

Helsinki, 18 April 2016

Call for expression of interest for an expert member of ECHA's Conflict of Interest Advisory Committee

The European Chemicals Agency (ECHA) in Helsinki, Finland, is seeking an expert to serve as a member of the Agency Advisory Committee on the management of situations of potential conflict of interest.

ECHA is at the heart of the regulatory system for chemicals in the European Union set out in the REACH, CLP, Biocidal Products and PIC regulations¹. The purpose of ECHA's founding regulation is to ensure a high level of protection of human health and the environment, and to facilitate the free circulation of chemicals within the internal market. In addition, it aims to enhance competitiveness and innovation, and to promote alternative methods to animal testing to assess the hazards of chemicals.

The ECHA Management Board has established a policy for managing potential conflicts of interest ([Management Board decision 09/2014](#)). The policy includes the establishment of a "Conflict of Interest Advisory Committee", which serves in a consultative function on matters related to the potential conflicts of interest of staff or of members of Agency bodies. The terms of reference of the committee can also be found on ECHA's [website](#).

The committee consists of the Head of ECHA's Legal Affairs Unit (Chair), a person designated by the Agency's Management Board, as well as an external expert designated by the Executive Director for their competence in the field of conflicts of interest.

The Agency is seeking candidates for the external expert and is inviting expressions of interest by suitable individuals by 20 May 2016. You are kindly invited to submit your application (Europass CV, motivational letter and declaration of interest) to ECHA at executive-director@echa.europa.eu

The mandate of the external expert of the committee will run for a period of two years and is renewable. The committee meets at least once a year, with the possibility for virtual meetings (by tele/video conference) in between physical meetings.

Attendance at meetings is reimbursed in accordance with the ECHA Guide for reimbursement, which covers travel and hotel accommodation as well as a daily subsistence allowance ([Management Board Decision 34/2015](#)). Expert services will be remunerated in accordance with Management Board decision MB/67/2008 final (300 EUR *per diem*).

¹ Regulation (EC) No 1907/2006, Regulation (EC) No 1272/2008, Regulation (EU) 528/2012 and Regulation (EU) 649/2012 respectively.

Helsinki, 18 April 2016

The following eligibility criteria apply to candidates

- a) The candidate shall be independent and shall not be a member of any of ECHA's formal bodies or informal networks²;
- b) The candidate shall in the past 10 years not have been employed by, or sat on the governing board of, a private company, stakeholder organisation, or consultancy with an interest in the field of activity of ECHA; nor shall the candidate currently hold significant investments in a commercial entity manufacturing, importing or supplying substances or mixtures subject to the authority of the Agency, or have substantial voting rights in such commercial entity³;
- c) The candidate shall have proven expertise in the field of potential conflicts of interest, and be able to document their competence through publications, work experience, lecturing/teaching activity, or similar;
- d) The candidate will be asked to confirm the commitment to support the work of the committee in writing and keep any information related to its activities confidential.

Procedure for nomination of the external expert**1. A call for expression of interest is organised to establish a pool of potential candidates**

The call will be published on the ECHA website.

Candidates will submit:

- Their curriculum vitae, including relevant publications if any;
- A motivational letter;
- A signed and dated [declaration of interest](#) (template available p. 11-16).

2. Written candidatures received are assessed internally by the ECHA Secretariat

- No interviews will be organised.

3. The Executive Director decides upon the appointment

- After the appointment, the selected candidate has to accept and sign a declaration of commitment and confidentiality;

² This excludes, for instance, any ECHA staff member, members of any formal or informal ECHA bodies or networks, members of ECHA accredited stakeholder organisations or Member State competent authorities.

³ This is without prejudice to financial interests held through an investment fund, pension fund and/or interests in non-nominal unit trusts or similar arrangements, provided that these investments are broadly diversified and the candidate has no influence on their financial management.

Helsinki, 18 April 2016

- The candidate's declaration of interest, as submitted with their candidature, will be published on the ECHA website and be kept up-to-date.

4. Envisaged timeline

- Deadline for submitting candidatures to ECHA: 20 May 2016;
- Appointment by the Executive Director before the end of June 2016.

Data protection

The information submitted during the selection process will be used solely for that purpose. The European Chemicals Agency will ensure on its part that the applicants' personal data is processed as required by Regulation (EC) No 45/20015 on the protection of personal data. Only ECHA staff directly involved in the selection procedure in question shall have access to this data. The declaration of interest of the selected candidate will be published on the ECHA website for transparency purposes.

All personal data of the applicants will be stored for a maximum period of four years. Any party submitting personal data to ECHA is entitled to access and rectify that data (however, after the closing date of the application deadline, rectification is limited to identification data). To exercise these rights, contact ECHA at executive-director@echa.europa.eu. You can also contact the Agency's [Data Protection Officer](#) for any questions or complaints with regard to the processing of your personal data. If you do not receive a satisfactory outcome, you can also have recourse to the [European Data Protection Supervisor](#).