

DECISION 32/2014/GB

OF THE GOVERNING BOARD OF THE EUROPEAN POLICE COLLEGE

**ADOPTING THE EUROPEAN POLICE COLLEGE'S POLICY ON PREVENTION AND
MANAGEMENT OF POTENTIAL CONFLICT OF INTEREST**

Adopted by the Governing Board
on 12 November 2014

THE GOVERNING BOARD,

Having regard to Council Decision 2005/681/JHA of 20 September 2005 establishing the European Police College (CEPOL)¹;

Having regard to Decision 01/2014/GB of the Governing Board of the European Police College (CEPOL) adopting the Financial Regulation and repealing decision 28/2011/GB;

Having regard to the European Parliament Decision of 03 April 2014 on discharge in respect of the implementation of the budget of the European Police College for the financial year 2012 (C7-0317/2013-2013/2229 (DEC))

Whereas:

The Common Approach on EU decentralised agencies requires that the agencies shall adopt and implement a clear policy on prevention and management of conflicts of interests.

European Parliament acknowledges in the discharge decision for the financial year 2012 that the College will review its conflicts of interests arrangements currently in place with the aim of developing a specific conflict of interest policy in 2014 on the basis of the *Commission's Guidelines on the Prevention and Management of Conflicts of Interests in EU Decentralised Agencies*; notes that members of the Governing Board and working groups or other categories of stakeholders directly collaborating with the College but not employed by the College will be considered within the scope of this exercise; calls on the College to inform the discharge authority on the review results once available.

HAS DECIDED AS FOLLOWS:

Article 1

To adopt the European Police College's Policy on prevention and management of potential conflict of interest, which takes into account the priorities set by the Commission within the above mentioned Common Approach on EU decentralised agencies.

Article 2

This decision shall enter into force on the day of adoption by the Governing Board. Any update during the course of the implementation of the Policy which does not affect relevant or sensitive parts of its content, can be decided by the Director who will inform the Governing Board accordingly.

Done in Rome, 12 November 2014

For the Governing Board

*Rossanna Farina
Chair of the Governing Board*

¹ OJ L 256, 1.10.2005, p. 63. Decision as amended by Regulation (EU) No 543/2014 (OJ L 163, 29.5.2014, p. 5)

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DOCUMENT CONTROL SHEET

Process area Agency Support Processes

Main process Internal Control

Main process owner Director

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Abbreviations

CEPOL	European Police College
COI	Conflict of Interest
GB	Governing Board
ADoI	Annual Declarations of Interests
SDoI	Specific Declarations of Interests
ODoI	Oral Declarations of Interests
OECD	Organisation for Economic Co-operation and Development

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Definitions

Conflict of Interest	Involves a conflict between the public duty and private interests of a public official, in which the public official has private-capacity interests which could improperly influence the performance of their duties and responsibilities.
Breach of trust	Any false declaration, wilful omission or refusal to declare interests or any other failure to comply with the agency's conflict of interest policy.
Process owner	A process owner is a person (staff member of CEPOL) designated by the Director, responsible for the efficient and effective functioning of the process and has the necessary authority to take action or make decisions with an impact on the process performance. In general, the process owner ensures that proper action is taken with respect to the implementation, maintenance, control and improvement of the process.

LOG OF ISSUES

Issue	Issue date	Change description
001	28/10/2014	First issue

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1. Concept of Conflict of Interest

What is a Conflict of Interest (CoI) for the European Commission?²

According to the European Commission, situations of Conflict of Interest can arise when:

- there is some link between staff members' work and their private interest, or those of their family or partner;
- staff members find themselves in a situation that could reasonably lead to allegations being made of bias or partiality, in the light of their personal interests.

OECD guidelines³ define the potential and actual CoI as follows:

Actual Conflict of Interest: involves a conflict between the public duty and private interests of a public official, in which the public official has private-capacity interests which could improperly influence the performance of their duties and responsibilities.

Potential Conflict of Interest: occurs where a public official has private interest which are such that a Conflict of Interest would arise **if the official were to become involved in relevant (i.e. conflicting) official responsibilities in the future.**

Conflict of Interest for CEPOL:

For the purpose of this policy, the concept of Conflict of Interest refers to and follows the European Commission guidance with the necessary adaptations. Moreover, distinction will be made between potential and actual CoI, as proposed in the OECD guidelines. Alleged situation of Conflict of Interest is considered in case of actual Conflict of Interest where evidence has not been established.

2. Purpose and scope

The European Police College (CEPOL) is an EU agency dedicated to providing training and learning opportunities to senior police officers on issues vital to the security of the European Union and its citizens.

The partners and stakeholder with whom CEPOL cooperates towards achievement of its objectives are represented by bodies of the European Union in the field of law enforcement and other related areas, as well training bodies in Europe. A significant role is played by the national police training colleges – which through framework partnership agreements - implement activities from CEPOL's Work Programme.

In support of the external policies of the European Union, CEPOL works closely with Associate, Candidate, Potential Candidate, and Strategic Partners of the European Union in the area of law enforcement training.

Considering the nature of its activity and specific context in which it operates, CEPOL has a low degree of exposure to the risk of conflict of interest. However, in the light of the '*Guidelines on prevention and management of conflicts of interest*' produced by the Commission under the Common

² http://myintracomm.ec.testa.eu/hr_admin/en/ethics/obligations/conflicts_interest/Pages/conflicts_interest.aspx

³ Managing Conflict of Interest in the Public Service: OECD Guidelines and Country Experiences (OECD, Paris, 2003).

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Approach, CEPOL has reviewed the arrangements currently in place, and developed a specific conflict-of-interest policy.

Other categories of stakeholders directly collaborating with the Agency but not employed by the Agency, such as members of Governing Board and working groups are considered within the scope of this exercise.

The management of the impartiality and independence - in addition to Objectivity – of staff is a key element of governance of the EU institutions or bodies and crucial to ensure their integrity when performing their official functions.

The purpose of this policy is to establish the principles governing impartiality and independence within CEPOL and define the measures to ensure their practical application in order to prevent and mitigate the risk that past, current or future personal or national interests, or any outside influences of whatever kind, might improperly influence the impartiality and the independence of the Agency staff members during the performance of their official duties.

These principles and measures cover among others the management of:

- situations of potential Conflict of Interest (declaration, monitoring, training/information);
- situations of alleged or actual Conflict of Interest

This policy completes, refers to and/or follows:

- the relevant applicable articles from the Staff Regulations and related EU Commission guidelines;
- the relevant applicable articles from the CEPOL Financial Regulations;
- the relevant provisions of the Code of Conduct for the Staff of CEPOL (Decision of the Director 003/2010);
- Decision of the Director on internships (Decision of the Director 07/2013/DIR);
- Policy on sensitive function;
- OECD guidelines.

This policy is applicable to all staff members to whom the Staff Regulations and the Conditions of Employment of Other Servants apply throughout CEPOL activities, whether administrative, financial or operational in nature.

For the purpose of this policy, the Agency has identified the following stakeholders directly collaborating with the CEPOL but not employed by the CEPOL to whom this policy is also applicable, as follows: Members of the Governing Board, Members of the Working Groups/Audit Panel or other bodies established by GB Decisions, National Seconded Experts, Experts such as Module Advisors and Educational Experts, trainees, persons employed under private contracts (interimaires), contractors working for the Agency.

Some specific measures are however applicable only to staff members to whom the Staff Regulations and the Conditions of Employment of Other Servants apply, or may be applicable by analogy to other categories of stakeholders. Wherever this is the case, it shall be clearly indicated throughout the policy.

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3. General principles**3.1 Independence and impartiality**

As provided in the Code of Conduct (article 8), independence from all external interests are one of the core values of the Agency. In all of its processes CEPOL via its staff members and other persons working for CEPOL shall ensure that it is independent from all external interests and that impartial and justified decisions are taken. To achieve this, detailed guarantees and checks need to be implemented in the processes of the Agency.

3.2 Transparency

Transparency is another core value of CEPOL; Decisions and opinions are formed as openly as possible. For this reason, declarations of interest of the main actors behind CEPOL's decision- and opinion-making are made available to the general public.

3.3 Confidentiality

CEPOL is a public body of the European Union. It has been entrusted with information and data from individuals and external bodies. As such, staff members as well as other persons working for CEPOL, who come into contact with confidential information, must treat it with the utmost discretion and confidentiality, even after their duties have ceased.

The confidentiality duty shall furthermore also imply that the individuals working for the Agency shall not seek to gain any improper advantages from the information to which they have access and that is covered by the duty of professional secrecy. The management of conflicts of interest is also an element for preventing information leaks.

CEPOL faces potentially conflicting obligations with regard to public access to documents⁴. There is therefore a need for transparency and respect of confidentiality of information that the Agency holds. Access to information is balanced by rules of professional secrecy for CEPOL staff and the obligation to respect European and international laws on the protection of data. Staff shall at no time beside their official obligations use, disseminate or publish information known to them, during or after termination of their employment.

3.4 Awareness

As the Agency's role is to promote the public interest in an independent and transparent manner with respect for confidentiality rules, it is crucial that the individuals working with the Agency understand that the exercise of public authority comes with certain duties. CEPOL shall support these individuals in fulfilling their duties, raise awareness, organise training and set up procedures for identifying and handling conflict of interest situations.

4. Preventing conflicts of interest – further principles and measures

In order to ensure compliance with the independence requirements, CEPOL applies the following principles and measures:

- Conflict of Interest situations register;
- Principle of collegiality and transparency in decision-making;

⁴ Decision Of The Governing Board 17/2006/Gb Adopting Rules For Access To Documents of The European Police College

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- Principle of Declaration of Interests;
- Sensitive functions (as regulated by the policy on sensitive functions);
- Gifts and hospitality (as regulated by Article 12 in CEPOL's Code of Conduct);
- Outside activities and post-employment;
- Enforcement;
- Training and information.

4.1 Conflict of Interest situations register

A dedicated Conflict of Interest (CoI) situations register (TE.INCO.004-1) has been created to define and maintain the list of the main situations of Conflict of Interest within the Agency (staff members and external experts). This register aims at determining situations in which impartiality and/or independence values are at risk and that there is a need either to ensure that existing measures are deemed sufficient or to put in place adequate measures.

4.2 Principle of collegiality and transparency in decision-making

Regarding the risk on potential Conflict of Interest when taking decisions, CEPOL applies the "no single point of decision" approach as the most appropriate mitigating control for prevention of potential and actual Conflict of Interest situations within the Agency context.

Impartiality and independence of the decision making in the Agency operational processes is guaranteed through the collegiality of the technical assessment and the decision-making process.

Concerning the decision making process, decisions during the operational process are not taken by individual experts in isolation, but only after assessment of a team of experts, which significantly minimises the possibility of single expert influence. Furthermore, every decision is reviewed and endorsed by hierarchical superiors up to the level of the Agency's Deputy Director or the Director.

Since 2010 a quality document management system was introduced envisaging the progressive centralisation of the administrative, budgetary and financial procedures to enable CEPOL to fulfil its tasks and responsibilities.

The centralised system of drafting, validating, and approving process related quality documents is effectively in place for policies, procedures, work instructions, user guides, forms, lists, templates, and checklists. The description of Agency processes supports also the principle of collegiality in all procedures as well as transparency in decision-making.

4.3 Principle of declaration of interests

In order to prevent, detect, monitor, mitigate and deal with situations of potential and actual Conflict of Interest, the Agency applies the principle of declaration of interests to be filled by Agency staff where appropriate and assessed by line managers.

It should be noted that having an interest does not necessarily mean having a Conflict of Interest.

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4.3.1 Category of interests

For the purpose of this principle, the following categories of interests have been defined:

1. **Employment:** any form or regular occupation or business, part-time or full-time, paid or unpaid, including self-employment (e.g.: consultancy), in any legal or natural organisation or company carrying out any of the activities on which CEPOL's outputs impact directly or indirectly;
2. **Consultancy, legal representation, advice:** any activity in which the concerned person provides advice or services related to the field of the activities of CEPOL to organisations, companies, associations or other bodies. This includes also services provided on an honorary basis (i.e. for free or without the payment of fees or emoluments);
3. **Membership of a Management Board or equivalent structure:** any participation in the internal decision-making of a public or private entity with an interest in the field of the activities of CEPOL;
4. **Membership of an Advisory Board or equivalent structure:** any participation in the works of an advisory body, created permanent or created ad-hoc, managed by a body with an interest in the field of the activities of CEPOL, with a right to have an influence on its output(s). This includes also participation in activities carried out with CEPOL;
5. **Other memberships or affiliations:** any membership or affiliation not falling under the categories above and relevant for the purposes of the present policy, to any body with an interest in the field of the activities of CEPOL, including professional organisations;
6. **Research funding:** any funding for research or developmental work in the field of the activities of CEPOL received from any public or private body by the concerned person in his or her personal capacity or falling under the professional sphere of influence of that person. It includes grants, rents and reimbursement of expenses, sponsorships and fellowships;
7. **Intellectual property rights:** rights in the field of the activities of CEPOL granted to creators and owners of works that are the result of human intellectual creativity (e.g. patents, trademarks, etc.) and may lead to a financial gain.
8. **Investments:** any economic stake or share in a body with an interest in the field of the activities of CEPOL, including the stocks, equities or bonds thereof, or of one of its subsidiaries or of a company in which it has a holding. Financial instruments on which the concerned person has no influence are not to be considered relevant;
9. **Public statement or position:** any expert opinion or testimony in the field of the activities of CEPOL for a commercial entity or other organisation as part of a regulatory or judicial process. Any office or other position (paid or unpaid), where the concerned person represented interests or defended opinion in the field of the activities of CEPOL;
10. **Other relevant interest:** any interest not falling under the categories provided above and relevant for the purposes of the present policy.

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4.3.2 Types of declaration of interests

The following general principles shall be applicable to all persons subject to the present policy:

- the identification and handling of Conflict of Interest as defined in this policy shall be based on the evaluation of Annual Declarations of Interests (ADoI), Specific Declarations of Interests (SDoI) and Oral Declarations of Interests (ODoI) submitted by the concerned persons and staff as specified in the present policy;
- the responsibility for a complete and truthful declaration shall lie exclusively with the person completing the declaration;
- only activities having taken place in the five years preceding the submission of the declaration shall be declared. This shall cover also activities from the close family⁵ of the Agency staff.

4.3.2.1 Annual Declaration of Interests (ADoI)

Upon entry into the service at the Agency, the duty to declare all interests annually is extended to all staff of the Agency. Besides filling in an initial declaration at the start of their employment, all staff members shall thus provide an annual update of this declaration.

The Governing Board members shall, when taking up their duties, make a written declaration of interest which could be considered to be prejudicial to their independence. The Governing Board members are also required to make an annual declaration of interest in writing (TE.INCO.003-2).

For the management staff (Director, Deputy Director and Head of Corporate Services) and the Governing Board members, these declarations (TE.INCO.003-2) shall be published on the CEPOL website.

Individuals who are requested to submit an ADoI (TE.INCO.003-2) shall declare any interest belonging to the categories defined in paragraph 4.3.1 with respect to all activities in which they are involved or have been involved during the five years preceding the submission of the ADoI and which fall within the Agency's remit.

Individuals shall indicate whether interests declared are "current" (when activities are currently ongoing); or they refer to a "past period" (when they are no longer ongoing but have been completed during the five years preceding the submission of the ADoI).

Details on the name of body or organisation of relevance for each declared interest shall be given. This is to be interpreted as meaning the full name, location of the seat (town and country) and nature (private or public).

Details on the subject matter of each declared interest shall be given, indicating the domain in which the activity is, or was, carried out and clarifying the interest and role of the concerned body or organisation in the matter and the role of the concerned person.

If at any point in time changes occur to the situation of the individual's interests, the person involved must update his/her declaration without delay.

⁵ 'close family members' are considered to be the persons forming a household with the person making the declaration (spouse, partner, and/or dependent children).

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4.3.2.2 Specific Declaration of Interests (SDoI)

In line with Article 11 of the Staff Regulations, before recruitment, all candidates for a position in the Agency as statutory staff member are requested to make a written declaration of interest (in compliance with template TE.HR.019-1) in order for the Appointing Authority to be able to assess any potential conflicts of interest in relation to the specific position that may be offered and to take appropriate mitigating measures if necessary. The same requirement is applicable to the SNEs and internships.

Particular attention is drawn to individuals participating in recruitment panels, tenders and procurement procedures which are requested to declare any potential conflicts of interests in compliance with the templates adopted for the specific processes.

Each process owner shall determine, in line with the applicable EU and CEPOL regulations, where it is deemed necessary to request a Specific Declaration of Interests (SDoI) or a Declaration of non-Conflict of Interest related to an activity to be performed by an Agency staff or by an external expert within the process s/he is responsible of, and when it is not already covered by the Annual Declaration of Interests.

The process owner shall define the Specific Declaration of Interests form needed to cover the activity to be performed using the categories listed in paragraph 4.3.1 with reference to the subject matter related to the activity. The SDoI shall be filled before the starting of the activity.

When a process owner identifies an activity requesting a specific Declaration of Interests, it shall be added in the register of Conflict of Interest.

Contractors

Whenever the Agency is contracting external service providers to support it in its tasks, it shall ensure that these contractors are bound by confidentiality duties and that potential conflicts of interest are avoided. Both a confidentiality clause and a conflict of interest clause are included in all such contracts that CEPOL concludes.

Based on those contractual provisions, the Agency may require external consultants (regardless of him/her working intra-muros or not) or interim staff to make a specific declaration of interest with regard to the work performed for CEPOL, in case their participation has a qualitative impact on the decision-making at the Agency.

4.3.2.3 Oral Declaration of Interests (ODoI)

Oral Declaration of Interests is related to meetings.

Each process owner shall determine, in line with the applicable EU and CEPOL regulations, where it is deemed necessary to request an Oral Declaration of Interests (ODoI) at the beginning of a meeting, within the process s/he is responsible of; if this meeting is not already covered by the Annual Declaration of Interests paragraph 4.3.2.1) or by the Specific Declaration of Interests (paragraph 4.3.2.2).

When a meeting is subject to an ODoI, the participants shall declare orally any interest at the beginning and during the meeting that might be considered prejudicial to their impartiality and independence in relation to the items on the agenda of and/or the items discussed during that meeting.

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This declaration shall be recorded, with its assessment and related decision, in the minutes of the meeting.

Networks and expert groups

Several networks and expert groups support CEPOL in its work. As these networks and expert groups have a balanced composition, and as they are only advisory bodies, the risk of conflicting interests affecting the formal work of CEPOL is minimal.

However, it shall be a standard practice that the person chairing these meetings requests, when relevant, that any conflicting interests are declared at the start of each meeting and documented in the minutes. Where necessary, CEPOL may also impose other preventive measures, including e.g. specific declarations of interest in accordance with paragraph 4.3.2.2.

4.3.3 Assessment of the declarations of conflict of interest and decision

Before working for the Agency

Before the appointment of the staff members, the first declaration of interest shall be screened by the Chair of the selection panel and/or the Human Resources Office. When a potential or an actual CoI is raised, this shall be highlighted to the Director. A reasoned opinion may be requested from the Head of Corporate Services Department or Deputy Director in this context. The same arrangement shall be applied by analogy for the National Seconded Experts and trainees.

The Director may decide to take any measure considered appropriate to ensure the potential Conflict of Interest does not occur or to remedy to the actual Conflict of Interest. The Director may also grant a waiver as per paragraph 4.3.4.

After working for the Agency

The ADoI of staff members/National Seconded Experts/trainees shall be screened by the responsible line manager. When the line manager identifies a potential or an actual CoI, this shall be highlighted to his or her hierarchical superior. If the superior confirms that there is a potential or an actual CoI, he or she shall bring the matter to the attention of the Director. A reasoned opinion may be requested from the Head of Corporate Services Department or Deputy Director in this context.

At all stages, the concerned shall be kept informed of the ongoing assessment of his or her ADoI. The line managers may hear the concerned staff in order to facilitate the assessment.

The Director, after having heard the member of staff concerned if necessary, may take any measure considered appropriate to ensure the potential Conflict of Interest does not occur or to remedy to the actual Conflict of Interest. The Director may also grant a waiver as per paragraph 4.3.4.

When, as a result of the procedure above, a staff member is transferred to another Unit or Department, his or her ADoI shall be updated and submitted to his or her new line manager for screening. The procedure laid down above applies to updated ADoIs.

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Any change regarding interests already declared shall result in a swift update of the ADoI, which shall be submitted to the responsible line manager without delay. The procedure laid down above applies to updated ADoIs.

Specific Declaration of Interests (SDoI)

Specific Declaration of Interests shall be screened as defined by the process owner responsible for the activity. When a potential or an actual CoI is identified, it shall be highlighted to the line manager. The procedure under paragraph above applies by analogy.

Oral Declaration of Interests (ODoI)

Oral Declarations of interests (ODoI) shall be assessed by the Chair of the meeting in relation to which the ODoI is made. The Chair shall take any measure considered appropriate to ensure the potential Conflict of Interest does not occur or to remedy to the actual Conflict of Interest (e.g.: cancellation of the meeting, replacement of the participant, no voting right or exclusion from discussion on the concerned item, etc.).

The assessment and the related decision, when applicable, shall be recorded in the minutes of the meeting.

Declaration of interests of the Director

The Declaration of Interests of the Director (TE.INCO.003-2) shall be screened by the Reporting officers designated by the Governing Board to identify if an interest could present a potential conflict with regard to the work of the Director. The appeal assessor is the Chairman of the Governing Board.

Declaration of interests of the Governing Board Members

The Declaration of Interests of the Governing Board Members (TE.INCO.003-2) shall be screened by the Chairman of the Governing Board to identify if an interest could present a potential conflict with regard to the work of the Board.

4.3.4 Granting of waiver

The Agency's staff member shall not be assigned to a project or task where a known potential or actual Conflict of Interest exists. Any staff member confronted with such situation shall immediately inform his line managers. To prevent the risk to impair his/her independence, objectivity and impartiality in the performance of his duties and thus remove the CoI situation, the line managers shall take any measures considered appropriate including the reallocation of the project or task to another staff member.

When no other suitable staff member is available and his/her competence/expertise is considered essential for the completion of the task, safeguards should be put in place to ensure that impartiality in decision making is guaranteed and that the outcome and/or completion of that task is not compromised by a CoI.

In such cases, when the staff member is considered essential and where no suitable alternate is found, a waiver can be granted by the Director. The responsible line manager shall include all

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relevant information on which the conclusions are based supporting the request to the Director to grant a waiver.

Should a waiver be granted, the concerned staff member shall be entitled to:

- formulate his/her recommendations on the task or project under strong supervision and after consultation (in agreement of) with at least one of his peers and prior clearance on the content shall be given by the line managers;
- contribute to particular working groups in which his/her expertise and involvement are considered essential for the completeness of the draft output;
- take part in the discussions (working groups, meetings) and in the drafting phase of the output. However, he/she shall not be allowed to act as, chair or vice-chair or secretary of an Agency working group linked to his or her interest.

4.4 Outside activities and post-employment

There are fundamental reasons behind the need to ensure that all the Agency's staff members ask for prior authorisation from the Director in order to take on an external professional activity, paid or unpaid, thus ensuring the staff member concerned, and subsequently the Agency's independence, integrity and credibility are maintained.

With reference to Article 16 of the SR, after leaving the service, former Agency's staff members are still subject to certain obligations. Former staff members are therefore bound not to accept any duties or professional activities after leaving the service that would be incompatible with the interests of the Agency. A former staff member intending to engage in an occupational activity within two years of leaving the service must inform the Agency. If the activity could lead to a conflict with the legitimate interests of the Agency, the Director could forbid the former staff member from undertaking this activity or could give his approval subject to any conditions he sees fit.

These rules apply to the Agency's staff members employed under the Staff Regulations (SR) and Conditions of Employment of Other Servants of the European Union (CEOS). The seconded national experts are subject to the same rules and conditions with regard to prior authorisation related to outside activities.

4.5 Enforcement

The overriding idea behind avoiding any appearance of a Conflict of Interest is to avoid possible accusations of bias and partiality in any decision-making process a staff member may be involved in, so as to maintain the Agency's independence and credibility.

The disciplinary system, which essentially involves administrative inquiries and disciplinary procedures, applies to any failure by a staff member or former staff member to comply with his obligations under the SR and CEOS, whether intentionally or through negligence.

As explained in the preceding chapters:

- any infringements to the Code of Conduct in the performance of the duties,
- any infringements to the procedures laid down in the current policy,

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may expose the staff member, or former staff member concerned, to the risk of administrative inquiries and/or disciplinary actions in accordance with Article 86 and Annex IX of the Staff Regulations.

In cases where a staff member fails to declare a potential or actual Conflict of Interest in his declaration of interests, it may be considered as a failure by the staff member/former staff member to comply with the rules and obligations of the Agency staff members/former staff members. If and when the breach of rules is confirmed, the Agency shall request an administrative inquiry be opened which may lead to disciplinary measures as referred to in Article 86 and Annex IX of the Staff Regulations.

For other staff working at the Agency who are not employed under the SR and CEOS, such as interims, trainees, seconded national experts and external experts, the Director shall take the appropriate decision which may result in the termination of their contract with the Agency.

In case of the Members of the Governing Board, the Chair shall take the appropriate decision which may result in the termination of their mandate.

4.6 Training and information

New recruits shall attend a mandatory training on the Code of Conduct. The training shall cover all aspects implemented by the Agency to manage the area of Conflict of Interest at the Agency as defined in this policy.

Refreshment trainings to Agency's staff members shall be delivered. Interims, trainees and seconded national experts shall also receive the same trainings as the Agency staff members on the management of Conflict of Interest at the Agency.

4.7 Publication, recording and protection of personal data

The Declaration of Interests (TE.INCO.003-2) of the Governing Board members, Director and senior management of the Agency shall be published on the Agency website, together with their CVs.

The Agency shall process all declaration of interests in accordance with Regulation (EC) n°45/2001⁶.

The Human Resources Department controls the handling of the declarations of interests and the Conflict of Interest register.

The retention period of the declarations of interests, their assessment and the related decision and/or the waiver, if any, shall be 7 years.

The Agency's staff members have the right to access their declaration of interests, to update and/or correct it at any time.

In cases where the Agency has knowledge or information that is not consistent with the declared interests, or in cases of failure to submit a declaration of interests when requested, the concerned staff member will be contacted in order to update the declaration related to the missing information. In cases where an internal procedure should be opened as referred to in paragraph 4.5, the staff member shall be notified.

⁶ Regulation (EC) 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 the personal data by the Community institutions and bodies on the free movement of such data.



Declaration of Interest

Document number: TE.INCO.003-2

Approval date: 12/11/2014

Declaration of Interest

Information on direct or indirect interests of relevance to the mission of CEPOL

Name:

Organisation:

Legal Address:

Position/CEPOL involvement¹:

do hereby declare on my honour that, to the best of my knowledge, all direct or indirect interests I have or have had in the previous 5 years, capable of compromising the objectivity in the context of my responsibilities, are listed below:

(1) Direct interests (financial benefits arising from, for example, employment, contracted work, investments, fees, consultancy/advice, honorary posts etc.)

(2) Indirect financial interests e.g. grants, sponsorships, or other kind of benefits received in a personal capacity

(3) Interest deriving from the professional activities of the member or his/her close family members (e.g. ownership of shares or other investments, employment, research funding etc. in a domain falling within CEPOL remit)

(4) Other interests or facts that the undersigned considers pertinent (other than the above that could be perceived as an interest in an activity falling within CEPOL remit and/or which could be perceived as compromising the ability of the individual to act in an independent manner in the public interest)

¹ please specify your current activity/connection with CEPOL

**Declaration of Interest**

Document number: TE.INCO.003-2

Approval date: 12/11/2014

I hereby declare that I have read CEPOL's Policy on prevention and management of potential conflict of interest and that the above Declaration of Interest is at my best knowledge true and complete.

I also agree that if I should later acquire or hold any interests other than those listed above, I will declare them immediately.

I understand that for all members of the CEPOL Governing Board, the Director and the other CEPOL management staff (Deputy Director and Head of Corporate Services), this declaration will be published on the CEPOL website*.

Done at _____ on _____

Signature _____

**Please note that CEPOL will ensure on its part that your personal data hereby submitted is processed as required by Regulation (EC) No 45/2001 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. You have the right to access and rectify that data. To exercise these rights, please contact CEPOL at the functional mail box: FM.Human-Resources@cepol.europa.eu*

Register of Conflicts of Interest

Document number: TE.INCO.004-1

Approval date: 12/11/2014

Register of conflicts of interest

Ref no	Date reported	Staff Member's Name	Details of Conflict	How notified	Type of Conflict (Actual, Perceived, Potential)	Action taken	Follow up required (Y/N)	Date resolved