European Aviation Safety Agency

DECLARATION OF INTERESTS (DOI) FORM

In accordance with Article 11(3) of the Staff Regulations of Officials, and Article 11(1) of the Conditions of Employment of other Servants of the EU (CEOS), before recruiting a staff member "*the appointing authority shall examine whether the candidate has any personal interest such as to impair his independence or any other conflict of interest. To that end, the candidate, using a specific form, shall inform the appointing authority of any actual or potential conflict of interest.*"

You are kindly invited to complete and sign the questionnaire below and submit it as part of the recruitment application documents.

Declaration of Interests

The information provided in the form is necessary to assess whether a potential or an actual Conflict of Interest[1] exists which could impair the impartiality and the independence of the candidate in performing his or her possible future duties and responsibilities as described in the published vacancy notice indicated above.

In addition, within the specific environment of the EASA and considering the general EU institutional framework, the following guidance from the European Commission[2] is applied: "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."

It should be noted on the one hand that having an interest does not necessarily mean having a conflict of interest. In particular, high quality of expertise is by nature based on prior experience. Declaring an interest does therefore not automatically disqualify a person or limits his/her participation in the activities of the Agency.

On the other hand it should be emphasised that this Declaration of Interests form does not contain an exhaustive list of potential interests and that all other elements that might jeopardise your independence when working with the Agency shall thus also be indicated.

Please note that this questionnaire does not exempt candidates from complying with all the ethics obligations imposed on them upon recruitment.

All pages have to be signed and dated. If the document is completed by hand, please ensure that the information required is presented clearly. If necessary, use additional blank dated and signed sheets. In case nothing has to be declared please strike out the sections accordingly.

[1] Managing Conflict of Interest in the Public Service: OECD Guidelines and Country Experiences (OECD, Paris, 2003): a conflict of interest is defined by the Organisation for Economic Co-operation and Development (OECD) guidelines as "a 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".
[2] http://myintracomm.ec.testa.eu/hr_admin/en/ethics/obligations/conflicts_interest/Pages/conflicts_interest.aspx

Signature: **Date:**

Declaration of Interests (DoI) of candidates in an EASA recruitment procedure

TO BE FILLED IN BY THE CANDIDATE

First name:

Surname:

Vacancy Notice No:

Position and grade applied for:

Declaration

I hereby certify that the information provided in this form is correct and complete and that my curriculum vitae is duly up-to-date. I am aware that any false declaration may result in the cancellation of the recruitment process or, after recruitment, in disciplinary sanctions.
I will immediately inform the Agency, during the recruitment procedure, of any change in my situation, or of any new relevant information in respect of the below declaration of interests.

Signature of the candidate:

Date: . . /. . /. . . .

Signature: **Date:**

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Declaration of Interests (DoI) of candidates in an EASA recruitment procedure

Title/Function (you or your close family members)	**Period of activity** (within past 5 years)	**Company**[3] **or organisation**[4]	**Products and/or projects and/or activity reference** (in the field of EASA activities)	**Description of the activity** (including contracts with EASA)
1. Employment with a company or an organisation, including any contractual link (e.g. leave on personal grounds/secondment)				
2. Consultancy, legal representation, advice with a company or an organisation				
3. Membership of a Managing Board or equivalent structure of a company or an organisation				
4. Membership of an Advisory Board or equivalent structure of a company or an organisation				

[3] 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.
[4] An 'organisation' includes governmental, international or non-profit organisations.

Signature: **Date:**

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Declaration of Interests (DoI) of candidates in an EASA recruitment procedure

Title/Function (you or your close family members)	**Period of activity** (within past 5 years)	**Company**[3] **or organisation**[4]	**Products and/or projects and/or activity reference** (in the field of EASA activities)	**Description of the activity** (including contracts with EASA)
5. Other membership or affiliation				
6. Research funding from a company or an organisation, including grants, rents, sponsorships, fellowships, non-monetary support				
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				

Signature: **Date:**

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Declaration of Interests (DoI) of candidates in an EASA recruitment procedure

Title/Function (you or your close family members)	**Period of activity** (within past 5 years)	**Company**[3] **or organisation**[4]	**Products and/or projects and/or activity reference** (in the field of EASA activities)	**Description of the activity** (including contracts with EASA)
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 that should be made to the Agency.

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

I understand that this Declaration of Interests will be handled by the EASA Human Resources Department in accordance with Regulation (EC) No 45/2001[5].

[5] 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.

Signature: **Date:**

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