

Call for applications for the selection of members of the Independent Advisory Panel assisting Member States and the Commission in determining whether tobacco products have a characterising flavour

1. BACKGROUND

According to Article 7(4) of Directive 2014/40/EU on the approximation of the laws, regulations and administrative provisions of the Member States concerning the manufacture, presentation and sale of tobacco and related products and repealing Directive 2001/37/EC (TPD)¹ an independent advisory panel ('the Panel') shall be established to assist Member States and the Commission in determining whether tobacco products have a characterising flavour. Commission Implementing Decision (EU) 2016/786 of 18 May 2016² ('the Decision') lays down the procedure for the establishment and operation of the Panel. In developing this Decision, the Commission has considered the results of a specific service contract (HETOC).³

The task of the Panel is, according to Article 3 of the Decision, to provide opinions as to whether tobacco products have a characterising flavour within the meaning of Article 7(1) of TPD. The Panel shall also, according to Article 9 of the Decision, specify and as appropriate update the methodology for the technical assessment of test products to be approved by the Director General for Health and Food Safety. In addition, the Commission may consult the Panel on other matters relating to the determination of a characterising flavour (Article 11 of the Decision).

Where the Panel considers it necessary for the purpose of providing an opinion, it shall request input from a technical group of sensory and chemical assessors ('the Technical Group') that is being established by the Commission via a public procurement procedure as set out in Article 12 of the Decision. This procedure will be established in parallel to this call.

The work of the Panel should be based on the principles of a high level of expertise, independence and transparency.

The Commission is calling for applications with a view to selecting members of the panel.

2. FEATURES OF THE PANEL

2.1. Composition

In accordance with Article 4 of the Decision the panel shall consist of 6 members who shall be selected on the basis of their expertise and experience in the fields of sensory, statistical and chemical analysis. They shall collectively cover relevant expertise in the fields of sensory, statistical and chemical analysis. Members shall be individuals appointed in a personal

¹ OJ L 127, 29/04/2014, p. 1–38, see http://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1398761379066&uri=OJ:JOL_2014_127_R_0001

² http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.L_.2016.131.01.0079.01.ENG&toc=OJ:L:2016:131:TOC

³ http://ec.europa.eu/health/tobacco/products/implementation/characterising_flavours_en.htm

capacity and shall act independently and in the public interest (see chapter 6). They shall not delegate their responsibilities to any other person.

In performing their functions, they shall respect the principles of independence, impartiality and confidentiality and act in the public interest. Furthermore, they shall refrain from having any direct or indirect contact with the tobacco industry or its stakeholders and representatives.

Experts applying to be appointed as members of the panel shall be required to submit a declaration indicating any interest that may compromise or reasonably be perceived to compromise their independence, including any relevant circumstances relating to their close family members or partners. Submission of a duly completed declaration of interests shall be necessary in order for an expert to be eligible to be appointed as a member of the panel. Applicants will be asked to confirm that, if appointed, they will agree to make both annual written declarations of interest and written and/or oral updates on their declarations of interest knowing that these will be made public.

Furthermore, members of the Panel cannot participate in the Technical Group and shall carry out their tasks independently from the Technical Group. While applicants may apply for both mechanisms, they may be requested to indicate their preference for participation upon request/at a later stage, in order to allow the Commission to consider this before concluding both mechanisms.

2.2. Appointment

Members shall be appointed by the Director-General of the Directorate-General for Health and Food Safety ('DG SANTE') on behalf of the Commission from applicants complying with the requirements referred to in chapter 4 and 5 of this call.

Members shall be appointed for five years. Their term of office may be renewed. They shall remain in office until replaced or their appointments are renewed.

In order to ensure continuity and the smooth functioning of the group, persons on the list of suitable candidates who are not appointed to the Panel shall be included in a reserve list of suitable candidates that may be used to appoint replacements. The Director-General of DG SANTE shall ask applicants for their consent before including their names on the reserve list.

Members who are no longer capable of contributing effectively to the group's deliberations, who in the opinion of DG SANTE do not comply with, or have acted in breach of, the conditions set out in the Decision or 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 panel and may be replaced for the remainder of their term of office.

2.3. Rules of engagement and operation of the group

The panel shall elect a Chairperson and a Vice-Chairperson from amongst its members by simple majority of its members.

To facilitate the organisation of the work of the panel, the panel shall act at the request of DG SANTE, in compliance with the Commission's horizontal rules on expert groups ('the horizontal rules').⁴

The opinions on products as well as any other output of the panel are prepared and adopted in physical or virtual meetings of the panel. It is estimated that the panel meets about 4-6 times per year on Commission premises or by video-/teleconferences in order to discuss matters in relation to its tasks. Additional teleconferences may be scheduled on an ad-hoc basis. DG SANTE shall provide secretarial services. However, the drafting of opinions will be done by the members of the Panel.

Members should be prepared to attend meetings systematically, to contribute actively to discussions in the panel, to be involved in preparatory work ahead of meetings, to examine and provide comments on documents under discussion, to attend workshops and hearings on invitation, and to act, as appropriate, as 'rapporteurs' on ad hoc basis. Members should be willing to work with electronic methods for the management and exchange of documents and attend video or audio meetings. As a general rule, working documents will be made available or will be drafted in English and meetings will be also conducted in English.

The panel shall strive to adopt its opinions and advice by consensus. In the event of a vote, the outcome of the vote shall be decided by simple majority of the members. In certain conditions as set out in the Decision the vote requires a presence of at least 4 members participating in the vote. 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.

Members of the panel shall be entitled to a special allowance related to their preparation of and participation in the meetings of the Panel and for serving as a Rapporteur on a specific question. The special allowance is provided for in Article 14 of the Decision. Travel and subsistence expenses incurred by participants in the activities of the panel shall be reimbursed by the Commission. Reimbursement shall be made in accordance with the provisions in force within the Commission and within the limits of the available appropriations allocated to the Commission departments under the annual procedure for the allocation of resources.

The members of the panel are subject to the obligation of professional secrecy, which by virtue of the Treaties and the rules implementing them also applies to all members of the institutions and their staff. In line with Article 17(1) of the Decision, panel members shall not divulge information, including commercially sensitive or personal data, acquired as a result of the panel's work or of other activities relating to the application of this Decision, even after they have ceased to be members. They shall sign a declaration of confidentiality to this effect. In line with Article 17(2) of the Decision, panel members shall comply with the Commission's security rules on the protection of EU classified and sensitive non-classified information, as set out in Commission Decisions (EU, Euratom) 2015/443⁵ and 2015/444⁶. Should they fail to respect these obligations, the Commission may take all appropriate measures.

⁴ C(2016) 3301

⁵ Commission Decision (EU, Euratom) 2015/443 of 13 March 2015 on Security in the Commission (OJ L 72, 17.3.2015, p. 41)

⁶ 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 panel members shall undertake to contribute actively to the work of the panel. They shall sign a declaration of commitment to this effect.

On a proposal by and in agreement with the Director General for DG SANTE, the panel shall adopt its rules of procedure on the basis of the standard rules of procedure for expert groups.

DG SANTE may invite experts from the Technical Group to take part in meetings of the Panel. However, these experts shall not have voting rights and shall not participate in the formulation of opinions or advice of the Panel.

2.4. TRANSPARENCY

The group shall be registered in the Register of Commission expert groups and other similar entities ('the Register of expert groups').

The activities of the panel shall be carried out with a high level of transparency.

DG SANTE shall publish all relevant documents on a dedicated website and provide a link to this website from the Register of Commission expert groups ('the Register of expert groups'). In particular, it shall make available to the public, without undue delay: (a) the names of the members of the panel; (b) the members' declarations of interests, confidentiality and commitment; (c) the panel's rules of procedure; (d) the opinions adopted by the panel; (e) the agendas and minutes of the panel's meetings; (f) the methodology established in accordance with Article 9.2 of Commission Implementing Decision (EU) 2016/786 of 18 May 2016. Exceptions to publication shall be foreseen where it is deemed that disclosure of a document would undermine the protection of a public or private interest as defined in Article 4 of Regulation (EC) N° 1049/2001⁷.

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

3. APPLICATION PROCEDURE

Process

Interested individuals are invited to submit their application to the European Commission, DG SANTE.

The announcement for the application procedure, the application form and the specific privacy statement are available at:

http://ec.europa.eu/health/tobacco/products/implementation/advisory_panel/call_en.htm

Applications must be completed in one of the official languages of the European Union.

⁷ 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). 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.

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

An application will be deemed admissible only if it is sent by the deadline and includes all the supporting documents referred to below. All documents submitted by applicants should be duly filled in, legible, signed and numbered sequentially. An application will only be considered if it has been submitted via the Internet link above or by e-mail to the following e-mail address: SANTE-B2-TOBACCO-CONTROL@ec.europa.eu

Supporting documents

Each application shall include the following documents:

- A completed application form;
- a *curriculum vitae* (CV), 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>) ;
- a list of publications, highlighting those publications which are relevant for the work of the panel.
- a declaration of interests ('DOI') form on the basis of the standard DOI form for expert groups attached to this call (Annex 2). Individuals applying to be appointed as members of the panel must disclose therein any circumstances that could give rise to a conflict of interest. Submission of a duly completed DOI form is necessary in order to be eligible to be appointed in a personal capacity. DG SANTE shall perform the conflict of interest assessment in compliance with the horizontal rules⁸ (Annex 2).

Additional supporting documents may be requested at a later stage.

Deadline for application

The duly signed applications must be submitted by **20 October 2016 (12:00 CET)** at the latest.

Protection of personal data

The Commission will ensure that applicants' personal data are processed as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Union institutions and bodies and on the free movement of such data (OJ L 8, 12.1.2001).

For more detailed information on the scope, purposes and means of the processing of their personal data in the context of this call, applicants are invited to consult the [specific privacy statement](#) which is also attached to this call.

⁸ C(2016) 3301 Article 11.

4. ELIGIBILITY

Applicants must have:

- a university degree in a relevant scientific area, preferably at postgraduate level
- at least 10 years of relevant professional experience in at least one of the three fields of expertise (i.e. sensory, statistical and chemical analysis in an area related to the subject of the call)
- good knowledge of the English language allowing active participation in the discussions; members must be able to read and report in English, both orally and in writing.

Applicants who do not meet these criteria will be excluded from the following evaluation phase.

5. SELECTION CRITERIA

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

- proven and relevant competence and professional experience, including at European and / or international level, in at least one of the fields of sensory, statistical and chemical analysis in an area related to the subject of the call;
- experience in providing scientific advice in at least one of these three fields of expertise
- proven scientific excellence in at least one of these three fields of expertise
- methodological skills: proven and relevant expertise in developing methodological approaches in at least one of the three fields of expertise
- analytical skills: ability to analyse complex information from published research and data analyses / dossiers, to peer-review scientific work and publications as well as to prepare synthesis documents
- professional experience in a multi-disciplinary and international environment, with special reference to the EU context
- managerial/organisational skills: experience in managing projects/activities, in particular in chairing and organising working groups
- communication skills: ability to communicate complex findings from research and data analysis to non-experts and to translate such results into tools aiding decision-makers
- absence of circumstances that could give rise to a conflict of interest;

6. SELECTION PROCEDURE

The selection procedure shall consist of an assessment of the applications performed by DG SANTE against the eligibility and selection criteria listed in chapter 4 and 5 of this call, followed by the establishment of a list of the most suitable applicants, and concluded by the appointment of the members of the panel. When defining the composition of the panel, DG SANTE 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 panel, the type of expertise required, as well as the relevance of the applications received.

DG SANTE shall also seek a geographical balance and a gender balance.

Contact information

For any further information on this call, please contact:
SANTE-B2-TOBACCO-CONTROL@ec.europa.eu

ANNEXES:

1. Standard declaration of interests form
2. Guidance for filling in the declaration of interests
3. Privacy statement

ANNEX 1

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

Legal basis:

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

Definitions:

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

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

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

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

"Meeting" includes a series or cycle of meetings.

Please answer each of the questions below. If the answer to any of the questions is "yes", please 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.

First name:

Family name:

Expert group/sub-group:

1 EMPLOYMENT CONSULTANCY AND LEGAL REPRESENTATION

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

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

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

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

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

3 RESEARCH SUPPORT

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

4 FINANCIAL INTERESTS

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

Investment	Name of legal entity	Description

5 INTELLECTUAL PROPERTY

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

Intellectual property	Description

6 PUBLIC STATEMENTS AND POSITIONS

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

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

7 INTERESTS OF IMMEDIATE FAMILY MEMBERS yes no

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

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

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

I hereby declare on my honour that I have read the guidance for completing this form. I also declare on my honour that the information disclosed in this form is true and complete to the best of my knowledge.

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

I am informed that my personal data are stored, processed and published by the Commission in accordance with Regulation (EC) N° 45/2001.

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.

ANNEX 2

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 bodies⁹, the role of which is to provide advice and expertise to the Commission and its departments in relation to a number of tasks¹⁰. Individuals appointed as members of expert groups or sub-groups in a personal capacity are due to act independently and in the public interest¹¹.

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 exists¹².

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:

⁹ C(2016) 3301, Article 2.1.

¹⁰ Idem, Article 3.

¹¹ Idem, Article 7.2. (a).

¹² Idem, Article 11.

- You shall not be appointed in a personal capacity to the expert group or sub-group in question; in such case the competent Commission department shall inform you about the outcome of the conflict of interest assessment performed;
- You shall be appointed as member of the expert group or sub-group in a personal capacity with a number of specific restrictions: you may be excluded from certain meetings and/or activities carried out by the group, such as drafting opinions or recommendations; you may also be required to abstain from discussing certain agenda items and/or from any vote on those items;
- You shall be appointed as member of the expert group or sub-group representing a common interest shared by a number of stakeholders, after consultation of the stakeholders concerned;

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

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

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

ANNEX 3
PROTECTION OF YOUR PERSONAL DATA

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1. Introduction

This privacy statement explains the reason for the processing, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you may exercise in relation to your data (the right to access, rectify, block etc.).

The European institutions are committed to protecting and respecting your privacy. As this service/application collects and further processes personal data, Regulation (EC) N°45/2001¹³ of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, is applicable.

This statement concerns the Register of Commission Expert Groups and Other Similar Entities ('Register of expert groups') undertaken by the European Commission, Secretariat-General, Head of Unit B.2 (Institutional Affairs). The Register is a 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 on the Commission department which is running the group, as well as on the group members, mission and tasks. The Register also includes relevant documents which are produced and discussed by expert groups. The documents attached to the application will also be stored in Manif, a database used for storing and searching on the data of applicants and members of the group.

¹³ [Regulation \(EC\) N° 45/2001](#) (OJ L8 of 12/01/2001).

Personal data submitted to Commission departments as part of rejected applications are not published on the Register of expert groups. The competent Commission departments keep these data for six months and do not process them for other purposes.

2. Why do we process your data?

Purpose of the processing operation: The European Commission, Secretariat-General, Head of Unit B.2 (Institutional Affairs) ('the Data Controller') collects and uses your personal information to ensure transparency on expert groups' membership and activities.

The processing and publication on the Register of expert's personal data is necessary for the performance of a task carried out in the public interest, since it increases the transparency on Commission expert groups (article 5 (a) of Regulation (EC) N° 45/2001).

As regards, in particular, the declarations of interests filled in by experts appointed in a personal capacity, the processing of personal data of these experts serves the public interest of enabling the Commission to verify the experts' independence in providing advice to the Commission. Furthermore, the public disclosure of declarations of interests allows for public scrutiny of the interests declared by experts appointed in a personal capacity, which is necessary in order to ensure public confidence in the independence of these experts. The public disclosure of declarations of interests also ensures a high degree of transparency with respect to the membership of expert groups and aims at contributing to fostering the integrity of the experts in question.

The storing in Manif is necessary for consultation and search purposes by the team managing the Call and the group.

Art 27 of Regulation (EC) N° 45/2001 is not applicable.

3. Which data do we collect and process?

The personal data collected and further processed may be:

- Name;
- Professional title;
- Professional profile;
- Nationality;
- Gender;
- Interest represented (only for individuals applying to be appointed as members of expert groups or sub-groups representing a common interest and for the designated representatives of organisations applying to be appointed members of expert groups or sub-groups);
- Information included in the declarations of interest (only for individuals applying to be appointed as members of expert groups or sub-groups in a personal capacity).
- Information provided in the Curriculum Vitae and in the Application

4. How long do we keep your data?

The Data Controller only keeps the data for the time necessary to fulfil the purpose of collection or further processing.

When an individual is no longer participating in a group listed in the Register of expert groups, all personal information related to this individual is removed from the Register and Manif. The competent Commission departments keep personal information for 5 years after the date where relevant individuals cease to participate in the work of the group. The personal data of individuals in the reserve list is kept (with his/her explicit consent) during the whole mandate of the group and 5 years after if he/her becomes a participating member.

Declarations of interests of individuals appointed as members or alternate members in a personal capacity of expert groups or sub-groups are published on the Register as long as they are members.

When a group is closed down, it remains published in the Register of expert groups for five years, with the indication 'Closed'. During such time, personal information other than the above-mentioned declarations of interests is visible on the Register.

An XML file is created daily with all the information regarding active groups. All versions of this file, showing the situation of the Register as of the day it was created, are stored in a file server for 5 years.

5. How do we protect your data?

All data in electronic format (e-mails, documents, uploaded batches of data etc.) are stored either on the servers of the European Commission or of its contractors, the operations of which abide by the European Commission's security decision of 16 August 2006 [C(2006) 3602] concerning the security of information systems used by 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 transposition of Directive 95/46/CE.

6. Who has access to your data and to whom is it disclosed?

Information collected is publicly available on the Register of expert groups.

The XML files referred to in point 4 are not available neither via the internal application of the Register or the public version of the Register, and are only accessible to a reduced number of users in the System Owner and System Supplier's teams. Documents stored in Manif are only available to the System Owner and System Supplier's teams.

7. What are your rights and how can you exercise them?

According to Regulation (EC) n°45/2001, you are entitled to access your personal data and rectify and/or block it in case the data is inaccurate or incomplete.

If you do not wish to have your name published on the Register of expert groups, you may submit a request to the relevant Commission department for a derogation from publication. A derogation shall be granted where justified on compelling legitimate grounds in relation to your specific situation, in particular where disclosure of the experts' name could endanger your security or integrity.

You can exercise your rights by contacting the secretariat of the competent Commission department or in case of conflict the Data Protection Officer and if necessary the European Data Protection Supervisor using the contact information given at point 8 below.

8. Contact information

If you have comments or questions, any concerns or a complaint regarding the collection and use of your personal data, please feel free to contact the secretariat of the competent Commission department, using the following contact information:

The Data Processor:

European Commission
Health and Food Safety Directorate-General (SANTE)
Unit B2 – Health in all policies, global health, tobacco control
Rue Belliard 232
B -1049 Brussels
Belgium
Fax: +32 2 29 21753

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The Data Protection Officer (DPO) of the Commission: DATA-PROTECTION-OFFICER@ec.europa.eu

The European Data Protection Supervisor (EDPS): edps@edps.europa.eu.

9. Where to find more detailed information?

The Commission Data Protection Officer publishes the register of all operations processing personal data. You can access the register on the following link: <http://ec.europa.eu/dpo-register>

This specific processing has been notified to the DPO with the following reference: DPO-2194.8.