

CONTINUOUSLY OPEN CALL FOR APPLICATIONS FOR THE SELECTION OF MEMBERS AND OBSERVERS OF THE GROUP OF EXPERTS ON ECODESIGN FOR SUSTAINABLE PRODUCTS AND ENERGY LABELLING (‘THE ECODESIGN FORUM’)

1. Background

By Commission Decision (EU) 2024/2779¹, the Commission set up a group of experts on ecodesign for sustainable products and energy labelling (‘the Ecodesign Forum’).

Regulation (EU) 2017/1369² (‘the Energy Labelling Regulation’) stipulates, in its Article 14, that the Consultation Forum shall be combined with the Consultation Forum referred to in Article 18 of Directive 2009/125/EC³ (‘the Ecodesign Directive’). Following the entry into force of Regulation (EU) 2024/1781⁴ (‘the Ecodesign for Sustainable Products Regulation’, referred to as ‘the ESPR’), and the repeal of the Ecodesign Directive, the Consultation Forum established under Article 14 of the Energy Labelling Regulation should be combined with the Ecodesign Forum set up on the basis of Article 19 of the ESPR.

The group’s tasks shall be:

- (a) to carry out the tasks set out in Article 19 of the ESPR;
- (b) to assist the Commission in the conduct of its activities under the Energy Labelling Regulation;
- (c) to assist the Commission in the early preparation of implementing acts referred to in Article 42(1) of the ESPR in accordance with Article 42(3) of that Regulation and Article 12(12) of the Energy Labelling Regulation, before submission to the committee in accordance with Regulation (EU) No 182/2011⁵;
- (d) to bring about an exchange of experience and good practice in the field of sustainable products.

The Commission is calling for applications with a view to selecting members and observers of the group other than Member States’ authorities⁶ and other public entities⁷, namely individuals appointed to represent a common interest and organisations.

Member States’ authorities and other public entities shall be appointed by direct invitation by the Commission.

¹ Commission Decision (EU) 2024/2779 of 24 October 2024 setting up the group of experts on ecodesign for sustainable products and energy labelling (‘the Ecodesign Forum’).

² OJ L 198, 28.7.2017, p. 1

³ OJ L 285, 31.10.2009, p. 10–35

⁴ OJ L, 2024/1781, 28.6.2024

⁵ Regulation (EU) No 182/2011 of the European Parliament and of the Council of 16 February 2011 laying down the rules and general principles concerning mechanisms for control by Member States of the Commission’s exercise of implementing powers, OJ L 55, 28.2.2011, p. 13–18

⁶ These are: Member States’ authorities, at national, regional or local level (‘**Type D**’ members within the meaning of Art. 7 (2) (d) of Commission Decision C(2016) 3301). Please see: <https://ec.europa.eu/transparency/expert-groups-register/screen/expert-groups-explained?lang=en>

⁷ These are: entities such as authorities from non-EU countries (including candidate countries), EU bodies, offices or agencies, and international organisations (‘**Type E**’ members within the meaning of Art. 7 (2) (e) of Commission Decision C(2016) 3301). Please see: <https://ec.europa.eu/transparency/expert-groups-register/screen/expert-groups-explained?lang=en>

2. Features of the group

2.1. COMPOSITION

In accordance with Article 4(2) of the above Decision, the group shall be composed of up to 250 members.

Members shall be:

- individuals appointed to represent a common interest;
- organisations;
- Member States' authorities;
- other public entities.

The **individuals representing a common interest** to be selected via this call shall not represent an individual stakeholder but a policy orientation common to different stakeholder organisations in the area of product sustainability, ecodesign or energy labelling policies. Examples include (but are not limited to) researchers and actors involved in circular economy.

The **organisations** to be selected via this call shall operate and represent views and interests in the area of product sustainability, ecodesign or energy labelling policies, such as (but not limited to) the views and interests of industry, including SMEs and craft industry, trade unions, traders, retailers, importers, consumer organisations, environmental organisations, circular economy organisations and European standardisation organisations.

Organisations shall nominate their representatives and shall be responsible for ensuring that their representatives provide a high level of expertise. The responsible Commission services, namely the Directorate-General for the Environment ('DG ENV'), the Directorate-General for Energy ('DG ENER'), or the Directorate-General for Internal Market, Industry, Entrepreneurship and SMEs ('DG GROW'), may refuse the nomination of a representative by an organisation if they consider 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 who are **individuals appointed to represent a common interest** and **organisations** shall be appointed by the responsible Commission services as a result of the present call, from applicants complying with the requirements referred to in Chapter 4.

Members shall be appointed for a five-year period, which is automatically renewed, unless the responsible Commission services decide otherwise. Members shall remain in office until replaced.

Registration in the Transparency Register⁸ is required in order for individuals representing a common interest and for organisations to be appointed.

⁸ <http://ec.europa.eu/transparencyregister/public/homePage.do?locale=en#en>

Individuals representing a common interest and organisations who are no longer capable of contributing effectively to the group's deliberations, who in the opinion of the responsible Commission services, 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 group and may be replaced for the remainder of their term of office.

2.3 RULES OF ENGAGEMENT AND OPERATION OF THE GROUP

The group shall be chaired by a representative of the responsible Commission services.

The group shall act at the request of the responsible Commission services, in compliance with the Commission's horizontal rules on expert groups ('the horizontal rules')⁹.

In principle, the group shall meet on Commission premises or virtually, depending on the circumstances. The responsible Commission services shall provide secretarial services.

Members and members' representatives should be prepared to participate in meetings, to contribute actively to discussions in the group, to be involved in preparatory work ahead of meetings, to examine and provide comments on documents under discussion, and to act as a 'rapporteur', as appropriate.

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

As far as possible, the group shall adopt its opinions, recommendations or reports by consensus. 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 the Chair, the group may, by simple majority of its members, decide that deliberations shall be public.

Participants in the activities of the group and sub-groups shall not be remunerated for the services they offer. Travel and subsistence expenses incurred in the activities of the group and sub-groups shall be reimbursed by the Commission for one representative per Member State and for experts invited in accordance with Article 9 of Decision (EU) 2024/2779. Reimbursement shall be made in accordance with the provisions in force within the Commission and within the limits of the available appropriations allocated to the Commission departments under the annual procedure for the allocation of resources.

The members of the group 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)

⁹ C(2016) 3301.

2015/443¹⁰ and 2015/444¹¹. Should they fail to respect these obligations, the Commission may take all appropriate measures.

On a proposal by and in agreement with the responsible Commission services, the group shall adopt its rules of procedure by simple majority of its members, on the basis of the standard rules of procedure for expert groups, in compliance with the horizontal rules. Sub-groups shall operate in compliance with the group's rules of procedure.

The responsible Commission services may invite experts with specific expertise with respect to a subject matter on the agenda to take part in the work of the group or sub-groups on an ad hoc basis as foreseen in Article 9 of Decision (EU) 2024/2779.

Individuals, organisations, and public entities other than Member States' authorities may be granted an observer status, in compliance with the horizontal rules, by direct invitation or as a result of this call for applications. Organisations and public entities appointed as observers shall nominate their representatives. Observers and observers' representatives may be permitted by the Chair to take part in the discussions of the group and its 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 group. Observers shall be appointed for a five-year period, which is automatically renewed, unless the responsible Commission services decide otherwise.

In addition to the sub-group composed of experts designated by the Member States ('Member States Expert Group') foreseen under Articles 20 of Regulation (EU) 2024/1781 and Article 8 of Decision (EU) 2024/2779, the responsible Commission services may set up additional sub-groups for the purpose of examining specific questions on the basis of terms of reference defined by those services. Sub-groups shall operate in compliance with the horizontal rules and shall report to the group. They shall be dissolved as soon as their mandate is fulfilled. The members of sub-groups that are not members of the group shall be selected via a public call for applications.

2.4. TRANSPARENCY

The group and its sub-groups shall be registered in the Register of Commission expert groups and other similar entities ('the Register of expert groups')¹².

As concerns the composition of the group and its sub-groups, the following data shall be published on the Register of expert groups:

- the name of Member States' authorities;
- the name of other public entities, including the name of third countries' authorities;
- the name of individuals appointed to represent a common interest; the interest represented shall be disclosed;

¹⁰ Commission Decision (EU, Euratom) 2015/443 of 13 March 2015 on Security in the Commission (OJ L 72, 17.3.2015, p. 41).

¹¹ 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).

¹² <http://ec.europa.eu/transparency/regexpert/index.cfm>

- the name of member organisations; the interest represented shall be disclosed; and
- the name of observers.

All relevant documents, including the agendas, the minutes and the participants' submissions, shall be made available on the Register of expert groups. In particular, the agenda and other relevant background documents shall be published 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° 1049/2001¹³.

Personal data shall be collected, processed and published in accordance with Regulation (EU) No 2018/1725.

3. Application procedure

Interested individuals applying to be appointed to represent a common interest and organisations are invited to submit their application in accordance with the rules set out in this Chapter. 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 representative(s) in the group, including one main representative (obligatory) and up to three additional alternate representatives (optional), and provide a functional/general mailbox address of the organisation, to facilitate correspondence (obligatory).

An application will be deemed admissible only if includes the documents referred to below. All documents submitted by applicants should be duly filled in, legible and signed (please see more detailed instructions below).

Supporting documents

Each 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 group;
- a classification form duly filled in specifying the member category for which the application is made (Annex I – *please download from EU Survey link. See instructions below*);
- a selection criteria form duly filled in documenting how the applicant fulfills the selection criteria listed in Chapter 4 of this call (Annex II – *please download from EU Survey link. See instructions below*).

¹³ 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.

- For individuals applying to be appointed 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 ([Home | Europass](#)).

Additional supporting documents (e.g. publications) may be requested at a later stage.

How to apply and the timing for applications

This call will remain continuously open. The duly signed applications may be submitted at any given time. The responsible Commission services shall appoint members and observers according to needs, in light of the work to be performed by the group.

The responsible Commission services shall organise a first selection of members and observers in the coming weeks. In order for duly signed applications to be assessed in this first phase, they must be submitted by **Thursday 5 December 2024, 12.00 (noon)** at the latest, **via the following EU Survey link: <https://ec.europa.eu/eusurvey/runner/EcodesignForum>.**

PLEASE NOTE: at the above link, applicants will be requested to upload each of their supporting documents **separately** (max size: 1 MB each). Applicants should therefore download the PDF versions of the **classification and selection criteria forms** (i.e. Annex I and Annex II) directly from the above EU Survey link, before completing and uploading them there, duly signed.

To ensure an agile assessment process, applicants will also be required to encode key application information **by responding to the questions set out in the EU Survey link.**

Applicants are strongly advised to read the detailed instructions set out at the above EU Survey link before beginning their application.

Please do not submit applications via email.

4. Selection criteria

The responsible Commission services will take the following criteria into account when assessing applications:

- proven and relevant competence and experience, in particular at European level, in areas relevant to the tasks detailed in Chapter 1 of the present call (*all applicants*);
- proven capacity to effectively represent the position shared by stakeholders¹⁴, in particular one or more of the following, or comparable, stakeholder types: industry, including SMEs and craft industry; social enterprises; trade unions; traders; retailers; importers; consumer organisations; environmental

¹⁴ For applications submitted by **organisations**: this means that priority will be given to representative/membership-based organisations that are capable of grouping and conveying the views of larger sectors or multiple individual organisations.

organisations; actors involved in circular economy activities; European standardisation organisations; researchers (*all applicants*);

- Proven interest and/or technical expertise in aspects relevant to product sustainability and/or ecodesign and/or energy labelling and/or the digital product passport for (*all applicants*):
 - one or more of the product groups listed in Article 18(5) of the ESPR¹⁵; and/or
 - one or more of the product groups/horizontal measures that were subject to the Commission’s Open Public Consultation on ESPR¹⁶ held in 2023¹⁷; and/or
 - one or more of the product groups/aspects to be prioritised in updates of the working plan pursuant to Article 18(3) of the ESPR;
- competence, experience and hierarchical level of the proposed representatives (*organisations only*);
- good knowledge of the English language allowing active participation in the discussions (*all applicants*).

5. Selection procedure

The selection procedure shall consist of an assessment of the applications performed by the responsible Commission services against the selection criteria listed in Chapter 4 of this call, followed by the establishment of a list of the most suitable applicants, and concluded by the appointment of members or observers of the group. Personal data collected for the purpose of the selection procedure shall be handled in accordance with the Privacy Statement referred to in Annex III.

When defining the composition of the group, and in compliance with Article 10(5) of the horizontal rules, the responsible Commission services shall aim at ensuring, as far as possible, a high level of expertise, as well as a balanced representation of relevant know-how and areas of interest, while taking into account the specific tasks of the group, the type of expertise required as well as the relevance of the applications received.

At least in its first assessment phase, the responsible Commission services will endeavour to grant full membership to no more than 60% of the group’s maximum membership capacity (i.e. 150 out of 250 members), so as to ensure adequate space for the possible addition of new members over time, if necessary, notably in view of future updates of the working plan.

¹⁵ **These are:** Iron and steel; aluminium; textiles (in particular garments and footwear); furniture (including mattresses) tyres; detergents; paints; lubricants; chemicals; energy related products (including new measures and revisions of existing ones); ICT products and other electronics.

¹⁶ https://ec.europa.eu/info/law/better-regulation/have-your-say/initiatives/13682-New-product-priorities-for-Ecodesign-for-Sustainable-Products/public-consultation_en

¹⁷ **These are:** Textiles and Footwear; Furniture; Ceramic Products; Tyres; Detergents; Bed Mattresses; Lubricants; Paints and Varnishes; Cosmetic Products; Toys; Fishing Nets and Gears; Absorbent Hygiene Products; Iron and Steel; Non-Ferrous Metals; Aluminium; Chemicals; Plastics and Polymers; Paper, Pulp Paper and Boards; Glass; Durability; Recyclability; Post-Consumer Recycled Content.

Applicants which are not appointed as members or observers following the first assessment phase may be re-considered in subsequent assessment phases, in light of the work to be performed by the group.

Where individual experts are appointed to represent a common interest, the responsible Commission services shall seek a geographical balance and a gender balance.

For any further information please contact: EC-ECODESIGN-FORUM@ec.europa.eu

(This email address should **not** be used for submission of membership applications.)

ANNEXES:

Annex I: Classification form

Annex II: Selection criteria form

Annex III: Privacy statement

Annex I - Classification form¹⁸

To be filled in by all applicants

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

- 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: [...] ¹⁹

or

- An organisation (Type C member).**

Transparency Register identification number: [...]

Information 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 the 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, they shall register in the TR 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 below*):

- a) Academia, research institutes and think tanks
- b) Companies/Groups
- c) NGOs
- d) Professionals' associations
- e) Trade and business associations
- f) Trade unions
- g) Other (please specify):

¹⁸ This form must be filled in, signed and returned with the application.

¹⁹ 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.

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.

Companies/Groups

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

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.

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 of the categories above.

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 below*):

- a) Academia/Research
- b) Civil society
- c) Employees/Workers
- d) Industry

- e) Professionals
- f) SMEs
- g) 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 recognised rights and duties.


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 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**.

<u>Company category</u>	<u>Employees</u>	<u>Turnover</u>	or	<u>Balance sheet total</u>
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 of the other categories above.

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 organisation operate(s):

- | | | |
|--|--|--|
| <input type="checkbox"/> Biodiversity | <input type="checkbox"/> Fisheries and aquaculture | <input type="checkbox"/> Security |
| <input type="checkbox"/> Circular Economy | <input type="checkbox"/> Forestry | <input type="checkbox"/> Smart specialisation |
| <input type="checkbox"/> Civil protection | <input type="checkbox"/> Fundamental rights | <input type="checkbox"/> Social service |
| <input type="checkbox"/> Civil service | <input type="checkbox"/> Humanitarian aid | <input type="checkbox"/> Social enterprise |
| <input type="checkbox"/> Climate | <input type="checkbox"/> Importation | <input type="checkbox"/> Space and satellites (policy) |
| <input type="checkbox"/> Competition | <input type="checkbox"/> Industry | <input type="checkbox"/> Space and satellites (research) |
| <input type="checkbox"/> Consumer affairs | <input type="checkbox"/> Industry (SME) | <input type="checkbox"/> Standardisation |
| <input type="checkbox"/> Customs | <input type="checkbox"/> Industry (craft industry) | <input type="checkbox"/> Statistics |
| <input type="checkbox"/> eCommerce | <input type="checkbox"/> Information society | <input type="checkbox"/> Sustainable development |
| <input type="checkbox"/> Economy | <input type="checkbox"/> Innovation | <input type="checkbox"/> Systemic eco-innovation |
| <input type="checkbox"/> Employment and social affairs | <input type="checkbox"/> Labour | <input type="checkbox"/> Tax |
| <input type="checkbox"/> Energy | <input type="checkbox"/> Land management | <input type="checkbox"/> Trade |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Medical profession | <input type="checkbox"/> Trade Union |
| <input type="checkbox"/> Enlargement | <input type="checkbox"/> Migration | <input type="checkbox"/> Training |
| <input type="checkbox"/> Environment | <input type="checkbox"/> Natural resources | <input type="checkbox"/> Transport |
| <input type="checkbox"/> Environmental footprint | <input type="checkbox"/> Raw materials | <input type="checkbox"/> Urban development |
| <input type="checkbox"/> External relations | <input type="checkbox"/> Research | <input type="checkbox"/> Water |
| <input type="checkbox"/> External trade | <input type="checkbox"/> Retail | <input type="checkbox"/> Youth |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Science | |
| | <input type="checkbox"/> Science diplomacy | |
| <input type="checkbox"/> Other (please specify): _____ | | |

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

IF RELEVANT, please select **one or more product groups/product aspect(s)** which you/your organisation has expertise in/represent(s):

Products

- Absorbent hygiene products
- Aluminium
- Ceramic products
- Chemicals
- Cosmetic products
- Detergents
- Energy-related products
- Fishing nets and gears
- Furniture
- Glass
- ICT and electronic products
- Iron and steel
- Lubricants
- Mattresses
- Non-ferrous metals
- Paints
- Paper, pulp paper and boards
- Plastics and Polymers
- Textiles (general)
- Textiles (apparel and clothing accessories)
- Textiles (footwear)
- Textiles (other)
- Toys
- Tyres

Product aspects²⁰

- Durability
- Post-consumer recycled content
- Recyclability

- Other (please specify):

²⁰ Previously referred to as a ‘horizontal measure’ in the context of the 2023 [Open Public Consultation on ESPR](#).

For individuals applying to be appointed as Type B members

Title:

Surname²¹:

First name²²:

Nationality:

Email address:

Date:

Signature

For organisations applying to be appointed as Type C members

Name of the organisation²³:

Functional/general mailbox address of the organisation:

Main representative

Surname of the **main representative** proposed:

First name of the **main representative** proposed:

Email of the **main representative** proposed:

Alternate representative (optional) (max. 3)

1) Surname of the **first alternate representative** proposed:

First name of the **first alternate representative** proposed:

Email of the **first alternate representative** proposed:

2) Surname of the **second alternate representative** proposed:

First name of the **second alternate representative** proposed:

Email of the **second alternate representative** proposed:

²¹ It is mandatory to use exactly the same name used when registering in the Transparency Register.

²² Idem.

²³ Idem.

3) Surname of the **third alternate representative** proposed:

First name of the **third alternate representative** proposed:

Email of the **third alternate representative** proposed:

Surname of the person applying on behalf of the organisation:

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

Email of the person applying on behalf of the organisation:

Date:

Signature

Annex II: Selection criteria form²⁴

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

	Where possible, applicants are requested to complete these boxes <u>digitally</u>
<p>[All applicants]</p> <p>Proven and relevant competence and experience, in particular at European level, in areas relevant to the tasks detailed in Chapter 1 of the present call</p>	
<p>[All applicants]</p> <p>Proven capacity to effectively represent the position shared by stakeholders²⁵, in particular one or more of the following, or comparable, stakeholder types: <i>industry, including SMEs and craft industry; social enterprises; trade unions; traders; retailers; importers; consumer organisations; environmental organisations; actors involved in circular economy activities; European standardisation organisations; researchers</i></p>	
<p>[All applicants]</p> <p>Proven interest and/or technical expertise in aspects relevant to product sustainability and/or ecodesign and/or energy labelling and/or the digital product passport for (<i>Please select and elaborate as appropriate</i>):</p>	
<ul style="list-style-type: none"> - One or more of the product groups listed in Article 18(5) of the ESPR²⁶; <i>and/or</i> 	
<ul style="list-style-type: none"> - One or more of the product groups/horizontal measures that were subject to the Commission's 	

²⁴ This form must be filled in, signed and returned with the application.

²⁵ For applications submitted by **organisations**: this means that priority will be given to representative/membership-based organisations that are capable of grouping and conveying the views of larger sectors or multiple individual organisations.

²⁶ **These are:** Iron and steel; aluminium; textiles (in particular garments and footwear); furniture (including mattresses) tyres; detergents; paints; lubricants; chemicals; energy related products (including new measures and revisions of existing ones); ICT products and other electronics.

Open Public Consultation on ESPR ²⁷ held in 2023 ²⁸ ; <i>and/or</i>	
- One or more of the product groups/aspects to be prioritised in updates of the working plan pursuant to Article 18(3) of the ESPR	
[Organisations only] Competence, experience and hierarchical level of the proposed representatives	
[All applicants] Good knowledge of the English language allowing active participation in the discussions	

For individuals applying to be appointed as Type B members

Title:

Surname²⁹:

First name³⁰:

Nationality:

Email:

Date:

Signature

²⁷ https://ec.europa.eu/info/law/better-regulation/have-your-say/initiatives/13682-New-product-priorities-for-Ecodesign-for-Sustainable-Products/public-consultation_en

²⁸ **These are:** Textiles and Footwear; Furniture; Ceramic Products; Tyres; Detergents; Bed Mattresses; Lubricants; Paints and Varnishes; Cosmetic Products; Toys; Fishing Nets and Gears; Absorbent Hygiene Products; Iron and Steel; Non-Ferrous Metals; Aluminium; Chemicals; Plastics and Polymers; Paper, Pulp Paper and Boards; Glass; Durability; Recyclability; Post-Consumer Recycled Content.

²⁹ It is mandatory to use exactly the same name used when registering in the Transparency Register.

³⁰ Idem.

For organisations applying to be appointed as Type C members

Name of the organisation³¹:

Functional/general mailbox address of the organisation:

Main representative (max. 1)

Surname of the **main representative** proposed:

First name of the **main representative** proposed:

Email of the **main representative** proposed:

Alternate representative (max. 3)

1) Surname of the **first alternate representative** proposed:

First name of the **first alternate representative** proposed:

Email of the **first alternate representative** proposed:

2) Surname of the **second alternate representative** proposed:

First name of the **second alternate representative** proposed:

Email of the **second alternate representative** proposed:

3) Surname of the **third alternate representative** proposed:

First name of the **third alternate representative** proposed:

Email of the **third alternate representative** proposed:

Surname of the person applying on behalf of the organisation:

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

Email of the person applying on behalf of the organisation:

Date:

³¹ Idem.

Signature:



Annex III Privacy Statement

PROTECTION OF YOUR PERSONAL DATA

Processing operation: *Selection of members of Commission expert groups and other similar entities³² 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 F4 (for the processing operation "Providing a public register of Commission expert groups and other similar entities", DPR-EC-00656), and*
- *The Directorate-General for the Environment (DG ENV), in collaboration with the Directorate-General for Energy (DG ENER) and the Directorate-General for Internal Market, Industry, Entrepreneurship and SMEs (DG GROW) (for the processing operation "Selection of members of Commission expert groups and other similar entities"³³, DPR-EC-01066).*

Table of Contents

- 1. Introduction**
- 2. Why and how do we process your personal data?**
- 3. On what legal ground(s) do we process your personal data?**
- 4. Which personal data do we collect and further process?**
- 5. How long do we keep your personal data?**
- 6. How do we protect and safeguard your personal data?**
- 7. Who has access to your personal data and to whom is it disclosed?**
- 8. What are your rights and how can you exercise them?**
- 9. Contact information**
- 10. Where to find more detailed information?**

³² Provisions included in this privacy statement referring to expert groups equally apply to their sub-groups.

³³ The Commission department responsible for the management of the expert group and the DPMS record number need to be specified in the privacy statement attached to the call.

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’s Directorate-General for the Environment (DG ENV), in collaboration with the Directorate-General for Energy (DG ENER) and the Directorate-General for Internal Market, Industry, Entrepreneurship and SMEs (DG GROW), which run the selection process for your expert group and which are the Data Controller for the selection process, and

(2) “publication of personal data on the Register of expert groups and other similar entities” undertaken by the Commission, Secretariat-General, Unit F.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. In exceptional cases, the College of Commissioners may appoint directly members of expert groups.

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. The Register provides information for each expert group, including personal data on the members of the expert groups, their alternate, and of the observers, and information may be provided about members’ and observers’ 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)3301³⁴ 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:

³⁴ Commission Decision C(2016)3301 of 30 May 2016 establishing horizontal rules on the creation and operation of Commission expert groups.

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 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 to be appointed in personal capacity to act independently and in the public interest.

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

For candidates, personal data are stored by the Commission service(s) 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.

The names of the representatives of organisations, Member States' authorities and other public entities are usually not published in the Register of expert groups, as those persons only express the position of the organisation or entity that they represent, and, therefore, it is the name of the organisation, Member State's authority or other public entity that matters to ensure transparency of the work of the expert group. 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), unless specific and

exceptional circumstances make it necessary to publish them to achieve the purpose of the processing operation, in accordance with Article 5(1)(a) of Regulation (EU) 2018/1725. No other types of personal data of representatives is published.

The submissions of members in the context of the work of expert groups and subgroups are generally made public, with personal data withheld where appropriate.

In the cases when the group is chaired by a person different than the Commission or its services, the name of this person may be published on the basis of consent (Article 5(1)(d) of Regulation (EU) No 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);*
- *Personal data that may be included in submissions of members of expert groups.*

The provision to the Commission service(s) 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, for individuals appointed as members or observers in personal capacity to act independently and in the public interest and for individuals appointed as members or observers to represents a common interest, 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.

The submissions of members in the context of the work of expert groups and subgroups are generally made public, with personal data withheld where appropriate.

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. They may furthermore be published in specific and exceptional circumstances where such publication is necessary to achieve the purpose of the processing operation.

The name of a person chairing the group, when this person is not from within the Commission (i.e. the group elects a chair from among its members or the Commission or its services appoint an individual as chair), may be published with his/ her prior freely given, specific, informed and unambiguous consent.

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. Following this five-year period, the personal data is transferred to the historical archives and a review takes place no later than 25 years after that transfer to the historical archives to evaluate whether to keep the data permanently or to delete some or all data.
- 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 services for a period of five years after the closure of the group. Following this five-year period after the closure of the group, the personal data is transferred to the historical archives and a review takes place no later than 25 years from that transfer to evaluate whether to keep the data permanently or to delete some or all data.
- 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(s). 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, are 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, European Ombudsman) 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) and Article 35 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(s) 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.

Data subject requests shall be handled within one month from receipt of the request by the Commission. That period may be extended pursuant to 14(3) of Regulation (EU) 2018/1725. Should more time be required to handle the request for justified reasons, the data subject shall receive a holding reply from the unit responsible for the request.

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 Directorate-General for the Environment (DG ENV) Directorate B, Unit ENV.B4 - Sustainable Products on the Functional Mail Box EC-ECODESIGN-FORUM@ec.europa.eu.

Likewise, as regards the data published on the Register of expert groups, please contact the corresponding Data Controller Secretariat-General, Unit F4: 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.