



CONTINUOUSLY OPEN CALL FOR APPLICATIONS FOR THE SELECTION OF ADDITIONAL MEMBERS OF THE SUB-GROUPS UNDER THE EUROPEAN SUSTAINABLE SHIPPING FORUM

This document replaces the continuously open call published on 10/09/2019

1. BACKGROUND

By decision of 27 July 2018¹ (hereinafter ‘the Decision’), the Commission has renewed the mandate of the group of experts on maritime transport sustainability, the European Sustainable Shipping Forum (ESSF).

The ESSF provides a platform for structural dialogue, exchange of technical knowledge, cooperation, and coordination between the Commission, Member States and relevant maritime transport stakeholders, with a view to assisting the Commission in relation to the implementation of the Union’s activities and programmes, which are aimed at fostering the sustainability of maritime transport and promoting the competitiveness of maritime transport in Europe. These are important tasks, in particular in light of the recent international developments on decarbonisation, energy efficiency and the entry into force of the global 0.5% cap on the sulphur content of marine fuels in 2020.

Article 8 of the Decision provides that DG MOVE or other Commission departments in agreement with DG MOVE may set up sub-groups to the ESSF for the purpose of examining specific questions on the basis of terms of reference defined by DG MOVE.

The sub-group on **Air Emissions from Ships (AefS)**, which was set up in 2017, provides expert knowledge in assessing and measuring air pollutant emissions from the sector and the technologies available to address them. The mandate of this sub-group has been closed.

Three additional sub-groups were set up by DG MOVE and started to operate in the last quarter of 2019. These three new sub-groups are:

- (1) **Sub-group on Sustainable Alternative Power for Shipping**, tasked with assisting and advising the Commission on issues related to the development and deployment of alternative power solutions for shipping, including matters on alternative sustainable low- and zero-carbon fuels and propulsion methods. The main objectives would be to improve the current understanding of the available

¹ C(2018) 4908 final

solutions and their potential, better target and prioritise the investment in R&I, and, where appropriate, steer the deployment of certain solutions and assess the gaps in the current regulatory framework;

- (2) **Sub-group on Ship Energy Efficiency**, tasked with assisting and advising the Commission on issues related to the improvement of ship energy efficiency, with a focus on improving energy efficiency of ships by means of regulatory measures;
- (3) **Sub-group on Waste from Ships (Port Reception Facilities and Ship Source Pollution)**, tasked with advising the Commission on issues related to the implementation and operation of Directive 2019/883/EU, as well as on the possible revision of the Directive on Ship-Source Pollution.

Additional sub-groups may be established in the future in the framework of the ESSF.

The Commission is calling for applications with a view to selecting additional members for the three above-mentioned sub-groups complementing the expertise of the existing members. The call for applications is not intended for Member States' authorities and other public entities.

2. FEATURES OF THE ESSF SUB-GROUPS

2.1. Composition

Membership of sub-groups is open to all members of the ESSF: organisations, individuals, Member States' authorities and other public entities. Members of the ESSF are invited to inform DG MOVE if they intend to be also members of the sub-groups. If so, Member States' authorities, other public entities and organisations shall nominate their representatives in the sub-groups and shall be responsible for ensuring that their representatives provide a high level of expertise.

In addition, the Commission is seeking to appoint a total of up to 30 additional members for each of the ESSF sub-groups.

Members of the sub-groups to be appointed as a result of the present call shall be:

- (a) Individuals appointed in a personal capacity. These members shall act independently and in the public interest (Type A members);
- (b) Individuals appointed to represent a common interest shared by stakeholders in one of the areas listed in point c below. These members shall not represent an individual stakeholder, but a policy orientation common to different stakeholder organisations (Type B members);
- (c) Organisations² active in maritime transport, covering a wide-range of expertise, including ship owning, management and operations, short sea shipping, maritime transport use and services provision, sea ports management and administrations, terminal management and operations, shipbuilding and marine equipment, ship safety, health and environment protection, research and innovation, investment and financing, energy and

² See Annex 1 of the present Call

fuel supply (including alternative / sustainable fuel sources) and technical standardisation (Type C members).

Organisations shall nominate their representatives and shall be responsible for ensuring that their representatives provide a high level of expertise. DG MOVE may refuse the nomination of a representative by an organisation if it considers this nomination inappropriate in light of the requirements specified in chapter 4 of this call. In such a case, the organisation concerned shall be asked to appoint another representative.

2.2. Appointment

Members of sub-groups shall be appointed by the Director General of DG MOVE, in agreement with other Commission departments, as appropriate, from applicants complying with the requirements referred to in chapter 4 of this call.

Members shall be appointed for the duration of the mandate of the sub-groups. They shall remain in office until the end of their term of office or until replaced. Their term of office may be renewed.

Registration in the Transparency Register is required in order for organisations and individuals representing a common interest to be appointed³.

In relation to individuals applying to be appointed as Type A or B members, DG MOVE may appoint alternate members, in accordance with the same conditions as members⁴, who shall automatically replace any members who are absent or indisposed.

In order to ensure continuity and the smooth functioning of the group, DG MOVE shall establish a reserve list of suitable candidates that may be used to appoint replacements or to appoint new members, should additional expertise be required. DG MOVE shall ask applicants for their consent before including their names on the reserve list.

Members who are no longer capable of contributing effectively to the sub-groups' deliberations, who in the opinion of the Commission do not comply with the conditions set out in Article 339 of the Treaty on the functioning of the European Union or who resign, shall no longer be invited to participate in any meetings of the sub-groups and may be replaced for the remainder of their term of office.

2.3. Rules of engagement and operation of the ESSF sub-groups

Sub-groups shall be chaired by a representative of DG MOVE or the Commission department in charge of the sub-group.

Sub-groups shall act at the request of their Chair, in compliance with the Commission's horizontal rules on expert groups ('the horizontal rules')⁵.

In principle, sub-groups shall meet twice per year on Commission premises. Secretarial services for the sub-groups shall be provided by the Commission department chairing the sub-groups, with the assistance of the European Maritime Safety Agency (EMSA).

³ <http://ec.europa.eu/transparencyregister/public/homePage.do?locale=en#en>

⁴ C(2016) 3301(See Article 10.8)

⁵ C(2016) 3301(See Article 13.1)

Members and members' representatives should be prepared to attend meetings systematically, to contribute actively to the discussions, to be involved in preparatory work ahead of meetings, to examine and provide comments on documents under discussion, and to act, as appropriate, as 'rapporteurs' on *ad hoc* basis.

As a general rule, working documents will be drafted in English and meetings will also be conducted in English.

As far as possible, sub-groups shall adopt their opinions, recommendations or reports by consensus, for presentation to the ESSF. In the event of a vote, the outcome of the vote shall be decided by simple majority of the members. The members that voted against or abstained shall have the right to have a document summarising the reasons for their position annexed to the opinions, recommendations or reports.

In agreement with DG MOVE, sub-groups may, by simple majority of its members, decide that deliberations shall be public.

Participants in the activities of the sub-groups **shall not be remunerated** for the services they offer. Travel and subsistence expenses incurred by participants in the activities of the sub-groups shall not be reimbursed by the Commission.

The members of sub-groups and their representatives, as well as invited experts and observers, are subject to the obligation of professional secrecy, which by virtue of the Treaties and the rules implementing them, applies to all members of the institutions and their staff, as well as to the Commission's rules on security regarding the protection of Union classified information, laid down in Commission Decisions (EU, Euratom) 2015/443⁶ and 2015/444⁷. Should they fail to respect these obligations, the Commission may take all appropriate measures.

Sub-groups shall work on the basis of Terms of Reference, as defined by DG MOVE, and in compliance with the rules of procedure of the ESSF. Sub-groups shall be dissolved as soon as their mandate is fulfilled.

DG MOVE or the Commission department in charge of each sub-group may invite experts with specific expertise on a subject matter on the agenda to take part in the work of the sub-group in question on an *ad hoc* basis.

Individuals, organisations and public entities other than Member States' authorities may be granted an observer status, in compliance with the horizontal rules, by direct invitation⁸. Organisations and public entities appointed as observers shall nominate their representatives. Observers and their representatives may be permitted by the Chair to take part in the discussions of the sub-groups and provide expertise. However, they shall not have voting rights and shall not participate in the formulation of recommendations or advice of the sub-groups.

⁶ Commission Decision (EU, Euratom) 2015/443 of 13 March 2015 on Security in the Commission (OJ L 72, 17.3.2015, p. 41).

⁷ Commission Decision (EU, Euratom) 2015/444 of 13 March 2015 on the security rules for protecting EU classified information (OJ L 72, 17.3.2015, p. 53).

⁸ C(2016) 3301(See Article 16.1)

2.4. Transparency

Sub-groups shall be registered in the Register of Commission expert groups and other similar entities ('the Register of expert groups')⁹.

As concerns the sub-groups composition, DG MOVE shall publish the following data on the Register of expert groups:

- the name of individuals appointed in a personal capacity;
- the name of individuals appointed to represent a common interest; the interest represented shall be disclosed;
- the name of member organisations; the interest represented shall be disclosed;
- the name of public entities other than Member States' authorities, including the name of third countries' authorities;
- the name of observers.

DG MOVE or the Commission department in charge of the sub-groups in question shall make available all relevant documents, including the agendas, the minutes and the participants' submissions, either on the Register of expert groups or *via* a link from the Register to a dedicated website, where this information can be found. Access to dedicated websites shall not be submitted to user registration or any other restriction. In particular, the Commission department in charge of the sub-groups in question, shall ensure publication of the agenda and other relevant background documents in due time ahead of the meeting, followed by timely publication of minutes. Exceptions to publication shall only be foreseen where it is deemed that disclosure of a document would undermine the protection of a public or private interest as defined in Article 4 of Regulation (EC) N° 1049/2001¹⁰.

Personal data shall be collected, processed and published in accordance with Regulation (EU) No2018/1725.

3. APPLICATION PROCEDURE

Individuals and organisations that are interested to be appointed as members of the ESSF sub-groups are invited to submit their application to the European Commission, DG MOVE.

Applications must be completed in one of the official languages of the European Union. However, applications in English would facilitate the evaluation procedure. If another language is used, it would be helpful to include a summary of the application in English.

Organisations shall indicate the name of their proposed representative(s) in the sub-groups.

⁹ <http://ec.europa.eu/transparency/regexpert/index.cfm>

¹⁰ These exceptions are intended to protect public security, military affairs, international relations, financial, monetary or economic policy, privacy and integrity of the individual, commercial interests, court proceedings and legal advice, inspections/investigations/audits and the institution's decision-making process.

An application will be deemed admissible only if it includes the documents referred to below. Applicants must clearly state their specific interest in participating in at least one and maximum three sub-groups, by indicating the name of the respective sub-group(s). All documents submitted by applicants should be duly filled in, legible, signed and numbered sequentially.

Supporting documents

Every application shall include the following documents:

- A cover letter explaining the applicant’s motivation for answering this call and stating what contribution the applicant could make to the ESSF sub-group(s). The cover letter should be as much detailed as possible, aiming at demonstrating the applicant’s strong motivation and competence for participating in the sub-group(s) work.
- A classification form duly filled in, specifying the member category for which the application is made (Annex I);
- A selection criteria form duly filled in documenting how the applicant fulfills the selection criteria listed in chapter 4 of this call (Annex II);
- For individuals applying to be appointed as members of the sub-group(s) in a personal capacity or to represent a common interest, as well as for individuals indicated by organisations as their representatives, a *curriculum vitae* (CV) shall also be provided, preferably not exceeding three pages. All CVs shall be submitted in the European format (<https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions> and Annex VI).
- Individuals applying to be appointed as members of the sub-group(s) in a personal capacity must disclose any circumstances that could give rise to a conflict of interest by submitting a declaration of interests (‘DOI’) form on the basis of the standard DOI form for expert groups attached to this call (Annex III). Submission of a duly completed DOI form is necessary in order to be eligible to be appointed in a personal capacity. Individuals who answer in the affirmative questions included in the DOI form are required to supply further **details** by filling in the section ‘Description’. DG MOVE together with other Commission departments, shall perform the conflict of interest assessment in compliance with the horizontal rules¹¹.
- Additional supporting documents (e.g. publications) may be requested at a later stage.

Deadline for application

This call is a public open call with no deadline. Applications can be sent at any time. DG MOVE, together with other responsible Commission departments, will assess periodically the applications received, in light of the criteria described in chapter 4.

A first round of evaluations was organised in October 2019, with a view to selecting additional members for the three new sub-groups referred to in chapter 1, before the beginning of their activities in the last quarter of 2019. In response to that call, DG MOVE appointed 15 additional members for the Sustainable alternative power for

¹¹ C(2016) 3301(See Article 11)

shipping sub-group , 7 additional members for the Ship Energy Efficiency sub-group and 7 additional members for the Waste from Ships sub-group.

A second round of evaluations will take place in May 2021.

In order to be considered eligible for the second round of evaluations, applicants must send duly signed applications **by 30th of April 2021 at the latest**.

Applications shall be sent only by e-mail to the following e-mail address: MOVE-ESSF@ec.europa.eu

The e-mail shall have the subject: ‘*Call of Applications: ESSF sub-group*’ followed by the name of the subgroup which the applicant applies to.

The date of the application shall be considered the date of sending of the e-mail.

Applications received after the first deadline for applications, dated the 10 of October 2018 and before the 30 of April 2021, will also be considered eligible and assessed during the 2nd round of evaluation.

4. SELECTION CRITERIA

DG MOVE, together with other Commission departments, will take the following criteria into account when assessing applications:

- proven and relevant competence and experience, including at European and / or international level, in areas relevant to ship sustainability and at least one of the fields encompassed by the terms of reference of one of the ESSF sub-group(s)¹² and in line with the overall mandate of the ESSF, as described in chapter 1 of this call.
- proven capacity to represent effectively the position shared by stakeholders (individuals applying to be appointed in order to represent a common interest only);
- competence, experience and hierarchical level of the proposed representatives (organisations only);
- absence of circumstances that could give rise to a conflict of interest (individuals applying to be appointed in a personal capacity only);
- good knowledge of the English language allowing active participation in the discussions (individual applicants and organisations’ representatives).

4.1. Selection procedure

The selection procedure shall consist of an assessment of the applications performed by DG MOVE, in consultation with other relevant Commission departments, on the basis of the selection criteria listed in chapter 4 of this call, followed by the establishment of a list of the most suitable candidates, to be appointed, if needed, as additional members of the ESSF sub-groups.

¹²<https://ec.europa.eu/transparency/regexpert/index.cfm?do=groupDetail.groupDetail&groupID=2869&NewSearch=1&NewSearch=1>, (Additional information-Internal Rules of Procedure)

An applicant selected as a result of the present call is eligible for appointment in any of the current or future ESSF sub-groups under the current mandate of the ESSF.

4.2. Appointment of additional experts to the ESSF sub-groups

When defining the composition of the sub-groups, DG MOVE in consultation with other relevant Commission departments, shall aim at ensuring, as far as possible, a high level of expertise on the issues pertaining to the sub-group in question, as well as a balanced representation of relevant know how and areas of interest, while taking into account the specific tasks of the sub-group, the type of expertise required, as well as the relevance of the applications received and the number of members already present in each sub-group.

Where individual experts are appointed, either in their personal capacity or to represent a common interest, DG MOVE, in consultation with other relevant Commission departments, shall seek to achieve geographical and gender balance.

For any further information please send an email to: MOVE-ESSF@ec.europa.eu

ANNEXES:

Annex I - Classification form

Annex II - Selection criteria form

Annex III - Standard declaration of interests

Annex IV - Guidance for filling in the declaration of interests

Annex V - Privacy statement

Annex VI-Curriculum vitae

Annex I - Classification form¹³

To be filled in by all applicants

This application is made as: (*please select only one option*)

- An individual applying to be appointed in a personal capacity (Type A member);** if appointed I shall act independently and in the public interest.

or

- An individual applying to be appointed to represent a common interest** shared by stakeholders in a particular policy area (**Type B member**); if appointed I shall not represent an individual stakeholder.

Transparency Register identification number: [...]¹⁴

or

- An organisation (Type C member).**

Transparency Register identification number: [...]

Nota Bene concerning Type B and C members: although registration in the Transparency Register (TR) is required in order to be appointed as a Type B or C member of an expert group, it is not mandatory for the application procedure. Thus, interested individuals and organisations that at the time of the application are not featured yet on TR and, as a consequence, do not have a TR identification number, may still apply. However, should the applicant be selected as a result of the call for applications, it shall register in the Transparency Register as a condition to be appointed as a Type B or C member.

To be filled in by organisations applying to be appointed as Type C members

This application is made as the following **type of organisation:** (*please select only one option, taking into account the definitions indicated below*).

- a) Academia, research Institutes and Think Tanks
- b) Banks/Financial institutions
- c) Companies/groups
- d) Law firms
- e) NGOs

¹³ This form must be filled in, signed and returned with the application.

¹⁴ If the individuals in question act as self-employed consultants, they should provide their own identification number. If the individuals in question do not act as self-employed consultants, they should provide the identification number of the organisation(s) of which they are employees, see Article 24 of the horizontal rules.

- f) Professionals' associations
- g) Professional consultancies
- h) Trade and business associations
- i) Trade unions
- j) Other (please specify):

Definitions for organisation types

Academia, Research Institutes and Think Tanks

Universities, schools, research centers, think tanks and other similar bodies performing academic and/or educational activities.

Banks/Financial institutions

Banks and other similar bodies providing financial services, including financial intermediation. All sorts of banks should be classified within this category, including national central banks.

Companies/groups

Individual companies or groups of companies operating in the business sector, whether they are national companies or multinational ones.

Law firms

Business entities formed by one or more lawyers to engage in the practice of law. The primary service rendered by a law firm is to advise clients (individuals or corporations) about their legal rights and responsibilities, and to represent clients in civil or criminal cases, business transactions, and other matters in which legal advice and other assistance are sought.

NGOs

Non-profit organisations which are independent from public authorities and commercial organisations. Some NGOs are organised around specific issues, such as environment, consumer affairs, health and human rights.

Professionals' associations

Non-profit organisations seeking to further the interests of individuals engaged in a particular profession, such as physicians, nurses, architects, engineers and lawyers. Professionals' associations are different from business associations, as they promote and defend the interests of individuals carrying on a specific profession, not the interests of companies operating in the business sector.

Professional consultancies

Firms carrying on, on behalf of clients, activities involving advocacy, lobbying, promotion, public affairs and relations with public authorities.

Trade and business associations

Private bodies representing the interests of its members operating in the business sector.

Trade unions

Organisations of workers. The most common activities performed by trade unions include the negotiation of wages, work rules, rules governing hiring, firing and promotion of workers.

Other organisations

Organisations which are not possible to classify in any other category.

To be filled in by individuals applying to be appointed as Type B members and organisations applying to be appointed as Type C members

The applicant shall represent the following **interest**: (*please select one or more options, taking into account the definitions indicated below*):

- a) Academia/Research
- b) Civil society
- c) Employees/Workers
- d) Finance
- e) Industry
- f) Professionals
- g) SMEs
- h) Other (please specify):

Definitions for interests represented

Academia/Research

Universities, schools, research centers, think tanks and other similar bodies performing academic and/or educational activities.

Civil society

Civil society can be defined as the aggregate of non-governmental organisations and institutions that manifest interests and will of citizens or as individuals and organisations in a society which are independent of the government.

Employees/workers

Individuals working part-time or full-time under a contract of employment whether oral or written, express or implied, and having recognized rights and duties.

Finance

The management of revenues or the conduct or transaction of money matters, as in the fields of banking, insurance and investment.

Industry

Companies and groups of companies whose number of employees and turnover or balance sheet total are higher than the ones of SMEs (see below).

Professionals

Individuals operating in a particular profession, such as physicians, nurses, architects, engineers and lawyers.

SMEs

‘SME’ stands for small and medium-sized enterprises – as defined in EU law: [EU recommendation 2003/361](#) .

The main factors determining whether a company is an SME are:

1. **number of employees** and
2. either **turnover** or **balance sheet total**.

Company category Employees Turnover or Balance sheet total

Medium-sized < 250 ≤ € 50 m ≤ € 43 m

Small < 50 ≤ € 10 m ≤ € 10 m

Micro < 10 ≤ € 2 m ≤ € 2 m

These ceilings apply to the figures for individual firms only. A firm which is part of larger grouping may need to include employee/turnover/balance sheet data from that grouping too.

Other interest

Interest which is not possible to classify in any other category.

To be filled in by individuals applying to be appointed as Type B members and organisations applying to be appointed as Type C members

Please select one **or more policy areas** in which you/your organisation¹⁵ operate(s):

- Agriculture
- Archaeology
- Architecture
- Audiovisual and media
- Audit
- Banking
- Biodiversity
- Civil protection
- Civil service
- Climate
- Competition
- Conservation
- Consumer affairs
- Culture
- Cultural Heritage
- Cultural Landscape
- Customs
- Development
- Disaster Risk Reduction
- Economy
- Education
- Employment and social affairs
- Energy
- Engineering (chemical)
- Engineering (civil)
- Engineering (infrastructure)
- Engineering (IT)
- Engineering (maritime)
- Engineering (space policy)
- Engineering (space research)
- Enlargement
- Environment
- Equal opportunities
- External relations
- External trade
- Finance
- Fisheries and aquaculture
- Food safety
- Forestry
- Fundamental rights
- Humanitarian aid
- Industry
- Information society
- Innovation
- Insurance

¹⁵ To be inserted as required.

- Labour
- Land management
- Law (civil)
- Law (corporate)
- Law (criminal)
- Law (taxation)
- Linguistics and Terminology
- Livestock
- Medical profession
- Migration
- Natural resources
- Plant production
- Public affairs
- Public health
- Public relations
- Raw materials
- Research
- Science
- Science diplomacy
- Security
- Smart specialisation
- Social service
- Space and Satellites (policy)
- Space and Satellites (research)
- Sport
- Statistics
- Sustainable Development
- Systemic eco-innovation
- Tax
- Trade
- Training
- Transport
- Urban development
- Water
- Youth
- Other

For individuals applying to be appointed as Type A members

Title:

Surname:

First name:

Date:

Signature

For individuals applying to be appointed as Type B members

Title:

Surname¹⁶:

First name¹⁷:

Date:

Signature

For organisations applying to be appointed as Type C members

Name of the organisation¹⁸:

Surname of the representative proposed:

First name of the representative proposed:

Surname of the person applying on behalf of the organisation:

First name of the person applying on behalf of the organisation:

Date:

Signature

¹⁶ It is mandatory to use exactly the same name used when registering in the Transparency Register.

¹⁷ Idem.

¹⁸ Idem.

Annex II: Selection criteria form¹⁹

Applicants are requested to describe how they fulfil the selection criteria listed in this call²⁰.

– Proven and relevant competence and experience, including at European and / or international level, in areas relevant to ship sustainability and at least one of the fields encompassed by the terms of reference of one of the ESSF subgroup(s) ²¹ and in line with the overall mandate of the ESSF, as described in chapter 1 of this call.	
–Proven capacity to represent effectively the position shared by stakeholders (individuals applying to be appointed in order to represent a common interest only);	
–Competence, experience and hierarchical level of the proposed representatives (organisations only);	
–Absence of circumstances that could give rise to a conflict of interest (individuals applying to be appointed in a personal capacity only);	
–Good knowledge of the English language allowing active participation in the discussions (individual applicants and organisations’ representatives).	

For individuals applying to be appointed as Type A members

Title:

Surname:

First name:

Date:

Signature

¹⁹ This form must be filled in, signed and returned with the application.

²⁰ Selection criteria to be specified and adapted as required, in light of the call for applications in question.

²¹ <https://ec.europa.eu/transparency/regexpert/index.cfm?do=groupDetail.groupDetail&groupID=2869&NewSearch=1&NewSearch=1> (Additional information-Internal Rules of Procedure)

For individuals applying to be appointed as Type B members

Title:

Surname²²:

First name²³:

Date:

Signature

For organisations applying to be appointed as Type C members

Name of the organisation²⁴:

Surname of the representative proposed:

First name of the representative proposed:

Surname of the person applying on behalf of the organisation:

First name of the person applying on behalf of the organisation:

Date:

Signature

²² It is mandatory to use exactly the same name used when registering in the Transparency Register.

²³ Idem.

²⁴ Idem.

ANNEX III-Standard declaration of interests

Standard declaration of interests (DOI) form for individuals applying to be appointed as members of expert groups or sub-groups in a personal capacity

Legal basis:

Commission Decision C(2016)3301 establishing horizontal rules on the creation and operation of Commission expert groups, Articles 2(4) and 11.

Definitions:

‘Conflict of interest’ means any situation where an individual has an interest that may compromise or be reasonably perceived to compromise the individual’s capacity to act independently and in the public interest when providing advice to the Commission in relation to the subject of the work performed by the expert group or sub-group in question.

‘Immediate family member’ means the individual’s spouse, children and parents. ‘Spouse’ includes a partner with whom the individual has a registered non marital regime. ‘Children’ means the child(ren) the individual and the spouse have in common, the own child(ren) of the individual and the own child(ren) of the spouse.

‘Legal entity’ means any commercial business, industry association, consultancy, research institution or other enterprise whose funding is significantly derived from commercial sources. It also includes independent own commercial businesses, law offices, consultancies or similar.

‘Body’ means a governmental, international or non-profit organisation.

‘Meeting’ includes a series or cycle of meetings.

Please answer each of the questions below. If the answer to any of the questions is ‘yes’, please provide details on relevant interests and circumstances, as appropriate.

If you do not do so, your DOI form will be considered incomplete and, therefore, your application to be appointed as a member of an expert group or sub-group in a personal capacity shall be rejected.

First name:

Family name:

Expert group/sub-group:

1 EMPLOYMENT CONSULTANCY AND LEGAL REPRESENTATION

	<i>Within the past 5 years, were you employed or have you had any other professional relationship with a natural or legal entity, or held any non-remunerated post in a legal entity or other body with an interest in the field of activity of the expert group/sub-group in question?</i>	yes	no
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1a	Employment	<input type="checkbox"/>	<input type="checkbox"/>
1b	Consultancy, including services as an advisor	<input type="checkbox"/>	<input type="checkbox"/>
1c	Non-remunerated post	<input type="checkbox"/>	<input type="checkbox"/>
1d	Legal representation	<input type="checkbox"/>	<input type="checkbox"/>

Activity	Time period (from... until month/year)	Name of entity or body	Description

2 MEMBERSHIP OF MANAGING BODY, SCIENTIFIC ADVISORY BODY OR EQUIVALENT STRUCTURE

	<i>Within the past 5 years, have you participated in the internal decision-making of a legal entity or other body with an interest in the field of activity of the expert group/sub-group in question or have you participated in the works of a Scientific Advisory Body with voting rights on the outputs of that entity?</i>	yes	no
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2a	Participation in a decision-making process	<input type="checkbox"/>	<input type="checkbox"/>
2b	Participation in the work of a Scientific Advisory Body	<input type="checkbox"/>	<input type="checkbox"/>
Activity	Time period (from... until month/year)	Name of legal entity or body	Description

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3 RESEARCH SUPPORT

	<i>Within the past 5 years, have you, or the research entity to which you belong, received any support from a legal entity or other body with an interest in the field of activity of the expert group/sub-group in question?</i>	yes	no
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3a	Research support, including grants, rents, sponsorships, fellowships, non-monetary support	<input type="checkbox"/>	<input type="checkbox"/>
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Activity	Time period (from... until month/year)	Name of legal entity or body	Description

4 FINANCIAL INTERESTS

	<i>Do you have current investments in a legal entity with an interest in the field of activity of the expert group/sub-group in question, including holding of stocks and shares, and which amounts to more than 10,000 EUR per legal entity or entitling you to a voting right of 5% or more in such legal entity?</i>	yes	no
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4a	Shares	<input type="checkbox"/>	<input type="checkbox"/>
4b	Other stock	<input type="checkbox"/>	<input type="checkbox"/>

Investment	Name of legal entity	Description

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5 INTELLECTUAL PROPERTY

	<i>Do you have any intellectual property rights that might be affected by the outcome of the work carried out by the expert group/sub-group in question?</i>	yes	no
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5a	Patent, trademarks, or copyrights	<input type="checkbox"/>	<input type="checkbox"/>
5b	Others	<input type="checkbox"/>	<input type="checkbox"/>

Intellectual property	Description

6 PUBLIC STATEMENTS AND POSITIONS

	<i>Within the past 5 years, have you provided any expert opinion or testimony in the field of activity of the expert group/sub-group in question, for a legal entity or other body as part of a regulatory, legislative or judicial process? Have you held an office or other position, paid or unpaid, where you represented interests or defended an opinion in the field of activity of the expert group/sub-group in question?</i>	Yes	no
--	--	------------	-----------

6a	For a legal entity or other body as part of a regulatory, legislative or judicial process	<input type="checkbox"/>	<input type="checkbox"/>
6b	Represented interests or defended an opinion	<input type="checkbox"/>	<input type="checkbox"/>

Activity	Time period (from... until month/year)	Name of legal entity or body	Description

--	--	--	--

7 INTERESTS OF IMMEDIATE FAMILY MEMBERS **yes** **no**

7a	To your knowledge, are there any interests of your immediate family members which could be seen as undermining your independence when providing advice to the Commission in the field of activity of the expert group/sub-group in question?	<input type="checkbox"/>	<input type="checkbox"/>
-----------	---	--------------------------	--------------------------

Interests	Time period (from... until month/year)	Name of legal entity or body	Description

7b	If interests of your immediate family members are declared, it is your responsibility to inform them about the collection and publication of information on their interests included in the DOI and to provide them with the privacy statement attached to the guidance for filling in this DOI, and this at the latest when you file the DOI form with the Commission.
-----------	---

8 OTHER RELEVANT INFORMATION **yes** **no**

8a	Are there any other elements that could be seen as undermining your independence when providing advice to the Commission in the field of activity of the expert group/sub-group in question?	<input type="checkbox"/>	<input type="checkbox"/>
-----------	---	--------------------------	--------------------------

Description:

I hereby declare on my honour that I have read the guidance for completing this form.

I also declare on my honour that the information disclosed in this form is true and complete to the best of my knowledge.

Should there be any change to the above information, including as regards upcoming activities, I will promptly notify the competent Commission department and complete a new DOI form describing the changes in question.

I am informed that my personal data are stored, processed and published by the Commission in accordance with Regulation (EU) 2018/1725²⁵ and Commission Decision C(2016) 3301²⁶.

I have been provided with the corresponding privacy statement which provides further information on how the Commission processes my personal data.

Date: _____

Signature: _____

Your DOI form shall be made publicly available on the Register of Commission Expert Groups and Other Similar Entities, as long as you are appointed as member of the expert group or sub-group in a personal capacity. Technical measures will be taken to indicate to search engines that your DOI form should not appear in search results.

²⁵ Regulation (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

²⁶ Commission Decision C(2016) 3301 establishing horizontal rules on the creation and operation of Commission expert groups.

Annex IV-Guidance for filling in the declaration of interests

Guidance for filling in the declaration of interests (DOI) form by individuals applying to be appointed as members of expert groups or sub-groups in a personal capacity

According to the Commission's horizontal rules on expert groups ('the horizontal rules'), Commission expert groups and other similar entities are consultative bodies²⁷, the role of which is to provide advice and expertise to the Commission and its departments in relation to a number of tasks²⁸. Individuals appointed as members of expert groups or sub-groups in a personal capacity are due to act independently and in the public interest²⁹.

In order to ensure the highest integrity of experts, you are requested to duly complete the DOI form. You are required to disclose any circumstances that could give rise to a conflict of interest, i.e. any situation where your interests may compromise or may reasonably be perceived to compromise your capacity to act independently and in the public interest in providing advice to the Commission, in relation to the subject of the work performed by the expert group or sub-group in question. In particular, you must disclose in this DOI form any relevant professional and financial interests.

You must also declare relevant interests of your immediate family members. If interests of your immediate family members are declared, it is your responsibility to inform them about the collection and publication of information on their interests included in this DOI form and to provide them with the privacy statement attached to this guidance, and this at the latest when you file the DOI form with the Commission.

Please submit the completed DOI form to the competent Commission department, together with your CV, as part of your application to become member of an expert group or sub-group in a personal capacity. If there is any change concerning the information provided in the form, including on upcoming activities, you must promptly inform the competent Commission departments by completing a new DOI form which describes the changes in question.

Please note that having a declared interest does not necessarily mean having a conflict of interest. Answering 'Yes' to a question on this DOI form does not automatically disqualify you or limit your participation in an expert group or sub-group. The competent Commission departments will review your answers in accordance with the horizontal rules and determine whether a conflict of interest relevant to the subject at hand exists³⁰.

Where the competent Commission departments conclude that no conflict of interest exists, you are eligible to be appointed in a personal capacity. Where the competent Commission departments conclude that your interests may compromise or be reasonably perceived to compromise your capacity to act independently and in the public interest when providing advice to the Commission in relation to the subject of the work performed by the expert group or sub-group in question, they shall take one of the following measures to deal with the conflict of interest detected, depending on the specific circumstances:

²⁷ C(2016) 3301, Article 2.1.

²⁸ Idem, Article 3.

²⁹ Idem, Article 7.2. (a).

³⁰ Idem, Article 11.

- You shall not be appointed in a personal capacity to the expert group or sub-group in question; in such case the competent Commission department shall inform you about the outcome of the conflict of interest assessment performed;
- You shall be appointed as member of the expert group or sub-group in a personal capacity with a number of specific restrictions: you may be excluded from certain meetings and/or activities carried out by the group, such as drafting opinions or recommendations; you may also be required to abstain from discussing certain agenda items and/or from any vote on those items;
- You shall be appointed as member of the expert group or sub-group representing a common interest shared by a number of stakeholders, after consultation of the stakeholders concerned.

Your DOI form shall be made publicly available on the Register of Commission Expert Groups and Other Similar Entities, as long as you are appointed as member of the expert group or sub-group in a personal capacity. Technical measures will be taken to indicate to search engines that your DOI form should not appear in search results.

If you decline to complete a DOI form, you are not eligible to be appointed as a member of the expert group or sub-group in question in a personal capacity.

Personal data shall be stored, processed and published by the Commission in accordance with Regulation (EU) 2018/1725³¹ and Commission Decision C(2016) 3301³².

³¹ Regulation (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

³² Commission Decision C(2016) 3301 establishing horizontal rules on the creation and operation of Commission expert groups.

Annex V Privacy Statement

PROTECTION OF YOUR PERSONAL DATA

This privacy statement provides information about the processing and the protection of your personal data.

Processing operation: *Selection of members of Commission expert groups and other similar entities³³ and publication of personal data on the Register of Commission expert groups and other similar entities ("the Register of expert groups").*

Data Controller:

- *Secretariat-General, Unit G4 (for the processing operation "Providing a public register of Commission expert groups and other similar entities", DPR-EC-00656), and*
- *Directorate-General for Mobility and Transport, Directorate D:Waterborne, Unit D1:Maritime Transport and logistics (for the processing operation "Selection of members of Commission expert groups and other similar entities"³⁴, DPR-EC-01066).*

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- 6. How do we protect and safeguard your personal data?**
- 7. Who has access to your personal data and to whom is it disclosed?**
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- 9. Contact information**
- 10. Where to find more detailed information?**

³³ Provisions included in this privacy statement referring to expert groups equally apply to their sub-groups.

1. Introduction

The European Commission (hereafter ‘the Commission’) is committed to protect your personal data and to respect your privacy. The Commission collects and further processes personal data pursuant to [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

This privacy statement explains the reasons for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, of the Data Protection Officer and of the European Data Protection Supervisor.

This privacy statement concerns the following processing operations:

(1) “selection of members of Commission expert groups and other similar entities” undertaken by the Commission department which runs the selection process for your expert group and which is the Data Controller for the selection process, *Directorate-General for Mobility and Transport, Directorate D:Waterborne, Unit D1:Maritime Transport and logistics*.

and

(2) “publication of personal data on the Register of expert groups and other similar entities” undertaken by the Commission, Secretariat-General, Unit G.4 which is the Data Controller together with the Commission department managing your expert group.

As a rule, the selection of expert group members is carried out via public calls for applications, except for Member States’ authorities and other public entities and for certain representative bodies established by Union legislation for advice in specific areas.

The Register of expert groups and other similar entities is a public database containing a list of Commission expert groups and other similar entities and their sub-groups. For each expert group, the Register provides valuable information including personal data on the members of the expert groups, and their alternate, if any, members’ representatives, as well as of the groups’ observers and their representatives. The Register also includes documents that are produced and discussed by expert groups and which can contain personal data.

For the purpose of this privacy statement and the corresponding records, the term “expert groups” describes Commission expert groups in the sense of Article 2(1) of Commission Decision C(2016)3301³⁵ and their sub-groups, as well as other similar entities in the sense of Article 2(2) of Commission Decision C(2016)3301 and their sub-groups.

2. Why and how do we process your personal data?

Purpose of the processing operations:

The Data Controllers collect and use your personal data to manage Commission expert groups, in particular by selecting their members and observers, and to ensure transparency on expert

³⁵ Commission Decision C(2016)3301 of 30 May 2016 establishing horizontal rules on the creation and operation of Commission expert groups.

groups' membership and activities. In that context, in order to select among the applicants who best fulfil the selection criteria mentioned in the call for applications, Commission services collect and assess personal information of candidate members and observers of the expert groups, of representatives of candidate members and observers, and of immediate family members of candidate members and observers appointed in personal capacity.

Furthermore, Commission services collect and assess personal information of observers and members' and observers' representatives of the expert groups which are not selected through a public call for applications.

For candidates, personal data is stored by the Commission service managing the expert group. Some types of personal data of individuals appointed as members (either appointed in personal capacity to act independently and in the public interest or to represent a common interest shared by stakeholders in a particular policy area) are made publicly available on the Register of expert groups (as described under Headings 4 and 5 of this privacy statement). The names of the representatives of organisations, Member States and other public entities, as well as the name of specific national departments or other public authority which they represent may also be made publicly available on the Register of expert groups.

Your personal data will not be used for an automated decision-making including profiling.

3. On what legal ground(s) do we process your personal data

We process your personal data, because processing is necessary for the performance of a task carried out in the public interest (Article 5(1)(a) of Regulation (EU) 2018/1725), since it allows for the selection of members of expert groups (individuals appointed as members in a personal capacity, individuals appointed to represent a common interest and organisations) and also increases the transparency on expert groups. Processing is also necessary to comply with a legal obligation to which the controller is subject (Article 5(1)(b) of Regulation (EU) 2018/1725). The Union act for such necessary processing under Article 5(1)(a) and (b) of Regulation (EU) 2018/1725 is Commission Decision C(2016)3301 of 30 May 2016 establishing horizontal rules on the creation and operation of Commission expert groups and in particular Articles 10 and 22 thereof.

As regards, in particular, the declarations of interests filled in by candidate members to be appointed in a personal capacity in expert groups, the processing of personal data serves the public interest of enabling the Commission to verify in the process of selection the experts' independence in providing advice to the Commission. Furthermore, the public disclosure of declarations of interests of those experts once appointed allows for public scrutiny of the interests declared by these experts, which is necessary in order to ensure public confidence in the independence of these experts. The public disclosure of declarations of interests also ensures a high degree of transparency with respect to the membership of expert groups and aims at contributing to fostering the integrity of the experts in question.

Any publication of names of the representatives of organisations, Member States' authorities and other public entities in the Register of expert groups is based on consent (Article 5(1)(d) of Regulation (EU) 2018/1725).

4. Which personal data do we collect and further process?

In order to carry out these processing operations, the Data Controller may collect the following categories of personal data:

- *Name;*
- *Function;*

- *Contact details (for example, e-mail address, telephone number, mobile telephone number, fax number, postal address, company and department, country of residence, IP address);*
- *Information for the evaluation of selection criteria or eligibility criteria (for example, expertise, technical skills and languages, educational background, professional experience, including details on current and past employment);*
- *Nationality;*
- *Gender;*
- *Interest represented (only for individuals applying to be appointed as members of expert groups or sub-groups representing a common interest shared by stakeholders in a particular policy area and for organisations applying to be appointed as members of expert groups or sub-groups, as well as for their designated representatives);*
- *Information included in the declarations of interests, including personal data of immediate family members as required in the declaration of interests (only for individuals applying to be appointed as members of expert groups or sub-groups in a personal capacity).*

The provision to the Commission service of the personal data required is mandatory to meet a legal requirement of selecting members of expert groups as set in Commission Decision C(2016)3301. In principle, the types of personal data listed above (with the exception of contact details and information for the evaluation of selection criteria or eligibility criteria) are made publicly available on the Register of expert groups, in order to comply with the legal requirement to ensure transparency on the composition and functioning of Commission expert groups. If you do not provide the personal data required, possible consequences are that you will not be considered for selection as a member of an expert group or, if already selected, your membership will be suspended.

With the prior freely given, specific, informed and unambiguous consent of the representatives of organisations, Member States' authorities and other public entities, their names may also be published on the Register.

5. How long do we keep your personal data?

The Data Controller only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing. The following modalities apply:

- The competent Commission services keep personal data submitted to them as part of rejected applications for three years after the end of the selection process and do not process them for other purposes; these personal data are not published on the Register of expert groups.
- The expert group and some types of personal data of its members and observers, as described in Heading 4, are published on the Register of expert groups during the duration of existence of the expert group.
- When an individual is no longer member or observer or representative of a member or observer of an expert group listed in the Register of expert groups, all personal data related to this individual, including a declaration of interests, is removed from the Register and is therefore not public anymore.
- The competent Commission services keep personal data for the period during which the relevant individual is a member or an observer or a representative of a member or of an observer of the group and for five years after the date on which the individual is no longer member or observer or representative of a member or observer of the group.

- When a group is closed down, it remains published in the Register of expert groups for five years, with the indication 'Closed'. Those types of personal data other than the declarations of interests of members appointed in personal capacity that were published while the group was active remain visible on the Register of expert groups during these five years. On the contrary, the said declarations of interests are removed from the Register after closure of a group and are therefore not public anymore; they are however kept by the competent Commission service for a period of five years after the closure of the group.
- An XML file is created daily with all the information regarding active groups. All versions of this file, showing the situation of the Register of expert groups as of the day it was created, are stored in a file server for 5 years and are not public.

6. How do we protect and safeguard your personal data?

Personal data submitted in paper form is stored in the competent Commission service. All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the Commission. All processing operations are carried out pursuant to the [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

7. Who has access to your personal data and to whom is it disclosed?

Access to your personal data collected in the course of the process of selection of members of expert groups is provided to the Commission staff authorised for carrying out this processing operation and to other authorised Commission staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

Certain personal data collected, as explained in Headings 4 and 5, is publicly available on the Register of expert groups.

The XML files referred to in Heading 5 are only accessible to a reduced number of users in the Secretariat-General (System Owner) and IT development team within the Commission (System Supplier).

Please note that pursuant to Article 3(13) of Regulation (EU) 2018/1725, public authorities (e.g. Court of Auditors, EU Court of Justice) which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients. The further processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing.

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

8. What are your rights and how can you exercise them?

You have specific rights as a ‘data subject’ under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access your personal data and to rectify them in case your

personal data is inaccurate or incomplete. Under certain conditions, you have the right to erase your personal data, to restrict the processing of your personal data, to object to the processing and the right to data portability.

You have the right to object to the processing of your personal data on grounds relating to your particular situation in accordance with Article 23(1) of Regulation (EU) 2018/1725.

As indicated in Heading 4, if you are a representative of an organisation, Member State or another public entity, you may consent to have your name published on the Register of expert groups. You can withdraw your consent at any time by notifying the Data Controller. The withdrawal will not affect the lawfulness of the processing carried out before you have withdrawn the consent.

Finally, and only as regards the publication of your name on the Register of expert groups, you may submit a request to the competent Commission service for a derogation where justified on compelling legitimate grounds in relation to your specific situation (such as the case where the publication of your name on the Register of expert groups could endanger your security or integrity).

You can exercise your rights by contacting the Data Controller or, in case of conflict, the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

Any request for access to personal data will be handled within one month. Any other request mentioned above will be addressed within 15 working days.

9. Contact information

- The Data Controller

Regarding the personal data collected in the course of the process of selection of the members of the expert groups, if you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint, please contact [functional mailbox of the *Directorate-General for Mobility and Transport, Directorate D:Waterborne, Unit D1:Maritime Transport and logistics*]:MOVE-ESSF@ec.europa.eu.

Likewise, as regards the data published on the Register of expert groups, please contact the corresponding Data Controller Secretariat-General, Unit G4: SG-EXPERT-GROUPS@ec.europa.eu.

- The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.europa.eu) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- The European Data Protection Supervisor (EDPS)

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

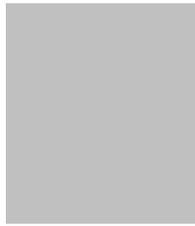
10. Where to find more detailed information?

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

These specific processing operations will be included in the DPO's public register with the following Record references: DPR-EC-01066 and DPR-EC-00656.

Annex VI-Curriculum Vitae in Europass format

PERSONAL INFORMATION



Replace with First name(s) Surname(s)

[All CV headings are optional. Remove any empty headings.]

Replace with house number, street name, city, postcode, country

Replace with telephone number Replace with mobile number

State e-mail address

State personal website(s)

Replace with type of IM service Replace with messaging account(s)

Sex Enter sex | Date of birth dd/mm/yyyy | Nationality Enter nationality/-ies

JOB APPLIED FOR
POSITION
PREFERRED JOB
STUDIES APPLIED FOR

Replace with job applied for / position / preferred job / studies applied for (delete non relevant headings in left column)

WORK EXPERIENCE

[Add separate entries for each experience. Start from the most recent.]

Replace with dates (from - to)

Replace with occupation or position held

Replace with employer's name and locality (if relevant, full address and website)

▪ Replace with main activities and responsibilities

Business or sector Replace with type of business or sector

EDUCATION AND TRAINING

[Add separate entries for each course. Start from the most recent.]

Replace with dates (from - to)

Replace with qualification awarded

Replace with EQF
(or other) level
relevant

Replace with education or training organisation's name and locality (if relevant, country)

▪ Replace with a list of principal subjects covered or skills acquired

PERSONAL SKILLS

[Remove any headings left empty.]

Mother tongue(s)

Replace with mother tongue(s)

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Replace with language	Enter level	Enter level	Enter level	Enter level	Enter level
	Replace with name of language certificate. Enter level if known.				
Replace with language	Enter level	Enter level	Enter level	Enter level	Enter level
	Replace with name of language certificate. Enter level if known.				

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

Communication skills

Replace with your communication skills. Specify in what context they were acquired. Example:

▪ good communication skills gained through my experience as sales manager

- Organisational / managerial skills** Replace with your organisational / managerial skills. Specify in what context they were acquired.
Example:
▪ leadership (currently responsible for a team of 10 people)
- Job-related skills** Replace with any job-related skills not listed elsewhere. Specify in what context they were acquired.
Example:
▪ good command of quality control processes (currently responsible for quality audit)
- Computer skills** Replace with your computer skills. Specify in what context they were acquired. Example:
▪ good command of Microsoft Office™ tools
- Other skills** Replace with other relevant skills not already mentioned. Specify in what context they were acquired.
Example:
▪ carpentry
- Driving licence** Replace with driving licence category/-ies. Example:
▪ B

ADDITIONAL INFORMATION

- Publications** Replace with relevant publications, presentations, projects, conferences, seminars, honours and awards, memberships, references. Remove headings not relevant in the left column.
Example of publication:
▪ How to write a successful CV, New Associated Publishers, London, 2002.
- Presentations**
- Projects** Example of project:
▪ Devon new public library. Principal architect in charge of design, production, bidding and construction supervision (2008-2012).
- Conferences**
- Seminars**
- Honours and awards**
- Memberships**
- References**

ANNEXES

- Replace with list of documents annexed to your CV. Examples:
▪ copies of degrees and qualifications;
▪ testimonial of employment or work placement;
▪ publications or research.