

EUROPEAN ORGANISATION FOR THE SAFETY OF AIR NAVIGATION

EUROCONTROL

- Measures of the Permanent Commission –

MEASURE No 14/202

Approving a Policy on Conflicts of Interest for management and staff of EUROCONTROL and for external participants in EUROCONTROL meetings

THE PERMANENT COMMISSION FOR THE SAFETY OF AIR NAVIGATION,

Having regard to the EUROCONTROL International Convention relating to Co-operation for the Safety of Air Navigation of 13 December 1960 as amended by the Protocol signed at Brussels on 12 February 1981 and in particular Articles 6.1 (b) and 7.3 thereof;

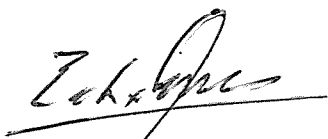
Considering that it is desirable to put in place a Policy on conflicts of interest for participants in certain EUROCONTROL meetings, including management and staff members of EUROCONTROL and external participants, detailing the different interests and conflicts of interest which may occur;

On the proposal of the Director General and the Provisional Council,

TAKES THE FOLLOWING MEASURE:

The Policy on Conflicts of Interest for management and staff of EUROCONTROL and for external participants in EUROCONTROL meetings as attached to this Measure is hereby approved

Done at Brussels on 5.12.2014



Feliks BACI
President of the Commission

Policy on Conflicts of Interest for management and staff of EUROCONTROL and for external participants in EUROCONTROL meetings

1. Rationale

Conflicts of interest may arise for management and staff members of EUROCONTROL and for external participants in EUROCONTROL meetings. Every participant in such a EUROCONTROL meeting - whether management or staff member of EUROCONTROL or external participant - should be required to declare their interest in relation to the agenda points dealt with at the respective meeting.

2. Who should make a declaration?

Management and staff members of EUROCONTROL as well as every external participant in the following EUROCONTROL meetings, organised on the EUROCONTROL premises or elsewhere:

- Stakeholder workshop (STKH WKSP);
- Budgetary and Financial Working Group – 4 States (BFWG-4);
- Pension Fund Supervisory Board (PFSB);
- Standing Committee on Finance (SCF);
- Centralised Services (CS);
- Agency Advisory Body (AAB);
- Committees or other bodies or fora of the Organisation, including the Advisory Committee on Procurement and Sales Contracts, selection boards and disciplinary boards.

Participants in meetings of the deliberating bodies of the Organisation, such as the Provisional Council, the Permanent Commission and the Enlarged Committee for Route Charges, are explicitly excluded from the obligation to declare conflicts of interest.

This Policy offers additional guidance on identifying situations where potential conflicts of interest might occur.

3. What to declare?

Each individual is responsible for the declaration of his interests.

What is an interest?

Any personal interest relating to an agenda item of the meeting such as to impair the independence of the participant in EUROCONTROL meetings is considered, and, in particular, family and financial interests:

(a) Financial interests

Financial interests cover, for example, holding of stocks and shares, stock options, equity, bonds, partnership interests in the capital of a company, one of its subsidiaries or a company in the capital of which it has a holding.

(b) Family interests

Family interests cover any interest, including financial interests as described under (a), held by a family member of the participant in EUROCONTROL meetings.

(c) Other interests

Other interests cover any other interests which could impair the independence of the participant in EUROCONTROL meetings concerned, including:

- previous work experience of that person or of his family members with certain companies, whether or not these activities have been subject to regular or occasional remuneration in cash or kind,
- assistance and support received, whether associated with direct or indirect pecuniary or material benefits;
- any interest, including financial interests as described under (a), held by a relative or a friend of the participant in EUROCONTROL meetings concerned.

What are direct and indirect interests?

Interests can be direct or indirect depending on their likely or potential impact on the individual's behaviour at a given point in time. Both are covered by this Policy.

The holding of direct or indirect interests is in principle incompatible with participating in EUROCONTROL meetings.

Direct interests: Direct interests can be understood as interests of personal benefit to the individual at any point in time, likely to influence or give the appearance of influencing his behaviour (e.g. financial interests of a certain magnitude).

Indirect interests: Indirect interests can be understood as other interests than interests of personal benefit to the individual that may be likely to influence or give the appearance of influencing the individual's behaviour, including any interest of the organisation the external participant is representing in the meeting, in particular in the framework of procurement procedures such as calls for interest or calls for tender.

4. When to declare?

At the beginning of every EUROCONTROL meeting as defined under point 2. of this Policy, every participant will be required to complete the declaration of interests attached as Attachment to this Policy.

If during the meeting a potential conflict of interest becomes apparent to the participant which was unknown to him before the beginning of the meeting, then it must be declared to the chairperson immediately who will take appropriate action.

5. Administrative aspects

Service in charge of declarations of interests

The Service in charge of handling the declarations of interests within the Agency is the organizer of the meeting.

ATTACHMENT TO THE POLICY ON CONFLICTS OF INTEREST FOR MANAGEMENT AND STAFF OF EUROCONTROL AND FOR EXTERNAL PARTICIPANTS IN EUROCONTROL MEETINGS

Declaration of interests for management and staff members of EUROCONTROL and for external participants in EUROCONTROL meetings

DATE:	
MEETING (+ LOCATION):	

BY SIGNING THIS LIST OF PARTICIPANTS, YOU DECLARE AND AGREE WITH THE FOLLOWING:

I hereby declare that I represent the organization or company mentioned below and that I have no other interests in relation to the abovementioned meeting which would create a conflict of interest for me as a participant in this meeting.

In case my participation in the abovementioned meeting may give rise to a conflict of interest for me as a participant in the said meeting, I will inform the chairperson and refrain from participating in the abovementioned meeting until it has been established by the chairperson that my participation does not create a conflict of interest or until the conflict of interest has been resolved.

I further declare that should any changes occur and should it appear that I have or acquire additional interests that could create a conflict of interest, I shall forthwith declare them to EUROCONTROL.

LIST OF PARTICIPANTS:

<u>NAME AND SURNAME</u>	<u>ORGANIZATION / COMPANY</u>	<u>POSITION / TITLE</u>	<u>SIGNATURE</u>