



PUBLIC CALL FOR EXPRESSION OF INTEREST
AS COMMISSION APPOINTEES TO THE ADVISORY FORUM
OF THE EUROPEAN CENTRE FOR DISEASE PREVENTION AND CONTROL
TO REPRESENT INTERESTED PARTIES AT EUROPEAN LEVEL, SUCH AS NON-
GOVERNMENTAL ORGANISATIONS REPRESENTING PATIENTS, PROFESSIONAL BODIES OR
ACADEMIA.

ECDC/AF/2024

This Commission call for expression of interest relates to Commission appointments to the Advisory Forum of the European Centre for Disease Prevention and Control (hereafter: ECDC or the Centre)¹. With this call the Commission is looking for representatives of interested parties at European level:

- One representative of non-governmental organisation representing patients and one alternate;
- One representative of non-governmental organisation representing health professionals and one alternate;
- One representative of non-governmental organisation representing academia and one alternate.

The three-year term will start on 11 July 2024 and will end on 10 July 2027. This call is intended to select candidates to replace the current representatives. Current members may reapply.

Role and tasks of the Advisory Forum

The Advisory Forum, established as one of the governing bodies of the Centre, aims to support the Director in ensuring the scientific excellence and independence of activities and opinions of the Centre. It constitutes a mechanism for an exchange of information on health threats and the pooling of knowledge. It also ensures close cooperation between the Centre and the competent bodies in the Member States in particular on the following items:

- coherence of the Centre's scientific studies with Member States;

¹ Article 18(1) of [Regulation \(EU\) 2022/2370 of the European Parliament and of the Council of 23 November 2022 amending Regulation \(EC\) No 851/2004 establishing a European centre for disease prevention and control](#).

- in those circumstances where the Centre and a national body cooperate;
- the promoting, starting up and supervising of the European networks within the fields of the Centre's mission;
- where the Centre or a Member State identifies an emerging public health threat;
- the setting up of scientific panels by the Centre;
- scientific and public health priorities to be addressed in the work programme;
- key publications under preparation by the Centre, such as forecasting studies.

Composition

The Advisory Forum is composed of members from technically competent bodies in the Member States which undertake tasks similar to those of the Centre, on the basis of one representative designated by each Member State recognised for his/her scientific competence, as well as the three members without the right to vote nominated by the Commission and representing interested parties at European level, such as non-governmental organisations representing patients, professional bodies or academia. Representatives may be replaced by alternates, appointed at the same time. Members and alternates of the Advisory Forum may not be members of the Centre's Management Board. Representatives of the Commission's departments may participate in the work of the Advisory Forum.

Additionally, the Director may invite experts or representatives of professional or scientific bodies, or non-governmental organisations with recognised experience in disciplines related to the work of the Centre to cooperate in specific tasks and to take part in the relevant activities of the Advisory Forum.

What is the specific role of patient organisation, health professional, and academia representatives in the Committee?

Patient organisation representative: The main task is patient advocacy so as to ensure that patient and public perspectives as a whole are taken into account in the advice to the ECDC Director, in support of the overall role of the Advisory Forum. The candidate should be a member of an organisation representing patients. Although a medical background is not a requirement, a broad knowledge of public health and communicable diseases will be needed to effectively contribute to the scientific discussions of the Advisory Forum.

Health professional organisation representative: This member should ensure that the perspectives of practitioners, clinicians, pharmacists or other health professionals are taken into account in the advice to the ECDC Director, in support of the overall role of the Advisory Forum. The candidate should be a member of an organisation representing health professionals. A broad knowledge of public health and communicable diseases will be needed to effectively contribute to the scientific discussions of the Advisory Forum.

Representative from academia: This member should ensure that the perspectives of academia on public health in general and infectious disease in particular are taken into account in the advice to the ECDC Director, in support of the overall role of the Advisory

Forum. The candidate should have a good understanding of research needs, and experience in training and academic curriculum development would be an advantage. The candidate should be a member of an organisation representing academia. A broad knowledge of public health and communicable diseases will be needed to effectively contribute to the scientific discussions of the Advisory Forum.

Workload, working method and allowances

The Advisory Forum meets regularly, at least four times per year. Its operational procedures are specified in the Centre's internal rules.²

Appointees will be expected to attend the Advisory Forum, usually meeting for two consecutive days in Stockholm, Sweden. Four trips per year to Stockholm will be required. Appointees should be prepared to actively contribute to scientific discussions, to examine documents and to make comments during meetings of the Advisory Forum having a specific focus on the target group they represent (patients, academia or health professionals).

Applicants should take into account that meetings in general involve preparatory work. They should also be willing to work with electronic methods for the management and exchange of documents or participate by audio-conferences. The working documents are in English and the meetings are also conducted in English. Therefore a good level of English knowledge is expected in order to be able to contribute to the work.

Travel, accommodation and subsistence costs for members or alternates incurred in connection with meetings of the Advisory Forum are reimbursed by the ECDC according to the current rules in place³. A dedicated webpage⁴ includes also all general information relevant to the attendance/visit organised and convening at ECDC, such as: Legal entity and bank information forms, travel insurance, Privacy statement for processing of personal data of meeting attendees and more: The Centre provides the technical and logistic support necessary for the Advisory Forum and provides a secretariat for its meetings.

Confidentiality

The Centre is bound not to divulge to third parties confidential information that it receives for which confidential treatment has been requested and justified, except for information which must be made public if circumstances so require, in order to protect public health.⁵

² [ECDC Advisory Forum Rules of Procedures](#)

³ [Reimbursement Guidelines, ECDC.](#)

⁴ [Meetings and visits at ECDC](#)

⁵ Articles 21 and 20 of [Regulation \(EU\) 2022/2370 of the European Parliament and of the Council of 23 November 2022 amending Regulation \(EC\) No 851/2004 establishing a European centre for disease prevention and control](#).

Members and alternates of the Advisory Forum are requested to sign a declaration concerning confidentiality.

Members of the Advisory Forum, even after their duties have ceased, shall be subject to the requirements of confidentiality under the Treaty.⁶

Independence – Conflict of interest and transparency

Members and alternates of the Advisory Forum shall make a declaration of commitment and a declaration of interests indicating either the absence of any interests which might be considered prejudicial to their independence or any interests which might be considered prejudicial to their independence. Those declarations shall be made annually in writing.

The Members and alternates will also be required to declare at each meeting any interests which might be considered prejudicial to their independence in relation to the items on the agenda. In such cases these persons have to disqualify themselves from relevant discussions and decisions.

It is essential that applicants submit, together with their application, a declaration of interests form, as explained below, which is fully completed. All applicants will be subject to a pre-screening of any potential conflict of interest in line with the rules of the ECDC⁷. Any detected interest may lead to application of mitigating measures, including the exclusion from the appointment process.

The Advisory Forum members' and alternates' annual declarations of interest, declarations of commitment will be published on the ECDC website together with short bio.

Assessment criteria

For representative of non-governmental organisation representing patients, assessment of expression of interest will be based on:

- Whether individuals represent non-governmental organisation representing patients. Representing organisations active at a European level will be required. The characteristics of the organisations represented will be assessed;
- Whether individuals have competencies and experience relevant to the tasks of the Advisory Forum:
 - broad knowledge of public health and communicable diseases;
 - experience of representing a patient organisation on a national or international committee or advisory board.

⁶ Article 339 of the Treaty on the Functioning of the European Union: *"The members of the institutions of the Union, the members of committees, and the officials and other servants of the Union shall be required, even after their duties have ceased, not to disclose information of the kind covered by the obligation of professional secrecy, in particular information about undertakings, their business relations or their cost components."*

⁷ [ECDC Revised Independence Policy for Non-Staff](#)

For representative of non-governmental organisation representing health professionals' assessment of expression of interest will be based on:

- Whether individuals represent a non-governmental organisation representing health professionals. Representing organisation active at a European level will be required. The characteristics of the organisations represented will be assessed;
- Whether individuals have competencies and experience relevant to the tasks of the Advisory Forum:
 - broad knowledge of public health and communicable diseases;
 - at least 5 years experience of working as a health professional in a role that is relevant to public health and/or to the investigation, treatment, control or prevention of infectious diseases;
 - experience of representing a health professionals' organisation on a national or international committee or advisory board.

For representative of non-governmental organisation representing academia, assessment of expression of interest will be based on:

- Whether individuals represent a non-governmental organisation representing academia. Representing organisations active at a European level will be required. The characteristics of the organisations represented will be assessed;
- Whether individuals have competencies and experience relevant to the tasks of the Advisory Forum:
 - broad knowledge of public health and communicable diseases;
 - at least 5 years experience of working in academia with a research and/or educational role that is relevant to public health and/or to the investigation, treatment, control or prevention of infectious diseases. Experience in training and academic curriculum development will be considered an asset;
 - experience of representing an academia organisation on a national or international committee or advisory board.

Application procedure and closing date

Interested persons must complete the application form and the form on declaration of interests below, which can both also be downloaded for on-screen completion from the Health and Food Safety Directorate-General's website at:

https://health.ec.europa.eu/consultations/call-expression-interest-members-representing-non-governmental-organisations-advisory-forum-european-0_en

After completion, the application form and the form on declaration of interests should be signed⁸ and dated.

⁸ Scanned version of the signatures will be accepted.

The application must include (a) a letter of motivation (signed), (b) the completed application form (signed), (c) the completed form on declaration of interests (signed), and (d) a CV. If appropriate, supporting documents may be annexed. The Commission reserves the right to ask for further supporting documents at a later stage, if deemed necessary.

Applications must be completed in one of the official languages of the European Union including the necessary documentation. It would, however, be appreciated, without it being a requirement, if at least a summary of experience and other pertinent information could be provided in English in order to facilitate the selection procedure.

The appointment is nominal for individual natural persons. However, these individuals are appointed with the purpose of representing interested parties at European level. **Therefore, applications to this call need to be submitted through the organisation which the applicant desires to represent in the ECDC Advisory Forum. Applications submitted by individual natural persons will not be retained.**

The organisations can submit one or more applications.

The **deadline** for submission of applications is **04 April 2024, 23.59 Brussels time**.

The applications are to be submitted by electronic means not later than the indicated deadline to the following address:

SANTE-CALL-AGENCIES@ec.europa.eu

The subject of the email should contain the reference number of the call for expression of interest. The reference number is ECDC/AF/2024.

For any further inquiry on this call, please contact SANTE-CALL-AGENCIES@ec.europa.eu by referring in the subject of the email to the reference number of the call: ECDC/AF/2024.

Appointment process

All candidates applying to this call for expressions of interest will be informed of the outcome of the selection process.

Candidates who are not appointed may be invited to constitute a reserve list to be used in the event of the need to replace members or alternates who are unable to complete their mandate.

Protection of personal data

The Commission will ensure that candidates' personal data are processed as required by 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 (OJ L 295, 21.11.2018, p.39). This applies in particular to the confidentiality and security of such data. For more detailed information on the scope, purposes and means of the processing of their personal data in the context of this Call, candidates are invited to consult the specific privacy statement published on the Call webpage.

Brussels, February 2024