

***ETHICS AND DEONTOLOGY AT THE EUROPEAN  
COMMISSION***

**VADEMECUM FOR THE STAFF OF  
DG ENTR**

**APRIL 2009, DG ENTR R/2**

## INTRODUCTION

The question of ethics has always been important in all areas of life in general, and it is increasingly becoming a priority in the context of working life. In the case of a supranational institution serving the public interest of millions of European citizens such as the Commission, the emphasis is now placed on a *culture of integrity* that we are establishing in a concrete and clear manner.

The values laid down in the Statute guide us in our *behaviour at work and in our private lives*. This means that our responsibilities with regard to ethics should not be seen as obligations but as values to be shared by all members of staff. Some professions have long been subject to specific ethical rules, and in recent years within the Commission staff have increasingly becoming conscious of the importance of having their own code of ethics and to ensure the respect of norms and ethical principles of a standard high enough to actually live up to our obligations to citizens and the public good. Our *Code of Good Administrative Conduct* is proof of this.

The responsibility for this new culture of integrity that we wish to promote throughout the DG ultimately rests on each of us; it is our personal responsibility to be the first line of defence. Obviously, in order to feel a sense of ownership with regard to this approach, which focuses on ***awareness and individual responsibility***, it is first of all necessary to know and become familiar with the rules and procedures in this matter.

This is not an area that is easy to understand, which is why the DG has taken the initiative to bring together in this guide, in a structured way, the relevant information in the form of thematic fiches. However, the main objective of this document is not only to inform and educate staff but is primarily to draw attention to the need for an ***attitude of constant self-awareness*** on your part: Given your tasks and your own life experience, you are best placed to make the ***first assessment of the potential risk*** that a given situation can produce, obstructing the performance of some of your obligations.

This personal reflex action clearly demonstrates your sense of responsibility and, if you find yourself in an "ethical dilemma", you can count on the ***advice and support of your hierarchy***. Moreover, we are all in a position to be able to expect exactly that level of irreproachable and informed conduct from the hierarchy. DG ENTR has therefore made efforts to raise the awareness of its senior and middle management in this regard, which is a clear sign of its commitment to a culture of integrity.

The case studies used in the training sessions organised for the DG's managers are included in this Vademecum to provide you with concrete examples of everyday situations where ethical issues come into play.

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## FICHE 1: GIFTS, DONATIONS AND FAVOURS

### Basic rules:

As a basic principle do not accept presents, favours, or gifts and discourage them from being offered, especially regarding objects that have more than a symbolic value (e.g. diaries, books, office supplies, etc.).

This rule also applies to former officials if the gift is offered in connection with their former duties in the Commission.

If you propose to accept, request authorization for the Appointing Authority.

Criteria on which the decision of the Appointing Authority will be based:

- Consequences for the interests of the Institution and the motivation underlying the submission of the gift;
- The number of presents, gifts, or favours from the same source;
- The number of presents, gifts, or favours received by the official per year;
- Estimated value of the presents, gift, or favour;
- Regarding gifts, gifts and favour not directly having a clear monetary value (e.g. travel and lodging at the expense of bodies outside the Commission), a favourable decision by the Appointing Authority is only possible if there is a clear and obvious interest of the Service.

Regarding the estimated values:

- If the value is less than or equal to 50 Euros, the officer is authorized to keep the gift provided that all gifts received (all sources included) during the year do not exceed the sum mentioned. In this case, there is no need to apply for authorization to accept.

On the other hand when the cumulative annual ceiling of 50 Euros is exceeded, it is necessary to introduce further requests for authorisation. In case of agreement by the Appointing Authority, two situations may arise depending on the amounts involved:

- If the value is less than or equal to 250 Euros, the official may be allowed to keep the gift following the analysis undertaken by the Appointing Authority in the light of the above mentioned criteria;
- If the value exceeds 250 Euros, the Appointing Authority may consider the gift as property of the Commission or pass it to a charity.

**Remarks:**

Irrespective of the issue of the objective value of the gift, you are the first concerned when it comes to whether it is appropriate or not to accept a gift and, if in doubt, you should talk to your hierarchy. Keep in mind that the attitude of discouraging the delivery of gifts is always less risky!

If you feel the situation puts any form of pressure on you or if you think that it is likely that to accept would be susceptible to influence you, you must politely refuse, citing the existence of a code of ethics for Community officials.

In your own self evaluation, also take into account the cultural context of the country<sup>1</sup> where the offer of the gift emanates from so that, in case of refusal on your part, you do not damage a healthy working relationship with your interlocutors.

**Procedure to follow:**

1. If the gift or gifts received during a year do not reach a value of 50 Euros there is no need to apply for authorization.
2. If gift(s) exceeds the threshold of 50 Euros per year you should complete the attached form and have it signed by the hierarchy then send the signed version to the Appointing Authority<sup>2</sup>. A copy is to be sent to DG ADMIN by the HR Unit (original returned to the official).

**Legal basis:**

Staff Regulations: Article 11

Conditions of employment applicable to other servants: Articles 11, 54, 81, 124

**Annex:** Form of application for leave to accept a gift, favour or gift

[http://www.cc.cec/pers\\_admin/ethics/obligations/gift\\_en.html](http://www.cc.cec/pers_admin/ethics/obligations/gift_en.html)

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<sup>1</sup> This remark is particularly relevant in a context outside the European Union.

<sup>2</sup> For the staff in general, the Appointing Authority is the Head of Human Resources if the value of the gift does not exceed 250 Euros or the Director General if the value is higher; for senior management, the Appointing Authority is the Director General of DG ADMIN.



## FICHE 2: DECORATIONS AND HONORS

### Basic rules:

In general do not accept honours or decorations awarded by an entity outside the Commission, except for services rendered before appointment as an official or during special leave for military service.

This rule also applies to former officials on condition that the decoration or honorific title or is offered in connection with their former duties in the Commission.

If accepted, request prior authorization for the Appointing Authority.

Different types of medals and titles: private medals and orders and orders and medals of a fantasy nature created for profit are not subject to this rule and do not require an application prior to the appointing authority . On the other hand the national orders and decorations awarded by a State and medals awarded by an official authority of a State shall be subject to a request for authorisation.

Criteria on which the decision appointing authority shall be based:

- Consequences for the interests of the institution and the motivation underlying the delivery of the decoration or title;
- The nature of the decoration or title (depending on the two typologies mentioned above).

### Remarks:

Titles and honours - especially if granted by a State - have a symbolic nature which may influence the recipient in favour of the interests of the entity or State which made the award. For this reason, as with the approach with regard to gifts, it is recommended not to accept so that any risk of putting in doubt the impartiality and independence of officials may be prevented. Refusals should be justified on the basis of the existence of ethical standards that must be respected by Commission officials.

### Procedure to follow:

Fill out the attached form and have it signed by the hierarchy then send it to the Appointing Authority <sup>3</sup>, a copy of the signed form should be sent to DG ADMIN by the HR Unit (original returned to the official)

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<sup>3</sup> The Appointing Authority is the Director General of DG ENTR.

**Legal basis:**

Staff Regulations: Article 11

Conditions of employment applicable to other servants: Articles 11, 54, 81, 124

**Annex:** Form of application for leave to accept a decoration, honour

[http://www.cc.cec/pers\\_admin/ethics/obligations/decoration\\_en.html](http://www.cc.cec/pers_admin/ethics/obligations/decoration_en.html)





### FICHE 3: PUBLICATIONS AND SPEECHES

#### Basic rules:

Outside the normal scope of your service, it is not possible to publish items on topics related to the functions and activities of the Institution without informing the Appointing Authority. In cases where officials plan to publish a text, article, or book (whether as sole author or in collaboration with others) or making a speech (whether published afterwards or not), they are obliged to ask for the prior authorization of the Appointing Authority.

If this the situation occurs in the context of service (e.g. a speech or a presentation during a mission), the prior authorization is not necessary as it is already covered by a mission order duly signed by your hierarchy. On the other hand, if you are giving a speech outside normal work activities, you must ask for the prior authorization.

Please note that the approach adopted with regard to publications and speeches is expanded to any form of public or private communication (e.g. an invitation to take part in a radio or TV programme), even outside the normal work framework, as long the subject is related to areas of the Community activities.

It should also be stressed that disclosure of any information which the official has become aware of during the performance of his duties but has not been made public is prohibited.

Criteria on which the decision Appointing Authority will be based:

- The type of functions undertaken by the Commission official and their domain of activity;
- The contents of the text to be published or speeches to be delivered;
- The possible consequences for the interests of the Community.

With regard to emoluments potentially associated with publications or speeches, two potential situations are possible:

- In the case of publications/speeches that are subject to remuneration, it is necessary to ask permission from the Appointing Authority before accepting such emoluments;
- If they are part of the normal working activities (e.g. speeches/presentations during missions), it is necessary to specify the amount in the mission order or in the declaration of mission expenses. These fees will be deducted from the balance of mission expenses or withheld from wages;
- Please note that income due from author's rights following publication are not taken into account in the calculations of net pay and are not subject to the annual ceiling of 4,500 Euros concerning the exercise of an external activity (see fiche 4).

**Remarks:**

The guidelines on publications and speeches should not be perceived as an obstacle to the right of freedom of expression of officials. They should rather be seen as evidence of the duties of reserve and of care that should characterize the conduct of officials when they express their opinions, particularly on subjects on which they have worked during the last two years. For any expression of opinion on Community policies the official or agent is strongly advised to proceed with moderation and make it clear that it is a personal opinion.

Even if you do not require permission for publications and/or speeches that do not relate to professional or European issues one should bear in mind that they can be considered an outside activity (therefore subject of application for authorization, see fiche 4). If, in addition, you signed a contract for the publication and/or if you receive emoluments, prior authorization to accept is indispensable (see fiche 4).

**Procedure to follow:**

It is important to provide all the information necessary in order that the Appointing Authority is able to take the right decision: a copy of the text should be attached to the application or presented via IT means; in addition a summary of the publication must be presented in one of the Commission's working languages.

The Appointing Authority's decision is normally issued within 30 days. However please note that the absence of a written response from the Appointing Authority within 30 days of receipt of the application form constitutes acceptance of the request.

1. Publication/speech without remuneration:

Fill out the first of the attached forms and have it signed by the hierarchy, then send it to the Appointing Authority<sup>4</sup>, a copy of the signed form should be sent to DG ADMIN by the HR Unit (original returned to the official).

2. Publication/speech with remuneration:

Fill out the first of the attached forms and then fill out the second one and have them signed by the hierarchy, then send them to the appointing authority, a copy of the signed form should be sent to DG ADMIN by the HR Unit (original returned to the official).

**Legal basis:**

Staff Regulations: Articles 17 and 17 bis, paragraph 2

Conditions of employment applicable to other servants: Articles 11, 54, 81 124

**Annexes:** - Application form for the publication of a text or a speech whether or not it is remunerated

- Application form for the authorisation of the acceptance of fees following the publication of a text or a speech

[http://www.cc.cec/pers\\_admin/ethics/obligations/freedom\\_expression\\_en.html](http://www.cc.cec/pers_admin/ethics/obligations/freedom_expression_en.html)

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<sup>4</sup> Concerning the authorization for publications/speeches without remuneration: for the staff in general, the AA is the Director of HR and for managers, the AA is the Director General of DG ENTR.

Concerning the authorizations to accept emoluments: for staff in general, the AA is the Director of HR and for senior management, the AA is the Director General of DG ADMIN.



## FICHE 4: EXTERNAL ACTIVITIES

### Basic rules:

In principle, holders of a special identity card (which constitutes a privilege for Community staff) are not allowed to work other than in regard to that for which they were hired by the Communities. Thus, the exercise of an outside activity (even if not paid) or of a mandate (see 5) outside the Community Institutions is always subject to a prior request to the Appointing Authority.

In general this rule also applies to former officials and staff on CCP. It continues to be in application and applies for those who have left the service for a period of 2 years after ceasing their functions<sup>5</sup>.

In terms of exterior activities, the basic rule is to distinguish between those activities that give rise to remuneration and those that do not. In this context voluntary activities as well as charitable and educational activities which do not entail the exercise of a profession are normally allowed.

But there are many other activities - even unpaid ones – that are not accepted: these include external activities which are regarded as a profession, activities within a company or commercial entity and even educational activities if they exceed 100 hours per school year.

Criteria on which the decision Appointing Authority will be based:

- The nature of the activity, which must be in compliance with the code of ethics for officials;
- The interest of the activity for the Communities;
- The possible effects on the performance of the official if they still working for the Institution;
- In the case of a gainful activity, the amount in question: the maximum net earnings allowed (cumulative of all outside activities) are 4500 Euros per year per staff member (amounts exceeding this limit must be repaid to the Commission);
- The reimbursement of transportation is not taken into account for this ceiling;

In case of external activities during the CCP (see fiche 10) in principle the official cannot deal with dossiers that they have dealt with during their three previous years of service in the Commission. Similarly they cannot attend meetings nor have professional contacts with their ex-DG or service for 6 months (or 1 year if they are members of the middle or senior management of the DG).

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<sup>5</sup> This obligation also applies to Temporary Agents; Contract Agents are only obliged to respect this if they had access to sensitive information.

**Remarks:**

If on the one hand, the pursuit of external activities can foster the acquisition of useful skills either for the official or for the institution, it is also imperative to avoid any conflict of interest or any risk of bringing into question the integrity and independence of the official that would be susceptible to prejudice Community interests.

For this reason requests for prior authorisation should not be considered a simple administrative formality but should be handled with great care. The Appointing Authority should be provided with the evidence necessary to make a fully informed decision thereon. The critical aspect of this analysis will undoubtedly be the examination of possible links between the functions exercised in the Commission and the activity or function that the official will perform outside the institution, as well as the possible relationship between the Commission and the body within which the external activity would be exercised.

In fact the preoccupation with the pursuit of external activities is such that the obligation to request prior authorization remains even in situations of no activity (e.g. CCP or retirement) and after the end of a contractual relationship with the Commission. This highlights the duty of loyalty to the institution and strengthens the relationship of trust between the official and the institution.

**Procedure to follow:**

Fill out the relevant attached form and have it signed by the hierarchy, then send it to the Appointing Authority <sup>6</sup>, a copy of the signed form should be sent to DG ADMIN by the HR Unit (original returned to the official).

Make the application at least two months before the start of the activity or mandate.

The decisions of the Appointing Authority shall be taken within one month after receiving the request and authorizations are granted for a maximum period of one year. In case of extension or renewal of the mandate or activity a new application must be submitted.

In cases of unpaid activity with a clear Community interest it is possible to obtain special leave for half the days in question (up to a maximum of 12 days a year).

**Legal basis:**

Staff Regulations: Article 12b

CEOS Articles 11, 54 and 81

Commission Decision of 28 April 2004 regarding external activities and mandates (C 2004-1597)

**Annex:** authorization forms for the exercise of an activity outside paid or unpaid, or to complete an assignment outside the Communities (one for the functions of HoU, Counsellor, AD and AST, the other for the functions of DG, DGA, Director, and Advisor)

[http://www.cc.cec/pers\\_admin/ethics/obligations/external\\_activities\\_en.html](http://www.cc.cec/pers_admin/ethics/obligations/external_activities_en.html)

**Case Study**

*Please note that a proper answer depends on knowing all the facts and circumstances in a case.*

**BOARD OF ADVISORS:**

*A senior manager in your DG has been invited to become a member of the advisory board of a major European space research organisation. Your DG works closely together with this organisation, as its objectives are in line with Community policy. At the same time, the organisation submits regularly to your DG proposals for projects subsidised by EU funding. These proposals are in competition with projects from other players in this field.*



## FICHE 5: MANDATES AND PUBLIC OFFICE

### Basic rules:

As per the rules on external activities the exercise of a mandate or a public office (paid or unpaid) outside the Institution is always subject to prior approval by the Appointing Authority.

If elected to public office it is first necessary to make a specific declaration of candidacy in which your hierarchical superiors will be called on to express an opinion on the compatibility between the candidature and the requirements of the service. The next step is to introduce a declaration relative to the exercise of public office where your hierarchical superiors must stipulate whether the interests of the Community are likely to be harmed. The decision of the Appointing Authority consists of recommending whether the officer should take CCP (congé de convenance personnel), annual leave, do part-time work or if they can remain in their activity full-time.

Criteria on which the decision Appointing Authority will be based:

- The type of mandate and the nature of public office to be filled following appointment or election; e.g.
  - The duration of the mandate or the public office to be exercised and whether it takes place during working hours;
  - The possible effects on the performance of official will influence the decision on possible CCP, part-time work, annual leave or remaining on active service in the Institution;
  - If it is a paid mandate or function, the net remuneration: the maximum net earnings for the exercise of mandates or public office is set at 4500 Euros per year (amounts beyond this ceiling shall be repaid to the Commission).

### Remarks:

An official who is elected or appointed to public office who takes a CCP must apply for permission to extend or renew it as necessary. This must be done in as per applications for CCP. It should be noted that the maximum annual net earnings allowed for external activities is not taken into account in the case of officials in CCP.

In case of CCP (see fiche 10) in principle the official cannot deal with the subject that they have dealt with during their three previous years of service in the Commission. Similarly they cannot attend meetings nor have professional contacts with their ex-DG or service for 6 months (or 1 year if they are members of the middle or senior management of the DG).

Officials who receive prizes or remuneration for a mandate must seek permission to accept this from the Appointing Authority, regardless of the value of the prize or remuneration. Such authorization will be denied if the prize or remuneration is incompatible with the interests of the Institution or endangers the independence of the official.

**Procedure to follow:**

Fill out the relevant attached form and have it signed by the hierarchy, then send it to the Appointing Authority <sup>7</sup>, a copy of the signed form should be sent to DG ADMIN by the HR Unit (original returned to the official).

Make the application at least two months before the start of the activity or mandate.

The decisions of the Appointing Authority shall be taken within one month after receiving the request and authorizations are granted for a maximum period of one year. In case of extension or renewal of the mandate or activity a new application must be submitted.

**Legal basis:**

Staff Regulations: Articles 12b and 15

CEOS: Articles 11, 54 and 81

Commission Decision of 28 April 2004 regarding external activities and mandates (C 2004-1597)

**Annexes:**

- Declaration form relative to a candidate for public office
- Declaration form relative to the exercise of public office

[http://www.cc.cec/pers\\_admin/ethics/obligations/election\\_en.html](http://www.cc.cec/pers_admin/ethics/obligations/election_en.html)

<p><b>See also Case Study under Fiche 4</b></p>
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<sup>7</sup> For the staff in general, the AA is the Director of HR, for middle management, is the DIRECTOR General of DG ENTR and for senior management, is the Director General of DG ADMIN



## **FICHE No. 6: MISSIONS (including missions without costs)**

### **Basic rules:**

All travel must be planned in advance in accordance with the hierarchy, and encoded in the specific application relative to missions. The mission order shall contain all the information required and must be accompanied by the convocation of which it is the subject. Similarly, in the detail of the mission expenses (décompte de frais de mission) you have to declare, for instance, if meals were offered by the organizers and the related amounts will be then deducted from the mission allowance.

In principle missions without cost (where the cost of travel and/or lodging is borne by the organizers) are not accepted in order to avoid the slightest risk that the independence and impartiality of the official can be put in doubt.

Any exceptions are to be analyzed on a case-by-case basis, given the high interest they may represent for the Institution. In any event they must be submitted to the hierarchy for their consideration.

Any compensation received in exchange for work performed in the framework of the service (e.g. participation in conferences or presentations during missions authorised by the appointing authority) must be declared (see fiche 3). If, by way of compensation, the cost of the mission is reimbursed by the organization for which official gave a presentation or participated in a conference, this must be declared and deducted from the declaration of costs of the mission and, in any case, this situation must be brought to the attention of the hierarchy.

### **Remarks:**

It is important to flag any invitation to participate in events to your hierarchy for which the organizers are willing to bear the costs of travel and/or lodgings since the "offer" is interpreted as being a gift and should therefore be treated with the utmost caution.

Invitations to participate in events organized by public agencies or representative associations for an economic sector pose, in principle, fewer problems and would normally be more readily acceptable. On the other hand invitations from private organizations which have a more or less explicit interest in areas which affect your work at the Commission present a risk which is too high to be accepted.

### **Procedure to follow:**

Respect the administrative intended for missions.

**Reference documents:** The mission guide

## Case Study

*Please note that a proper answer depends on knowing all the facts and circumstances in a case.*

### MISSIONS:

An important association in the pharmaceutical sector is organising a conference in Venice and asks you to make a speech. The expenses of travel and accommodation (in a luxurious hotel) will be covered by the association, and you will even have the possibility of taking with you a companion of your choice. But you will not receive any financial remuneration for the speech.

This is an annual conference organised by the sector which is always well attended. It would therefore be an excellent occasion to make a speech setting out the main elements of Community policy in the pharmaceutical sector, to a large audience. Considering the media coverage surrounding this event, it may be possible that interviews with the media will be scheduled.

What should you do? Accept the original invitation as originally made (travel and accommodation expenses paid by the organizer), or just limit oneself to making the speech? And what should one do if interviews are scheduled?

- Preliminary questions:

**What Community interest is there in my participation?**

**Is there a conflict of interest if I accept?**

**How will this generous invitation be perceived?**

- Who does the invitation come from?

**An invitation for a mission with expenses paid, such as that in this case study, must always be discussed beforehand with your immediate superior. The general rule is not to accept this type of invitation but your superior might agree to give his agreement, in the light of the following considerations:**

**If the invitation comes from an association operating at a European level or from a member state authority, the degree of risk is more limited. However, payment of all expenses by the Commission remains the preferred option, but there can be situations (e.g. where the organizer is handling all reservations of accommodation for the participants on a grouped basis) where it could be accepted that the organizer assumes responsibility for the costs of the hotel.**

**If it is a case of a conference organised by a private company, the Commission should assume all expenses.**

**But, in view of the possibility of lobbying, either by certain private companies or by certain Member States, the risks specific to each situation and, the context in which the invitation was given, must be evaluated (e.g. is the invitation made by certain Member States in particular, or is it made at the precise time that legislation, affecting in**



particular the field of work of the company in question, is about to be adopted, etc). In any event, the treatment offered to the personnel of the Commission should not be more favorable than that given by the organizers to other participants.

- Frequent invitations?

**It is important to take account of the frequency of the invitations made by the same organizer: if the invitations from the same source are recurrent, it will be necessary to evaluate the real interest for the Commission and to examine whether there are conflicts of interest.**

**The identification of all the risks, and a reflection on possible negative should always be carried out, especially as regards hospitality (this is part of the general duty to be circumspect). For this reason, these cases must always be discussed with the hierarchy, including the Director.**

**Considering still the question of when an invitation to take part in a conference can be accepted, this case study illustrates another issue: the participation of officials as speakers at events in which the other participants pay a registration fee. In this case, the general rule consists in not accepting, because the participation of officials should not in any way contribute to generating profits for the organizers. Exceptions – very limited - to this rule might be accepted by the hierarchy, but only where there is a strong interest for the Communities (e.g. the possibility of addressing an important audience, etc).**

- A partner is also invited?

**If the invitation extends also to a partner, who may have family ties with the official (spouses, etc), prudence is required: if this involves family members, the risks of negative perception are too high and there should not be the slightest suspicion of a conflict of interest. Partners will therefore preferably not accompany the official. Certainly, if they do so, they should assume all their costs, completely, and the official should also inform his hierarchy. If partners or spouses are to be included in any "social" programme (e.g. cultural visits, etc), then this should be done transparently by the organizing body.**

- Contacts with the media:

**If these contacts are envisaged beforehand, contact your spokesperson for more precise instructions.**

**If these contacts arise without warning, restrict yourself to talking only about Community policy specific to your sphere of activity and disclose only public information.**

**Contacts with the media are an important problem especially for young officials who not knowing how to manage the situation, can be caught out (they must be warned of the possibility and coached). Moreover, these contacts often are the occasion for certain journalists to try to include officials in their information network, in order to have access to privileged information: this must be reported to the spokesman.**



## **FICHE No. 7: CONTACT WITH THE MEDIA AND GENERAL PUBLIC**

### **Basic rules:**

In principle contacts with the media are the responsibility of DG COMM. The spokesperson designated by the cabinet is responsible for contacts between the media and the Commissioner responsible for DG. However you may be asked to give an opinion with regard to questions of a more technical nature, or details about your files, and to provide follow-up with due diligence.

In compliance with the **duty of reserve** to which the civil servant is subject by the Statute, information that has not been made public or are not accessible to the public can not be transmitted.

Unit R / 4 “Communication and Information” must be kept informed of any contacts with the media. This is necessary to ensure that an overview of the contacts with the media, or only one aspect of it, is available as no other unit will be aware of similar contacts elsewhere in the DG.

For obvious reasons it is excluded for an official to take the initiative to contact the press directly.

The **Code of Good Administrative Behaviour**, which stipulates the rules on relations with the public is applicable to all staff covered by the Statute but should also be a reference point for all personnel under private law contracts, *ENDs*, and *stagaires*.

The principles of good administration are legality (the application of Community rules and procedures), non-discrimination and equal treatment (similar cases receive equal treatment), proportionality (measures should be proportionate to the objective), and consistency in administrative practice by the Commission.

Guidelines for good administrative behaviour for staff in their relation with the public are objectivity and impartiality (conduct guided by Community interest and the public good), and adequate treatment of requests for information from the public (response in-time).

### **Specific rules in handling public inquiries:**

1. Requests for documents: if a document is published or accessible it may be forwarded to the applicant or details must be given on where to find it and how to gain access to it.

2. Correspondence<sup>8</sup>: an answer in the same language as the original letter (if it is written in an official language) shall be sent within 15 working days after the date of receipt (with reference to the responsible person and their contact details). If necessary send a holding reply (specifying the new response time in relation to the complexity of the issue where it involves further research, the need for translation, or interdepartmental consultation).
3. Telephone communications: always ask the identity of interlocutors and provide information on matters directly within your competence (as long as this is done in compliance with the interest of the institution); otherwise, send the call to other departments or to your superior (if in doubt, consult your superior before providing information), if necessary you may request a written confirmation of questions addressed to you by telephone.
4. E-mail: the rules similar are to those regarding telephone communications (see above); if the contents of an e-mail are more like that of a letter follow the instructions for treatment and delays for correspondence (see 2 above).

**Remarks:**

Given the media coverage of certain statements that may be misinterpreted out of context and that are harmful to the image of the institution, you are advised to proceed with great caution if you are directly contacted by journalists. Your duty of discretion and caution is needed in these cases and you need to be aware of the negative impact that poor conduct on your part can lead to either for the Commission or for the reputation of its staff.

As an employee of the European Commission you are at the service of European citizens, therefore when dealing with the public, you should ensure that their requests are followed up in a correct, proper and timely manner. However you should take the time to check if the information is in the public domain before divulging it - if you have any doubts about the Community interest in transmitting information, please feel free to discuss this with your hierarchical superiors.

**Procedure to follow:**

Stay "neutral" if you are directly contacted by journalists and direct them to the relevant services in a courteous manner. Do not forget to bring the situation to attention of your Head of Unit and Unit R/4, who will take preventive measures if necessary (such as to alert the competent services in advance of possible further contact from the media, thus preparing the ground for the type of feedback to give, etc.).

**Legal basis:**

Article 17 of the Staff Regulations; Commission's Rules of Procedure - Code of good administrative staff in its relations with the public (decision of 17 October 2000 (2000/633/EC, Euratom ECSC) .

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<sup>8</sup> These dispositions do not apply to abusive, repetitive, outrageous, or pointless correspondence that can legitimately be discontinued by the Commission

## Case Study

*Please note that a proper answer depends on knowing all the facts and circumstances in a case.*

### **COCKTAIL BAR:**

*As a Director, you are on mission with one of your colleagues. Invited by a counterpart, this colleague drinks too much at the cocktail bar in the hotel in the evening,. Whilst there, he begins to behave appallingly. He throws a pint of beer through a window, reveals confidential information and swears loudly at the waiter.*

*What could be the consequences of this behaviour?*

**Such behaviour has harmful consequences for the image of the Commission as an institution.**

**Two basic issues arise: on the one hand, lack of respect for the dignity of the position and status of an official, on the other hand, the transmission of confidential information. Of course, the right to free expression is not in question, but there is a duty not to disclose confidential information. And even in a situation not directly related to the functions performed at the Commission, free speech should be exercised with discretion and a due regard for the dignity of the function of an official.**

**With regard to transmission of information, it is important to bear in mind the general risk that information (even if not confidential) will be handled unfavourably: there is a risk that such information is taken out of context and twisted/changed from the original meaning.**



## **FICHE No. 8: CONTACTS WITH LOBBIES AND OTHER INTEREST GROUPS**

### **Basic rules:**

In general the same rules apply in these cases as the rules for contacts with the public. The guidelines regarding the transmission of information and/or documents are especially important in these cases.

### **Remarks:**

In a DG such as ours, which deals with several sectors and with SMEs, there are numerous contacts with organizations representing professional sectors. The working relationships that develop with counterparts from these interest groups must remain objective and impartial, keeping in mind that one should always safeguard Community interests. In addition it is necessary to ensure that one's interlocutors feel that they are being treated on an equal footing, as indeed they should be.

Even if these working relationships are positive and constructive, the official must under no circumstances be influenced by private interests or a Member State in carrying out their duties and in the decisions that they need to take as a Commission official. The contacts that you establish, as a representative of this DG in the framework of a relationship between the Commission and the Member States, must not lead to problems.

In the same way as the approach adopted to gifts and favours, you are the person who is best able to judge how to manage relationships with lobbyists and, if you have the slightest doubt, you should talk to your hierarchy who will guide you in a concrete way on how best to act, based on their actual experience in the unit. If you feel "under pressure" or at risk of feeling conditioned in your daily work, it may be the appropriate time to change your responsibilities. Anyway, it is strongly recommended that this kind of contacts take place in the office during normal working hours.

### **Legal basis:**

Article 17 of the Staff Regulations

Manual of Operational Procedures of the Commission

## Case Study

*Please note that a proper answer depends on knowing all the facts and circumstances in a case.*

### **EXCHANGE OF INFORMATION:**

*One of your desk officers is working on the preparation of new legislation on the safety of inflatable rowing boats. He still has to do an impact assessment and he fears that it will be difficult to find relevant data. A representative from a well known lobbying firm, who claims to represent European inflatable boat sector, offers to provide him with data, if he can keep him well informed about the progress of the new legislation.*

*Can he accept?*

**It is possible to receive information from an external source, but without accepting any condition or consideration: the need for information is inherent in the Commission's work, but transmission of information must be done transparently and without giving preferential treatment to certain actors.**

**Also, it is important not to get into difficulties caused by a natural desire to be polite and courteous towards external actors. It is desirable to “mark your territory”: e.g. as regards the environment and conditions under which the meetings with representatives of lobbying groups takes place (contacts with external actors should be held wherever possible in your office and during normal working hours).**

**In any case, the accuracy of the information received must be verified, as well as their source (for instance, the data produced by a European association representing a sector will in principle be more reliable than those of a private company).**

**Therefore, in the case study, the principles of transparency, proportionality and equal treatment are applied when assessing the risks of accepting this proposal.**



## FICHE No. 9: CONFLICT OF INTEREST

### Basic rules:

It is necessary to distinguish between two situations with regard to preventing potential conflicts of interest with relevance to an official's private life:

- With regard to spouses/partners: the official must declare the professional activities of their spouse or partner to the Appointing Authority if it is lucrative, if it is related to the work of the official or if the spouse's employer has clear links with the Commission.
- With regard to any personal interests, an official cannot deal with issues on which they have a direct or indirect personal interest (the interest of their family or spouse or partner, etc.) that could compromise their objectivity and independence. If there is slightest doubt it is necessary to make a statement to the Appointing Authority.

Criteria on which the decision Appointing Authority will be based:

- The link between the content of the activity of the official, their private interest (including those of their family and spouse or partner) and the consequences for the interests of the Institution;
- The motifs for which you feel that your independence may be threatened;
- The contents of the activity of your partner or spouse, including financial or contractual relationships between the Commission and the employer of a spouse or partner and the nature of its relationship with the work of the official;
- The possibility of alleged bias against the official or the risk of being accused of losing their independence.

In case of incompatibility with the work carried out by the official themselves the Appointing Authority may decide to change their duties or transfer them to another job.

### Remarks:

The precise definition of potential conflicts of interests is not easy to establish, not only because the situations covered are numerous and vary greatly depending on individual cases, but also because the assessment by the Appointing Authority of the type of interest involved can be very complex.

In the perspective of the anticipation of future problems and to prevent actual conflicts of interest that may adversely affect the reputation of the official and the image of the Institution, officials are strongly advised to signal in advance to your boss any situations in which they

feel there could be potential conflicts of interest. In so doing the official demonstrates that they have behaved in a responsible and upright manner and provides the opportunity for the Appointing Authority to judge the situation on the basis of information provided in the light of other similar cases in the Commission in order to take the best informed decision on the case in question.

**Procedure to follow:**

Complete the form(s) attached, providing all necessary information and then get them signed by your hierarchy.

The documents should then be sent to the Appointing Authority (the decision is made by DG ADMIN following consultation of the official's DG and other services concerned).

**Legal basis:**

Staff Regulations: Articles 11 and 11a, Article 13

CEOS: Articles 11, 54, 81 and 124

**Annexes:** Form for the declaration of a case of a possible conflict of interest

-

[http://www.cc.cec/pers\\_admin/ethics/obligations/conflict\\_en.html](http://www.cc.cec/pers_admin/ethics/obligations/conflict_en.html)

- Form for the declaration of gainful employment of spouse or partner

[http://www.cc.cec/pers\\_admin/ethics/obligations/spouse\\_en.html](http://www.cc.cec/pers_admin/ethics/obligations/spouse_en.html)

### **Case Study**

*Please note that a proper answer depends on knowing all the facts and circumstances in a case.*

**THE JOB OF THE SPOUSE:**

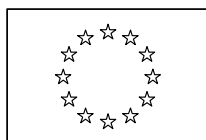
*You are involved in the selection process for a big contract and you know that the spouse of your boss obtained recently a key position in a company that is a serious contender to win the contract. Your boss has a crucial role in the contract award process. She feels uneasy with the situation and asks you for advice on what to do.*

*What would you advise?*

**The slightest hint of conflict of interest should be avoided, otherwise there will be a risk that the procedure could be challenged. Therefore, another Head of Unit should be given responsibility for the selection process. On the other hand, as a matter of transparency, and to avoid any pressure that the Head of Unit might seek to exercise so as to favour the project in question, it is recommended that all members of the selection panel should be made aware of the situation.**

**In addition, it is necessary to declare the activity of a spouse (whether paid or not) and directly inform the Director or the Director General. As regards the selection process for the award of contracts, even a bond of friendship should be declared by officials involved in these procedures, on their own initiative.**





## **FICHE No. 10: TERMINATION OF SERVICE OR CCP**

### **Basic rules:**

#### **1. Termination of duties**

A former official or agent who has ceased their activities in the Institution (due the end of a contract, resignation, early departure or retirement) or staff on CCP shall continue to fulfil the duties of honesty and sensitivity that have characterized their professional life when they were working in the Commission.

They also remain subject to the duties of reserve and of confidentiality and cannot disclose information that they learned while exercising their functions, unless the information has been made public or is accessible to the public.

Similarly, the rules on presents, gifts and favours (see fiche 1) as well as decorations and honours (see sheet 2) also apply to former officials and other servants provided that the delivery of a gift or title is in connection with the duties they undertook at the Commission. If accepted, request prior authorization from the Appointing Authority, who shall decide on the basis of the selection criteria specified in the fiches mentioned above.

If they intend to exercise an activity after leaving the service, such activities must not be incompatible with Community interests. In order that DG ADMIN is in a position to assess the compliance of the former official or agent's situation with regard to the rules in place, it is imperative to introduce a request for permission to exercise an activity after the departure from the Commission. This obligation<sup>9</sup> is in for a period of two years from the date of termination of functions (see fiche 5).

The beneficiaries of a disability pension are not in any case allowed to engage in gainful employment, except where the Appointing Authority decides otherwise.

#### **2. Leave for personal convenience (CCP)**

In principle CCP is not incompatible with the exercise of a professional occupation since one of the motivations underlying CCP is to obtain new professional experience. However, an official or agent on CCP should always apply for prior authorization (see fiche 5).

In case of external activities during the CCP in principle the official cannot deal with cases which they dealt with during their last 3 years of service at the Commission. Similarly they cannot attend meetings nor have professional contacts with their ex-DG or service for 6 months (or 1 year if they were in a management position in the DG).

Please note that in its evaluation of potential conflicts of interest in these rather sensitive situations regarding work related to functions exercised in the Commission, the

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<sup>9</sup> Doesn't apply to the former CA, except if they had access to confidential information.

Appointing Authority may impose compliance with other conditions depending on the individual case and with regard to the characteristics of the work in question.

With regard to the exercise of a political mandate and of an appointment to a public office, the Appointing Authority may even consider it essential that the staff member takes CCP. The duration is normally the period covered by the CCP which would have been granted specifically to support the mandate or function in question, following the examination of the compliance with the interests of the Union and the absence of conflicts of interests.

**Notes:**

Concerns about ethics are so important that expectations with regard to impeccable behaviour in the interests of the Union persist even after termination of duties. In fact, it is legitimate to expect that the values attached to this new culture of integrity become so internalized by those who had a career (or longer) within the institution that reflexes to request the Appointing Authority prior to specific authorizations for certain situations seem "natural".

With regard to the situations of the exercise of professional activities during CCP, the goal is to avoid potential conflicts of interest. With regard to former officials the aim is rather to ensure that they maintain a standard of ethical behaviour above all suspicion and respects fundamental Community interests.

**Procedure to follow:**

Fill out the attached form providing all the necessary details either on the functions during the past 3 years of work at the Commission or on new activities and the entity where the activity will be exercised. Then send this to the Appointing Authority.

For CCP: in case of a prolongation of CCP a prior request to exercise the activity in question should again be presented to the Appointing Authority, even if it is the same activity as the one which has already been authorised. In the case of a change of activity during CCP it is necessary to make a new request.

**Legal basis:**

Staff Regulations: Articles 16, 17 and 19

CEOS: Chapter 2

Decision of 28 April 2004 on outdoor activities and mandates (C 2004-1597)

**Annex:** application form for the request of authorisation of activities after the departure from the Commission, under Article 16 of the Statute

[http://www.cc.cec/pers\\_admin/ethics/obligations/after\\_leaving\\_en.html](http://www.cc.cec/pers_admin/ethics/obligations/after_leaving_en.html)



## APPLICATION FOR AUTHORISATION TO ACCEPT A GIFT OR FAVOUR

(Article 11 of the Staff Regulations, Articles 11, 54, 81 and 124 of the CEOS)

### APPLICANT

SURNAME/FIRST NAME: ..... Personnel No:.....

Administrative status: official/temporary staff/contract staff/auxiliary staff<sup>10</sup>

Grade:.....

Office address:..... Tel:.....

DG, Directorate, Unit: .....

Description of duties:.....

### SUBJECT OF THE APPLICATION

I have received/I request permission to receive<sup>1</sup> the following gift or favour<sup>11</sup>:.....

.....  
.....

(other gifts or favours received from the same person/organisation during the past year<sup>2</sup>:.....

.....  
.....)

I believe that it would have caused/would cause<sup>1</sup> offence to refuse this gift or favour because:.....

.....  
.....

and that by accepting it I am not in any way compromising my independence or my ability to carry out my duties exclusively with the interests of the Commission in mind, for which reasons I am requesting permission to accept this gift.

<sup>10</sup> Delete those which do not apply.

<sup>2</sup> Description and estimated value.

SIGNATURE: .....DATE: .....

**OPINION OF LINE MANAGER**  
application accepted/rejected<sup>1</sup>

If rejected, give reasons:

.....  
.....  
.....  
.....

SURNAME/FIRST NAME: .....POSITION: .....

SIGNATURE: .....DATE: .....

**APPOINTING AUTHORITY DECISION**

**APPLICATION ACCEPTED/REJECTED<sup>1</sup>**

SURNAME/FIRST NAME: .....POSITION: .....

SIGNATURE: .....DATE: .....

**Copy of the decision to be sent to Unit ADMIN/B/3 - SC 11 03/65**



## APPLICATION FOR AUTHORISATION TO ACCEPT A DECORATION OR HONOUR

(Article 11 of the Staff Regulations and Articles 11, 54, 81 and 124 of the CEOS)

### APPLICANT

SURNAME/FIRST NAME: ..... Personnel No.: .....

Administrative status: official/temporary official/contract staff/auxiliary staff<sup>12</sup>

Grade: .....

Building/office number ..... Tel.: .....

DG, Directorate, unit: .....

Description of the activity for which the decoration/honour is being awarded:

.....  
.....  
.....

### SUBJECT OF THE APPLICATION

I hereby request authorisation to accept the following decoration/honour:<sup>13</sup>

.....  
.....

The reasons for my request are as follows:

.....  
.....  
.....

I hereby declare that the award of this decoration/honour does not in any way compromise my independence or my ability to carry out my duties, exclusively with the interests of the Commission in mind.

SIGNATURE: ..... DATE: .....

### COMPULSORY ENCLOSURES

Letter or any other document from the authority (national or other) or body which is intending to grant you the decoration/honour, and the reasons for this.

<sup>12</sup> Delete as appropriate.

<sup>13</sup> Description and estimated value.

**OPINION OF IMMEDIATE SUPERIOR**  
Application accepted/Application rejected<sup>1</sup>

If rejected, give reasons:

.....  
.....  
.....  
.....

SURNAME/FIRST NAME: ..... POSITION: .....

SIGNATURE: ..... DATE: .....

**OPINION OF DIRECTOR-GENERAL**  
Application accepted/Application rejected<sup>1</sup>

If rejected, give reasons:

.....  
.....  
.....  
.....

SURNAME/FIRST NAME: .....

SIGNATURE: ..... DATE: .....

**DECISION OF APPOINTING AUTHORITY**  
Authorised/Refused<sup>1</sup>

SURNAME/FIRST NAME: ..... POSITION: .....

SIGNATURE: ..... DATE: .....

**Send the completed form to unit ADMIN.B.3 – SC 11 03/65**



EUROPEAN COMMISSION

DIRECTORATE-GENERAL

Please enter an answer in  
every section and write in  
block letters

## APPLICATION FOR AUTHORISATION TO PUBLISH A TEXT OR SPEECH<sup>5</sup>

**- WHETHER PAID OR UNPAID -**

(Article 17a(2) of the Staff Regulations and Articles 11, 54, 81 and 124 of the CEOS)

### APPLICANT

NAME/FIRST NAME: ..... Personnel No.: .....  
Administrative status: official/temporary official/contract staff/auxiliary staff<sup>14</sup>  
Grade: .....  
Building/office number: ..... Tel.: .....  
DG, Directorate, unit: .....  
Description of duties: .....  
.....

### PLANNED ACTIVITY

Title of text/speech<sup>15</sup>: .....  
.....  
Subject covered: .....  
.....  
.....  
.....  
Date of publication/speech: .....  
To be published in/delivered at: .....

### REMUNERATION

I will be paid a fee: YES/NO<sup>1</sup>  
\* Publication/speech outside Commission duties: YES/NO<sup>1/16</sup>  
Amount of fee: .....  
\* Publication/speech as part of normal work<sup>17</sup>: YES/NO<sup>1</sup>

SIGNATURE: ..... DATE : .....

<sup>14</sup> Delete as appropriate.

<sup>15</sup> Enclose a draft of the text or speech.

<sup>16</sup> **If YES, please complete the application form for acceptance of remuneration.**

<sup>17</sup> This must be declared in your mission expenses statement or declared to the salary department (for activities carried out at headquarters).

<sup>5</sup> Where the speech is not delivered as part of Commission duties and where it is or may be published.

**OPINION OF IMMEDIATE SUPERIOR**  
Application accepted/Application rejected<sup>1</sup>

If rejected, give reasons:

.....

.....

.....

.....

SURNAME/FIRST NAME: .....	POSITION: .....
SIGNATURE: .....	DATE: .....

**OPINION OF DIRECTOR**  
Application accepted/Application rejected<sup>1</sup>

If rejected, give reasons:

.....

.....

.....

SURNAME/FIRST NAME: .....	POSITION: .....
SIGNATURE: .....	DATE: .....

**DECISION OF APPOINTING AUTHORITY**  
Authorised/Refused<sup>1</sup>

If refused, give reasons: .....

.....

.....

SURNAME/FIRST NAME: .....	POSITION: .....
SIGNATURE: .....	DATE: .....

**Send a copy of the completed form to unit ADMIN/B/3 – SC 11 03/65**





EUROPEAN COMMISSION

DIRECTORATE-GENERAL

Please enter an answer in  
every section and write in  
block letters

## APPLICATION FOR AUTHORISATION TO PUBLISH A TEXT OR SPEECH<sup>5</sup>

**- WHETHER PAID OR UNPAID -**

(Article 17a(2) of the Staff Regulations and Articles 11, 54, 81 and 124 of the CEOS)

### APPLICANT

NAME/FIRST NAME: ..... Personnel No.: .....  
Administrative status: official/temporary official/contract staff/auxiliary staff<sup>18</sup>  
Grade: .....  
Building/office number: ..... Tel.: .....  
DG, Directorate, unit: .....  
Description of duties: .....  
.....

### PLANNED ACTIVITY

Title of text/speech<sup>19</sup>: .....  
.....  
Subject covered: .....  
.....  
.....  
.....  
Date of publication/speech: .....  
To be published in/delivered at: .....

### REMUNERATION

I will be paid a fee: YES/NO<sup>1</sup>  
\* Publication/speech outside Commission duties: YES/NO<sup>1/20</sup>  
Amount of fee: .....  
\* Publication/speech as part of normal work<sup>21</sup>: YES/NO<sup>1</sup>

SIGNATURE: ..... DATE : .....

<sup>18</sup> Delete as appropriate.

<sup>19</sup> Enclose a draft of the text or speech.

<sup>20</sup> **If YES, please complete the application form for acceptance of remuneration.**

<sup>21</sup> This must be declared in your mission expenses statement or declared to the salary department (for activities carried out at headquarters).

<sup>5</sup> Where the speech is not delivered as part of Commission duties and where it is or may be published.

**OPINION OF IMMEDIATE SUPERIOR**  
Application accepted/Application rejected<sup>1</sup>

If rejected, give reasons:

.....

.....

.....

.....

SURNAME/FIRST NAME: .....	POSITION: .....
SIGNATURE: .....	DATE: .....

**OPINION OF DIRECTOR**  
Application accepted/Application rejected<sup>1</sup>

If rejected, give reasons:

.....

.....

.....

SURNAME/FIRST NAME: .....	POSITION: .....
SIGNATURE: .....	DATE: .....

**DECISION OF APPOINTING AUTHORITY**  
Authorised/Refused<sup>1</sup>

If refused, give reasons: .....

.....

.....

SURNAME/FIRST NAME: .....	POSITION: .....
SIGNATURE: .....	DATE: .....

**Send a copy of the completed form to unit ADMIN/B/3 – SC 11 03/65**



## EUROPEAN COMMISSION

DIRECTORATE-GENERAL FOR PERSONNEL AND ADMINISTRATION  
Directorate B – Staff Regulations: policy, management and advisory services  
ADMIN.B.3 – Conditions of employment, non-pecuniary rights and obligations

Please enter an answer  
in every section and  
write in block letters

### **AUTHORISATION TO ACCEPT REMUNERATION FOR A PUBLICATION OR SPEECH**

(Second paragraph of Article 11 of the Staff Regulations and Articles 11, 54, 81 and 124 of the CEOS)

#### **APPLICANT**

NAME/FIRST NAME: ..... Personnel No.: .....  
Administrative status: official/temporary official/contract staff/auxiliary staff<sup>22</sup>  
Grade: .....  
Building/office number: ..... Tel.: .....  
DG, Directorate, unit: .....  
Description of duties at the Commission: .....  
.....  
.....

#### **ACTIVITY**

Title of text/speech: .....  
.....  
Subject covered: .....  
.....  
Does the activity relate to the European Communities? YES/NO<sup>1</sup>  
Is there any direct and/or indirect link between the activity and your duties at the Commission? YES/NO<sup>1</sup>  
If YES, give details: .....  
.....  
.....

When is the activity taking place?

1. outside office hours: ☐ in the evening ☐ on Saturday ☐ on Sunday
2. during office hours (specify dates and times): .....

#### Financial arrangements:

I will be paid a fee or compensation for:

1. the activity itself (net total amount) .....
2. travel expenses: .....
3. subsistence expenses: .....

#### Publication:

Will the above activity result in a publication? YES/NO<sup>1</sup>

If YES, give details of the financial arrangements

.....  
.....

<sup>22</sup> Delete as appropriate.

SIGNATURE: ..... DATE: .....

**OPINION OF IMMEDIATE SUPERIOR**

Is the activity of benefit to the Communities? YES/NO<sup>1</sup>

If NO, give reasons: .....  
.....

Application accepted/Application rejected<sup>1</sup>

If rejected, give reasons: .....  
.....  
.....

SURNAME/FIRST NAME: ..... POSITION: .....

SIGNATURE: ..... DATE: .....

**OPINION OF DIRECTOR<sup>3</sup> OR DIRECTOR-GENERAL<sup>23</sup>**

Is the activity of benefit to the Communities? YES/NO<sup>1</sup>

If NO, give reasons: .....  
.....

Application accepted/Application rejected<sup>1</sup>

If rejected, give reasons: .....  
.....  
.....

SURNAME/FIRST NAME: .....

SIGNATURE: ..... DATE: .....

**DECISION OF APPOINTING AUTHORITY**

(Applicant's Director-General)<sup>24</sup>

**OR<sup>1</sup>**

(Director-General for Personnel and Administration)<sup>2</sup>

<sup>23</sup> For the following functions: Director-General, Head of Service or equivalent/Deputy Director-General or equivalent/"Hors Classe" Adviser or equivalent/Director or equivalent/Principal Adviser or equivalent.

<sup>24</sup> For all functions other than those given in <sup>2</sup> above.

**AUTHORISED/REFUSED<sup>1</sup>**

SURNAME/FIRST NAME: .....

SIGNATURE: ..... DATE: .....

**Send the completed form to unit ADMIN/B/3 – SC 11 03/65**



**NB: THIS FORM IS FOR FUNCTION GROUPS CL/CU/ADM/AST**

**AUTHORISATION TO ENGAGE IN AN OUTSIDE ACTIVITY, WHETHER GAINFUL OR NOT, OR  
CARRY OUT AN ASSIGNMENT OUTSIDE THE COMMUNITIES<sup>25</sup>**

(Article 12b of the Staff Regulations and Articles 11, 54 and 81 of the CEOS)

**APPLICANT**

Name/first name: ..... Personnel No: .....  
Administrative status: official/temporary staff<sup>26</sup> Grade: .....  
Administrative address: .....  
Tel: .....

DG, Directorate, unit: .....

Description of duties at the Commission: .....  
.....  
.....

Activity at the Commission is full-time/part-time<sup>2</sup>

**PLANNED ACTIVITY<sup>27</sup>**

Name of the organisation in which activity is to be exercised:

.....

Address: .....  
.....

Type of activity : Teaching, conference, seminar, other<sup>2</sup>

Place in which the activity is to be carried out:

.....

The activity is to be carried out:

1. outside normal working hours: ☐ evening ☐ Saturday ☐ Sunday  
2. during normal working hours (give dates and times):

.....

For 1 and 2, indicate the period: from ..... to .....

**Possible conflict of interests**

1. Does the organisation have a financial and/or a contractual relationship with the  
Commission? YES/NO<sup>2</sup>

If YES, give details (on a separate sheet of paper if necessary)

.....  
.....  
.....

1. Commission Decision of 28 April 2004 on outside activities and assignments – Administrative Notice  
No 85/2004 of 29 June 2004.

2. Delete as appropriate.

3. Any modification of the activity after this application must be reported to the appointing authority (the second  
paragraph of Article 12b of the Staff Regulations).

2. Is there any direct and/or indirect link between the activity and your duties at the Commission? YES/NO<sup>2</sup>

If YES, give details (on a separate sheet of paper if necessary)

.....  
.....

### Absences

The activity will entail a planned/likely<sup>2</sup> total absence of ..... working day(s), including travel time.

Will this absence be covered in its entirety by a request for annual leave? YES/NO<sup>2</sup>  
(if NO) special leave of ..... day(s) is requested.<sup>28</sup>

### In the case of an educational activity

Total number of teaching hours to be worked: .....

i.e. ....hours/week or .... hours/month.

### Financial arrangements

Will remuneration or compensation be provided for:

1. the activity itself? (total net amount) .....
2. travel expenses? YES/NO<sup>2</sup> (if YES, the proposed amount).....
3. subsistence expenses? YES/NO<sup>2</sup> (if YES, the proposed amount).....

### Publication

Will the above activity result in a publication? YES/NO<sup>2</sup>

If YES, give details of the financial arrangements:

.....  
.....  
.....

SIGNATURE: .....DATE: .....
-----------------------------

### **OPINION OF IMMEDIATE SUPERIOR**

Is the activity of benefit to the Communities? YES/NO<sup>2</sup>

If not, explain why: .....  
.....

Application approved/Application not approved<sup>2</sup>

If not approved, give reasons: .....  
.....  
.....

---

4. The special leave may not be more than half the working days involved. No special leave will be granted, even where the planned activity is of benefit to the Communities, where remuneration other than reimbursement of travel and subsistence expenses is provided (see the Commission decision of 28 April 2004 introducing implementing provisions on leave, section II.b.1 – Administrative Notice 102/2004 of 28 July 2004).

NAME/FIRST NAME: ..... POSITION: .....  
SIGNATURE: ..... DATE: .....

### DECISION OF THE APPOINTING AUTHORITY <sup>5</sup>

**Activity:** authorised<sup>2</sup> from .....to..... <sup>6</sup>

*NB: the maximum annual ceiling for net remuneration for all external activities combined is €4 500.*

**refused<sup>2</sup>:** give the grounds.....

.....  
.....  
.....  
.....

**Special leave is granted for ..... day(s): YES/NO<sup>2</sup>**

NAME/FIRST NAME: ..... POSITION: .....  
SIGNATURE: ..... DATE: .....

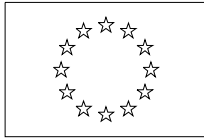
**Send the completed form to unit ADMIN/B/3 – SC 11 03/65**

5. Commission Decision of 28 April 2004 on the exercise of the powers conferred by the Staff Regulations on the Appointing Authority and by the Conditions of employment of other servants on the Authority Empowered to Conclude Contracts of Employment of 5 May 2004 – Administrative Notice No 31/2004 of 5 May 2004.

6. Authorisation is valid only for the period indicated, which may not exceed one year. Any extension beyond one year or any renewal requires a new request to be presented at least two months before the expiry of the period.

7. Article 9 of Commission Decision of 28 April 2004 on external activities and assignments - Administrative Notice No 85/2004 of 29 June 2004 (**NB:** any amount above the maximum net annual remuneration of €4 500 must be declared to the appointing authority, and will be recovered by PMO/2).





## EUROPEAN COMMISSION

DIRECTORATE-GENERAL FOR PERSONNEL AND ADMINISTRATION  
Directorate B – Staff Regulations: policy, management and advisory service  
ADMIN/B/3 – Conditions of employment, non-pecuniary rights and obligations

Please enter an  
answer in every  
section and write in  
block letters

### **NB: THIS FORM IS FOR FUNCTION GROUPS DG/DGA/CHC/D/CP**

#### **AUTHORISATION TO ENGAGE IN AN OUTSIDE ACTIVITY, WHETHER GAINFUL OR NOT, OR CARRY OUT AN ASSIGNMENT OUTSIDE THE COMMUNITIES<sup>29</sup> (Article 12b of the Staff Regulations and Article 11 of the CEOS)**

##### **APPLICANT**

Name/first name: ..... Personnel No: .....  
Administrative status: official/temporary staff<sup>2</sup> Grade:.....  
Administrative address: ..... Tel:.....  
DG, Directorate, unit: .....  
Description of duties at the Commission: .....  
.....  
.....  
Activity at the Commission is full-time/part-time<sup>2</sup>

##### **PLANNED ACTIVITY<sup>3</sup>**

Name of the organisation in which activity is to be exercised:  
.....  
.....

Address: .....  
.....

Type of activity : Teaching, conference, seminar, other<sup>2</sup>

Place in which the activity is to be carried out:  
.....

The activity is to be carried out:

1. outside normal working hours: ☐ evening ☐ Saturday ☐ Sunday
2. during normal working hours (give dates and times):  
.....

For 1 and 2, indicate the period: from ..... to .....

##### **Possible conflict of interests**

1. Does the organisation have a financial and/or a contractual relationship with the Commission? YES/NO<sup>2</sup>

If YES, give details (on a separate sheet of paper if necessary)  
.....  
.....

2. Is there any direct and/or indirect link between the activity and your duties at the Commission? YES/NO<sup>2</sup>

1. Commission Decision of 28 April 2004 on outside activities and assignments – Administrative Notice No 85/2004 of 29 June 2004.

2. Delete as appropriate.

3. Any modification of the activity after this application must be reported to the appointing authority (the second paragraph of Article 12b of the Staff Regulations).

If YES, give details (on a separate sheet of paper if necessary).

.....  
.....

### Absences

The activity will entail a total planned/likely<sup>2</sup> absence of ..... working day(s), including travel time.

Will this absence be covered in its entirety by a request for annual leave? YES/NO<sup>2</sup> (if NO) special leave of ..... day(s) is requested<sup>30</sup>.

### In the case of an educational activity

Total number of teaching hours to be worked.....

i.e.....hours/week or ..... hours/month

### Financial arrangements

Will remuneration or compensation be provided for:

1. the activity itself? (total net amount) .....
2. travel expenses? YES/NO<sup>2</sup> (if YES, the proposed amount).....
3. subsistence expenses? YES/NO<sup>2</sup> (if YES, the proposed amount).....

### Publication

Will the above activity result in a publication? YES/NO<sup>2</sup>

If YES, give details of the financial arrangements:

.....  
.....  
.....

SIGNATURE: .....DATE: .....
-----------------------------

### **OPINION OF IMMEDIATE SUPERIOR**

Is the activity of benefit to the Communities? YES/NO<sup>2</sup>

If not, give reasons:.....  
.....

Application approved/Application not approved<sup>2</sup>

If not approved, give reasons: .....  
.....  
.....

NAME/FIRST NAME: ..... POSITION: .....
--

SIGNATURE: ..... DATE: .....
------------------------------

**Send the completed form to unit ADMIN/B/3 – SC 11 03/65**

### **DECISION OF THE APPOINTING AUTHORITY<sup>5</sup>**

4. The special leave may not be more than half the working days involved. No special leave will be granted, even where the planned activity is of benefit to the Communities, where remuneration other than reimbursement of travel and subsistence expenses is provided (see the Commission decision of 28 April 2004 introducing implementing provisions on leave, section II.b.1 – Administrative Notice 102/2004 of 28 July 2004).

**Activity:**      **authorised<sup>2</sup> from .....to.....** <sup>6</sup>

*NB: the maximum annual ceiling for net remuneration  
for all external activities combined is €4 500.<sup>7</sup>*

**refused<sup>2</sup>** on the following grounds.....

.....  
.....  
.....  
.....

**Special leave is granted by the AIPN in question<sup>8</sup> for .....day(s):**

**YES – NO<sup>2</sup>**

THE DIRECTOR-GENERAL OF PERSONNEL AND ADMINISTRATION

CLAUDE CHÊNE

DONE IN Brussels on .....

5. Commission Decision of 28 April 2004 on the exercise of the powers conferred by the Staff Regulations on the Appointing Authority and by the Conditions of employment of other servants on the Authority Empowered to Conclude Contracts of Employment - Administrative Notice No 31/2004 of 5 May 2004.

6. Authorisation is valid only for the period indicated, which may not exceed one year. Any extension beyond one year or any renewal requires a new request to be presented at least two months before the expiry of the period.

7. Article 9 of Commission Decision of 28 April 2004 on external activities and assignments - Administrative Notice No 85/2004 of 29 June 2004 (**NB:** any amount above the maximum net annual remuneration of €4 500 must be declared to the appointing authority, and will be recovered by PMO/2).

8. The Director General (or the official delegated by the Director-General) of the applicant's DG.



## EUROPEAN COMMISSION

DIRECTORATE-GENERAL FOR PERSONNEL AND ADMINISTRATION  
Directorate B – Staff Regulations: policy, management and advisory services  
Conditions of employment, non-pecuniary rights and obligations. ADMINFO

Please enter an answer  
in every section and  
write in block letters

### DECLARATION OF CANDIDATURE FOR PUBLIC OFFICE

(Article 15 of the Staff Regulations and Articles 11 and 81 of the CEOS)

#### APPLICANT

##### I THE UNDERSIGNED

SURNAME/FIRST NAME: ..... Personnel No: .....

Administrative status: official/temporary official/contract staff<sup>31</sup>

Grade: ..... Building/office number: ..... Tel.: .....

DG, Directorate, unit: .....

hereby declare that I am a candidate for public office.

#### DETAILS OF PUBLIC OFFICE

Nature of public office: .....

.....

Country and place in which public office is to be exercised: .....

If an election, name of list on which I am a candidate: .....

Position on this list: .....

Election campaign: ..... YES/NO<sup>1</sup>

If YES, specify:- duration: ..... from ..... to ..... YES/NO<sup>1</sup>

- during working hours: ..... YES/NO<sup>1</sup>

I hereby undertake to inform DG ADMIN without delay if I am elected and to send a completed declaration of tenure of public office.

SIGNATURE: ..... DATE: .....

#### OPINION OF IMMEDIATE SUPERIOR

Candidature compatible with the requirements of the service: ..... YES/NO<sup>1</sup>

If NO, give reasons: .....

.....

.....

SURNAME/FIRST NAME: .....

SIGNATURE: ..... DATE: .....

<sup>31</sup> Delete as appropriate.

### OPINION OF DIRECTOR

Candidature compatible with the requirements of the service:

YES/NO<sup>32</sup>

If NO, give reasons: .....  
.....

SURNAME/FIRST NAME: .....

SIGNATURE: ..... DATE: .....

### OPINION OF DIRECTOR-GENERAL

Candidature compatible with the requirements of the service:

YES/NO<sup>1</sup>

If NO, give reasons: .....  
.....

SURNAME/FIRST NAME: .....

SIGNATURE: ..... DATE: .....

**Send the completed form to unit ADMIN/B/3 – SC 11 03/65**

### **DECISION OF APPOINTING AUTHORITY**

SURNAME/FIRST NAME: .....

SIGNATURE: ..... DATE: .....

For the period from ..... to ..... the applicant:

- ☐ must apply for leave on personal grounds;
- ☐ must take annual leave;
- ☐ must apply to work part time;
- ☐ may continue normal duties.

---

<sup>32</sup> Delete as appropriate.



## EUROPEAN COMMISSION

DIRECTORATE-GENERAL FOR PERSONNEL AND ADMINISTRATION  
Directorate B – Staff Regulations: policy, management and advisory services  
Conditions of employment, non-pecuniary rights and obligations. ADMINFO

Please enter an answer  
in every section and  
write in block letters

### DECLARATION TENURE OF PUBLIC OFFICE

(Article 15 of the Staff Regulations and Articles 11 and 81 of the CEOS)

#### APPLICANT

SURNAME/FIRST NAME: ..... Personnel No: .....  
Administrative status: official/temporary official/contract staff<sup>33</sup>  
Grade: ..... Tel.: .....  
Building/office number: .....  
DG, Directorate, unit: .....

#### PLANNED ACTIVITY

Nature of duties to be performed and place: .....  
.....  
Date on which duties are to start and duration: .....  
Times and frequency of performance of duties: .....  
Monthly remuneration<sup>34</sup>: .....

SIGNATURE: ..... DATE: .....

#### OPINION OF IMMEDIATE SUPERIOR

Tenure of the public office may be detrimental to the Commission's interests: YES/NO<sup>1</sup>  
If YES, give reasons: .....

The extent of the planned duties and the commitments they entail are such that the official is  
able to perform his/her duties in the Directorate-General in full: YES/NO<sup>1</sup>  
If NO, give reasons: .....

SURNAME/FIRST NAME: ..... POSITION: .....  
SIGNATURE: ..... DATE: .....

<sup>33</sup> Delete as appropriate.

<sup>34</sup> State the net amount.

### OPINION OF DIRECTOR

Tenure of the public office may be detrimental to the Commission's interests: YES/NO<sup>35</sup>

If YES, give reasons: .....

.....

.....

The extent of the planned duties and the commitments they entail are such that the official is able to perform his/her duties in the Directorate-General in full: YES/NO<sup>1</sup>

If NO, give reasons: .....

.....

.....

.....

SURNAME/FIRST NAME: .....

SIGNATURE: ..... DATE: .....

### OPINION OF APPLICANT'S DIRECTOR-GENERAL

Tenure of the public office may be detrimental to the Commission's interests: YES/NO<sup>1</sup>

If YES, give reasons: .....

.....

.....

The extent of the planned duties and the commitments they entail are such that the official is able to perform his/her duties in the Directorate-General in full: YES/NO<sup>1</sup>

If NO, give reasons: .....

.....

.....

SURNAME/FIRST NAME: .....

SIGNATURE: ..... DATE: .....

**Send the completed form to unit ADMIN/B/3 – SC 11 03/65**

### **DECISION OF APPOINTING AUTHORITY**

SURNAME/FIRST NAME: .....

SIGNATURE: ..... DATE: .....

For the period of his/her mandate from ..... to ..... the applicant:

- ☐ must apply for leave on personal grounds;
- ☐ must take annual leave;
- ☐ must apply to work part time;
- ☐ may continue normal duties.

<sup>35</sup> Delete as appropriate.



EUROPEAN COMMISSION

DIRECTORATE-GENERAL .....

Please enter an answer  
in every section and  
write in block letters

## DECLARATION IN THE EVENT OF A POSSIBLE CONFLICT OF INTERESTS

(Article 11a of the Staff Regulations and Articles 11, 54, 81 and 124 of the CEOS)

### APPLICANT

SURNAME/FIRST NAME: ..... Personnel No: .....

Administrative status: official/temporary official/contract staff/auxiliary staff<sup>36</sup>

Grade: .....

Building/office number: ..... Tel. : .....

DG, Directorate, unit: .....

Description of duties at the Commission: .....

.....  
.....  
.....  
.....

### PLANNED ACTIVITY

State the nature of and procedure involved in the **matter** on which you are called on to decide - or deal with - in the performance of your duties at the Commission and in the outcome - or handling - of which you may have a personal interest such as to impair your independence:

.....  
.....  
.....  
.....

State the reasons why your independence may be impaired: .....

.....  
.....  
.....  
.....

SIGNATURE: ..... DATE: .....

<sup>36</sup> Delete as appropriate.



**OPINION OF IMMEDIATE SUPERIOR**

Accepted/Rejected<sup>1</sup>

If rejected, give reasons: .....  
.....  
.....  
.....  
.....

SURNAME/FIRST NAME: ..... POSITION: .....

SIGNATURE: ..... DATE: .....

**OPINION OF DIRECTOR-GENERAL**

Accepted/Rejected<sup>1</sup>

If rejected, give reasons: .....  
.....  
.....  
.....  
.....

SURNAME/FIRST NAME: .....

SIGNATURE: ..... DATE: .....

**SEND THE COMPLETED FORM TO UNIT ADMIN/B/3 – SC 11 03/65**

**DECISION OF APPOINTING AUTHORITY**

.....  
.....  
.....  
.....  
.....

SURNAME/FIRST NAME: .....

SIGNATURE: ..... DATE: .....



## EUROPEAN COMMISSION

DIRECTORATE-GENERAL FOR PERSONNEL AND ADMINISTRATION  
Directorate B – Staff Regulations: policy, management and advisory services  
ADMIN.B.3 Conditions of employment, non-pecuniary rights and obligations

Please enter an answer  
in every section and  
write in block letters

### DECLARATION GAINFUL EMPLOYMENT OF SPOUSE

(Article 13 of the Staff Regulations and Articles 11 and 81 of the CEOS)

#### APPLICANT

SURNAME/FIRST NAME: ..... Personnel No: .....

Administrative status: official/temporary official/contract staff<sup>37</sup>

Grade: .....

Building/office number: ..... Tel. :  
.....

DG, Directorate, unit: .....

Description of duties:  
.....  
.....  
.....  
.....  
.....

#### ACTIVITY OF SPOUSE

SURNAME/FIRST NAME: .....

Description of activity: .....  
.....  
.....  
.....  
.....  
.....  
.....

Describe the direct/indirect link between your spouse's activity and your duties at the  
Commission: .....  
.....  
.....  
.....  
.....

Indicate any financial and/or business links between the Commission and the organisation for  
which your spouse works:  
.....  
.....  
.....  
.....

<sup>37</sup> Delete as appropriate.

SIGNATURE: ..... DATE: .....

**OPINION OF IMMEDIATE SUPERIOR**

Accepted/Rejected<sup>2</sup>

If rejected, give reasons :

.....  
.....  
.....

SURNAME/FIRST NAME: ..... POSITION: .....

SIGNATURE: ..... DATE: .....

**OPINION OF DIRECTOR-GENERAL**

Accepted/Rejected<sup>1</sup>

If rejected, give reasons: .....

.....  
.....  
.....  
.....

SURNAME/FIRST NAME: .....

SIGNATURE: ..... DATE: .....

**Send the completed form to unit ADMIN/B/3 – SC 11 03/65**

**DECISION OF APPOINTING AUTHORITY**

Activity of spouse compatible/incompatible<sup>1</sup>

If incompatible, give reasons: .....

.....  
.....  
.....  
.....

SURNAME/FIRST NAME: ..... POSITION: .....

SIGNATURE: ..... DATE: .....



## COMMISSION EUROPÉENNE

DIRECTION GÉNÉRALE PERSONNEL ET ADMINISTRATION  
Direction B – Statut : Politique, gestion et conseil  
ADMIN.B.3 Conditions d'emploi, Droits et obligations non pécuniaires

Prière de répondre à  
toutes les rubriques et  
d'écrire en caractères  
d'imprimerie

### DEMANDE D'AUTORISATION D'ACTIVITES APRES LE DEPART DE LA COMMISSION

(Article 16 du statut)

#### L'ancien fonctionnaire ou agent

NOM / Prénom : .....  
N° personnel : ..... Catégorie / grade / échelon : .....  
Date de départ de la Commission : .....  
Adresse : .....  
Téléphone : ..... Fax : .....  
Email : .....  
Recevez ou recevrez-vous un bénéfice pécuniaire de la Commission après votre départ ? De quel type ?  
Quelles étaient vos activités pendant les 3 dernières années de service ? .....  
Précisez la DG. ....  
**Nouvelle activité**  
Nom de l'organisme : .....  
Adresse : .....  
Téléphone : ..... Fax : .....  
Email : .....  
Type d'activité de l'organisme : .....  
Précisez si cet organisme reçoit des fonds de la Commission européenne ?  
.....  
Description de l'activité envisagée :  
.....  
Durée envisagée de l'activité : .....  
Position dans l'organisme : .....  
Etes-vous employé et / ou actionnaire de l'organisme ? .....  
1. Si vous percevez une allocation d'invalidité, un formulaire relatif à l'article 13, annexe VIII du statut  
concernant les précisions sur l'activité après le départ de la Commission vous sera envoyé dans les  
plus brefs délais.  
2. Percevrez-vous une rémunération, des avantages pécuniaires ? .....  
3. Précisez si l'organisme pour lequel vous désirez travailler a des liens commerciaux, financiers ou contractuels  
(y compris subventions) directs ou indirects avec une institution (en particulier la Commission) ou un organisme  
communautaire ? .....  
4 Préciser si vous avez eu dans l'exercice de vos activités à la Commission des relations directes ou indirectes  
avec l'organisme pour lequel vous désirez travailler<sup>38</sup> ? Si oui, préciser :  
.....  
Préciser si votre nouvelle activité a des liens directs ou indirects avec d'autres  
services de la Commission : .....  
Autres informations utiles : .....  
Fait à : .....le : .....  
Signature : .....  
Vous pouvez joindre tout document que vous jugez utile pour appuyer la compatibilité de vos nouvelles activités  
ou fonctions avec les activités que vous aviez à la Commission.

**A renvoyer à ADMIN.B.3 Commission européenne SC11 03/7 B - 1049 Brussels**  
**Fax : +32.2.298.67.7152 - [Admin-b3-droits-non-pecuniaux@xx.xxxopa.eu](mailto:Admin-b3-droits-non-pecuniaux@xx.xxxopa.eu)**

<sup>38</sup> En particulier, indiquez si vous avez participé à l'établissement de relations financières et / ou contractuelles.

## REFERENCE OF RULES AND APPLICABLE LAW

**Staff Regulations**, in particular Titles II and VI:

[http://www.cc.cec/statut/\\_en/ind\\_stat.htm](http://www.cc.cec/statut/_en/ind_stat.htm)

**Code of good administrative behaviour** (relations with the public):

[http://eur-lex.europa.eu/LexUriServ/site/en/oj/2000/l\\_267/l\\_26720001020en00630066.pdf](http://eur-lex.europa.eu/LexUriServ/site/en/oj/2000/l_267/l_26720001020en00630066.pdf)

**Manual of operating procedures**:

<http://www.cc.cec/home/dgserve/sg/manupro/index.cfm?lang=en>

**Communication from Vice-President Kallas to the Commission on the Environment for enhancing professional ethics in the Commission - SEC (2008) 301 final**:

[http://www.cc.cec/pers\\_admin/ethics/documents/080305\\_comm\\_ethic\\_en.pdf](http://www.cc.cec/pers_admin/ethics/documents/080305_comm_ethic_en.pdf)

**Internal control standards**, in particular standard 2 regarding ethical values:

[http://www.entr.cec.eu.int/units\\_directorates/a/4/ICS/newics.htm](http://www.entr.cec.eu.int/units_directorates/a/4/ICS/newics.htm)

**Commission decision of 28 April 2004 on outside activities and offices (C (2004) 1597/10) - AN 85/2004 of 29 June 2004**

**Financial issues**

**Financial regulation and implementing rules**:

[http://www.cc.cec/budg/leg/leg\\_en.html](http://www.cc.cec/budg/leg/leg_en.html)

**Practical Guide to staff ethics and conduct prepared by DG ADMIN**:

[http://www.cc.cec/pers\\_admin/ethics/documents/080305\\_comm\\_ethic\\_en.pdf](http://www.cc.cec/pers_admin/ethics/documents/080305_comm_ethic_en.pdf)

**DG ENTR page on intranet**

[http://www.entr.cec.eu.int/units\\_directorates/r/2/Rights/Rights\\_sub\\_ethics\\_mix.htm](http://www.entr.cec.eu.int/units_directorates/r/2/Rights/Rights_sub_ethics_mix.htm)

## **OTHER USEFUL LINKS**

**Publications: and speeches**

[http://www.cc.cec/pers\\_admin/ethics/obligations/freedom\\_expression\\_en.html](http://www.cc.cec/pers_admin/ethics/obligations/freedom_expression_en.html)

**Gifts**:

[http://www.cc.cec/pers\\_admin/ethics/obligations/conflicts\\_interest\\_en.html](http://www.cc.cec/pers_admin/ethics/obligations/conflicts_interest_en.html)

**Conflicts of interest**

[http://www.cc.cec/pers\\_admin/ethics/obligations/conflicts\\_interest\\_en.html](http://www.cc.cec/pers_admin/ethics/obligations/conflicts_interest_en.html)

**External activities**

[http://www.cc.cec/pers\\_admin/ethics/obligations/index\\_en.html](http://www.cc.cec/pers_admin/ethics/obligations/index_en.html)

**Professional activity after leaving the service (end of contract, retirement, CCP)**

[http://www.cc.cec/pers\\_admin/pension/obligations\\_en.html](http://www.cc.cec/pers_admin/pension/obligations_en.html)

[http://www.cc.cec/pers\\_admin/cond\\_empl/ccp/index\\_en.html](http://www.cc.cec/pers_admin/cond_empl/ccp/index_en.html)

**COMMUNICATION FROM VICE-PRESIDENT KALLAS TO THE COMMISSION ON  
ENHANCING THE ENVIRONMENT FOR PROFESSIONAL ETHICS  
(document SEC (2008) 301 final)**

**ANNEX**

**STATEMENT OF PRINCIPLES OF PROFESSIONAL ETHICS**

Staff of the European Commission serve the public interest of the European Union. Incumbent with this privilege is the obligation to adhere to the principles of the European Civil Service as reflected in the Staff Regulations.

***Upholding public interest and accountability***

Staff's conduct and participation in any decision-making process should be determined by the need to serve the common good and the European public interest, and never by any other interests whether private or as a result of pressure from any source.

Staff help the European Commission to meet the highest standards of transparency and accountability. Staffs act in a manner that will bear the closest public scrutiny.

***Competence, responsibility and objectivity***

Staff serve the public interest of the European Union with competence and responsibility, in accordance with the highest professional standards. They constantly aim at achieving the Commission's objectives effectively and efficiently and they loyally implement all decisions.

Staff give honest and impartial advice and act at all times in an independent and objective manner. Conclusions or decisions should be balanced and based on a thorough analysis of the facts and the legal background. Staff must ensure that any conflict of interests which arises between their individual, private interests and the public interest of the European Union is handled properly.

***Safeguarding public assets and information***

Staff ensure proper and efficient use of the resources and public assets trusted to them so as to protect the financial interests of the European Union.

Staff are responsible for the security of information in their possession or under their responsibility whilst complying with the rules on access to documents safeguarding the public interest.

***General Conduct***

Staff communicate and behave in a way which will not reflect negatively on the Commission.

Staff should in all contexts consider the possible consequences and implications of potential action; they should conduct themselves at all times with a due sense of proportion and propriety, always bearing in mind the image and the reputation of the Commission.

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