## Annex IV. Declaration on honour, absence of conflict of interests, independence, and confidentiality for external experts

**DECLARATION ON HONOUR, ABSENCE OF CONFLICT OF INTERESTS, INDEPENDENCE AND OF CONFIDENTIALITY**

**Declaration of honour related to exclusion criteria**

I, the undersigned ……………………, having been appointed as an expert for the abovementioned call, declare that I am aware of Article 61 of the Financial Regulation, which states that:

“1. Financial actors within the meaning of Chapter 4 of this Title and other persons, including national authorities at any level, involved in budget implementation under direct, indirect and shared management, including acts preparatory thereto, audit or control, shall not take any action which may bring their own interests into conflict with those of the Union. They shall also take appropriate measures to prevent a conflict of interests from arising in the functions under their responsibility and to address situations which may objectively be perceived as a conflict of interests.

2. Where there is a risk of a conflict of interests involving a member of staff of a national authority, the person in question shall refer the matter to his or her hierarchical superior. Where such a risk exists for staff covered by the Staff Regulations, the person in question shall refer the matter to the relevant authorising officer by delegation. The relevant hierarchical superior or the authorising officer by delegation shall confirm in writing whether a conflict of interests is found to exist. Where a conflict of interests exists, the appointing authority or the relevant national authority shall ensure that the person in question ceases all activity in the matter. The relevant authorising officer by delegation or the relevant national authority shall ensure that any further appropriate action is taken in accordance with the applicable law.

3. For the purposes of paragraph 1, a conflict of interests exists where the impartial and objective exercise of the functions of a financial actor or other person, as referred to in paragraph 1, is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other direct or indirect personal interest.”

I hereby declare that I do not fall under any of the following circumstances in which a conflict of interests might exist (within the past three years, where relevant). I confirm that, if I discover before or during the performance of my tasks that a conflict of interests exists, I will declare it immediately to the contracting party.

Disqualifying conflict of interests:

* Direct benefit in case of advice on development of a new policy;
* Involvement in the preparation of the tender;
* Direct benefit in case of acceptance of the tender;
* Close family relationship with any person representing a participating organisation in the tender;
* Director, trustee or partner of a participating organisation;
* Current employment by a participating organisation;
* Current involvement in a contract or collaboration with a participating organisation;
* Any other situation that compromises my ability to evaluate the tender impartially.

**Potential conflict of interests:**

* Employment by one of the participating organisations within the previous three years;
* Involvement in a contract or collaboration with a participating organisation within the previous three years;
* Any other situation that could cast doubt on my ability to evaluate the tender impartially, or that could reasonably appear to do so in the eyes of a third party (*Ex. Past or current personal relationships, nationality, political affinity, etc.).*

I hereby declare that I fall under one or more of the above circumstances (please specify which and explain)\*:

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*\*Ex. In case of employment by a structure including different departments or institutes, please specify the degree of autonomy between them.*

I hereby declare on my honour that the disclosed information is true and complete to the best of my knowledge.

**Confidentiality and personal data protection**

I confirm that I have read, understood, and accepted the code of conduct for experts established in the annex to the contract sent by the contracting party.

I also confirm that I will keep all matters entrusted to me confidential and will process the personal data I receive only for the purposes of the performance of the present contract. If unnecessary or excessive personal data are contained in the documents submitted during the implementation of the contract, I will not process them further or take them into account for the implementation of the contract. I will not communicate outside EIGE any confidential information that is revealed to me or that I have discovered. I will not make any adverse use of information given to me.

**Obligations regarding independence**

I confirm that I am an independent person working in my own personal capacity and in performing the work shall not represent any organisation.

I confirm that I am not paid – or in any other way receive financial compensation – by any other organisation or person for the work I perform for EIGE under this contract.

I undertake to abstain from any contact with third parties which could compromise, or appear to compromise, my independence as an expert.

I undertake to perform my duties honestly and fairly. My contribution will be objective and will fully respect the principles of fair competition and impartiality.

Expert: First name, Last name

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| Done at |  | Date |  |
| Signature |  |  |