



A specific section on ethics and integrity is available on the EEA intranet under Administration and provides relevant information and forms per type of activity as well as useful links to the applicable rules and regulations (see below).

Information available on EEA intranet

ETHICS AND INTEGRITY

The Staff Regulations establish the general framework of rights and obligations affecting EEA staff. This is supplemented by the European Code of Good Administrative Behaviour, which determines the type of service the public can expect from European public servants.

The guides and procedures listed in this section covers a variety of issues, ranging from behavioural tips, which you would be well advised to follow, to compliance with legal obligations under the Staff Regulations, violation of which could lead to disciplinary measures.

In all instances, EEA staff should always avoid situations that could lead to a potential conflict of interest. Article 11a of the Staff Regulations provides that:

"1. An official [EEA staff] shall not, in the performance of his duties and save as hereinafter provided, deal with a matter in which, directly or indirectly, he has any personal interest such as to impair his independence, and, in particular, family and financial interests.

2. Any official [EEA Staff] to whom it falls, in the performance of his duties, to deal with a matter referred to above shall immediately inform the Appointing Authority [the Executive Director]. The Appointing Authority [the Executive Director] shall take any appropriate measure, and may in particular relieve the official from responsibility in this matter.

3. An official [EEA staff] may neither keep nor acquire, directly or indirectly, in undertakings which are subject to the authority of the institution to which he belongs or which have dealings with that institution, any interest of such kind or magnitude as might impair his independence in the performance of his duties."

LINKS

- Staff Regulations and conditions of employment of other servants (Article 11a to 26a)
- European Code of Good Administrative Behaviour
- EEA financial Regulation (excerpt)
- Decision of the Executive Director of 31.5.1999 concerning the terms and conditions for internal investigations in relation to the prevention of fraud, corruption and any illegal activity detrimental to the Communities interests
- Guidelines on identification and management of sensitive functions
- Internal control standard No 14 on reporting improprieties
- Commission Intracomm:

- Practical guide to staff ethics and conduct
http://myintracomm.ec.testa.eu/hr_admin/en/ethics/Documents/guide_ethics_en.pdf
- Guidelines on gifts and hospitality for the staff members
http://myintracomm.ec.testa.eu/hr_admin/en/ethics/Documents/COMM_PDF_SEC_2012_0167_F_EN_COMMUNICATION_TO_COMMISSION.pdf
- Conflict of interests/external activities
http://myintracomm.ec.testa.eu/hr_admin/en/ethics/obligations/Pages/index.aspx
- Practical guidance for staff wishing to engage in volunteers activities
<http://myintracomm.ec.testa.eu/infoadm/en/2011/Pages/ia11022.aspx>

Recruitment

Selection process:

Declaration of confidentiality and absence of conflict of interest to be signed by the appointed members of the selection committee prior to starting their work

New Staff:

Form A1 “Obligations of EEA officials and other servants under the Staff Regulations and the conditions of employment” and acknowledgment of receipt of a copy of the Staff Regulations and conditions of employment of other servants

Consultants/contractors:

Form “Acknowledgment of rights and obligations”

Scientific Committee members:

Declaration of commitment – Annex I to the Scientific Committee rules of procedure, Management Board decision of 6.4.2005

Special adviser:

Declaration on the honour of no conflict of interest between the duties of Special Adviser to the EEA and other activities

Declaration of activities in view of applying to the function of Special Adviser to the EEA

Statement of assurance of non-conflict of interest with a view to the appointment as a Special Adviser to the EEA (to be signed by the appointing authority)

Guest scientists:

Form “Acknowledgment of rights and obligations”

Acknowledgment of receipt of the European Code of Good Administrative Behaviour and of Decision EEA/10/GEN/1 governing guest scientist programmes organised by EEA of 18.3.2010

Contracts

Declaration of confidentiality and absence of conflict of interest to be signed by each appointed member of the opening and evaluation committees prior to starting their work

Contractual clause on conflict of interests (excerpt from framework service contract, service contract, grant agreement and framework partnership agreement)

External activities

Form "Authorisation to engage in an outside activity, whether gainful or not, or carry out an assignment outside the Communities"

Promotions

Declaration of confidentiality and absence of conflict of interest to be signed by each appointed member of the promotion committee prior to starting their work

Finance

Charter of the authorising officer / by delegation and by sub-delegation

Charter of the accountant

Charter of the internal audit capability

Training

For all staff: compulsory training sessions on ethics and integrity are organised at regular interval ($\frac{1}{2}$ day)

For newcomers: training on ethics and integrity included as part of the Induction training programme for newcomers

