

DECISION 13/2015
OF THE GOVERNING BOARD OF
THE EUROPEAN INSTITUTE OF INNOVATION AND TECHNOLOGY (EIT)

ON THE CODE OF GOOD CONDUCT ON CONFLICTS OF INTEREST FOR MEMBERS OF THE EIT GOVERNING BOARD

THE GOVERNING BOARD OF THE EUROPEAN INSTITUTE OF INNOVATION AND TECHNOLOGY,

Having regard to Regulation (EC) No 294/2008 of the European Parliament and of the Council of 11 March 2008 establishing the European Institute of Innovation and Technology¹, as amended by Regulation (EU) No 1292/2013 of the European Parliament and of the Council of 11 December 2013² (hereinafter "EIT Regulation"), and in particular Section 1 (4) and Section 2 (k) of the Statutes of the EIT annexed to the EIT Regulation (the "Statutes");

Having regard to Decision of the Governing Board of the EIT of 5 June 2014 on the Rules of procedure of the Governing Board and the Executive Committee, and in particular, Article 9 thereof;

WHEREAS:

- (1) Independence and high standards of ethics and integrity conduct by all those professionally involved in the activities of the EIT are crucial for the EIT's excellence and reputation;
- (2) The members of the Governing Board shall participate in their personal capacity and act having in mind only the best interests of the EIT and its mission, independently from any academic, institutional, political conflicts of interest;
- (3) The EIT recognises that the expertise of the members of the Governing Board is crucial for the fulfilment of its tasks and that the quality of such expertise is inherently based upon prior experience. Members of the Governing Board should therefore be able to combine participation in the EIT with other positions, public or private;
- (4) The members of the Governing Board shall be bound to professional secrecy with regard to classified documents and EIT activities they are dealing with when exercising their mandate and after its termination and with regard to any non-public deliberations of the Governing Board or its members.

¹ OJ L97 of 09.04.2008, p. 1.

² OJ L347 of 20.12.2013, p. 174.

- (5) The responsibility for declaring any interest that might be considered prejudicial to their independence can only be placed on the concerned members of the Governing Board themselves;
- (6) In order to ensure a coherent level of detail in the declarations of interests, a set of activities that might cause potential conflict of interests should be defined;
- (7) Any conflict of interests should be promptly identified, handled and mitigated. To this end, a system of declaration of interests and their subsequent screening and evaluation is required;
- (8) To ensure consistent reporting and evaluation, a set of comprehensive declarations should be used;
- (9) A transparent procedure should be followed by establishing inter alia the following aspects:
 - a) Guidelines for the Chairperson and the EIT Director when performing the screening and evaluation of declarations of interest;
 - b) Transparent consequences linked to the interests declared;

HAS DECIDED AS FOLLOWS

TITLE I
GENERAL PRINCIPLES

SECTION I
Application, definition and scope

Article 1
Application

The present Decision is applicable to the appointed and representative EIT Governing Board members (hereinafter the “members of the Governing Board”).

Article 2
Definitions

For the purposes of this Decision:

- a) **EIT activities** means activities foreseen under Articles 5 and 6 of the EIT Regulation, e.g. the thematic areas of existing or known future KICs, or to topics of wider interest to the EIT (including innovation, entrepreneurship, education, research or intellectual property); it includes (but is not limited to) activities related to the role of the member of the Governing Board and his/her responsibilities at the EIT, including any attendance in any meeting whether or not with attendees who are not staff of the EIT; and the production or review of any documents;

- b) **Confidential Information** means all information, facts, data and any other matters of which a member of the Governing Board has acquired knowledge, either directly or indirectly, as a result of his/her EIT activities whether or not contained in a document of any kind (electronic or on paper or any other medium);
- c) **Interest** means the relation of being objectively concerned in something, e.g. by having a right or title thereto, a claim thereupon, or a share therein;
- d) **Conflict of interest (Col)** means a conflict between the public duty for the EIT and private interests or interests of his/her close family members, which could improperly influence the performance of his/her official duties and responsibilities³;
- e) **Actual conflict of interest** means a situation where a person stands to benefit directly or indirectly, either from a personal, professional, economic or related point of view, when exercising his/her official duties and responsibilities for the EIT;
- f) **Potential conflict of interest** means a situation where a person stands to potentially benefit either from a personal, professional, economic or related point of view when exercising his/her official duties and responsibilities for the EIT;
- g) **Personal interest** means any situation where a person's private interests — such as outside professional relationships or personal financial assets — interfere or may be perceived to interfere with his/her performance of official duties;
- h) **Interests of close family members** means interests held by partners, family members and relatives belonging to the same household or under the care of the members of the household or of immediate family (i.e. spouse, partner, parents, dependant family member);
- i) **Professional interest** means any interest linked to the professional background or activities of the persons in question, such as access to privileged information related, or career progression or other financial/non-financial gain or benefit which is related to the EIT, KIC entities, partners or other direct or indirect recipient of EIT grants;
- j) **Breach of trust** means a situation whereby a member of the Governing Board puts in risk the integrity of the Governing Board due to missing information.

Article 3

Source of Conflict of Interest

- 1) For the purpose of this Decision, the following interests shall be considered as a source of Conflict of Interest, actual or potential, (non-exhaustive list):
 - a) **Economic interest** means any substantial financial interests –including holding of stocks and shares, equity, bonds, partnership interests in the capital of a company, one of its subsidiaries or a company in which it has a holding⁴;
 - b) **Member of a Managing Body or equivalent structure** means any participation in the internal decision-making body (e.g. board membership, directorship) of a public or private entity, carrying out any of the EIT activities;

³ See Annex, Section 2 of the Statutes of the EIT Regulation

⁴ Financial instruments on which the individual has no influence on its financial management are not to be considered relevant for the purposes of the present decision, i.e. personal insurance policies, collective investments funds or deposits contracted as a regular customer.

- c) **Member of advisory body** means any participation in the works of an advisory body, created permanent or created ad hoc, managed by a body with an interest in the subject matter, with a right to have an influence on its output(s) in relation to the EIT activities;
 - d) **Strategic advisory role for a company** means any participation (present or past), with a right to vote on/influence the outputs, in an advisory board/steering committee with the role of providing advice/expressing opinions on the (future) strategy, direction and development activities of the entity related to the EIT activities;
 - k) **Consultancy/Advice** means an activity where the person concerned provided/provides advice or services on in a particular field (including both remunerated and non-remunerated activities). Any Contracts or collaborations with the EIT falling outside the work of the Governing Board as identified above should be specified under this activity. The subject matter should only indicate the domain in which the consultancy is/has been active;
 - l) **Employment** means any form of regular, occasional or ad hoc occupation or business, part-time or full-time, paid or unpaid, including self-employment, in or for any legal or natural person carrying out any of the activities falling under the EIT's scope of action (as defined in Art 5 and 6 of the EIT Regulation); this includes also services provided on an honorary basis (i.e. for free or without the payment of fees or emoluments);
 - m) **Intellectual property rights** means rights on the subject matter granted to creators and owners of works that are the result of human intellectual creativity⁵ and may lead to a financial gain. Plain authorship and publications shall not be declared;
 - n) **Other membership or affiliation** means any membership or affiliation not falling under the definitions provided above and relevant for the purposes of the present decision, to anybody carrying out any of the activities on which the EIT's outputs impact, including professional organisations.
- 2) In addition to the interests defined in Article 3.1 above of the present Decision, the members of the Governing Board shall inform the EIT about prospective employment.

Article 4

Scope and Implementation

- 1) The EIT informs the members of the Governing Board of their obligations vis-a-vis the declarations to be submitted in accordance with this Decision and the risks attached to non-compliance with such obligations. The EIT will ensure individual awareness through adequate information on the subject of Col.
- 2) It is the obligation of each member of the Governing Board to disclose to the EIT the possible existence of any actual or potential conflict of interest as defined in Article 2 (d-f) above.
- 3) The following general principles shall be applicable to the members of the Governing Board subject to this Decision:
 - a) The responsibility for a complete and truthful declaration shall lie exclusively with the member of the Governing Board completing the declaration;

⁵ E.g. patents, trademarks et cetera.

- b) The identification and handling of Col as defined in Article 2 (d-f) shall be based on the evaluation of the following declarations submitted by the member of the Governing Board as specified in the present Decision:
 - The general declaration on confidentiality and commitment whereby the person declares having read the present document, and confirms his/her awareness of his/her obligations (Declaration of Intention; Annex I)
 - The Declaration of Interest or DoI (Annex II)
- c) Members of the Governing Board shall update their declarations annually or as soon as their interests change, informing the Chairperson and the EIT Director of any changes to their declared interests without undue delay. Current interests and interests from two years preceding the submission of the declaration shall be declared;
- d) The obligation for the individual to declare interests in relation to the activities of his/her institution/organisation is subject to the extent that the member of the Governing Board has knowledge of the institution's/organisation's activities;
- e) Involvement in academic trials and in publicly funded research/development initiatives, as well as membership of an Ethics Committee should be declared. This will not result in the EIT restricting involvement in its activities, unless a specific conflict is identified;
- f) In case, where, following the expiry of a declaration of interest, a member of the Governing Board is late to provide a new declaration, meeting documents and correspondence may not be sent to the member of the Governing Board and their support staff until the Declaration of Interests is received;
- g) If a declared interest poses a factual or perceived conflict of interest, members of the Governing Board should refrain from participation in related discussions and decision-making;
- h) In order to verify the correctness of the information contained in the declarations of interests, the EIT applies a system of ex-post control checks.

SECTION II INVOLVEMENT IN GOVERNING BOARD ACTIVITIES

The practical consequences of the above principles on the involvement in the activities of the Governing Board are the following:

Article 5 Conflict of Interest

- 1) For the purposes of this Decision, the following situations shall be considered as actual or potential conflict of interests (non-exhaustive list):
 - a) Involvement of the member of the Governing Board in the preparation and/or submission of a KIC proposal and/or Business Plan (s);
 - b) If a Governing Board member stands to benefit directly or indirectly either from a personal, professional or economic point of view if a KIC proposal and/or Business Plan (s) is accepted;
 - c) If a Governing Board member stands to benefit directly or indirectly either from a personal, professional or economic point of view when exercising his/her responsibilities as stipulated in the EIT Regulation, the Annex, Section 2 of the Statutes.

- d) If a member of the Governing Board is/was employed or contracted, including in an advisory capacity, in the last two years by one of the applicant organisations, KIC partner organisations or KIC legal entity;
 - e) If a close family member of a member of the Governing Board is directly involved in the preparation and/or presentation of a KIC proposal or Business Plan (s);
 - f) If a member of the Governing Board is in any other situation that could cast doubt on his/her ability when exercising his/her responsibility as stipulated in the EIT Regulation, the Annex, Section 2 of the Statutes, or that could reasonably appear to do so in the eyes of an external third party.
- 2) In line with the EIT Regulation, Annex, Section I of the Statutes⁶, if following the assessment provided under Title II, Section I, of this Decision, the member of the Governing Board falls under the situation described in Article 5. 1 a) that would impair the integrity of the Governing Board, the EIT Director shall inform accordingly the nominating authority for its decision under the current regulatory framework. With the same communication, the EIT Director may also request that the concerned member of the Governing Board is removed from his/her assignment. Pending the decision of the nominating authority, the member of the Governing Board concerned is temporarily suspended.
- 3) Without prejudice to the provision laid down in the Annex, Section I of the Statutes⁷ if the member of the Governing Board falls under any of the situations described under Article 5. 1. b), c),d), e), f), the following restrictions may be established by decision of the EIT Director, after consultation with the Chairperson of the Governing Board :
- a) Withdraw from any preparatory work and discussion related to the KIC Call and/or Business Plan (s);
 - b) Withdraw from any decision (including those related the KIC Call and Business Plan (s)) that may be affected by the identified conflict of interest.

⁶ Annex, Section 1 of the Statutes states that: “[...] In exceptional and duly justified circumstances, in order to maintain the integrity of the Governing Board, the Commission may, at its own initiative, terminate the term of office of a member of the Board”.

⁷ Annex, Section 1 of the Statutes states that: “[...] In exceptional and duly justified circumstances, in order to maintain the integrity of the Governing Board, the Commission may, at its own initiative, terminate the term of office of a member of the Board”.

SECTION III DECLARATIONS

Article 6

Declaration of Intention

- 1) Upon their appointment, members of the Governing Board shall make a declaration in writing concerning their commitment and confidentiality in accordance with the template provided in Annex I to the present Decision.
- 2) The declarations of members of the Governing Board shall be made public via the EIT website.

Article 7

Members of the Governing Board having left the Governing Board

- 1) Members of the Governing Board are requested to inform the EIT on their prospective employment for two years following their departure from the EIT Governing Board.
- 2) Members of the Governing Board subject to this Decision shall continue to be bound by the terms of their declaration after the end of their involvement in the EIT's activities.
- 3) Members of the Governing Board shall be prevented from taking paid employment or acting in any other capacity even without receiving remuneration in any of the KIC's legal entities for a period of two years after leaving their post at the EIT Governing Board.
- 4) Members of the Governing Board may be prevented from taking paid employment or acting in any other capacity even without receiving remuneration in any of the KIC partner organisations for a period of two years after leaving their post at the EIT Governing Board, if so allowing would determine a direct situation of conflict of interest.
- 5) Upon being informed of a prospective employment by a member of the Governing Board under Article 7 (1), the EIT Director shall, without delay, take a position whether or not the prospective employment is considered a Col by the EIT.
- 6) All declarations shall be submitted in writing to the EIT Director.

Article 8

Annual Declaration of Interest (ADoI)

- 1) Members of the Governing Board shall declare on the basis of the DoI (Annex II) any interest that creates a Col as defined in Article 2 (d-f) with respect to all activities in which he/she is involved or has been involved during the two years preceding the submission of the DoI and which fall under the EIT's scope of action (as defined in Article 5 of the EIT Regulation).
- 2) Members of the Governing Board shall declare on the basis of the DoI (Annex II) whether interests declared are current (when activities are currently ongoing); or they refer to a past period (when they ended during the two years preceding the submission of the DoI).

- 3) Details on the **name of the body or organisation** of relevance for each declared interest shall be given. This includes the full name, location of the seat (town and country) and nature (public or private).
- 4) Details on the **subject matter of each declared interest** shall be given, indicating the domain of the activity is, or was, carried out and clarifying the interest and role of the concerned body and organisation in the matter and the role of the concerned person.
- 5) ADol shall be submitted to the EIT Director electronically. The original signed ADol shall be sent by post to the EIT.
- 6) Members of the Governing Board shall update and resubmit to the EIT their ADol without delay following any change in their interests.
- 7) ADol shall be submitted at the beginning of each calendar year and not later than 31 January.
- 8) ADol shall be made public via the EIT's website in line with the principle of transparency informing EIT's activities.

Article 9

Specific Declaration of Interest (SDol)

- 1) Members of the Governing Board will be asked to declare interests which can be considered prejudicial to their independence with respect to the items on the agenda at the beginning of each Governing Board meeting.
- 2) The Governing Board, as a whole, will be informed at the beginning of each meeting of interests declared by members that pose a conflict with specific items on the meeting agenda. This information will be recorded in the minutes together with the specific mitigation measures imposed.

Article 10

Declaration of Interest on the Evaluation of the KIC's Proposals

Members of the Governing Board shall declare on the basis of Dol (Annex III) any interest that creates a Col as defined in Article 2(d-f) with respect to any of the situations referred in Article 5 of this Decision.

Article 11

Declaration of Interest on the KICs Business Plan

Members of the Governing Board shall declare on the basis of Dol (Annex III) any interest that creates a Col as defined in Article 2(d-f) with respect to any of the situations referred in Article 5 of this Decision.

TITLE II
PROCEDURE FOR IDENTIFYING AND HANDLING POTENTIAL CONFLICTS OF INTEREST

SECTION I
Screening of the Declaration of Interest

Article 12
Screening of the Declaration of Interest

- 1) Upon receipt, the EIT Director shall screen the declaration in order to assess actual or potential Col arising in any of the categories described in Article 3 and 5. The screening shall be performed according to the criteria specified under Article 13.
- 2) The EIT Director shall inform the Chairperson of the outcome of the screening, including a proposal for a preventive measure in case of an identified Col.

Article 13
Criteria for the screening of Declarations

- 1) Upon receipt, the EIT Director shall screen the declarations according to the following criteria:
 - (a) Interests can only be assessed by considering whether the specific interests declared by a person are compatible with the EIT's activities and interests;
 - (b) In the case of a Specific Declaration of Interest, the assessment should take into account the context in which the declaration is made, including the items on the agenda of the meeting in which the person participates and the role and function that he or she is required to take on or perform in that context.

SECTION II
DECISION ON THE ASSESSMENT OF THE DECLARATION

Article 14
Process for addressing declared Col of members of the Governing Board

- 1) Upon being informed of an actual or potential Col for a member of the Governing Board, the EIT Director, after having consulted the Chairperson, shall take a decision without delay.
- 2) In the event that the Chairperson of the Governing Board falls under any of the situations referred to in Article 5 of this Decision, the EIT Director, upon being informed of an actual or potential Col for the Chairperson and after having consulted the Vice-Chairperson, shall take a decision without delay.
- 3) The decision on the outcome of the screening rests with the EIT Director, who shall take a decision containing appropriate actions to remove or adequately mitigate an identified actual or potential Col.

Article 15

Process regarding omissions of declarations

- 1) In case the EIT is aware, or is made aware, of information that is not consistent with, or that is missing from, the declaration of a member of the Governing Board and that a preliminary assessment suggests that it concerns a declarable interest, the EIT Director will contact the member of the Governing Board concerned, asking her/him to clarify the situation within seven calendar days, in particular by providing the rationale for the absence of the information to be declared, and if applicable to complete the declaration of interests with the missing information.
- 2) Upon completion of the missing information, the DoI shall be processed and screened in accordance with the present Decision.
- 3) If the missing information is not provided within seven calendar days, the Chairperson may take any appropriate preventive action regarding the members of the Governing Board's participation in the EIT's activities.

Article 16

Process regarding the breach of trust of the EIT's rules on declarations of interest

- 1) Once the information referred to in Article 15 has been assessed, the EIT Director, in consultation with the Chairperson may initiate a breach of trust procedure in order to establish whether the omission of the member of the Governing Board needs to be considered as a breach of trust vis-à-vis the Agency. A breach of trust occurs if it is found that:
 - the information missing from the declaration of interests is a declarable interest according to this Decision, and
 - the member of the Governing Board did not declare the missing information intentionally or through gross negligence or he/she failed otherwise to meet his/her obligations under this Decision.
- 2) The member of the Governing Board shall be notified of the opening of the procedure and of the possible consequences of this procedure.
- 3) The member of the Governing Board shall be invited to a hearing in order to gather his/her views on the facts in question. The hearing shall be organised with a group of the Governing Board representatives before any decision is taken. The group referred to above will consist of four members of the Governing Board nominated by the Chairperson. The hearing can take place by teleconference or as a face-to face meeting. During the hearing, the member shall have the possibility of expressing his/her point of view. The EIT shall take account of any comments or documents submitted before and during the hearing. The group will provide an opinion on whether or not there has been a breach of trust and will put forward a recommendation to the Governing Board. The time period between the receipt of information and forwarding recommendation to the Governing Board shall be four calendar weeks.
- 4) Upon recommendation by the aforementioned group, the Governing Board shall take a decision having due regard to all information provided. The decision shall be taken at the Governing Board meeting. The member concerned has the opportunity to present his or her views to the Governing Board before the decision is taken.

- 5) The member of the Governing Board is given the possibility to appeal the decision. Following the receipt of the reasoned decision the member of the Governing Board can appeal within fourteen calendar days as of the day of notification of the decision, providing all the supporting documents and information. An appeal group will be set up consisting of up to four members of the Governing Board nominated by the Chairperson. Members of the appeal group will be different from those referred to in Article 16 (3). The appeal group shall be delegated to subsequently assess all submitted documents and information within two calendar weeks. Unless the appeal group recommends the Governing Board to review its earlier decision, the decision reached in the plenary meeting will remain in force.
- 6) The Chairperson shall inform the member of the Governing Board, the EIT Director, and the nominating authority of the outcome of the review and final decision.
- 7) Whenever a breach of trust will reveal a case of suspected fraud the EIT will inform the European Antifraud Office (OLAF) without delay.

TITLE III COMMON PROVISIONS

Article 17

Publication and Protection of Personal Data

- 1) In accordance with Article 13(5) of the EIT Regulation, the EIT shall process all personal data in the Declarations pursuant to Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.
- 2) The purpose of the data processing is to safeguard the independence of the EIT and its Governing Board, which is necessary for the performance of the EIT's tasks carried out in the public interest in line with the provisions of the EIT Regulation and other applicable legal instruments.
- 3) The processing includes in particular the collection, assessment, storing, disclosure, publication and erasure of personal data.
- 4) The rights of data subjects shall be ensured in accordance with Section 5 and 6 of Regulation (EC) 45/2001.
- 5) Data subjects are entitled to have recourse at any time to the EIT's Data Protection Officer and/or to the European Data Protection Supervisor.
- 6) The retention period of DoI shall be two years after the discharge for the budgetary year to which the DoI relates.

Article 18

Professional secrecy

- 1) Members of the Governing Board are bound to professional secrecy with regard to duly classified documents of the EIT they are dealing with when exercising their mandate and with regard to any non-public deliberations of the Governing Board or its members.
- 2) The above is without prejudice to the sharing of documents with persons assisting the members in the discharge of their duties as members of the Governing Board, provided that those persons are subject to an equivalent duty of confidentiality. Members of the Governing Board shall take all necessary measures

to ensure that the persons having access to their information also respect the above obligations they are subject to.

- 3) Members of the Governing Board shall continue to be bound by the obligations referred to in paragraphs 1 and 2 of the present Article two years after the termination of their mandate.

Article 19

Gifts and hospitality

Members of the Governing Board shall neither apply for, nor receive or accept from any source any advantage, direct or indirect (e.g. as a gift or in form of hospitality) which is in any way connected to their role as members of the Governing Board, either for doing or omitting to do something in their official capacity, or for showing advantage to someone or to an organisation. Members of the Governing Board shall not accept gifts of a value higher than 50 euros.

TITLE IV TRANSITIONAL PROVISIONS

Article 20

Entry into force and transitional measures

- 1) The present Decision shall enter into force on the day following its adoption.
- 2) This Decision repeals the previous Decision of the EIT Governing Board on the Code of Good Conduct regarding conflict of interest adopted by the EIT Governing Board on 13 December 2012.⁸

Done at Budapest, 3 June 2015

Signed

Peter Olesen

Chairman of the EIT Governing Board

⁸ 00285.EIT.2012.A.GB

Overview of Declarations

	To be completed by	To be published on the EIT website
Declaration of Intention Annex I	1. Appointed EIT Governing Board Members 2. Representative EIT Governing Board Members	1. Appointed EIT Governing Board Members
Annual Declaration of Interest Annex II	1. Appointed EIT Governing Board Members 2. Representative EIT Governing Board Members	1. Appointed EIT Governing Board Members 2. Representative EIT Governing Board Members
<i>(year of the exercise)</i> Call for KICs Declaration of Interest Annex III	1. Appointed EIT Governing Board Members 2. Representative EIT Governing Board Members	1. Appointed EIT Governing Board Members 2. Representative EIT Governing Board Members
<i>(year of the exercise)</i> KIC's Business Plan Declaration of Interest Annex IV	1. Appointed EIT Governing Board Members 2. Representative EIT Governing Board Members	1. Appointed EIT Governing Board Members 2. Representative EIT Governing Board Members
Declaration of prospective employment and confidentiality Annex V	2. Out-going appointed EIT Governing Board Members	None

Annex I

Declaration of Intention (DoI)

First Name	
Surname	
Position	<input type="checkbox"/> Appointed Member of the EIT Governing Board <input type="checkbox"/> Representative Member of the EIT Governing Board

I hereby agree and acknowledge as follows:

1. I have read the Decision of the Governing Board on the EIT Code of Conduct on Conflict of Interest for members of the Governing Board (00227.EIT.2015.I.GB35) and that I am aware of my obligations under the above mentioned Code of Conduct.
2. I will treat all confidential information as information subjected to professional secrecy.
3. I will not disclose in any way to any third party any confidential information without the EIT's prior written consent.
4. I will not use (or permit any other person to use) any confidential information other than for the purpose of my work in connection with the EIT activities.
5. This undertaking shall not apply to any information that I can reasonably establish before the date of this undertaking or which became public knowledge other than through a result of a breach of any of the above commitments.
6. I acknowledge that improper disclosure of confidential information may constitute serious misconduct and may be subject to disciplinary measures.
7. I shall continue to be bound by the terms of my declaration for two years after the end of my involvement in the EIT's activities.
8. I give my free and unambiguous consent to the EIT to process my personal data during my term as member of the Governing Board in accordance with Regulation (EC) 45/2001.

I have read and understood this Declaration and agree to its terms.

Please sign and date this form:

Date:	Signature:
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Please send a signed copy of this form to the EIT Secretariat

Annex II

Annual Declaration of Interests (ADoI)

First Name	
Surname	
Position	<input type="checkbox"/> Appointed Member of the EIT Governing Board <input type="checkbox"/> Representative Member of the EIT Governing Board

- I hereby declare on my honour that, to the best of my knowledge:

I have read the Decision of the Governing Board on conflict of interest⁹ and that this declaration is truthful and complete.

I have no interest(s) which may create a Col as defined in Article 2 (d-f) of the Decision in respect of my activities which fall under the EIT's scope of action according to those interests listed in Annex I to the Annual Declaration of Interest. Whenever I have a Conflict of Interest I will alert the EIT.

The only interests that create a Conflict of Interest as defined in Article 2(d-f) of the Decision in respect of my activities which fall under the EIT's scope of action are those listed in the Annex I to the Annual Declaration of Interest.

Please sign and date this form:

Date:	Signature:
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Please send a signed copy of this form to the EIT Secretariat

⁹ 00227.EIT.2015.I.GB35

Annex I to the Annual Declarations of Interests

In all cases, please provide as many details as possible (in the case of a body or employer, full name, location, private or public nature and your role). If you have interests to declare, please specify the interests. All questions in the table below must be answered. Your declaration will not be accepted if any fields are left empty.

I hereby declare on my honour that, to the best of my knowledge, the only actual or potential interests in the EIT's activities I currently have (at the time of completion of the form) or have had within the past two years are those listed below

Nature of the Activity ¹⁰	Current <i>(Please answer Yes or No)</i>	Past period ¹¹ <i>From/To (Month/Year)</i>	Name of Organisation/Entity ¹²	Subject matter ¹³	Conflict of Interest (actual or potential) ¹⁴
I. Economic interest ¹⁵					
II. Member of a managing body or equivalent structure					
III. Member of an Advisory Body					
IV. Strategic Advisory role					
V. Consultancy/Advice					
VI. Employment					
VII. Intellectual property rights					

¹⁰ Please indicate activities that are currently ongoing. Indicate starting date (month/year).

¹¹ For activities that are no longer ongoing and that have been completed in the preceding two years, please indicate starting and ending date (month/year).

¹² Please indicate name, location and nature of the organization.

¹³ Please indicate the domain in which the activity was or is carried out.

¹⁴ As judged by the EIT Governing Board member.

¹⁵ Only shares above 10,000 Euro shall be declared.

VIII. Interests of close family member					
IX. Interests of close family members					
X. Other membership or affiliation					
XI. Other					

Annex III

Evaluation of the *(year of the exercise)* KIC's Proposals

Declaration of Interests (DoI)

First Name	
Surname	
Position	<input type="checkbox"/> Appointed Member of the EIT Governing Board <input type="checkbox"/> Representative Member of the EIT Governing Board

I hereby declare on my honour that, to the best of my knowledge:

- I have read the Decision of the Governing Board on conflict of interest ¹⁶ and that this declaration is truthful and complete.
- I have no interest which may create a CoI as defined in Article 2 (d-f) of the Decision in respect of my activities which fall under the EIT's scope of action according to those interests listed in Annex I to the Declarations of Interests on the Evaluation of the KIC Proposals. Whenever I have a Conflict of Interest I will alert the EIT.
- The only interest(s) that create a Conflict of Interest as defined in Article 2 (d-f) of the Decision in respect of my activities which fall under the EIT's scope of action are those listed in the Annex I to the Declarations of Interests on the Evaluation of the KIC Proposals.

Please sign and date this form:

Date:	Signature:
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Please send a signed copy of this form to the EIT Secretariat

¹⁶ 00227.EIT.2015.I.GB35

Annex I to Declaration of Interest on the Evaluation of the (year of the exercise) Call for KIC Proposals

In all cases, please provide as many details as possible (in the case of a body or employer, full name, location, private or public nature and your role). If you have interests to declare, please specify the interests. All questions in the table below must be answered. Your declaration will not be accepted if any fields are left empty.

You may also provide information on interests from over two years ago. This information will not be used in the evaluation of declared interests but will be useful in the context of increased transparency regarding previous interests.

I hereby declare on my honour that, to the best of my knowledge, the only actual or potential interests in the EIT's activities I currently have (at the time of completion of the form) or have had within the past two years are those listed below.

Declaration of interests in relation to the Evaluation of the KIC proposals

I declare that¹⁷

- I was not/am not involved in the preparation and/or submission of a proposal in the (year of the exercise) Call for KICs;
- I was involved in the preparation and/or submission of a proposal in the (year of the exercise) Call for KICs; please detail:

- I do not stand to benefit directly/indirectly either from a personal, professional or economic point of view if a proposal of the (year of the exercise) Call for KICs is accepted;
- I do stand to benefit directly/indirectly either from a personal, professional or economic point of view if a proposal of the (year of the exercise) Call for KICs is accepted;
- I am not/was not employed or contracted, including in an advisory capacity, in the last two years by one of the applicant organisations , KIC partner organisations or KIC legal entity;

¹⁷ Please tick the boxes.

- I am/was employed or contracted, including in an advisory capacity, in the last two years by one of the applicant legal organisations, KIC partner organisation or KIC legal entity; please detail:
- I do not have any close family member directly involved in the preparation and/or submission of a proposal in the (year of the exercise) Call for KICs launched by the EIT;
- I do have a close family member directly involved in the preparation and/or submission of a proposal in the (year of the exercise) Call for KICs launched by the EIT; please detail:

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In particular, I undertake to inform the EIT staff immediately if I discover any conflict of interest or possible conflict of interest, actual or potential, in relation to the *(year of the KIC Call to be inserted)* Call for KICs.

I understand that the EIT reserves the right to request, in duly justified cases, further information and/or check the above statements within two years as from the date of signature of the current Conflict of Interest and Confidentiality Declaration.

Please sign and date this form:

Date:	Signature:
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Annex IV

Evaluation of the *(year of the exercise)* KIC's Business Plans

Declaration of Interests (DoI)

First Name	
Surname	
Position	<input type="checkbox"/> Appointed Member of the EIT Governing Board <input type="checkbox"/> Representative Member of the EIT Governing Board

- I hereby declare on my honour that, to the best of my knowledge:

- I declare that I have read the Decision of the Governing Board on conflict of interest¹⁸ and that this declaration is truthful and complete.
- I have no interest which may create a CoI as defined in Article 2 (d-f) of the Decision in respect of my activities which fall under the EIT's scope of action according to those interests listed in Annex I to the Declarations of Interests on the Evaluation of the KIC's Business Plans. Whenever I have a Conflict of Interest I will alert the EIT.
- The only interest(s) that create a Conflict of Interest as defined in Article 2 (d-f) of the Decision in respect of my activities which fall under the EIT's scope of action are those listed in the Annex I to the Declarations of Interests on the Evaluation of the KIC's Business Plans.

Please sign and date this form:

Date:	Signature:
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Please send a signed copy of this form to the EIT Secretariat.

¹⁸ 00227.EIT.2015.I.GB35

Annex I to Declarations of Interests on the Evaluation of the KIC's (*year of the exercise*) Business Plans

In all cases, please provide as many details as possible (in the case of a body or employer, full name, location, private or public nature and your role). If you have interests to declare, please specify the interests. All questions in the table below must be answered. Your declaration will not be accepted if any fields are left empty.

I hereby declare on my honour that, to the best of my knowledge, the only actual or potential interests in the EIT's activities I currently have (at the time of completion of the form) or have had within the past two years are those listed below.

Declaration of interests in relation to the Evaluation of the (*year of the exercise*) KIC's Business Plans

I declare that¹⁹

- I was not/am not involved in the preparation and/or submission of the (*year of the exercise*) Business Plan (s);
- I was involved in the preparation and/or submission of the (*year of the exercise*) Business Plan(s); please detail:

- I do not stand to benefit directly/indirectly either from a personal, professional or economic point of view if the Business Plan (s) (*year of the exercise*) is accepted;
- I do stand to benefit directly/indirectly either from a personal, professional or economic point of view if the Business Plan (s) (*year of the exercise*) is accepted;
- I am not/was not employed or contracted, including in an advisory capacity, in the last two years by one of the applicant legal organisations, KIC partner organisations or KIC legal entity;

¹⁹ Please tick the boxes.

- I am/was employed or contracted, including in an advisory capacity, in the last two years by one of the applicant legal organisations, KIC partner organisation or KIC legal entity; please detail:

- I do not have any close family member directly involved in the preparation and/or submission of the (year of the exercise) Business Plan launched by the EIT;
- I do have a close family member directly involved in the preparation and/or submission of the (year of the exercise) Business Plan launched by the EIT; please detail:

In particular, I undertake to inform the EIT staff immediately if I discover any conflict of interest or possible conflict of interest, actual or potential, in relation to the implementation of the (*year of the KIC Call to be inserted*) KIC Business Plan(s).

I understand that the EIT reserves the right to request, in duly justified cases, further information and/or check the above statements within two years as from the date of signature of the current Conflict of Interest and Confidentiality Declaration.

Please sign and date this form:

Date:	Signature:
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Annex V

**Declaration of prospective employment and confidentiality for Members of the Governing Board
having left the Governing Board**

First Name	
Surname	
Position	<input type="checkbox"/> Appointed Member of the EIT Governing Board <input type="checkbox"/> Representative Member of the EIT Governing Board
Date of ending my mandate as member of the EIT Governing Board	

- I hereby commit myself to inform the EIT on any prospective employment within two years of leaving the EIT Governing Board pursuant to Article 7.1 of the EIT Code on Conduct on Conflict of Interests for the members Governing Board.
- I declare that I am aware to be bound by the professional secrecy obligation referred to in paragraphs 1 and 2 of Article 18 of the EIT Code of Conduct on Conflict of Interest for the Governing Board members two years after the termination of my mandate.

Please complete:

- New Activity/Employment:
 - a) Name and address of the organisation/company/body where you intend to work:

 - b) Telephone: _____
 - c) Job title: _____
 - d) Nature of the activity: _____

Please sign and date this form:

Date:	Signature:
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