



**DECLARATION CONCERNING CONFLICTS OF INTEREST**

IN ACCORDANCE WITH ARTICLE 11 OF THE STAFF REGULATIONS AND ARTICLES 11 AND 81 OF THE CEOS

*This declaration, completed, signed and checked by all those involved, is to be submitted to the Unit for Recruitment of Officials and Temporary Staff OR to the Unit for Recruitment of Contract Staff and Accredited Parliamentary Assistants in DG Personnel by the DG or political group requesting the staff recruitment or transfer.*

<b>First name:</b>		<b>Surname:</b>	
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I, the undersigned, being aware of the fact that I must perform my duties and conduct myself with the interests of the European Parliament in mind and in keeping with the obligation to serve the institution faithfully,

**hereby declare on my honour:**

- a. the activities<sup>1</sup> carried out, and my membership, whether paid or not, of any boards or management committees of companies, non-governmental organisations, associations or other bodies established in law, in the five years preceding the date on which this declaration is signed, are detailed below:

<sup>1</sup> Please state all external activities carried out, including studies, training, traineeships, political office and professional experience, whether paid or unpaid, as well as, where applicable, all activities carried out in the European Parliament or any other European institution.

<b>Activities and involvement in the work of organisations, whether paid or unpaid, in the last five years<sup>2</sup>:</b> <i>(to be listed in chronological order, starting with the most recent)</i>	
1.	Duration: from ___/___/_____ to the date on which this declaration is signed Activity: <input type="checkbox"/> yes <input type="checkbox"/> no If yes: Paid activity? <input type="checkbox"/> yes <input type="checkbox"/> no  Name of the organisation: Nature of the organisation’s activity: Position held: Working time arrangements (or number of hours worked per week, month or year): Detailed description of my duties:
2.	Duration: from ___/___/_____ to ___/___/_____ Activity: <input type="checkbox"/> yes <input type="checkbox"/> no If yes: Paid activity? <input type="checkbox"/> yes <input type="checkbox"/> no  Name of the organisation: Nature of the organisation’s activity: Position held: Working time arrangements (or number of hours worked per week, month or year): Detailed description of my duties:
3.	Duration: from ___/___/_____ to ___/___/_____ Activity: <input type="checkbox"/> yes <input type="checkbox"/> no If yes: Paid activity? <input type="checkbox"/> yes <input type="checkbox"/> no  Name of the organisation: Nature of the organisation’s activity: Position held: Working time arrangements (or number of hours worked per week, month or year): Detailed description of my duties:

<sup>2</sup> If necessary, please continue on a separate sheet.

b. the following interests in a commercial firm or any other profit-making organisation, and any other financial interests which might unduly influence me in the performance of my duties<sup>3</sup>:

<b><u>Name of company/financial interest:</u></b>	
1.	
2.	
3.	

c. any other relevant information<sup>4</sup>:

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d. for staff newly recruited to Parliament: on the day I take up my duties with the European Parliament I shall have no commitments or obligations towards any other employers.

I undertake to provide, by the day I take up my duties with the European Parliament at the latest, proof that my most recent professional activities ended at the latest on the day before I start work at the European Parliament.

I note that, in accordance with Article 12b of the Staff Regulations, I am required to request prior authorisation if I wish to engage in an outside activity, whether paid or unpaid, or to carry out any assignment outside the institution.

<sup>3</sup> Please provide details for the two years preceding the date on which this declaration is signed. Only provide details of interests whose nature or extent is such as to afford you an influence over the running of those firms or organisations. You do not need to mention your savings accounts or financial investments.

<sup>4</sup> Please state other interests, in particular: lobbying, offices held, financial interests (owner, manager or director of commercial companies) exercised by your spouse or a family member who could influence you in the performance of your duties.

e. for staff who have transferred from another institution or who have changed category: I have no commitments or obligations towards any other employers.

I declare, further, that if, in the course of performing my duties, I discover the existence of a real or potential conflict between my personal interests and those of the institution, I will inform my immediate superior, and the institution, immediately.

<b>Date:</b>		<b>Signature:</b>	
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**For administrative use only:**

Signature of declarant's immediate supervisor <b><u>NOT REQUIRED</u></b>		Signature of declarant's immediate supervisor <b><u>REQUIRED</u></b>	
<b>Full name of the head of unit responsible for human resources in the declarant's DG or of the competent authority responsible for human resources in the political group:</b>		<b>Full name of the future immediate superior of the declarant:</b>	
I, the undersigned,  <input type="checkbox"/> head of unit responsible for human resources in the declarant's DG <input type="checkbox"/> competent authority responsible for human resources in the declarant's political group,  hereby declare that I have read the above declarations and have informed  <input type="checkbox"/> the declarant's future immediate superior <input type="checkbox"/> or, where there is no hierarchical structure, the declarant's future co-worker(s)  in order for that person to undertake to ensure that when performing his or her duties, the declarant is not placed in a situation engendering such conflict, i.e. where he or she has private interests in the execution of a task which he or she has been instructed to carry out or in the conduct of a project in which he or she is involved.		I, the undersigned,  the declarant's future immediate superior,  declare that I have read the above declarations and hereby undertake to ensure that, when performing his or her duties, the declarant is not placed in a situation engendering such conflict, i.e. where he or she has private interests in the execution of a task which he or she has been instructed to carry out or in the conduct of a project in which he or she is involved.	
<b>Date</b>	<b>Signature</b>	<b>Date</b>	<b>Signature</b>
		Approval of the head of unit responsible for human resources in the declarant's DG or of the person responsible for human resources in the political group.	
<b>Date</b>	<b>Signature</b>	<b>Date</b>	<b>Signature</b>