

Helsinki, 11 July 2024

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

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

Our purpose at ECHA is to protect health and the environment through our work for chemical safety, by means of science, collaboration and knowledge. We implement EU chemicals laws and policy through technical, scientific and administrative tasks and provide independent, high quality scientific opinions and decisions to serve as basis for EU measures on chemical safety. For a detailed overview of ECHA's legal basis, mandate and goals, please refer to the [ECHA Strategy 2024-2028](#).

ECHA's Management Board has established a policy for managing potential conflicts of interest ([Management Board decision 18/2023](#)). The policy includes the establishment of a "Conflict of Interest Advisory Committee", which serves in a consultative function on matters related to potential conflicts of interest of staff or of members of the bodies of the Agency. [The terms of reference](#) of the committee, alongside ECHA's full set of procedures to guarantee its independence, can be found on ECHA's [website](#).

The Committee consists of the Head of ECHA's Legal Affairs Unit (Chair), a person appointed by the Agency's Management Board from among its members, as well as an external expert appointed by the Management Board, on a proposal by the Executive Director, for their competence in the field of prevention and management of conflicts of interest.

The Agency is seeking candidates for the external expert and is inviting expressions of interest from suitable individuals by 16 August 2024.

You are kindly invited to submit your application (Europass CV, motivational letter and declaration of interest and commitment) to ECHA at executive-director@echa.europa.eu.

The mandate of the external expert of the committee will run for a period of two years and is renewable. The committee normally meets once a year at the location of the Agency and otherwise remotely, when needed. On average, there has been one request for advice per year.

Attendance at meetings is reimbursed in accordance with ECHA's Guide for reimbursement, which covers travel and hotel accommodation as well as a daily subsistence allowance ([Management Board Decision 14/2018](#)). Expert services will be remunerated in accordance with [Management Board decision MB/43/2023](#) (450 EUR *per diem*).

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The following eligibility criteria apply to candidates

- a) The candidate shall be independent and shall not be a member of any of ECHA's formal bodies or informal networks¹;
- b) The candidate shall in the past 5 years not have been employed by, or sat on the governing board of, a private company, stakeholder organisation, or consultancy with an interest in the field of activity of ECHA; nor shall the candidate currently hold significant investments in a commercial entity manufacturing, importing or supplying substances or mixtures subject to the authority of the Agency, or have substantial voting rights in such commercial entity²;
- c) The candidate shall have proven expertise in the field of managing potential conflicts of interest, and be able to document their competence through publications, work experience, lecturing/teaching activity, or similar.

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

The call will be published on ECHA's website.

Candidates will submit:

- Their curriculum vitae in [Europass CV](#) format, including relevant publications if any;
- A motivational letter which addresses the eligibility criteria stated above;
- A signed and dated declaration of interest and commitment ([template](#)).

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

- Supporting material received from interested candidates will be assessed.
- Interviews may be organised for shortlisted candidates (by video conference).

3. ECHA's Management Board decides upon the appointment, on a proposal from the Executive Director

- After the appointment, the selected candidate has to sign a declaration of confidentiality.

¹ This excludes, for instance, staff members, members of formal or informal bodies or networks of ECHA, members of ECHA's accredited stakeholder organisations or staff of Member State authorities competent for the regulatory fields of ECHA.

² This is without prejudice to financial interests held through an investment fund, pension fund and/or interests in non-nominal unit trusts or similar arrangements, provided that these investments are broadly diversified and the candidate has no influence on their financial management.

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- The candidate's declaration of interest and commitment will be published on ECHA's website and needs to be kept up-to-date.

4. Envisaged timeline

- Deadline for submitting applications to ECHA: 16 August 2024.
- Appointment by the Management Board before the end of 2024.

Data protection

The information submitted during the selection process will be used solely for that purpose. The European Chemicals Agency will ensure on its part that the applicants' personal data is processed as required by [Regulation \(EU\) 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](#). Only ECHA staff directly involved in the selection procedure in question shall have access to this data. The declaration of interest and commitment of the selected candidate will be published on ECHA's website for transparency purposes.

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