

European Aviation Safety Agency

DECISION OF THE MANAGEMENT BOARD¹ ADOPTING THE CODE OF CONDUCT FOR THE MANAGEMENT BOARD OF THE EUROPEAN AVIATION SAFETY AGENCY

The Management Board,

HAVING REGARD TO:

(1) The Special Report of the European Court of Auditors (ECA) on the 'Management of conflict of interest in selected EU Agencies' of (date), and in particular the recommendations 1, 2, 4, 5, 6, 7, 8 and 9 thereof.

(2) The Report of the European Parliament 'On discharge in respect of the implementation of the budget of the European Aviation Safety Agency for the financial year 2010' (ref. A7-0124/2012), and in particular paragraphs 17-20 thereof addressing 'Conflict of interest'.

(3) The adoption of a resolution by the European Parliament approving a Code of Good Administrative Behaviour which European Union institutions and bodies, their administrations and their officials should respect in their relations with the public (6 September 2001) (<http://www.ombudsman.europa.eu/resources/code.faces>)

(4) Regulation No. 216/2008 of the European Parliament and of the Council of 20 February 2008 on common rules in the field of civil aviation and establishing a European Aviation Safety Agency, and repealing Council Directive 91/670/EEC, Regulation (EC) No. 1592/2002 and Directive 2004/36/EC, hereinafter referred to as the "Basic Regulation" and in particular Article 34.1 thereof.

Whereas:

(1) The Agency adopted its "Code of Conduct", including a policy on conflict of interest management and a policy on gift and hospitality, which is applicable only to the Agency staff members and external experts such as seconded national experts and the ones involved in rulemaking, standardisation and certification activities;

(2) The Board of Appeal adopted its "Code of Conduct" including a policy on conflict of interest management and a policy on gift and hospitality, which is applicable only to the members of the Board of Appeal;

(3) The Commission and the Member States are represented within the Management Board in order to control effectively the functions of the Agency, entrusted with the necessary powers, as stipulated in Article 33 of

¹ Adopted at MB 04/2012 of 11 December 2012.

Regulation (EC) No 216/2008 of the European Parliament and of the Council of 20 February 2008, to establish the budget, verify its execution, adopt the appropriate financial rules, establish transparent working procedures for decision making in the Agency and appoint the Executive Director.

(4) The Management Board recognises the sensitivity of the tasks to be performed and the need to define its implementing rules of the requirements from the European Parliament and the Ombudsman related to the Code of Good Administrative Practices;

(5) EASA should avoid any conflict of interest in the implementation of its activities;

(6) Integrity and high standards of professional conduct by all those involved in the tasks and activities of EASA are crucial for the independence and reputation of the EASA;

(7) The members of the Management Board, appointed by their respective Member States, are selected on the basis of their recognised experience and commitment in the field of civil aviation, as well as their managerial capabilities and expertise, which are to be used to act for the good of the European aviation safety system, notably by pursuing its objectives, upholding the provisions of Regulation No. 216/2008 and protecting the general interests of the European aviation safety system;

(8) In accordance with the recommendations from the ECA and the European Parliament, and the aforementioned legal framework, the purpose of this decision is to define the concept of conflict of interest and lay down practical arrangements and proportionate measures for avoiding or managing apparent, potential and real conflicts of interest (referred as "conflict of interest" in the rest of the document) of the bodies of EASA.

(9) "Body(ies)" in this decision refers to the Management Board as well as any other body or working group created within and for the Management Board, excluding the EASA Advisory Body.

(10) "Participant(s)" in this decision refers to

- a. the members of the Bodies, their alternates and advisors;
- b. external experts and consultants and any third parties participating at any title in the Bodies.

(11) The primary responsibility for assessing whether an interest might impede independence or influence judgment and for declaring any possible conflict of interest is placed on the participant concerned.

(12) Taking into account the sensitivity of the tasks to be performed and the need to ensure that the principles of impartiality, fairness and transparency are properly applied, in the exercise of their functions, declarations of interests should be requested from each participant to the Bodies.

(13) In the light of the aforementioned, the Board decided to adopt a Code of Conduct developed for this purpose.

Article 1

The "Code of Conduct for the Management Board of EASA" including its annexes laid down in the Annex to this Decision is hereby adopted.

Done at Cologne,

[Signed]

Michael SMETHERS
Chair of the Management Board

ANNEX

CODE OF CONDUCT FOR THE MANAGEMENT BOARD OF THE EUROPEAN AVIATION SAFETY AGENCY

Article 1 General provision

1. In their performance of their duties, including in their relations with the public, Members of the Management Board (hereinafter referred to as the "Board Members" or "Board Member") shall respect the principles which are laid down in this "Code of Conduct for the Management Board of EASA", hereinafter referred to as "the Code".
2. The "public" and "individuals" refer to both natural and legal persons, in particular external stakeholders, whether or not they reside or have their registered office in a Member State of the European Union.

Article 2 Scope of application

1. This Code shall apply to all members, alternate members, technical advisers and observers of the Board, in the performance of its function, including in its relation with the public.
2. This Code shall also apply to all members of the Bodies when acting for or on behalf of the Board.
3. The Board shall take the necessary measures to ensure that Participants comply with the provisions of the Code.

Article 3 Lawfulness

The participant shall act according to law and apply the rules laid down in applicable EU legislation and related procedures. The participant shall in particular take care that decisions which affect the rights or interests of individuals have a basis in law and that their content complies with the law.

Article 4 Absence of abuse of power

The participant shall exercise his or her powers solely for the purposes for which they have been conferred by the relevant provisions. The participant shall in particular avoid using those powers for purposes which have no basis in the law or which are not motivated by any public interest.

Article 5 Absence of discrimination

1. In dealing with requests from the public and in taking decisions, the participant shall ensure that the principle of equality of treatment is

respected. Members of the public who are in the same situation shall be treated in a similar manner.

2. If any difference in treatment is made, the participant shall ensure that it is justified by the objective relevant features of the particular case.
3. The participant shall in particular avoid any unjustified discrimination between members of the public based on nationality, sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, or sexual orientation.

Article 6 Proportionality

1. When taking decisions, the participant shall ensure that the measures taken are proportional to the aim pursued. The participant shall in particular avoid restricting the rights of individuals or imposing charges on them, when those restrictions or charges are not in a reasonable relation with the purpose of the action pursued.
2. When taking decisions, the participant shall respect the fair balance between the interests of individuals and the general public interest.

Article 7 Impartiality and independence

1. The Board Member shall abstain from any arbitrary action, as well as from any preferential treatment on any grounds whatsoever.
2. The participant shall not be guided by personal interest or any outside influences of whatever kind.
3. The participant shall abstain from handling matters which involve his or her own interest, or those of his or her family and relatives.
4. A policy on impartiality and independence prevention and mitigation of conflict of interest is laid down in Appendix 1.

Article 8 – Confidentiality

1. Participants to the EASA bodies shall be subject to the requirements of confidentiality even after their duties have ceased.
2. For this purpose, the participants to the EASA bodies shall make upon their appointment or for the current participants as of the date of entry into force of this decision, a declaration of commitment and confidentiality, in accordance with Appendix II.

Article 9 Objectivity

When taking decisions, the participant shall take into consideration all relevant factors and give each of them its proper weight in the decision, whilst excluding any irrelevant element from consideration.

Article 10

Legitimate expectations and consistency

1. The participant shall respect legitimate and reasonable expectations in the light of how the Board has acted in the past.
2. The participant shall be consistent in his or her own administrative practice as well as with the administrative action of the Board. The participant shall follow the Board's normal administrative practices, unless there are legitimate grounds for departing from those practices in an individual case; these grounds shall be recorded in writing.

Article 11

Fairness

The participant shall act impartially, fairly and reasonably.

Article 12

Acknowledgment of receipt

1. All correspondence addressed to the Board shall receive an acknowledgement of receipt within a period of two weeks, except if a substantive reply can be sent within that period.
2. The reply or acknowledgement of receipt shall indicate the name, telephone number and e-mail address of the participant who is dealing with the matter
3. No acknowledgement of receipt and no reply need to be sent in cases where correspondence is abusive, because of their excessive number or because of their repetitive or pointless character.

Article 13

Obligation to transfer files to the Agency

1. If a letter or a complaint is addressed or transmitted to the Board, it shall ensure that the file is transferred without delay to the Agency, if the Agency is the competent service to deal with it.
2. The Board shall notify the author of the letter or complaint of this transfer in the acknowledgement of receipt by indicating the contacts to whom the file has been passed.

Article 14

Data protection

1. The Board in dealing with personal data concerning an individual shall respect the privacy and the integrity of the individual in accordance with the provisions of 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 Community institutions and bodies and on the free movement of such data.²

² OJ L 8, 12.01.2001, p. 1.

2. The Board shall in particular avoid processing personal data for non-legitimate purposes or the transmission of such data to non-authorised persons.

Article 15

Requests for information

The Board shall handle requests for information in accordance with the applicable Agency rules and procedures.

The Board shall inform and as appropriate refer relevant requests for information to the Executive Director of the Agency for further processing.

The Board shall advise the individual requesting the information accordingly.

Article 16

Requests for public access to documents

The Board shall refer requests for access to documents to the Executive Director of the Agency. The request shall be processed in accordance with the Agency's Public Access to EASA Documents procedure, including related forms, and in accordance with the general principles and limits laid down in 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.³ The Board shall advise the individual requesting the information accordingly.

Article 17

Publicity for the Code

The Board undertakes to make the content of the Code known to the member and to the Public, via publication on the EASA web-site.

³ OJ L 145, 31.05.2001, p. 43.

Appendix I
POLICY ON IMPARTIALITY AND INDEPENENCE PREVENTION
AND MITIGATION OF CONFLICT OF INTEREST

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1 Purpose and scope

The purpose of this policy is to establish the principles governing impartiality and independence of the participants and define the measures to ensure their practical application in order to prevent and mitigate the risk that past, current or future interests might improperly influence the impartiality and the independence of the participants during the performance of their duties. These principles and measures cover among others the management of:

- Situations of potential Conflict of Interest (declaration, monitoring, training/information);
- Situations of alleged or actual Conflict of Interest.

When deemed necessary to complete the existing applicable EU and EASA Regulations, the policy will refer to the OECD guidelines⁴.

2 Concept of Conflict of interest

What is a Conflict of Interest (CoI) for the European Commission⁵?

According to the European Commission, situations of Conflict of Interest can arise when:

- there is some link between staff members' work and their private interest, or those of their family or partner;
- staff members find themselves in a situation that could reasonably lead to allegations being made of bias or partiality, in the light of their personal interests.

OECD guidelines define the potential and actual CoI as follows:

Actual Conflict of Interest: involves a conflict between the public duty and private interests of a public official, in which the public official has private-capacity interests which could improperly influence the performance of their duties and responsibilities.

Potential Conflict of Interest: occurs where a public official has private interest which are such that a Conflict of Interest would arise if the official were to become involved in relevant (i.e conflicting) official responsibilities in the future.

⁴ Managing Conflict of Interest in the Public Service: OECD Guidelines and Country Experiences (OECD, Paris, 2003).

⁵http://myintracomm.ec.testa.eu/hr_admin/en/ethics/obligations/conflicts_interest/Pages/conflicts_interest.aspx

Conflict of Interest for EASA Management Board:

For the purpose of this policy, the concept of Conflict of Interest refers to and follows the European Commission guidance with the necessary adaptation. Moreover, distinction will be made between potential and actual CoI, as proposed in the OECD guidelines. Alleged situation of Conflict of Interest is considered in case of actual Conflict of Interest where evidence has not been established.

Certain reasons (such as family or emotional life, political or national affinity, economic interests) may compromise the impartial and objective exercise of functions by a participant.

The holding of interests does not automatically give rise to a conflict of interest, if the independence and objectivity of decisions are not at risk. A conflict of interest may exist even if no unethical or improper act results from it. A conflict of interest can create an appearance of impropriety that can undermine confidence in the person, profession, or the organisation.

3 The management of Conflict of Interest

The participants shall be and remain impartial and independent when acting in their official capacity as participants. In order to ensure compliance with this requirement, the Body applies the following principles and measures:

- Principle of Declaration of Interests;
- Gifts and hospitality;
- Breach of the policy;
- Training and information

as outlined below.

4 Principle of declaration of interests

In order to prevent, detect, monitor, mitigate and deal with situations of potential and actual Conflict of Interest, the Board applies the principle of declaration of interests to be filled by each participant and assessed by a dedicated Assessment Committee.

4.1 Category of interests

There are essentially three categories of interests: (a) financial interests, (b) professional interests and (c) intellectual interests. These can be further divided into direct and indirect interests.

Any interests stemming from prior experience or affiliations of the individual should be declared only insofar as they relate directly to the activities of the individual.

4.1.1 Financial Interests

Financial interests shall include the holding of stocks and shares, equity,

bonds, partnership interests in the capital of an organisation, related to the activities of EASA, one of its subsidiaries or a company in the capital of which it has a holding.⁶

Share portfolios need not be disclosed if the management arrangement is in the form of a blind trust or equivalent where the individual has not control whatsoever over its management.

4.1.2 Professional Interests

Professional interests shall include those performed for, or on behalf of organisations⁷ or companies⁸ related to the activities of EASA with or without direct or indirect pecuniary or material benefits, e.g.:

- Any form or regular occupation or business (e.g: permanent or temporary; full-time or part-time, unpaid leave,...) employment, including self-employment, or work contracted out through consultancy or otherwise;
- Participation in internal decision-making bodies (e.g. directorships, board membership, executive or non-executive directorship, etc.);
- Grants for travel, study or research, fellowships or sponsorships.

4.1.3 Intellectual Interests

Intellectual Interests shall include interests of non-pecuniary or material benefit to the individual, arising from professional activities or affiliation with national or international organisations or bodies with tasks mirroring those of EASA. Intellectual interests also include participation in public interest groups, professional/scientific societies, communication media, clubs or organisations which have an agenda or an interest or involvement in EASA's work.

4.1.4 Direct and indirect interests

Interests can be direct or indirect depending on their likely or potential impact on the individual's behaviour at a given point in time:

- Direct interests: Interests of personal benefit to the individual at the time of the declaration that are likely to influence or give the appearance of influencing his behaviour (e.g. direct employment with an organisation related to the activities of EASA, financial interests of a certain magnitude, etc.)
- Indirect interests: Other interests that may have some influence over the individual's behaviour and therefore have to be declared

⁶ Financial interests need not be disclosed unless they have a market value of greater than 10,000 Euros

⁷ An 'organisation' includes governmental, international or non-profit organisations

⁸ This includes 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 business, law offices, consultancies or similar.

and neutralised (e.g. indirect financial benefits, benefits deriving from the professional activities of members of the individual's family/household, etc.).

The holding of direct interests of a certain breadth could be incompatible with membership of the bodies of EASA. The holding of indirect interests is not prohibited but should be scrutinised so that precautions can be taken in order to ensure impartiality of decision making.

4.2 Type of declaration of interests

All participants shall fill in the "Public Annual Declaration of Interests (PADOI) for members of EASA Management Board and Bodies" (Appendix IV). In addition, participants are required to fill in a Specific Declaration of Interests (SDoI) for EASA Management Board and Bodies" (Appendix III) at the beginning of a meeting of the Body they are attending.

The responsibility for a complete and truthful declaration shall lie exclusively with the participant declaring his or her interest.

4.2.1 Public Annual Declaration of Interests (PADOI)

All participants shall declare any interest belonging to the categories listed in paragraph 4.1 with respect to all activities in which they are involved or have been involved during the five years preceding the submission of the PADOI and all activities in which they are currently involved.. The PADOI shall be addressed to the Chair of the Management Board (original to be sent to the MB Secretariat).

The PADOI shall be filled by a participant before taking up function. Then, every year, the participant is requested to update his or her PADOI. Should there be any change to the information provided in the PADOI due to the fact that the participant acquires additional interests, he or she shall promptly notify the Chair of the Management Board, and complete a new PADOI.

4.2.2 Specific Declaration of Interests (SDoI)

Every participant to a Body meeting shall declare in writing before each meeting and in any case at the latest at its beginning, any interest which might be considered prejudicial to their treatment of items on the agenda.

In this respect, the Chair of the concerned Body shall:

- in drawing up the draft agenda, ensure that the items on the agenda are described in such a detail to allow the identification of any situation that may raise conflict of interest,
- indicate at the beginning of the meetings, the possible conflict of interest that may arise from the agenda.

The Chair of Body shall perform the assessment of any SDoI when declared, before starting the Body meeting, and shall take any measure considered appropriate to ensure that the potential Conflict of Interest does not occur or to remedy to the actual Conflict of Interest.

The assessment and the related decision, when applicable, shall be recorded in the minutes of the concerned Body meeting.

The participant shall be kept informed of the outcome of the assessment - and the related decision, when applicable - of his or her SDoI.

Based on the disclosure, the Chair of the Body may decide to exclude the participant from discussions, decisions or tasks or voting where a conflict of interest is likely to occur. He or she will not have access to information relating to the subjects deemed to constitute conflict of interest.

4.3 Assessment of declaration and decision

For the purpose of this policy, an Assessment Committee is established for the assessment of Declaration of Interests of the Management Board. The Assessment Committee shall take any measure considered appropriate to ensure that potential Conflict of Interest does not occur or to remedy to any actual Conflict of Interest.

The Assessment Committee shall be composed as minimum of:

- The European Commission representative to the Management Board (chairperson) and one alternate from the 'Aviation and International Transport Affairs' unit of the Directorate General for Mobility and Transport (DG MOVE);
- A representative of the Shared Resources Department of DG MOVE, and one alternate;
- The Chair of the Management Board and as alternate, the Deputy Chair;
- The EASA Chief Legal advisor (Secretary), and one alternate.

In addition, one representative of another European Regulatory Agency dealing with related matters, including Conflict of Interest shall be invited when a review of an Assessment Committee opinion is requested by the concerned participant. This representative and its alternate are not members of the Assessment Committee.

The first task of the Assessment Committee is to establish, adopt and publish its own Rules of Procedure.

These Rules shall include:

- Clear, objective assessment criteria and possible related decision;
- The methodology for the assessment of the declaration of interests submitted to it;
- The methodology for the review of the assessment and its related decision, requested by the participant;

in line with this MB Decision.

4.4 Request for review of the Assessment Committee assessment

The participant and/or the respective Appointing Authority can request a review of the Assessment Committee's assessment. This request shall be sent within one month of the receipt of the Assessment Committee assessment with a clear and complete justification for the revision to the

Chair of the Management Board. The Chair of the Management Board shall request the review of the Assessment Committee assessment.

In accordance with its own rules, the Assessment Committee will review the assessment by involving the representative, and its alternate, of an European Regulatory Agency as mentioned in paragraph 4.3.1.

The Assessment Committee shall provide a reviewed documented assessment to the Chair of the Management Board who shall transmit the result to the Appointing Authority of the participant.

The participant shall be kept informed of the outcome of the request for review.

4.5 Publication, recording and personal data protection

The PADOI of all participants will be published on the EASA web-site.

EASA shall process all declaration of interests in accordance with Regulation (EC) n°45/2001⁹

The MB secretariat will assist the Body in controlling the handling the PADOIs.

The conservation period of declaration of interests and the related Assessment Committee assessment shall be 7 years.

The participants have a right to access to their respective declaration of interests - and to update or correct it at any time -, and to the respective Assessment Committee assessment.

In case the Chair of the Management Board has or obtains knowledge of information that is not consistent with the declared interests, or in case of failure to submit a declaration of interests, the participant will be contacted with the purpose to update the declaration of interests. In case an internal procedure is opened as referred to paragraph 5 'Breach of this policy', the participant will be notified.

5 Gifts, hospitality, decorations and honours

5.1 Declaration and registration

Participants shall not accept any gift with a value of more than EUR150 related to their performance and duties as participant of the Body.

When in accordance with diplomatic and courtesy usage, they receive gifts worth more than this amount, they shall hand them over the MB secretariat. In case of doubt as to the value of a gift, an evaluation shall be undertaken under the authority of the Chair of the Management Board, whose decision on the matter shall be final.

The MB secretariat shall keep a register of gifts with value more than EUR 150.

⁹ Regulation (EC) 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 the personal data by the Community institutions and bodies on the free movement of such data.

Participants shall notify the Chair of the Board and the MB Secretariat, of any decoration, prize or honour awarded to them in relation of their performance and duties for the EASA MB. Should a prize include a sum of money or valuables, it should be donated to a charity of their choice.

5.2 Gifts register and personal data protection

The MB Secretariat shall process the gifts register in accordance with Regulation (EC) n°45/2001.

The MB secretariat controls the handling of the gifts register.

The participants have a right to access their data within the gifts register to update or correct them at any time.

6 Breach of this policy

In case the assessment of a declaration of interests results in an omission of relevant interests resulting in a potential or actual Conflict of Interest, it may be considered as a breach of the policy on declaration of interests. When the breach is confirmed, the Chair of the Management Board, in consultation with the Assessment Committee, will request a decision on the matter from the concerned Appointing Authority.

In case of knowledge of non-consistent information of the declaration of gifts, hospitality, invitations, honours, or in case of failure to declare, in line with the rules defined in paragraph 5, the Chair of the Management Board, in consultation with the Assessment Committee, will request a decision on the matter from the concerned Appointing Authority.

When the Chairman of the Management Board is not satisfied with the decision taken by the Appointing Authority, this fact shall be mentioned in the next Board meeting and noted in the minutes.

The participant shall be kept informed.

7 Training and information

Each new participant is encouraged to attend training on the Conflict of Interest organised by the Agency.

In addition, the participants are encouraged to attend refresher training every three years. This can be delivered through a specific e-learning module.

Appendix II

DECLARATION OF COMMITMENT AND CONFIDENTIALITY

I, the undersigned in my
function as member of the of EASA,
representing.....

.....
.....

- hereby undertake to act in the performance of my duties in the general interest of the European aviation safety system. In particular, I am aware of my responsibility to declare at each meeting of the any interest which might be considered prejudicial to the treatment of items on the agenda.
- hereby declare that I am aware of my obligation to respect confidentiality, even after my duties have ceased, if the information is subject to a request for confidentiality or for reasons of professional secrecy. I shall also respect the confidential nature of the opinions expressed by other members during discussions in meetings or provided in written form.

DONE IN _____ ON _____

SIGNATURE:

Appendix III

**SPECIFIC DECLARATION OF INTERESTS (SDoI) FOR EASA
 MANAGEMENT BOARD AND BODIES**

I, the undersigned in my function of member of theof EASA, representing hereby declare*:

<input type="checkbox"/>	that <u>I do not have</u> any direct or indirect personal [<i>or corporate</i>] interests in the outcome of the deliberations of the in relation to any matter on the agenda of the _____ th meeting of the EASA
<input type="checkbox"/>	that <u>I do have</u> a direct or indirect personal [<i>or corporate</i>] interests in the outcome of the deliberations of the in relation to the following points of the agenda of the _____ th meeting of the EASA:

DONE IN _____ ON _____

Signed:

* Please tick the applicable option(s) and fill in as appropriate

Appendix IV

**PUBLIC ANNUAL DECLARATION OF INTERESTS (PADoI)
FOR MEMBERS OF EASA MANAGEMENT BOARD AND BODIES**

Name: _____

Title/Function: _____

Company/Organisation: _____

EASA Involvement: _____

I, do hereby declare to the best of my information, knowledge and belief that:

I have no interests to declare in relation with my duties and responsibilities within EASA*

I have recorded the following interests in the field of EASA*

* *check as applicable*

Title/Function (you or your close family members)	Period of activity (within past 5 years)	Company or organisation	Description of the activity (including contracts with EASA, as well as Products, Projects, and/or Activity references)
1. Employment with a company or an organisation			
	xx/xx/xxxx -xx/xx/xxxx		
2. Consultancy, legal representation, advice with a company or an organisation			
3. Member of a Managing Board or equivalent structure of a company or an organisation			
4. Member of an Advisory Board or equivalent structure of a company or an organisation			
5. Other membership or affiliation			
6. Research funding from a company or an organisation, including grants, rents, sponsorships, fellowships, non-monetary support			

Title/Function (you or your close family members)	Period of activity (within past 5 years)	Company or organisation	Description of the activity (including contracts with EASA, as well as Products, Projects, and/or Activity references)
7. Intellectual property rights (e.g. patent, trademark, copyright or proprietary know-how)			
8. Investments in a company or an organisation, including holding of stocks and/or shares, stock options, equity, bonds, partnership interest in the capital of such undertaking, one of its subsidiaries or a company			
9. Public statements and positions for a company or an organisation as part of a regulatory, legislative or judicial process			
10. Other relevant information that could be seen as jeopardising your independence when working for the Agency			

Further to the interests declared above, I do hereby declare on my honour to the best of my information, knowledge and belief that I have declared all interests or facts that should be made known to the Agency.

I do hereby declare that to the best of my information, knowledge and belief none of my **close family members**¹⁰ currently have interests to declare in relation with my duties and responsibilities within EASA.

Should there be any change to the information provided above due to the fact that I acquire additional interests, I shall promptly notify the Agency and complete a new Public Annual Declaration of Interests.

I understand that this Public Annual Declaration of Interests might be published on the EASA website and will be entered in a register held by the Agency

The Agency will handle the information provided above in accordance with Regulation (EC) No 45/2001¹¹

Done at _____ on _____

Signature

¹⁰ For this purpose 'close family members' are considered to be the persons forming a household with the person making the declaration (spouse, partner, and/or dependent children).

¹¹ Regulation (EC) N°45/2001 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.