at least 100 European climate-neutral and smart cities by 2030 and to ensure that these cities also act as experimentation and innovation hubs for others to follow, to enable all European cities to become climate-neutral by 2050.
- **Soil Deal for Europe Mission**  
Target by 2030: 100 living labs and lighthouses have become hubs for the co-creation, testing and deployment of solutions across European regions and thereby support meeting ambitious Green Deal targets, e.g. for agriculture and forestry, food systems, rural areas, biodiversity, climate resilience and zero-pollution.

According to article 7 (3) of the Specific Programme implementing Horizon Europe<sup>4</sup>: the task of the Mission Boards shall be to advise the Commission upon all or some of the following aspects:

- (a) the identification and design of one or more missions in the respective mission area according to the provisions and criteria set out in Article 8 of Regulation (EU) 2021/695;

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<sup>4</sup> Council Decision (EU) 2021/764 of 10 May 2021 establishing the Specific Programme implementing Horizon Europe – the Framework Programme for Research and Innovation, and repealing Decision 2013/743/EU

- (b) content of work programmes and their revision as needed for achieving the mission objectives, with input from stakeholders and, where relevant, the general public;
- (c) the characteristics of project portfolios for missions;
- (d) adjustment actions, or termination, if appropriate, based on implementation assessments according to the defined objectives of the mission;
- (e) the selection of independent external experts in accordance with Article 49 of Regulation (EU) 2021/695, briefing of these independent external experts and evaluation criteria and their weighting;
- (f) framework conditions which help achieve the objectives of the mission;
- (g) communication, including on the performance and the achievements of the mission;
- (h) policy coordination between relevant actors at different levels, in particular regarding synergies with other Union policies;
- (i) key performance indicators.

Within the frame of these tasks, the Mission Board shall focus more specifically on points (f), (g), (h) and (i).

Being Commission expert groups, i.e. advisory bodies, the Mission Boards will not have a decision-making or executive role.

## **2. Features of the Boards**

### **2.1 COMPOSITION**

Each of the five Mission Boards shall be composed of up to 15 independent high-level individuals with proven knowledge and experience in their areas of expertise, in implementing large scale activities, serving public authorities and citizens, and in combining different public and/or private funding.

The Mission Board members shall be individuals appointed in a personal capacity who shall act independently and in the public interest.

In forming Mission Boards, the Commission is seeking to create balanced teams of high level individuals with diverse profiles. These should cover several domains such as business, public administration, science, culture, citizen engagement, and civil society organisations, from across Europe and beyond. The profiles of Mission Boards will normally include the following sectors:

- industry, innovation and business, companies and organisations relevant in one or more fields covered by the respective missions;
- academia and research organisations, including researchers and managers in one or more fields covered by the respective missions; representation from social sciences and humanities shall be given due attention;
- policy makers or representatives from public authorities and their networks and practitioners;
- former public figures, including politicians such as former city Mayors;

- education sector;
- management of participatory processes and citizen engagement;
- end-users and key stakeholders for one or more fields covered by the respective missions, e.g.
  - public sector from national, regional and local administrations, patient groups, land managers, citizens associations, consumer associations, associations for public engagement and science education, sector specific associations;
  - international organisations and agencies, e.g. the UN, WHO;
  - social partners from EU Member States and civil society organisations e.g. NGOs, foundations; philanthropy
  - financial, insurance and investment sector;
  - communications and public engagement sector.

The Mission Board members should have the capacity for strategic analytical thinking, and show a deep commitment to the success of the mission.

## **2.2 APPOINTMENT**

Members, including Vice-Chairs, shall be appointed by the Director-General of DG RTD in agreement with other relevant Commission services from applicants complying with the requirements referred to in chapter 4 of this call.

Members shall be normally appointed for 3 years. Their term of office may be renewed up to a further 2 years<sup>5</sup>.

In order to ensure continuity and the smooth functioning of the Mission Boards a reserve list of suitable candidates shall be established that may be used to appoint replacements. Applicants shall be asked for their consent before their names are included on the reserve list.

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

## **2.3 RULES OF ENGAGEMENT AND OPERATION OF THE MISSION BOARDS**

The Mission Boards Chairs shall not be members of the Mission Board which they are chairing and shall be appointed separately by the Director-General of DG RTD in agreement with other relevant Commission services. The appointment of the Mission Board Chairs will be carried outside the call for applications.

The Mission Boards shall act at the request of Commission services in compliance with the Commission's horizontal rules on expert groups<sup>6</sup> ('the horizontal rules').

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<sup>5</sup> Council Decision (EU) 2021/764 of 10 May 2021 establishing the Specific Programme implementing Horizon Europe – the Framework Programme for Research and Innovation, and repealing Decision 2013/743/EU

<sup>6</sup> C (2016)3301

In principle, the Mission Boards shall meet at least 3 times per year. Additional ad-hoc meetings can be called for by the Chair with the agreement of Commission services. In total, Mission Board members will be expected to work around 15-20 days per year.

Commission services shall provide secretarial services for the Mission Boards to accomplish their tasks.

Members should be prepared to attend meetings systematically, contribute actively to discussions in the Mission Boards, to be involved in preparatory work ahead of meetings, to examine and provide comments on documents under discussion, to prepare written individual or joint contributions on agreed topics, to act, as appropriate, as 'rapporteurs' on ad hoc basis, and be available to engage in communication with other Commission expert groups, as well as with stakeholder communities and the public at large, in close consultation and with the agreement of Commission services.

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

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

The advice provided by the Mission Boards shall be made publicly available by the Commission.

In agreement with Commission services, the Mission Board may, by simple majority of its members, decide that deliberations shall be public.

Travel and subsistence expenses incurred by participants in the activities of the Mission Boards 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 Mission Boards will provide high-level advice to the Commission of such a nature that their input to the implementation of the missions would contribute to achieve the desired large scale and breadth of impact. In light of this, and as highly qualified, specialised, independent experts selected following a public call for applications on the basis of objective criteria, it is justified that the members of the Mission Boards shall be remunerated for the services they offer pursuant to Article 21 of the horizontal rules.

The members of the Mission Boards, 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>7</sup> and 2015/444<sup>8</sup>. Should they fail to respect these obligations, the Commission may take all appropriate measures. In addition, members will need to respect the confidentiality rules described in the Code of Conduct annexed to their contract and be subject to the contractual measures in case of their breach.

On a proposal by and in agreement with Commission services, the Mission Boards shall adopt their rules of procedure by simple majority of their members, on the basis of the standard rules of procedure for expert groups, in compliance with the horizontal rules<sup>9</sup>.

Commission services may invite experts with specific expertise with respect to a subject matter on the agenda to take part in the work of the group or sub-groups on an *ad hoc* basis.

Commission services may set up sub-groups for the purpose of examining specific questions on the basis of terms of reference defined by Commission services. Sub-groups shall operate in compliance with the horizontal rules and shall report to the Mission Boards and Commission services. They shall be dissolved as soon as their mandate is fulfilled. The members of sub-groups that are not members of the Mission Boards shall be selected via a public call for applications.

## **2.4 TRANSPARENCY**

The Mission Boards shall be registered in the Register of Commission expert groups and other similar entities ('the Register of expert groups')<sup>10</sup>.

Commission services shall publish the names of the Mission Board members on the Register of expert groups and on DG RTD's website on Europa.

Commission services shall make available all relevant documents, including the agendas, the minutes, the participants' submissions and the advice provided by the Mission Boards on the Register of expert groups. In particular, Commission services shall ensure publication of the agenda and other relevant background documents in due time ahead of the meeting, followed by timely publication of minutes. Exceptions to publication shall only be foreseen where it is deemed that disclosure of a document would undermine the protection of a public or private interest as defined in Article 4 of Regulation (EC) N° 1049/2001.<sup>11</sup>

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

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<sup>7</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>8</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>9</sup> See Article 17 of the horizontal rules.

<sup>10</sup> <http://ec.europa.eu/transparency/regexpert/index.cfm>

<sup>11</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.

### 3. Application procedure

Interested individuals are invited to submit their application in the online survey-management system ([EUSurvey](#)<sup>12</sup>). Applicants need an [EU Login account](#)<sup>13</sup>, access is authorised via EU Login (the European Commission's user authentication service), which can be set-up on the [Portal Register page](#)<sup>14</sup>.

Applicants should identify their preference for one or more of the Mission Boards, although one applicant can be appointed as a member to only one Mission Board. The members of the previous Mission Boards can reapply.

Applications must be completed in one of the official languages of the European Union. However, applications in English would facilitate the selection process as Mission Boards' working documents will be drafted in English and meetings will be also conducted in English as a general rule.

This approach will also 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 all compulsory fields in the online application forms are duly filled, including the documents referred to below and submitted in accordance with the application procedure and tool referred to in section 4 of this call document. All fields (as indicated) submitted by applicants should be duly filled in, legible, and signed where requested.

Applicants selected to be appointed as members will be requested to register in the [EU expert database](#)<sup>15</sup>. Applicants can register any time, and if done already, they may provide their registration number in the application form.

#### Supporting documents

All the following forms, to be completed, are provided through the online application:

- a cover letter explaining the applicant's motivation for answering this call and stating what contribution the applicant could make to the Mission Board;
- 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 fulfils the selection criteria listed in chapter 4 of this call (Annex II).

Each application shall include the following documents with the online-application:

- 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>)

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<sup>12</sup> [https://ec.europa.eu/eusurvey/runner/HE\\_Mission\\_board\\_selection\\_2021](https://ec.europa.eu/eusurvey/runner/HE_Mission_board_selection_2021)

<sup>13</sup> <https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/EU+Login>

<sup>14</sup> <https://webgate.ec.europa.eu/cas/eim/external/register.cgi>

<sup>15</sup> <https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Expert+registration>

- a **declaration of interests** ('DOI') form (Annex III)

Members of these Mission Boards will be individuals appointed in a personal capacity. Applicants must disclose any circumstances that could give rise to a conflict of interest by submitting a declaration of interests ('DOI') form on the basis of the standard DOI form for expert groups attached to this call.

Applicants who answer questions in the affirmative questions included in the DOI form are required to supply further **details** by filling in the section 'Description'.

Submission of a duly completed DOI form is necessary in order to be eligible to be appointed in a personal capacity. Commission services shall perform the conflict of interest assessment in compliance with the horizontal rules.<sup>16</sup>

Members shall promptly inform Commission services of any relevant change in the information previously provided, including as regards upcoming activities, in which case they must immediately submit a newly completed DOI form describing the change, in order to enable Commission services to assess it in due course. The Chair of each Mission Board shall, at the first meeting of each calendar year, remind all members of this obligation.

Mission Board members shall not take part in evaluations relating to calls for their specific missions and/or for joint calls involving their specific mission. Mission Board members or legal entities controlled by them cannot be applicants or participate in any manner in any proposals submitted for calls under the EU Missions part of the Horizon Europe work programme. If an organisation employing a Mission Board member does act as an applicant, mitigating measures should be established within the institution if necessary (e.g. "firewalls" between the departments involved in submitting proposals, and the Mission Board member). When an organisation employing a Mission Board member appears in a proposal in a missions call, the Mission Board member and the organisation may be asked by the Mission Manager to sign a declaration that the Mission Board member was not involved in the preparation of the proposal and did not provide privileged information to the applicants. These provisions shall apply for 18 months after the expert resigns from or leaves the Mission Board ('cooling off period'). For actions in which his/her organisation is participating, the resigned Mission Board member shall not provide advice or perform tasks related to the implementation of a Mission Call opened within that 18 months period. The Mission Board member will in any case remain bound by the provisions, and in particular, by the confidentiality obligations resulting from the Mission Board expert contract (for five years after the last payment). Non-compliance with these provisions may result in the rejection of the given proposal and in the termination of the Mission Board membership.

### **Deadline for application**

The applications must be provided by 17:00 CET (Brussels time) on 02/02/2022 via the online survey-management system (EU Survey) that can be accessed on the following website:

[https://ec.europa.eu/eusurvey/runner/HE\\_Mission\\_board\\_selection\\_2021](https://ec.europa.eu/eusurvey/runner/HE_Mission_board_selection_2021)

The date and time of submission will be automatically established by the website when the online application form is submitted. Applications submitted later than the above date or which are incomplete will not be considered.

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<sup>16</sup> Article 11 of the horizontal rules.



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

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

- experience to work across sectors and scientific disciplines in a systemic way, and at European and international level;
- willingness and capability to commit to the board's work over the foreseen period;
- proven experience for communicating with a broad range of stakeholders and citizens;
- absence of circumstances that could give rise to a conflict of interest;
- good knowledge of the English language allowing active participation in the discussions.

In addition to the generic criteria above, the Commission will take the following specific criteria for the Mission Boards into account when assessing applications:

#### **MISSION BOARD FOR ADAPTATION TO CLIMATE CHANGE MISSION**

Experience in at least one of the following areas: regional planning, monitoring and evaluation; (innovation) procurement; advocacy, communications & citizen engagement; digital services, machine learning and use of data; knowledge translation, innovation and evidence-informed policy-making.

In addition, expertise in at least one of the following fields: climate change adaptation and mitigation; risk assessment; climate services including earth observation and digital services; natural resources; systemic and nature-based solutions; environmental advocacy and citizen engagement; disaster risk prevention, reduction and management including public health and critical infrastructures; international development in the field of climate change; science communication; water management; biodiversity; agriculture; asset-level modelling; protection of critical infrastructures; public health; finance and insurance.

#### **MISSION BOARD FOR CANCER MISSION**

Experience in at least one of the following areas: monitoring & evaluation; (innovation) procurement; advocacy, communications & citizen engagement; digital services, machine learning and use of data; knowledge translation, innovation and evidence-informed policy-making.

In addition, expertise in at least one of the following fields: cancer prevention, screening and early detection, diagnosis and treatment including technical and/or clinical expertise in these areas; nursing; nutrition; environment and biodiversity; risk assessment; quality of life (e.g. supportive, palliative, and end of life care); ethics; behavioural, applied and implementation research; global research or health policy on cancer; (public) health financing, insurance, economics, law and taxation; public health policy, planning, and practice at national, regional, local and/or community level; innovative healthcare design, transformation of healthcare systems.

#### **MISSION BOARD FOR RESTORE OUR OCEAN AND WATERS MISSION**

Experience in at least one of the following areas: advocacy, communications & citizen engagement and public mobilisation, incl. through citizen stewardship, citizen science, education, literacy and training, arts and culture; monitoring & evaluation; (innovation)

procurement; digital services, machine learning and use of data; knowledge translation, innovation and evidence-informed policy-making.

In addition, expertise and experience in devising, testing, demonstrating and upscaling solutions and capability to mobilise communities. This should include one or more of the following:

- i) Protection and restoration marine and freshwater ecosystems and biodiversity: Active, passive and nature-based solutions for marine and freshwater ecosystems restoration
- ii) Prevention and elimination pollution of our ocean, seas and waters: Plastic, chemical and nutrient pollution as well as other forms of pollution (e.g. pharmaceuticals, persistent toxic, chemicals and noise) in the water system
- iii) Making the sustainable blue economy carbon-neutral and circular: solutions for clean ocean and wind energy, zero emission waterborne transport, multipurpose off-shore platforms, circular and zero-carbon aquaculture
- iv) Capability to support the development and delivery of Mission lighthouses, including their implementation charter: experience of mobilising public and private actors (European, national, regional and local) to set up cooperation and networks for lighthouses at sea and river basin scale
- v) Building a dynamic investment ecosystem: experience in combining and leveraging a wide array of funding sources (public, public-private, and private) and financial and non-financial instruments in the abovementioned areas.

#### **MISSION BOARD FOR CLIMATE-NEUTRAL AND SMART CITIES MISSION**

Experience in at least one of the following areas: monitoring & evaluation; (innovation) procurement; advocacy, communications & citizen engagement; digital services, machine learning and use of data; knowledge translation, innovation and evidence-informed policy-making.

In addition, experience in at least one of the following fields: climate neutrality; green investment and financing; climate and sustainable finance; air quality; smart cities; digital transition in the urban context; urban mobility; spatial planning (incl. land urban and green spaces) and development; governance; energy efficient buildings; urban infrastructures and networks, including transport and logistics systems, energy, ICT and water; clean energy transformation; urban manufacturing; urban circularity and regeneration; ecosystem services and nature-based solutions; public health and well-being in cities; urban resilience; social impacts of climate change.

#### **MISSION BOARD FOR SOIL DEAL FOR EUROPE MISSION**

Experience in at least one of the following areas: monitoring & evaluation; (innovation) procurement including blending of financial instruments; advocacy, (science) communications & citizen engagement and citizen science; interactive and user-driven forms of innovation and co-creation, such as living labs; extension services; digital services, machine learning and use of data; knowledge translation in the mission's area; innovation and evidence-informed policy-making; systems' approaches, social and behavioural science.

In addition, experience in at least one of the following fields: sustainable land(scape) and soil management across land uses (agriculture, (agro)-forestry, natural and urban areas including peatland, wetland; restoration and remediation of soils, brownfields, soil sealing), soil functions and ecosystem services supported by soils; potential of soils and soil management practices for climate mitigation and adaptation incl. carbon farming; spatial and urban planning; (agro)ecology, organic farming and urban farming; soil biodiversity including the microbiome; financial impacts of soil and land degradation and business models to promote soil health; soil monitoring systems, Earth Observation and digital technologies for soil monitoring and soil management (including AI and IoT); soils in the circular economy; impact of soil health on food quality and food safety.

Only applications which sufficiently address all of the above criteria will be considered for selection. Circumstances that could give rise to a conflict of interests may also lead to the rejection of applications.

## **5. Selection procedure**

The selection procedure shall consist of an assessment of the applications performed by the Commission services 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 group.

When defining the composition of the groups, Commission services 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 group, the type of expertise required, as well as the relevance of the applications received.

Commission services shall seek a geographical balance and a gender balance.

### ANNEXES:

Annex I - Classification form

Annex II - Selection criteria form

Annex III - Standard Declaration of Interests (DOI) form

Annex IV - Guidance for filling in the Declaration of Interests form

Annex V - Privacy statement

*In addition to this pdf version, annex III is available separately in word (docx) document and in the application submission tool for easy completion.*

**Annex I - Classification form**<sup>17</sup>

To be filled in by all applicants

This application concerns the following Commission expert group (please fill in **one** ‘Annex I’ per application).

<input type="radio"/>	MISSION BOARD FOR ADAPTATION TO CLIMATE CHANGE MISSION
<input type="radio"/>	MISSION BOARD FOR CANCER MISSION
<input type="radio"/>	MISSION BOARD FOR RESTORE OUR OCEAN AND WATERS MISSION
<input type="radio"/>	MISSION BOARD FOR CLIMATE-NEUTRAL AND SMART CITIES MISSION
<input type="radio"/>	MISSION BOARD FOR SOIL DEAL FOR EUROPE MISSION

I hereby declare that I am **an individual applying to be appointed in a personal capacity** and if appointed I shall act independently and in the public interest.

Title: .....

Surname: .....

First name: .....

Nationality: .....

Professional title: .....

Date: .....

Signature .....

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<sup>17</sup> This form must be filled and submitted online (see section 3).

## Annex II: Selection criteria form<sup>18</sup>

Applicants are requested to describe how they fulfil the selection criteria listed in this call, if these are not yet sufficiently addressed in the motivation letter and the CV.

<b>MISSION BOARD FOR ADAPTATION TO CLIMATE CHANGE MISSION</b>	
<p>The generic criteria required from Mission Board members are to have:</p> <ul style="list-style-type: none"> <li>• experience to work across sectors and scientific disciplines in a systemic way, and at European and international level;</li> <li>• willingness and capability to commit to the board's work over the foreseen period;</li> <li>• proven experience for communicating with a broad range of stakeholders and citizens;</li> <li>• absence of circumstances that could give rise to a conflict of interest;</li> <li>• good knowledge of the English language allowing active participation in the discussions.</li> </ul>	<p>Max 800 characters</p>
<p>Experience in at least one of the following areas: regional planning, monitoring and evaluation; (innovation) procurement; advocacy, communications &amp; citizen engagement; digital services, machine learning and use of data; knowledge translation, innovation and evidence-informed policy-making.</p> <p>In addition, expertise in at least one of the following fields: climate change adaptation and mitigation; risk assessment; climate services including earth observation and digital services; natural resources; systemic and nature-based solutions; environmental advocacy and citizen engagement; disaster risk prevention, reduction and management including public health and critical infrastructures; international development in the field of climate change; science communication; water management; biodiversity; agriculture; asset-level modelling; protection of critical infrastructures; public health; finance and insurance.</p>	<p>Max 800 characters</p>
<p>Good knowledge of the English language</p>	

Title: .....

Surname: .....

First name: .....

Nationality: .....

Professional title: .....

Date: .....

Signature .....

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<sup>18</sup> This form must be filled and submitted online (see section 3).

## Annex II: Selection criteria form<sup>19</sup>

Applicants are requested to describe how they fulfil the selection criteria listed in this call, if these are not yet sufficiently addressed in the motivation letter and the CV.

<b>MISSION BOARD FOR CANCER MISSION</b>	
<p>The generic criteria required from Mission Board members are to have:</p> <ul style="list-style-type: none"> <li>• experience to work across sectors and scientific disciplines in a systemic way, and at European and international level;</li> <li>• willingness and capability to commit to the board's work over the foreseen period;</li> <li>• proven experience for communicating with a broad range of stakeholders and citizens;</li> <li>• absence of circumstances that could give rise to a conflict of interest;</li> <li>• good knowledge of the English language allowing active participation in the discussions.</li> </ul>	<p>Max 800 characters</p>
<p>Experience in at least one of the following areas: monitoring &amp; evaluation; (innovation) procurement; advocacy, communications &amp; citizen engagement; digital services, machine learning and use of data; knowledge translation, innovation and evidence-informed policy-making.</p> <p>In addition, expertise in at least one of the following fields: cancer prevention, screening and early detection, diagnosis and treatment including technical and/or clinical expertise in these areas; nursing; nutrition; environment and biodiversity; risk assessment; quality of life (e.g. supportive, palliative, and end of life care); ethics; behavioural, applied and implementation research; global research or health policy on cancer; (public) health financing, insurance, economics, law and taxation; public health policy, planning, and practice at national, regional, local and/or community level; innovative healthcare design, transformation of healthcare systems.</p>	<p>Max 800 characters</p>
<p>Good knowledge of the English language</p>	

Title: .....

Surname: .....

First name: .....

Nationality: .....

Professional title: .....

Date: .....

Signature .....

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<sup>19</sup> This form must be filled and submitted online (see section 3).

## Annex II: Selection criteria form<sup>20</sup>

Applicants are requested to describe how they fulfil the selection criteria listed in this call, if these are not yet sufficiently addressed in the motivation letter and the CV.

<b>MISSION BOARD FOR RESTORE OUR OCEAN AND WATERS MISSION</b>	
<p>The generic criteria required from Mission Board members are to have:</p> <ul style="list-style-type: none"> <li>• experience to work across sectors and scientific disciplines in a systemic way, and at European and international level;</li> <li>• willingness and capability to commit to the board's work over the foreseen period;</li> <li>• proven experience for communicating with a broad range of stakeholders and citizens;</li> <li>• absence of circumstances that could give rise to a conflict of interest;</li> <li>• good knowledge of the English language allowing active participation in the discussions.</li> </ul>	<p>Max 800 characters</p>
<p>Experience in at least one of the following areas: advocacy, communications &amp; citizen engagement and public mobilisation incl. through citizen stewardship, citizen science, education, literacy and training, arts and culture; monitoring &amp; evaluation; (innovation) procurement; digital services, machine learning and use of data; knowledge translation, innovation and evidence-informed policy-making.</p> <p>In addition, expertise and experience in devising, testing, demonstrating and upscaling solutions and capability to mobilise communities. This should include one or more of the following:</p> <ol style="list-style-type: none"> <li>i) Protection and restoration marine and freshwater ecosystems and biodiversity: Active, passive and nature-based solutions for marine and freshwater ecosystems restoration</li> <li>ii) Prevention and elimination pollution of our ocean, seas and waters: Plastic, chemical and nutrient pollution as well as other forms of pollution (e.g. pharmaceuticals, persistent toxic, chemicals and noise) in the water system</li> <li>iii) Making the sustainable blue economy carbon-neutral and circular: solutions for clean ocean and wind energy, zero emission waterborne transport, multipurpose off-shore platforms, circular and zero-carbon aquaculture</li> <li>iv) Capability to support the development and delivery of Mission lighthouses, including their</li> </ol>	<p>Max 800 characters</p>

<sup>20</sup> This form must be filled and submitted online (see section 3).

<p>implementation charter: experience of mobilising public and private actors (European, national, regional and local) to set up cooperation and networks for lighthouses at sea and river basin scale</p> <p>v) Building a dynamic investment ecosystem: experience in combining and leveraging a wide array of funding sources (public, public-private, and private) and financial and non-financial instruments in the abovementioned areas.</p>	
<p>Good knowledge of the English language</p>	

Title: .....

Surname: .....

First name: .....

Nationality: .....

Professional title: .....

Date: .....

Signature .....



## Annex II: Selection criteria form<sup>21</sup>

Applicants are requested to describe how they fulfil the selection criteria listed in this call, if these are not yet sufficiently addressed in the motivation letter and the CV.

<b>MISSION BOARD FOR CLIMATE-NEUTRAL AND SMART CITIES MISSION</b>	
<p>The generic criteria required from Mission Board members are to have:</p> <ul style="list-style-type: none"> <li>• experience to work across sectors and scientific disciplines in a systemic way, and at European and international level;</li> <li>• willingness and capability to commit to the board's work over the foreseen period;</li> <li>• proven experience for communicating with a broad range of stakeholders and citizens;</li> <li>• absence of circumstances that could give rise to a conflict of interest;</li> <li>• good knowledge of the English language allowing active participation in the discussions.</li> </ul>	<p>Max 800 characters</p>
<p>Experience in at least one of the following areas: monitoring &amp; evaluation; (innovation) procurement; advocacy, communications &amp; citizen engagement; digital services, machine learning and use of data; knowledge translation, innovation and evidence-informed policy-making.</p> <p>In addition, expertise in at least one of the following fields: climate neutrality; green investment and financing; climate and sustainable finance; air quality; smart cities; digital transition in the urban context; urban mobility; spatial planning (incl. land urban and green spaces) and development; governance; energy efficient buildings; urban infrastructures and networks, including transport and logistics systems, energy, ICT and water; clean energy transformation; urban manufacturing; urban circularity and regeneration; ecosystem services and nature-based solutions; public health and well-being in cities; urban resilience; social impacts of climate change.</p>	<p>Max 800 characters</p>
<p>Good knowledge of the English language</p>	

Title: .....

Surname: .....

First name: .....

Nationality: .....

Professional title: .....

Date: .....

Signature .....

---

<sup>21</sup> This form must be filled and submitted online (see section 3).

## Annex II: Selection criteria form<sup>22</sup>

Applicants are requested to describe how they fulfil the selection criteria listed in this call, if these are not yet sufficiently addressed in the motivation letter and the CV.

<b>MISSION BOARD FOR SOIL DEAL FOR EUROPE MISSION</b>	
<p>The generic criteria required from Mission Board members are to have:</p> <ul style="list-style-type: none"> <li>• experience to work across sectors and scientific disciplines in a systemic way, and at European and international level;</li> <li>• willingness and capability to commit to the board's work over the foreseen period;</li> <li>• proven experience for communicating with a broad range of stakeholders and citizens;</li> <li>• absence of circumstances that could give rise to a conflict of interest;</li> <li>• good knowledge of the English language allowing active participation in the discussions.</li> </ul>	<p>Max 800 characters</p>
<p>Experience in at least one of the following areas: monitoring &amp; evaluation; (innovation) procurement including blending of financial instruments; advocacy, (science) communications &amp; citizen engagement and citizen science; interactive and user-driven forms of innovation and co-creation such as living labs; extension services; digital services, machine learning and use of data; knowledge translation in the mission's area; innovation and evidence-informed policy-making; systems' approaches, social and behavioural science.</p> <p>In addition, expertise in at least one of the following fields: sustainable land(scape) and soil management across land uses (agriculture, (agro)-forestry, natural and urban areas including peatland, wetland; restoration and remediation of soils, brownfields, soil sealing), soil functions and ecosystem services supported by soils; potential of soils and soil management practices for climate mitigation and adaptation incl. carbon farming; spatial and urban planning; (agro)ecology, organic farming and urban farming; soil biodiversity including the microbiome; financial impacts of soil and land degradation and business models to promote soil health; soil monitoring systems, Earth Observation and digital technologies for soil monitoring and soil management (including AI and IoT); soils in the circular economy; impact of soil health on food quality and food safety.</p>	<p>Max 800 characters</p>

<sup>22</sup> This form must be filled and submitted online (see section 3).

Good knowledge of the English language	
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Title: .....

Surname: .....

First name: .....

Nationality: .....

Professional title: .....

Date: .....

Signature .....

## ANNEX III<sup>23</sup>

### Standard declaration of interests (DOI) form for individuals applying to be appointed as members of expert groups or sub-groups in a personal capacity

#### Legal basis:

Commission Decision C(2016)3301 establishing horizontal rules on the creation and operation of Commission expert groups, Articles 2(4) and 11.

#### Definitions:

"**Conflict of interest**" means any situation where an individual has an interest that may compromise or be reasonably perceived to compromise the individual's capacity to act independently and in the public interest when providing advice to the Commission in relation to the subject of the work performed by the expert group or sub-group in question.

"**Immediate family member**" means the individual's spouse, children and parents. "Spouse" includes a partner with whom the individual has a registered non marital regime. "Children" means the child(ren) the individual and the spouse have in common, the own child(ren) of the individual and the own child(ren) of the spouse.

"**Legal entity**" means any commercial business, industry association, consultancy, research institution or other enterprise whose funding is significantly derived from commercial sources. It also includes independent own commercial businesses, law offices, consultancies or similar.

"**Body**" means a governmental, international or non-profit organisation.

"**Meeting**" includes a series or cycle of meetings.

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<sup>23</sup> This form must be downloaded, filled, signed, and uploaded to the online application

**Please answer each of the questions below. If the answer to any of the questions is "yes", please briefly describe relevant interests and circumstances, as appropriate.**

**If you do not describe relevant interests, your DOI form will be considered incomplete and, therefore, your application to be appointed as a member of an expert group or sub-group in a personal capacity shall be rejected.**

Mission Board members shall not take part in evaluations relating to calls for their specific missions and/or for joint calls involving their specific mission. Mission Board members or legal entities controlled by them cannot be applicants or participate in any manner in any proposals submitted for calls under the EU Missions part of the Horizon Europe work programme. If an organisation employing a Mission Board member does act as an applicant, mitigating measures should be established within the institution if necessary (e.g. "firewalls" between the departments involved in submitting proposals, and the Mission Board member). When an organisation employing a Mission Board member appears in a proposal in a missions call, the Mission Board member and the organisation may be asked by the Mission Manager to sign a declaration that the Mission Board member was not involved in the preparation of the proposal and did not provide privileged information to the applicants. These provisions shall apply for 18 months after the expert resigns from or leaves the Mission Board ('cooling off period'). For actions in which his/her organisation is participating, the resigned Mission Board member shall not provide advice or perform tasks related to the implementation of a Mission Call opened within that 18 months period. The Mission Board member will in any case remain bound by the provisions, and in particular, by the confidentiality obligations resulting from the Mission Board expert contract (for five years after the last payment). Non-compliance with these provisions may result in the rejection of the given proposal and in the termination of the Mission Board membership.

First name:	
Family name:	
Expert group/sub-group: Commission expert group (tick one):	
<input type="radio"/>	MISSION BOARD FOR ADAPTATION TO CLIMATE CHANGE MISSION
<input type="radio"/>	MISSION BOARD FOR CANCER MISSION
<input type="radio"/>	MISSION BOARD FOR RESTORE OUR OCEAN AND WATERS MISSION
<input type="radio"/>	MISSION BOARD FOR CLIMATE-NEUTRAL AND SMART CITIES MISSION
<input type="radio"/>	MISSION BOARD FOR SOIL DEAL FOR EUROPE MISSION

## 1 EMPLOYMENT CONSULTANCY AND LEGAL REPRESENTATION

	<i>Within the past 5 years, were you employed or have you had any other professional relationship with a natural or legal entity, or held any non-remunerated post in a legal entity or other body with an interest in the field of activity of the expert group/sub-group in question?</i>	<b>yes</b>	<b>no</b>
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<b>1a</b>	<b>Employment</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1b</b>	<b>Consultancy, including services as an advisor</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1c</b>	<b>Non-remunerated post</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1d</b>	<b>Legal representation</b>	<input type="checkbox"/>	<input type="checkbox"/>

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

## 2 MEMBERSHIP OF MANAGING BODY, SCIENTIFIC ADVISORY BODY OR EQUIVALENT STRUCTURE

	<i>Within the past 5 years, have you participated in the internal decision-making of a legal entity or other body with an interest in the field of activity of the expert group/sub-group in question or have you participated in the works of a Scientific Advisory Body with voting rights on the outputs of that entity?</i>	<b>yes</b>	<b>no</b>
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<b>2a</b>	<b>Participation in a decision-making process</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2b</b>	<b>Participation in the work of a Scientific Advisory Body</b>	<input type="checkbox"/>	<input type="checkbox"/>

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

### 3 RESEARCH SUPPORT

	<i>Within the past 5 years, have you, or the research entity to which you belong, received any support from a legal entity or other body with an interest in the field of activity of the expert group/sub-group in question?</i>	<b>yes</b>	<b>no</b>
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<b>3a</b>	<b>Research support, including grants, rents, sponsorships, fellowships, non-monetary support</b>	<input type="checkbox"/>	<input type="checkbox"/>
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<b>Activity</b>	<b>Time period (from... until month/year)</b>	<b>Name of legal entity or body</b>	<b>Description</b>

### 4 FINANCIAL INTERESTS

	<i>Do you have current investments in a legal entity with an interest in the field of activity of the expert group/sub-group in question, including holding of stocks and shares, and which amounts to more than 10,000 EUR per legal entity or entitling you to a voting right of 5% or more in such legal entity?</i>	<b>yes</b>	<b>no</b>
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<b>4a</b>	<b>Shares</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4b</b>	<b>Other stock</b>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Investment</b>	<b>Name of legal entity</b>	<b>Description</b>

**5 INTELLECTUAL PROPERTY**

	<i>Do you have any intellectual property rights that might be affected by the outcome of the work carried out by the expert group/subgroup in question?</i>	<b>yes</b>	<b>no</b>
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<b>5a</b>	<b>Patent, trademarks, or copyrights</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5b</b>	<b>Others</b>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Intellectual property</b>	<b>Description</b>

**6 PUBLIC STATEMENTS AND POSITIONS**

	<i>Within the past 5 years, have you provided any expert opinion or testimony in the field of activity of the expert group/sub-group in question, for a legal entity or other body as part of a regulatory, legislative or judicial process? Have you held an office or other position, paid or unpaid, where you represented interests or defended an opinion in the field of activity of the expert group/subgroup in question?</i>	<b>Yes</b>	<b>no</b>
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<b>6a</b>	<b>For a legal entity or other body as part of a regulatory, legislative or judicial process</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6b</b>	<b>Represented interests or defended an opinion</b>	<input type="checkbox"/>	<input type="checkbox"/>

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



**7 INTERESTS OF IMMEDIATE FAMILY MEMBERS** yes      no

<b>7a</b>	To your knowledge, are there any interests of your immediate family members which could be seen as undermining your independence when providing advice to the Commission in the field of activity of the expert group/sub-group in question?	<input type="checkbox"/>	<input type="checkbox"/>
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Interests	Time period (from... until month/year)	Name of legal entity or body	Description

<b>7b</b>	If interests of your immediate family members are declared, it is your responsibility to inform them about the collection and publication of information on their interests included in the DOI and to provide them with the privacy statement attached to the guidance for filling in this DOI, and this at the latest when you file the DOI form with the Commission.
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**8 OTHER RELEVANT INFORMATION** yes      no

<b>8a</b>	Are there any other elements that could be seen as undermining your independence when providing advice to the Commission in the field of activity of the expert group/sub-group in question?	<input type="checkbox"/>	<input type="checkbox"/>
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Description:

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**I hereby declare on my honour that I have read the guidance for completing this form.**

**I also declare on my honour that the information disclosed in this form is true and complete to the best of my knowledge.**

**Should there be any change to the above information, including as regards upcoming activities, I will promptly notify the competent Commission department and complete a new DOI form describing the changes in question.**

**I am informed that my personal data are stored, processed and published by the Commission in accordance with Regulation (EU) 2018/1725<sup>24</sup> and Commission Decision C(2016) 3301<sup>25</sup>.**

**I have been provided with the corresponding privacy statement which provides further information on how the Commission processes my personal data.**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

\*\*\*\*\*

Your DOI form shall be made publicly available on the Register of Commission Expert Groups and Other Similar Entities, as long as you are appointed as member of the expert group or sub-group in a personal capacity. Technical measures will be taken to indicate to search engines that your DOI form should not appear in search results.

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<sup>24</sup> Regulation (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

<sup>25</sup> Commission Decision C(2016) 3301 establishing horizontal rules on the creation and operation of Commission expert groups.

## Annex IV

### Guidance for filling in the declaration of interests (DOI) form by individuals applying to be appointed as members of expert groups or sub-groups in a personal capacity

According to the Commission's horizontal rules on expert groups ('the horizontal rules'), Commission expert groups and other similar entities are consultative bodies<sup>26</sup>, the role of which is to provide advice and expertise to the Commission and its departments in relation to a number of tasks<sup>27</sup>. Individuals appointed as members of expert groups or sub-groups in a personal capacity are due to act independently and in the public interest<sup>28</sup>.

In order to ensure the highest integrity of experts, you are requested to duly complete the DOI form. You are required to disclose any circumstances that could give rise to a conflict of interest, i.e. any situation where your interests may compromise or may reasonably be perceived to compromise your capacity to act independently and in the public interest in providing advice to the Commission, in relation to the subject of the work performed by the expert group or sub-group in question. In particular, you must disclose in this DOI form any relevant professional and financial interests.

You must also declare relevant interests of your immediate family members. If interests of your immediate family members are declared, it is your responsibility to inform them about the collection and publication of information on their interests included in this DOI form and to provide them with the privacy statement attached to this guidance, and this at the latest when you file the DOI form with the Commission.

Please submit the completed DOI form to the competent Commission department, together with your CV, as part of your application to become member of an expert group or sub-group in a personal capacity. If there is any change concerning the information provided in the form, including on upcoming activities, you must promptly inform the competent Commission departments by completing a new DOI form which describes the changes in question.

Please note that having a declared interest does not necessarily mean having a conflict of interest. Answering "Yes" to a question on this DOI form does not automatically disqualify you or limit your participation in an expert group or sub-group. The competent Commission departments will review your answers in accordance with the horizontal rules and determine whether a conflict of interest relevant to the subject at hand exists<sup>29</sup>.

Where the competent Commission departments conclude that no conflict of interest exists, you are eligible to be appointed in a personal capacity. Where the competent Commission departments conclude that your interests may compromise or be reasonably perceived to compromise your capacity to act independently and in the public interest when providing advice to the Commission in relation to the subject of the work performed by the expert group or sub-group in question, they shall take one of the following measures to deal with the conflict of interest detected, depending on the specific circumstances:

- You shall not be appointed in a personal capacity to the expert group or sub-group in question; in such case the competent Commission department shall inform you about the outcome of the conflict of interest assessment performed;

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<sup>26</sup> C(2016) 3301, Article 2.1.

<sup>27</sup> Idem, Article 3.

<sup>28</sup> Idem, Article 7.2. (a).

<sup>29</sup> Idem, Article 11.

- You shall be appointed as member of the expert group or sub-group in a personal capacity with a number of specific restrictions: you may be excluded from certain meetings and/or activities carried out by the group, such as drafting opinions or recommendations; you may also be required to abstain from discussing certain agenda items and/or from any vote on those items;
- You shall be appointed as member of the expert group or sub-group representing a common interest shared by a number of stakeholders, after consultation of the stakeholders concerned.

Your DOI form shall be made publicly available on the Register of Commission Expert Groups and Other Similar Entities, as long as you are appointed as member of the expert group or sub-group in a personal capacity. Technical measures will be taken to indicate to search engines that your DOI form should not appear in search results.

If you decline to complete a DOI form, you are not eligible to be appointed as a member of the expert group or sub-group in question in a personal capacity.

Personal data shall be stored, processed and published by the Commission in accordance with Regulation (EU) 2018/1725<sup>30</sup> and Commission Decision C(2016) 3301<sup>31</sup>.

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<sup>30</sup> Regulation (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

<sup>31</sup> Commission Decision C(2016) 3301 establishing horizontal rules on the creation and operation of Commission expert groups.



## **Annex V— 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 ('the expert groups') and their sub-groups<sup>32</sup> and publication of personal data on the REGISter of Commission expert groups and other similar entities ('the REGISter of expert groups').*

#### **Data Controllers:**

- *The European Commission, in particular
  - *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 Research & Innovation, Directorate G, unit G4, (for the processing operation 'Selection of members of Commission expert groups and other similar entities'<sup>33</sup>, DPR-EC-01066).**
- *The European Climate, Infrastructure and Environment Executive Agency, here after the 'Agency' (for the processing operation 'Selection of members of Commission expert groups and other similar entities'<sup>34</sup>, [DPR 2021-007/C-PROG-09](#) )*
- *These controllers act under joint-controllership*
- *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?**

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<sup>32</sup> Provisions included in this privacy statement referring to expert groups equally apply to their sub-groups.

<sup>33</sup> The Commission or Executive Agency 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.

<sup>34</sup> The Commission or Executive Agency 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.

- 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?**

## **1. Introduction**

The data controllers are committed to protect your personal data and to respect your privacy. The data controllers collect 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 Controllers 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 the expert groups ‘ undertaken by the respective Commission and/or Agency service(s) -mentioned here-above- which run the selection process for your group and which is the Data Controller for the selection process.
- (2) ‘publication of personal data on the REGISter of expert groups” undertaken by the Commission, Secretariat-General, Unit F.4 which is the Data Controller together with the Commission and /or Agency service managing your 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>35</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.

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<sup>35</sup> Commission Decision C(2016)3301 of 30 May 2016 establishing horizontal rules on the creation and operation of Commission expert 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 and Agency 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 and/or Agency 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 and/or Agency service managing the expert group. Some types of personal data of members appointed in personal capacity to act independently and in the public interest are made publicly available on the REGISter of expert groups (as described see 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) No 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) No 2018/1725). The Union act for such necessary processing under Article 5(1)(a) and (b) of Regulation (EU) No 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 and/or the Agency Services 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 Controllers may collect the following categories of personal data:

- *Name;*
- *Function;*
- *Contact details (for example, email 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 (only for individuals applying to be appointed as members of expert groups or sub-groups in a personal capacity).*

The provision to the Commission and/or Agency 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 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 of expert groups.

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

The Data Controllers only keep your personal data for the time necessary to fulfil the purpose of collection or further processing in accordance with the 2019 Commission Retention List. The following modalities apply:

- The competent Commission/Agency 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/Agency 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/Agency 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 and/or Agency service. All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored either on the servers of the Commission or of its contractors or on the servers of the Commission and/or Agencies<sup>36</sup>. 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.

The Commission's contractors are bound by a specific contractual clause for any processing operations of your data on behalf of the Commission, and by the confidentiality obligations deriving from the General Data Protection Regulation in the EU Member States ('GDPR' [Regulation \(EU\) 2016/679](#))

In order to protect your personal data, the Commission and the Agency have 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 and/or the Agency staff responsible for carrying out

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<sup>36</sup> The European Climate, Infrastructure and Environment Executive Agency; the European Health and Digital Executive Agency and the European Research Executive Agency

this processing operation and to other authorised Commission and/or Agency 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 or national judges as well as the lawyers/agents of the parties in case of proceedings, Internal Audit Service of the Commission, European Anti- Fraud Office, Investigation and Disciplinary Office of the Commission, European Ombudsman, European Public Prosecutor’s Office, the European Data Protection Supervisor, etc. ) 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 Controllers. 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 Controllers 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 9 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.

However, in line with Articles 25 of Regulation (EU) 2018/1725, the Commission and/or the Agency may restrict these rights in case where such restriction constitutes a measure necessary to safeguard the rights of other data subjects, respect the principles of equal treatment among candidate members and the secrecy of deliberations or to avoid obstructing official or legal inquiries, investigations or procedures. The restrictions adopted by the Agency are based on the Decision of the Steering Committee (2020) 26 of 14/10/20 on internal rules concerning restrictions of certain rights of data subjects in relation to the processing of personal data in the framework of activities carried out by the Agency (OJEU L 45 on 9.2.2021, p. 80)

## **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 [CINEA-HE-MISSION-BOARD-ADMIN@ec.europa.eu](mailto:CINEA-HE-MISSION-BOARD-ADMIN@ec.europa.eu).

Likewise, as regards the data published on the REGISter of expert groups, please contact the Data Controller, Secretariat-General, Unit F4: [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 of the Commission ([DATA-PROTECTION-OFFICER@ec.europa.eu](mailto:DATA-PROTECTION-OFFICER@ec.europa.eu)) or of the Agency ([CINEA-DPO@ec.europa.eu](mailto:CINEA-DPO@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 and the Agency Data Protection Officers (DPO) publishes respectively 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 for the Commission: <http://ec.europa.eu/dpo-register> and for the Agency: [https://cinea.ec.europa.eu/about-us/data-protection/public-central-register-data-protection\\_en](https://cinea.ec.europa.eu/about-us/data-protection/public-central-register-data-protection_en)

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 for the Commission and DPR 2021-007/C-PROG-09 for the Agency.