

NEW DEADLINE: Thursday 4 May, 14.00 (CEST).

The deadline to apply to the expert group 'Global Gateway Business Advisory Group' has been extended. Applications can now be submitted until Thursday 4 May at 14.00 (CEST) at the latest. This extension is needed to provide additional time to answer questions about the functioning of the Global Gateway Business Advisory Group raised by potential applicants and to allow more time for the preparation of applications.

The applicants who already sent their applications do not need to reapply under this extended call.

An **online Q&A session** on the Global Gateway Business Advisory Group expert group will be organised on **Tuesday 25 April 2023 at 16.00 (CEST)**. To register to this Q&A session, please contact EC-GGBAG@ec.europa.eu to receive the connection details.

CALL FOR APPLICATIONS FOR THE SELECTION OF MEMBERS OF THE EXPERT GROUP GLOBAL GATEWAY BUSINESS ADVISORY GROUP

1. Background

On 1 December 2021, the European Commission and the High Representative of the Union for Foreign Affairs and Security Policy presented the Joint Communication on Global Gateway¹. It is the EU's contribution to narrowing the global investment gap, supporting global economic recovery and accompanying the twin green and digital transitions beyond European borders, and promoting the resilience of value chains globally. It intends to boost smart, clean and secure links in the digital, climate, energy, and transport sectors, and to strengthen education, research and health systems across the world. To ensure that the five investment priorities effectively deliver on sustainable long-term impact, Global Gateway will actively promote the consolidation of an investment and trade friendly environment in partner countries. An enabling environment will be key to mobilise increased infrastructure investment meeting high technical, competition, environmental, social and governance standards.

Global Gateway is delivered in a Team Europe approach. It mobilises all EU institutions, Member States, their Development Finance Institutions, Public Development Banks, the EIB, the EBRD and the private sector behind common priorities in order to reach scale and create tangible and visible impact on the ground. In this way Global Gateway has the ambition to mobilise up to EUR 300 billion until 2027. In the Enlargement and Neighbourhood countries, Global Gateway is being implemented through three regional Economic Investment Plans (EIP).

As announced in the Joint Communication, to support the full mobilisation of private sector actors and maximise the impact and effectiveness of Global Gateway investments, an informal Commission expert group, named Global Gateway Business Advisory Group

¹ Join(2021)30, 1.12.2021:

https://ec.europa.eu/info/sites/default/files/joint_communication_global_gateway.pdf

(BAG), shall be set up. Through this expert group, the Global Gateway strategy will benefit from the business perspective for Global Gateway planning and implementation.

Through the Global Gateway strategy, the EU and its Member States consolidate their commitment to contributing decisively to the achievements of the Sustainable Development Goals and the mobilisation of resources from the private sector is an important element to close the financing gap.

The Commission has set up the expert group Global Gateway Business Advisory Group, (“the group”). Directorate-General for International Partnerships (DG INTPA) will engage in close coordination with Directorate-General for Neighbourhood and Enlargement Negotiations (DG NEAR) to select and appoint members of the group and stir the group’s activities. As associated Commission services, the Directorate-General Internal Market, Industry, Entrepreneurship and SMEs (DG GROW), and the Directorate-General for Trade (DG TRADE) will be systematically consulted regarding the group’s activities. Depending on the topics discussed, other relevant Directorates-Generals shall be associated with the work such as DG AGRI, DG CLIMA, DG CNECT, DG MOVE, DG EAC, DG ENER, DG SANTE, and DG RTD). The EEAS will be systematically consulted regarding the group’s activities.

The overall mission of the group will be to assist the European Commission to strengthen cooperation with the European private sector in a structured way as part of the Global Gateway strategy and implementation. In particular, the group will provide a forum to discuss and gather feedback on the strategic orientations of Global Gateway. It will gather input from private sector representatives on their priorities, activities, challenges and opportunities in sectors and regions covered by Global Gateway, as well as discuss the implementation of Global Gateway.

The group’s specific tasks shall be:

- to analyse, advise and share business intelligence and opportunities and discuss barriers hindering a conducive business environment in Global Gateway sectors and regions/countries to better design support programmes and policy dialogues;
- to serve as a forum for exchange on strategic interests and geo-political business priorities in partner countries, taking into account the social, environmental and developmental agendas;
- to provide the Commission with feedback about planning and implementation of priorities in Global Gateway sectors and regions/countries, and in particular on the access and use of the EU instruments (e.g. guarantees, blending, technical assistance, multi-stakeholder partnerships).

The Commission is calling for applications with a view to selecting members of the group.

2. Features of the Group

2.1. COMPOSITION

The group shall be composed of up to 60 members and up to 10 observers.

Members shall be organisations from the EU private sector, headquartered in the European Union and under EU control. Organisations shall include a mix from small to large companies². EU trade and business associations, as well as established EU business networks, can also apply for membership.

Member organisations shall be represented by their chief executive officer (CEO) or senior executive. For plenary meetings, members may be represented by another representative than the CEO or senior executive. The Commission's Directorate-General for International Partnerships ('DG INTPA'), in close cooperation with the Commission's Directorate-General for Neighbourhood & Enlargement Negotiations ('DG NEAR'), may refuse the nomination by an organisation of a representative if it considers this nomination inappropriate in the light of the requirements specified in the call for applications. In such case, the organisation concerned shall be asked to appoint another representative.

The European External Action Service ('EEAS') shall be a member of the group by direct invitation.

Member organisation who are no longer capable of contributing effectively to the expert group's deliberations, who, in the opinion of DG INTPA, in close cooperation with DG NEAR, do not comply with the conditions set out in Article 339 of the Treaty on the Functioning of the European Union, or who resign, shall no longer be invited to participate in any meetings of the group and may be replaced for the remainder of their term of office.

Members shall specify in their application the sector(s) and geographical zone(s) in which they operate. Sectors are: (i) climate and energy, (ii) digital, (iii) transport, (iv) health, and (v) education and/or research. Geographical zones are: Central Asia, East, South and South-East Asia, Eastern Partnership region, Latin America and the Caribbean, Middle East and North Africa, sub-Saharan Africa, Pacific, and Western Balkans.

European Financial Institutions, such as the European Investment Bank, the European Bank for Reconstruction and Development may be granted an observer status by direct invitation, in compliance with the Commission's horizontal rules on expert groups³ ('the horizontal rules').

The members of the group and their representatives, as well as invited experts and observers, are subject to the obligation of professional secrecy, which by virtue of the Treaties and the rules implementing them applies to all members of the institutions and their staff, as well as to the Commission's rules on security regarding the protection of Union classified information, laid down in Commission Decisions (EU, Euratom) 2015/443⁴ and 2015/444⁵. Should they fail to respect these obligations, the Commission may take all appropriate measures.

² See section 4 for eligibility and selection criteria.

³ C(2016) 3301.

⁴ Commission Decision (EU, Euratom) 2015/443 of 13 March 2015 on Security in the Commission (OJ L 72, 17.3.2015, p. 41).

⁵ Commission Decision (EU, Euratom) 2015/444 of 13 March 2015 on the security rules for protecting EU classified information (OJ L 72, 17.3.2015, p. 53).

DG INTPA may invite experts with specific expertise with respect to a subject matter on the agenda to take part in the work of the group or sub-groups on an ad hoc basis.

2.2. APPOINTMENT

Members of the group shall be appointed by the Directors-General of DG INTPA and DG NEAR, after consultation with associated Commission services, from applicants with competence in the areas referred to in point 2.1 and who have responded to the call for applications.

Members shall be appointed for three years. They shall remain in office until replaced or until the end of their term of office. Their term of office may be renewed.

When defining the composition of the group, the Commission shall aim at ensuring, as far as possible, a high level of expertise, as well as sectoral, geographical and company size balance, while taking into account the specific tasks of the group, the type of expertise required, as well as the relevance of the applications received.

Registration in the Transparency Register⁶ is required in order for organisations to be appointed as members.

In order to ensure continuity and the smooth functioning of the group, DG INTPA shall establish a reserve list of suitable candidates that may be used to appoint replacements. DG INTPA shall ask applicants for their consent before including their names on the reserve list.

Member organisations who are no longer capable of contributing effectively to the expert group's deliberations, who, in the opinion of DG INTPA, in close cooperation with DG NEAR, do not comply with the conditions set out in Article 339 of the Treaty on the Functioning of the European Union, or who resign, shall no longer be invited to participate in any meetings of the group and may be replaced for the remainder of their term of office.

2.3 RULES OF ENGAGEMENT AND OPERATION OF THE GROUP

The group shall be chaired by a representative of the European Commission.

The group shall act at the request of DG INTPA, in close cooperation with DG NEAR, in compliance with the horizontal rules⁷.

The group is expected to meet about once a year at high-level with the business representatives and observers and about twice a year for plenary meetings.

The plenary meetings will consist of all the members, observers and representatives of the European Commission. Key conclusions discussed at plenary level will be shared and discussed during the annual high-level meeting.

The annual high-level meeting will be formed by 10 business representatives, two observers, and the President of the Commission and another member of the College.

⁶ Online access: <http://ec.europa.eu/transparencyregister/public/homePage.do?locale=en#en>.

⁷ C(2016) 3301, Article 13.1.

Ahead of each annual high-level meeting, the group members will propose 10 members (represented by CEOs or senior executives) to DG INTPA and the group observers will suggest two observers to DG INTPA to take part in the annual high-level meeting. DG INTPA will then decide on the composition of the annual high-level meeting.

Each annual high-level meeting will lead to a short outcome paper drafted by the group, with the support of the secretariat, under the responsibility of the chair and will be transmitted to the Global Gateway Board⁸ for information.

Meetings of the group shall, in principle, be held in-person, in Brussels and whenever possible on Commission premises. Meetings may also be held virtually or in a hybrid mode.

DG INTPA shall provide secretarial services. Officials from other departments of the Commission and officials from the EEAS with an interest in the proceedings may attend meetings of the group and sub-groups.

In agreement with DG INTPA, the group may, by simple majority of its members, decide that deliberations shall be public.

Minutes shall be drafted by the secretariat under the responsibility of the Chair.

As far as possible, the group shall adopt its opinions, recommendations or reports by consensus. In the event of a vote, the outcome of the vote shall be decided by simple majority of the members. Members who have voted against or abstained shall have the right to have a document summarising the reasons for their position annexed to the opinions, recommendations or reports.

Where relevant, a coordination will take place between the group and other consultative bodies of the European Commission, with the approval of DG INTPA in close cooperation with DG NEAR.

Participants in the activities of the group shall not be remunerated for the services they offer. Travel and subsistence expenses incurred by participants in the activities of the group and sub-groups shall not be reimbursed by the Commission. On a case-by-case basis, if required, expenses could be reimbursed for Small and Medium-sized Enterprises (SMEs) representatives. Reimbursement shall be made in accordance with the provisions in force within the Commission and within the limits of the available appropriations allocated to the Commission departments under the annual procedure for the allocation of resources.

2.4. TRANSPARENCY

The group and its sub-groups shall be registered in the Register of Commission expert groups and other similar entities ('the Register of expert groups').

⁸ The Global Gateway Board (level of the President of the Commission and Member States Ministers of Foreign Affairs) will provide strategic guidance on implementation of Global Gateway initiatives. The Board will identify opportunities to showcase the impact of Global Gateway initiatives. The European Parliament will be invited as an observer, as well as, on an ad hoc basis, representatives of European financial institutions such as the EIB, the EBRD and Member States' national development banks.

As regards the group and sub-groups composition, the following data shall be published on the Register of expert groups:

- a) the name of members; the interest represented by member organisations shall be disclosed;
- b) the name of observers.

All relevant documents, including the agendas, the minutes and the participants' submissions shall be made available on the Register of expert groups. In particular, DG INTPA shall publish the agenda and other relevant background documents in due time ahead of the meeting followed by the timely publication of its minutes. Exceptions to publication shall only be possible where it is deemed that disclosure of a document would undermine the protection of a public or private interest as defined in Article 4 of Regulation (EC) 1049/20019.

Personal data shall be collected, processed and published in accordance with Regulation (EU) No 2018/1725.

3. Application procedure

Interested organisations are invited to submit their application to the European Commission services (DG INTPA) functional mailbox:

EC-GGBAG@ec.europa.eu.

Applications must be completed in one of the official languages of the European Union. However, applications in English would facilitate the evaluation procedure. If another language is used, it would be helpful to include a summary of the application in English.

Organisations shall indicate the name of their representative(s) in the group.

An application will be deemed admissible only if it is sent by the deadline and includes the documents referred to below. All documents submitted by applicants should be duly filled in, legible, signed and numbered sequentially.

Supporting documents

Each application shall include the following documents:

- a cover letter explaining the applicant's motivation for answering this call and stating what contribution the applicant could make to the group;
- a classification form duly filled in specifying the member category for which the application is made (Annex I);
- a selection criteria form duly filled in documenting how the applicant fulfils the selection criteria listed in section 4 of this call (Annex II).

⁹ These exceptions are intended to protect public security, military affairs, international relations, financial, monetary or economic policy, privacy and integrity of the individual, commercial interests, court proceedings and legal advice, inspections/investigations/audits and the institution's decision-making process.

Additional supporting documents may be requested at a later stage.

Deadline for application

The duly signed applications must be sent to the following e-mail address: EC-GGBAG@ec.europa.eu by **Thursday 20 April 2023 at 14h00 at the latest**. The date and time of the e-mail will be the date and time of sending.

4. Selection and eligibility criteria

DG INTPA will take the following criteria into account when assessing applications¹⁰:

1) Selection criteria for members:

- Members shall represent the EU private sector having proven and relevant competence and experience, in one or more of the sectors and geographical zones defined as part of this call for applications;
- Members shall demonstrate a track record of alignment to EU objectives taking into account environmental, social and governance (ESG) factors and having integrated recognised practices in this area;
- Specifically for EU trade associations, business associations and established EU business networks: represent the private sector from at least three EU Member States;
- For member's representatives of EU companies/social enterprises, EU trade associations, business associations and established EU business networks: hierarchical level of the proposed representatives (chief executive officer (CEO) or senior executive), good knowledge of the English language allowing active participation in the discussions and a capacity to represent effectively the position of the organisation represented.

EU companies/social enterprises¹¹, EU trade and business associations and established EU business networks ("members") eligible to this call for applications are:

- (1) headquartered in the EU and under the EU control with a specific contribution and adherence to the EU interest and values. Third countries' private sector stakeholders are not eligible for this call; and
- (2) In particular regarding EU companies and groups of companies, are eligible those whose number of employees and turnover or balance sheet total are higher than the ones of SMEs (as defined in the Commission Recommendation of 6 May (C(2003)1422); or small and medium-sized enterprises (SMEs) as defined in the Commission Recommendation of 6 May 2003 (C(2003)1422).

¹⁰ The sectors and geographical zones defined as part of this call for applications are: (i) sectors: digital, health, climate and energy, transport and education and/or research; (ii) geographical zones: Central Asia, East, South and South-East Asia, Eastern Partnership region, Latin America and the Caribbean, Middle East and North Africa, sub-Saharan Africa, Pacific, and Western Balkans.

¹¹ Social enterprises are as defined in the communication on social business initiative COM(2011)682.

5. Selection procedure

The selection procedure shall consist of an assessment of the applications performed by DG INTPA, in close cooperation with DG NEAR, and after consultation with associated Commission services, against the selection criteria listed in section 4 of this call, followed by the establishment of a list of the most suitable applicants, and concluded by the appointment of the members of the group.

When defining the composition of the group, DG INTPA shall aim at ensuring, as far as possible, a high level of expertise, as well as a balanced representation of relevant know-how, sectors and geographical areas of interest, while taking into account the specific tasks of the group, the type of expertise required, the size and type of company, as well as the relevance of the applications received.

For any further information please contact: EC-GGBAG@ec.europa.eu.

ANNEXES:

- Annex I: Classification form
- Annex II: Selection criteria form
- Annex III: Privacy statement

Annex I - Classification form¹²

To be filled in by all applicants

This application is made as: **An organisation (Type C member)**.

Transparency Register identification number: [...]

Nota Bene: although registration in the Transparency Register (TR) is required in order to be appointed as a Type C member of an expert group, it is not mandatory for the application procedure. Thus, interested individuals and organisations that at the time of the application are not featured yet on TR and, as a consequence, do not have a TR identification number, may still apply. However, should the applicant be selected as a result of the call for applications, it shall register in the TR as a condition to be appointed as a Type C member.

This application is made as the following **type of organisation**:

- a) Banks/Financial institutions
- b) Companies/groups
- c) Trade and business associations
- d) Other (please specify):

Definitions for organisation types

Banks/Financial institutions

Banks and other similar bodies providing financial services, including financial intermediation. All sorts of banks should be classified within this category, including national central banks.

Companies/groups

Individual companies or groups of companies operating in the business sector, whether they are national companies or multinational ones.

Trade and business associations

Private bodies representing the interests of its members operating in the business sector.

¹² This form must be filled in, signed and returned with the application.

Other organisations

Organisations which are not possible to classify in any other category.

The applicant shall represent the following **interest**: (*please select one or more options, taking into account the definitions indicated below*):

- a) Finance
- b) Industry
- c) SMEs
- d) Social enterprises
- e) Other (please specify):

Definitions for interests represented

Finance

The management of revenues or the conduct or transaction of money matters, as in the fields of banking, insurance and investment.

Industry

Companies and groups of companies whose number of employees and turnover or balance sheet total are higher than the ones of SMEs (see below).

SMEs

"SME" stands for small and medium-sized enterprises – as defined in EU law: [EU recommendation 2003/361](#) .

The main factors determining whether a company is an SME are:

1. **number of employees** and
2. either **turnover** or **balance sheet total**.

Company category Employees Turnover or Balance sheet total

Medium-sized < 250 ≤ € 50 m ≤ € 43 m

Small < 50 ≤ € 10 m ≤ € 10 m

Micro < 10 ≤ € 2 m ≤ € 2 m

These ceilings apply to the figures for individual firms only. A firm which is part of larger grouping may need to include employee/turnover/balance sheet data from that grouping too.

Social enterprise

A social enterprise has as main objective to have a social impact rather than make a profit for their owners or shareholders. It operates by providing goods and services for the market in an entrepreneurial and innovative fashion and uses its profits primarily to achieve social objectives. It is managed in an open and responsible manner.

Other interest

Interest which is not possible to classify in any other category.

Please select one or more Global Gateway sector(s) in which your organisation operates:

- Digital
- Climate and energy
- Transport
- Health
- Education and research

For each sector selected, please provide more details about specific areas of operation/sub-sectors in which your organisation operates (150 words maximum, per sector)

In case your organisation is active in multiple sectors, please mention the sectoral sub-sectors your organisation will take part to (one per organisation, applies to companies and observers):

Please select one **or more geographical zone(s)** in which your organisation operates or considers investing in the near future:

- Caribbean
- Central Asia
- East and South Asia
- Eastern Europe
- Europe
- Latin and Central America
- Middle East and North Africa
- Sub-Saharan Africa
- Pacific
- Western Balkans

For each geographical zone selected, please provide the list of countries in which your organisation operates and/or considers investing in the near future (please specify).

Additional information:

Name of the organisation¹³:

Country where the organisation is headquartered:

Surname of the representative proposed (CEO or senior executive):

First name of the representative proposed (CEO or senior executive):

Gender of the representative proposed:

Surname of the person applying on behalf of the organisation:

First name of the person applying on behalf of the organisation:

Date:

Signature

¹³ This form must be filled in, signed and returned with the application.

Annex II: Selection criteria form¹⁴

Applicants are requested to describe how they fulfil the selection criteria listed in this call¹⁵.

DG INTPA will take the following criteria into account when assessing applications¹⁶:

Members shall represent the EU private sector having proven and relevant competence and experience, in one or more of the sectors and geographical zones defined as part of this call for applications.	
Members shall demonstrate a track record of alignment to EU objectives taking into account environmental, social and governance (ESG) factors and having integrated recognised practices in this area.	
Specifically for EU trade associations, business associations and established EU business networks: represent the private sector from at least three EU Member States.	
For member's representatives of EU companies/social enterprises, EU trade associations, business associations and established EU business networks: hierarchical level of the proposed representatives (chief executive officer (CEO) or senior executive), good knowledge of the English language allowing active participation in the discussions and a capacity to represent effectively the position of the organisation represented.	

EU companies/social enterprises¹⁷, EU trade and business associations and established EU business networks (“members”) **eligible** to this call for applications are:

¹⁴ This form must be filled in, signed and returned with the application.

¹⁵ The sectors and geographical zones defined as part of this call for applications are: (i) sectors: digital, health, climate and energy, transport and education and/or research; (ii) geographical zones: Central Asia, East, South and South-East Asia, Eastern Partnership region, Latin America and the Caribbean, Middle East and North Africa, sub-Saharan Africa, Pacific, and Western Balkans.

¹⁶ The sectors and geographical zones defined as part of this call for applications are: (i) sectors: digital, health, climate and energy, transport and education and/or research; (ii) geographical zones: Central Asia, East, South and South-East Asia, Eastern Partnership region, Latin America and the Caribbean, Middle East and North Africa, sub-Saharan Africa, Pacific, and Western Balkans.

¹⁷ Social enterprises are as defined in the communication on social business initiative COM(2011)682.

- (1) headquartered in the EU and under the EU control with a specific contribution and adherence to the EU interest and values. Third countries' private sector stakeholders are not eligible for this call; and
- (2) In particular regarding EU companies and groups of companies, are eligible those whose number of employees and turnover or balance sheet total are higher than the ones of SMEs (as defined in the Commission Recommendation of 6 May (C(2003)1422); or small and medium-sized enterprises (SMEs) as defined in the Commission Recommendation of 6 May 2003 (C(2003)1422).

Additional information:

Name of the organisation¹⁸:

Country where the organisation is headquartered:

Surname of the representative proposed (CEO or senior executive):

First name of the representative proposed (CEO or senior executive):

Gender of the representative proposed:

Surname of the person applying on behalf of the organisation:

First name of the person applying on behalf of the organisation:

Date:

Signature

¹⁸ This form must be filled in, signed and returned with the application.

Annex III Privacy Statement

EUROPEAN COMMISSION



PROTECTION OF YOUR PERSONAL DATA

Processing operation: *Selection of members/observers of Commission expert groups and other similar entities¹⁹ and publication of personal data on the Register of Commission expert groups and other similar entities ("the Register of expert groups").*

Data Controller:

- *Secretariat-General, Unit F4 (for the processing operation "Providing a public register of Commission expert groups and other similar entities", DPR-EC-00656), and*
- *Directorate-General for International Partnerships, Directorate E Sustainable Finance, Investment and Jobs; Economy that works for the People, Unit E2 Micro-economic analysis, investment climate, private sector, trade and employment (for the processing operation "Selection of members of Commission expert groups and other similar entities", DPR-EC-01066).*

Table of Contents

- 1. Introduction**
- 2. Why and how do we process your personal data?**
- 3. On what legal ground(s) do we process your personal data?**
- 4. Which personal data do we collect and further process?**
- 5. How long do we keep your personal data?**
- 6. How do we protect and safeguard your personal data?**
- 7. Who has access to your personal data and to whom is it disclosed?**
- 8. What are your rights and how can you exercise them?**
- 9. Contact information**
- 10. Where to find more detailed information?**

¹⁹ Provisions included in this privacy statement referring to expert groups equally apply to their sub-groups.

1. Introduction

The European Commission (hereafter ‘the Commission’) is committed to protect your personal data and to respect your privacy. The Commission collects and further processes personal data pursuant to [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

This privacy statement explains the reasons for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, of the Data Protection Officer and of the European Data Protection Supervisor.

This privacy statement concerns the following processing operations:

(1) “selection of members/observers of Commission expert groups and other similar entities” undertaken by the Commission department, DG INTPA, Unit E.2 which runs the selection process for your expert group and which is the Data Controller for the selection process, and

(2) “publication of personal data on the Register of expert groups and other similar entities” undertaken by the Commission, Secretariat-General, Unit F.4 which is the Data Controller together with the Commission department managing your expert group.

As a rule, the selection of expert group members is carried out via public calls for applications, except for Member States’ authorities and other public entities and for certain representative bodies established by Union legislation for advice in specific areas.

The Register of expert groups and other similar entities is a public database containing a list of Commission expert groups and other similar entities and their sub-groups. For each expert group, the Register provides valuable information including personal data on the members of the expert groups, and their alternate, if any, members’ representatives, as well as of the groups’ observers and their representatives. The Register also includes documents that are produced and discussed by expert groups and which can contain personal data.

For the purpose of this privacy statement and the corresponding records, the term “expert groups” describes Commission expert groups in the sense of Article 2(1) of Commission Decision C(2016)3301²⁰ and their sub-groups, as well as other similar entities in the sense of Article 2(2) of Commission Decision C(2016)3301 and their sub-groups.

2. Why and how do we process your personal data?

Purpose of the processing operations:

The Data Controllers collect and use your personal data to manage Commission expert groups, in particular by selecting their members and observers, and to ensure transparency on expert groups’ membership and activities. In that context, in order to select among the applicants who best fulfil the selection criteria mentioned in the call for applications, Commission services collect and assess personal information of candidate members and observers of the expert

²⁰ Commission Decision C(2016)3301 of 30 May 2016 establishing horizontal rules on the creation and operation of Commission expert groups.

groups, of representatives of candidate members and observers, and of immediate family members of candidate members and observers to be appointed in personal capacity to act independently and in the public interest.

Furthermore, Commission services collect and assess personal information of observers and members' and observers' representatives of the expert groups which are appointed directly and not selected through a public call for applications.

For candidates, personal data are stored by the Commission service managing the expert group. Some types of personal data of individuals appointed as members (either appointed in personal capacity to act independently and in the public interest or to represent a common interest shared by stakeholders in a particular policy area) are made publicly available on the Register of expert groups (as described under Headings 4 and 5 of this privacy statement). The names of the representatives of organisations which they represent may also be made publicly available on the Register of expert groups.

Your personal data will not be used for an automated decision-making including profiling.

3. On what legal ground(s) do we process your personal data

We process your personal data, because processing is necessary for the performance of a task carried out in the public interest (Article 5(1)(a) of Regulation (EU) 2018/1725), since it allows for the selection of members of expert groups (individuals appointed to represent organisations) and also increases the transparency on expert groups. Processing is also necessary to comply with a legal obligation to which the controller is subject (Article 5(1)(b) of Regulation (EU) 2018/1725). The Union act for such necessary processing under Article 5(1)(a) and (b) of Regulation (EU) 2018/1725 is Commission Decision C(2016)3301 of 30 May 2016 establishing horizontal rules on the creation and operation of Commission expert groups and in particular Articles 10 and 22 thereof.

The names of the representatives of organisations, Member States' authorities and other public entities is usually not published in the Register of expert groups, as those persons only express the position of the organisation or entity that they represent, and, therefore, it is the name of the organisation, Member State's authority or other public entity that matters to ensure transparency of the work of the expert group. Any publication of names of the representatives of organisations, Member States' authorities and other public entities in the Register of expert groups is based on consent (Article 5(1)(d) of Regulation (EU) 2018/1725), unless specific and exceptional circumstances make it necessary to publish them to achieve the purpose of the processing operation, in accordance with Article 5(1)(a) of Regulation (EU) 2018/1725. No other types of personal data of representatives is published.

The submissions of members in the context of the work of expert groups and subgroups are generally made public, with personal data withheld where appropriate.

In the cases when the group is chaired by a person different than the Commission or its services, the name of this person may be published on the basis of consent (Article 5(1)(d) of Regulation (EU) No 2018/1725).

4. Which personal data do we collect and further process?

In order to carry out these processing operations, the Data Controller may collect the following categories of personal data:

- *Name;*
- *Function;*

- *Contact details (for example, e-mail address, telephone number, mobile telephone number, fax number, postal address, company and department, country of residence, IP address);*
- *Information for the evaluation of selection criteria or eligibility criteria (for example, expertise, technical skills and languages, educational background, professional experience, including details on current and past employment);*
- *Nationality;*
- *Gender;*
- *Interest represented (only for individuals applying to be appointed as members of expert groups or sub-groups representing a common interest shared by stakeholders in a particular policy area and for organisations applying to be appointed as members of expert groups or sub-groups, as well as for their designated representatives);*
- *Personal data that may be included in submissions of members of expert groups.*

The provision to the Commission service of the personal data required is mandatory to meet a legal requirement of selecting members of expert groups as set in Commission Decision C(2016)3301. In principle, for individuals appointed as members or observers in personal capacity to act independently and in the public interest and for individuals appointed as members or observers to represents a common interest, the types of personal data listed above (with the exception of contact details and information for the evaluation of selection criteria or eligibility criteria) are made publicly available on the Register of expert groups, in order to comply with the legal requirement to ensure transparency on the composition and functioning of Commission expert groups. If you do not provide the personal data required, possible consequences are that you will not be considered for selection as a member of an expert group or, if already selected, your membership will be suspended.

The submissions of members in the context of the work of expert groups and subgroups are generally made public, with personal data withheld where appropriate.

With the prior freely given, specific, informed and unambiguous consent of the representatives of organisations, Member States' authorities and other public entities, their names may also be published on the Register. They may furthermore be published in specific and exceptional circumstances where such publication is necessary to achieve the purpose of the processing operation.

The name of a person chairing the group, when this person is not from within the Commission (i.e. the group elects a chair from among its members or the Commission or its services appoint an individual as chair), may be published with his/ her prior freely given, specific, informed and unambiguous consent.

5. How long do we keep your personal data?

The Data Controller only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing. The following modalities apply:

- The competent Commission services keep personal data submitted to them as part of rejected applications for three years after the end of the selection process and do not process them for other purposes; these personal data are not published on the Register of expert groups.
- The expert group and some types of personal data of its members and observers, as described in Heading 4, are published on the Register of expert groups during the duration of existence of the expert group.

- When an individual is no longer member or observer or representative of a member or observer of an expert group listed in the Register of expert groups, all personal data related to this individual, including a declaration of interests, is removed from the Register and is therefore not public anymore.
- The competent Commission services keep personal data for the period during which the relevant individual is a member or an observer or a representative of a member or of an observer of the group and for five years after the date on which the individual is no longer member or observer or representative of a member or observer of the group. Following this five-year period, the personal data is transferred to the historical archives and a review takes place no later than 25 years after that transfer to the historical archives to evaluate whether to keep the data permanently or to delete some or all data.
- When a group is closed down, it remains published in the Register of expert groups for five years, with the indication 'Closed'. Those types of personal data other than the declarations of interests of members appointed in personal capacity that were published while the group was active remain visible on the Register of expert groups during these five years. On the contrary, the said declarations of interests are removed from the Register after closure of a group and are therefore not public anymore; they are however kept by the competent Commission service for a period of five years after the closure of the group. Following this five-year period after the closure of the group, the personal data is transferred to the historical archives and a review takes place no later than 25 years from that transfer to evaluate whether to keep the data permanently or to delete some or all data.
- An XML file is created daily with all the information regarding active groups. All versions of this file, showing the situation of the Register of expert groups as of the day it was created, are stored in a file server for 5 years and are not public.

6. How do we protect and safeguard your personal data?

Personal data submitted in paper form is stored in the competent Commission service. All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the Commission *{and/or of its contractors (processors), if contractors are engaged to assist the controller}*. All processing operations are carried out pursuant to the [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

The Commission's processors (contractors) are bound by a specific contractual clause for any processing operations of your personal data on behalf of the Commission. The processors have to put in place appropriate technical and organisational measures to ensure the level of security, required by the Commission.

7. Who has access to your personal data and to whom is it disclosed?

Access to your personal data collected in the course of the process of selection of members of expert groups is provided to the Commission staff authorised for carrying out this processing operation and to other authorised Commission staff according to the "need to know" principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

Certain personal data collected, as explained in Headings 4 and 5, are publicly available on the Register of expert groups.

The XML files referred to in Heading 5 are only accessible to a reduced number of users in the Secretariat-General (System Owner) and IT development team within the Commission (System Supplier).

Please note that pursuant to Article 3(13) of Regulation (EU) 2018/1725, public authorities (e.g. Court of Auditors, EU Court of Justice, European Ombudsman) which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients. The further processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing.

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

8. What are your rights and how can you exercise them?

You have specific rights as a 'data subject' under Chapter III (Articles 14-25) and Article 35 of Regulation (EU) 2018/1725, in particular the right to access your personal data and to rectify them in case your personal data is inaccurate or incomplete. Under certain conditions, you have the right to erase your personal data, to restrict the processing of your personal data, to object to the processing and the right to data portability.

You have the right to object to the processing of your personal data on grounds relating to your particular situation in accordance with Article 23(1) of Regulation (EU) 2018/1725.

As indicated in Heading 4, if you are a representative of an organisation, Member State or another public entity, you may consent to have your name published on the Register of expert groups. You can withdraw your consent at any time by notifying the Data Controller. The withdrawal will not affect the lawfulness of the processing carried out before you have withdrawn the consent.

Finally, and only as regards the publication of your name on the Register of expert groups, you may submit a request to the competent Commission service for a derogation where justified on compelling legitimate grounds in relation to your specific situation (such as the case where the publication of your name on the Register of expert groups could endanger your security or integrity).

You can exercise your rights by contacting the Data Controller or, in case of conflict, the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

Data subject requests shall be handled within one month from receipt of the request by the Commission. That period may be extended pursuant to 14(3) of Regulation (EU) 2018/1725. Should more time be required to handle the request for justified reasons, the data subject shall receive a holding reply from the unit responsible for the request.

9. Contact information

- The Data Controller

Regarding the personal data collected in the course of the process of selection of the members of the expert groups, if you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint, please contact the functional mailbox of the Commission service in charge of a specific expert group, DG INTPA, Unit E2: EC-GGBAG@ec.europa.eu.

Likewise, as regards the data published on the Register of expert groups, please contact the corresponding Data Controller Secretariat-General, Unit F4: SG-EXPERT-GROUPS@ec.europa.eu.

- The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.europa.eu) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- The European Data Protection Supervisor (EDPS)

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

10. Where to find more detailed information?

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

These specific processing operations will be included in the DPO's public register with the following Record references: DPR-EC-01066 and DPR-EC-00656.