



European  
Global Navigation  
Satellite Systems  
Agency

GSA-AB-WP-67

# **European GNSS Agency**

**Written Procedure No 67**

**Prague, 19 April 2019**

**Rules of Procedure of the Administrative Board  
Version 1.3**



## HISTORY OF VERSIONS

<b>Issue</b>	<b>Entry into force</b>	<b>Modification</b>
1.0	04/06/2015	
1.1	24/09/2015	Insertion of Article 17 and Annex
1.2	23/06/2016	Amendment of the Annex
1.3	20/04/2019	Amendment of Article 17 and of the Annex

## **DECISION OF THE ADMINISTRATIVE BOARD**

**of 19 April 2019**

### **Rules of Procedure of the Administrative Board**

THE ADMINISTRATIVE BOARD OF THE EUROPEAN GNSS AGENCY (hereinafter referred to as “the Board” and “the Agency”),

Having regard to No 912/2010 of the European Parliament and of the Council of 22 September 2010 setting up the European GNSS Agency, repealing Council Regulation (EC) No 1321/2004 on the establishment of structures for the management of the European satellite radio navigation programmes and amending Regulation (EC) No 683/2008 of the European Parliament and of the Council as amended by Regulation (EU) Regulation (EU) No 512/2014 of European Parliament and of the Council of 16 April 2014 (hereinafter referred to as “GSA Regulation”),

Having regard to Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002,

Having regard to Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union,

Having regard to the Decision of the Administrative Board of the GSA of 25 April 2014 adopting the GSA Financial Regulation 2014<sup>1</sup>,

Having regard to the Decision of the Administrative Board of the GSA of 25 April 2014 adopting the Implementing Rules for the GSA Financial Regulation 2014<sup>2</sup>,

Having regard to Regulation No 31 (EEC), 11 (EAEC), laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community (hereinafter referred to as "Staff Regulations") in its current form including its annexes and the Conditions of Employment of other Servants of the European Communities (hereinafter referred to as "CEOS"),

Having regard to Regulation (EU, Euratom) No 883/2013 of the European Parliament and of the Council of 11 September 2013 concerning investigations conducted by the European Anti-Fraud Office (OLAF) and repealing Regulation (EC) No 1073/1999 of the European Parliament and of the Council and Council Regulation (Euratom) No 1074/1999,

Having regard to Council Regulation (Euratom, EC) No 2185/96 of 11 November 1996 concerning on-the-spot checks and inspections carried out by the Commission in order to protect the European Communities' financial interests against fraud and other irregularities,

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<sup>1</sup> GSA-AB-WP32

<sup>2</sup> GSA-AB-WP33

Having regard to the Commission Guidelines on the Prevention and Management of Conflict of Interest in EU decentralised Agencies of 10 December 2013,

Having regard to the Special Report of the European Court of Auditors (ECA) on the Management of Conflict of Interest in selected EU Agencies, No. 15/2012,

Having regard to Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data,

Having regard to Council Regulation (EC) No 1049/2001 of 30 May 2001 regarding public access to European Parliament, Council and Commission documents,

Having regard to Regulation No 1 of 15 April 1958 determining the languages to be used by the European Economic Community,

Pursuant to Articles 3(3) and 6(2)(n) of the GSA Regulation, hereby decides to adopt new Rules of Procedure and fully repeal and replace its previous Rules of Procedure dated 23 June 2016 as follows:

## **Article 1**

### *Composition and Participation of Third Parties*

- (1) The Board shall be composed of the following Members:
  - (a) one Representative appointed by each Member State, each having one vote (Voting Member);
  - (b) four Representatives appointed by the Commission, each having one vote (Voting Member);
  - (c) one non-voting Representative appointed by the European Parliament.
- (2) Each Member State and the European Parliament shall, whereas the Commission may, appoint one Alternate for each of their Members.
- (3) Members, including their Alternates, shall be appointed on the basis of their degree of relevant experience and expertise.
- (4) The term of office of each Member and each Alternate shall be four (4) years, renewable once.
- (5) The European Parliament, the Commission and the Member States shall endeavour to limit the turnover of their Members and Alternates.
- (6) The Chairperson or the Deputy Chairperson of the Security Accreditation Board, a Representative of the High Representative of the Union for Foreign Affairs and Security Policy (the "HR") and a Representative of the European Space Agency (the "ESA") shall be invited to attend the meetings of the Administrative Board as observers, unless decided otherwise by the Board on a case by case basis.
- (7) The participation of Representatives of third countries or international organisations and the conditions therefore shall follow the rules established in the agreements referred to in Article 23(1) of the GSA Regulation and shall comply with these Rules of Procedure.

- (8) The Board may invite any person whose opinion may be of interest to attend its meetings as an observer. The Members of the Board may, subject to these rules of procedure and in particular Article 6(1), be assisted by advisers or experts.
- (9) As soon as possible, but in any case before the first Board meeting with his/her attendance, each Representative, including Alternates, shall be announced to the Board's Secretariat by his/her respective institution in writing, including contact details and credentials as Representative (hereinafter referred to as "Announced Representatives").
- (10) Any change of Announced Representatives (including Alternates) shall be communicated in writing to the Board's Secretariat without delay.

## **Article 2**

### *Chairperson and Deputy Chairperson*

- (1) The Board shall elect a Chairperson and a Deputy Chairperson from among its Members.
- (2) The vote for the election of Chairperson and Deputy Chairperson shall be taken by secret ballot.
- (3) A majority of two-thirds of all Voting Members shall be required for the election and dismissal of the Chairperson and Deputy Chairperson of the Board.
- (4) The election of a new Chairperson shall take place at a meeting of the Board convened by the outgoing Chairperson at least two months before the end of his/her term. This shall apply to the Deputy Chairperson accordingly.
- (5) The Deputy Chairperson shall automatically take the place of the Chairperson when the Chairperson is prevented from attending to his/her duties.
- (6) The term of office of the Chairperson and of the Deputy Chairperson shall be two years, renewable once, and each term of office shall expire when that person ceases to be a Member of the Board.
- (7) The term of office of a Chairperson and of a Deputy Chairperson shall begin on the first day after their respective predecessor's term of office.
- (8) If the office of Chairperson or Deputy Chairperson falls vacant, the remaining Deputy Chairperson or Chairperson, as the case may be, shall convene a meeting to elect a successor, to be held within three months. The Member then elected shall serve as Chairperson or Deputy Chairperson for the remainder of his/her predecessor's term or until the end of his/her membership of the Board, whichever the earlier.
- (9) If both the Chairperson and the Deputy Chairperson are absent or unable to attend a meeting, the meeting shall be chaired by the longest serving Voting Member or, in the event of equal length of service, by the oldest of the longest serving Voting Members.

### **Article 3**

#### *Secretariat*

The Agency shall provide the secretariat (hereinafter referred to as “Board’s Secretariat”) and the appropriate administrative support to enable the Board to carry out its work.

### **Article 4**

#### *Cooperation with other Bodies*

The Administrative Board shall cooperate with the Executive Director, the Security Accreditation Board and its Chairperson to ensure the operation of the Agency and the coordination of its bodies in accordance with the procedures determined by the Agency's internal rules, such as these Rules of Procedure, the rules of procedure of the Security Accreditation Board, the financial rules applicable to the Agency, the implementing rules for the status of staff and the rules governing access to documents.

### **Article 5**

#### *Tasks*

- (1) The Board shall ensure that the Agency performs the work entrusted to it, under the conditions set out in the GSA Regulation, and shall take any necessary decision to that end, without prejudice to the competences entrusted to the Security Accreditation Board for the activities under Chapter III of the GSA Regulation.
- (2) The Board shall perform its tasks pursuant to Article 6(2) of the GSA Regulation.

### **Article 6**

#### *Attendance at Meetings*

- (1) The Members should attend all meetings of the Board. Where this is not possible, their Alternate should attend in their stead. Both Members and Alternates can participate in meetings. They may be assisted by advisers or experts, unless the Board decides otherwise on a case by case basis.
- (2) Any Voting Member can also represent one other Voting Member in his/her absence, hereinafter called a 'proxy', provided that a written authorisation from the absent Voting Member is provided to the Chairperson.
- (3) Unless the Board decides otherwise on a case by case basis, the Executive Director of the Agency shall also take part in the Board's deliberations and may be assisted by other staff of the Agency.

## **Article 7**

### *Convening of Meetings and Working Language*

- (1) As required under Article 5(5) paragraph 3 of the GSA Regulation, the Board shall hold an ordinary meeting twice a year. Additional meetings may be organised on the initiative of the Chairperson or at the request of at least one-third of its Members. Notwithstanding meetings under paragraphs (3) and (4) below, the date of the meetings shall be decided by the Board at its preceding meeting.
- (2) An agenda, accompanied by the relevant material for decision making, shall be forwarded to each Announced Representative (including Alternate) at least two weeks before each ordinary meeting.
- (3) When the Board is to meet at the instigation of the Chairperson or at the request of one-third of its Members, the Chairperson shall convene a meeting to take place within six weeks of receipt of the request, or as soon as practicable in urgent cases.
- (4) When the Board is convened to deliberate on a matter of urgency, the notice of convocation, the provisional agenda and any working documents shall be transmitted by the Chairperson through the Board's Secretariat to each Announced Representative (including Alternate) no later than the tenth calendar day before the start of the meeting, except in cases of force majeure.
- (5) Meetings shall normally be held at the Agency's seat unless the Board decides otherwise or for cases of force majeure.
- (6) When circumstances require, and provided a majority of the Members does not object, the Chairperson may change the date or place of a meeting of the Board. Notification of such change shall be given to each Announced Representative (including Alternate) no later than three weeks before the original or revised date of the start of the meeting, whichever is the earlier.
- (7) In analogy of the right of the EU bodies to determine the use of the European Union's official languages in their respective rules of procedure according to Article 6 of Regulation No 1 of 15 April 1958, and unless no other possibility, such as interpretation, is available, the working language of the Board shall be English.

## **Article 8**

### *Agenda*

- (1) A provisional agenda shall be drawn up by the Chairperson. It shall contain, in addition to those questions whose inclusion is requested by any Member, any question whose inclusion is requested by the Executive Director.
- (2) Notwithstanding paragraph (4) below, questions to be included on the provisional agenda shall be submitted to the Chairperson not less than six weeks before the date of the start of the meeting, except for cases of force majeure, in which case the questions may still be included in the agenda, but no later than the point in time when the preventing event ceased.
- (3) The agenda shall be adopted at the beginning of each meeting in lack of any opposing vote by a Voting Member.

- (4) Following a decision of the Board, urgent questions may be added to the agenda at any time prior to the end of the meeting, and items on the agenda may be deleted or carried over to a subsequent meeting in lack of any opposing vote by a Voting Member.

#### **Article 9**

##### *Quorum*

- (1) Notwithstanding Article 11 below, decisions of the Board shall be made at meetings in presence of the Announced Representatives with the necessary quorum.
- (2) The presence or authorised representation by Alternate or proxy, of at least two-thirds of the Voting Members at the duly convened Board meeting shall constitute the quorum necessary for the meeting to be valid. In the absence of a quorum, the Chairperson shall close the meeting and convene another as soon as possible in line with these Rules of Procedure.

#### **Article 10**

##### *Voting*

- (1) The Chairperson and the Members shall make every effort to lead the Board's discussion to a consensus between the Members.
- (2) The Board shall make its decisions by an absolute majority of all its Voting Members unless stated otherwise in these Rules of Procedure or the GSA Regulation.
- (3) The Board's decision for adoption of the Agency's budget and work programmes shall require a two-thirds majority of the Voting Members.
- (4) The multiannual work programme and work programme of the Agency for the following year based on points (a) and (b) of Article 6(2) and decisions on the exercise of disciplinary authority over the Executive Director pursuant to Article 6(5) of the GSA Regulation, except for matters covered in Chapter III of the GSA Regulation, shall not be adopted without the favourable vote of the Representatives of the Commission.
- (5) In the absence of a Voting Member, his/her Alternate or authorised proxy shall be entitled to exercise his/her right to vote. In addition to his/her own vote, each Voting Member may submit only one vote as proxy, with the exemption for Representatives of the Commission under paragraph (6) below. The proxy shall be notified to the Chairperson at the beginning of the meeting and shall submit his/her written authorisation to vote as proxy for a specific Voting Member. Each authorisation shall be placed in the Agency's archive.
- (6) The Members representing the European Commission are exempt from the limitation to one proxy per Voting Member and may each decide to submit their respective vote through the same proxy.
- (7) Unless a secret ballot is requested by at least one-third of the Voting Members present or required under these Rules of Procedure, votes shall be taken by show of hands.
- (8) For each decision adopted by the Board, the number for the votes cast and the voting results shall be recorded in the minutes.



- (9) A statement of the views of the minority may be entered in the minutes along with the decision, if the minority so requests.
- (10) The Chairperson may authorise any Voting Member to speak briefly in explanation of his/her vote cast.

### **Article 11**

#### *Written Procedure*

- (1) Without prejudice to Articles 9 and 10, decisions of the Board may be taken in the form of a written procedure, on a proposal from the Chairperson. A proposal for a decision to be taken by written procedure shall not be subject to amendment; it shall be approved or rejected in its entirety.
- (2) The Chairperson shall inform the Members in a transmission notice about the written procedure and provide clear guidelines, deadlines and instructions as to how objections have to be communicated:
- (i) The Board's Secretariat shall send the draft measures on which a decision is requested to the Announced Representatives (including Alternates).
  - (ii) In lack of other instructions in the transmission notice, objections can be sent electronically or via courier, within the established deadlines.
  - (iii) In lack of other instructions in the transmission notice, only Voting Members opposing the decision shall submit their objection in writing within the deadline given in the transmission notice.
  - (iv) If less than half of the Voting Members object, the decision shall be deemed adopted upon expiry of the deadline.
  - (v) The decision will be deemed rejected in case more than half of the Voting Members object to it within the given deadline. In that case, the Chairperson shall either:
    - i. convene a Board meeting for further discussing the content of the decision and organise a vote by show of hands,
    - ii. or enter into consultation with the opposing Voting Member(s) with the view to improve the proposal and re-launch the written procedure.
- (3) The result of a written procedure will be notified without delay to each Announced Representative (including Alternates).
- (4) The regular deadline for decisions in written procedure shall be 10 (ten) working days. The Chairperson may adjust the regular deadline by decreasing or increasing it, duly taking into account the circumstances and the time required for consideration of the vote but in any case sufficient to allow any Voting Member to answer in the required form.
- (5) A proposal for a decision shall always be in its final iteration. In case the Board is requested to choose between two or more proposals for a decision, the written procedure shall apply as follows:

- (i) The Chairperson shall submit all proposals for the Board's decision in one written procedure.
  - (ii) Members supporting a proposal shall submit their positive vote accordingly in writing within the deadline given in the transmission notice.
  - (iii) The proposal which receives the majority required under these Rules of Procedure for the subject of the decision shall be adopted. If the required majority is not reached for any proposal, a decision is not taken and the Chairperson shall convene a meeting for further discussing the content of the decision and organise a vote by show of hands.
- (6) The written procedure shall not apply for:
- (i) decisions or votes requiring secret ballot;
  - (ii) the election and dismissal of the Chairperson and Deputy Chairperson of the Board;
  - (iii) the appointment, extension of term of office, and dismissal of the Executive Director.
- (7) The requirements on form under Article 14(3) shall apply to the written procedure accordingly.

### **Article 12**

#### *Appointment and Dismissal of the Executive Director*

The Administrative Board shall appoint the Executive Director and may extend or end his/her term of office by a two-thirds majority of its Voting Members and pursuant to Article 15b(3) and (4) of the GSA Regulation.

### **Article 13**

#### *Summary of Decisions and Minutes of Meeting*

- (1) A summary of the decisions taken at each meeting of the Board shall be forwarded to each Announced Representative (including Alternate) not later than two weeks after the end of the meeting.
- (2) The draft minutes, which shall include the summary of all decisions made at the meeting, the attendance list, and the decisions taken with figures for the votes cast at each voting, shall be forwarded to each Announced Representative (including Alternate) not later than four weeks after the end of the meeting.
- (3) Once approved by the Members, the minutes shall be signed by the Chairperson with a copy provided to each Announced Representative (including Alternate) and the Chairperson and Deputy Chairperson no later than two weeks after its approval and the original kept in the archives of the Agency.
- (4) In analogy of the right of the EU bodies to determine the use of the Union's official languages in their respective rules of procedure according to Article 6 of Regulation No 1 of 15 April 1958 all documents produced by the Board shall be written in the English language.

## **Article 14**

### *Correspondence*

- (1) Any correspondence concerning the Board shall be addressed to the Board's Secretariat, which shall register it.
- (2) Correspondence to the Announced Representatives (including Alternates) shall be addressed directly to each respective person, using the contact details communicated to the Board's Secretariat.
- (3) Declarations or votes made by email shall be regarded as declarations or votes made in written form if confirmed by the declaring person by mail or fax. The declaration or vote shall be deemed received at the time of receipt of the email.

## **Article 15**

### *Confidentiality*

- (1) All proceedings of the Board, its decisions and minutes, shall adhere and be subject to the Commission's security rules regarding the protection of EU classified information and measures taken for its implementation.
- (2) Notwithstanding the preceding paragraph, the Board shall follow the internal rules and provisions which the Agency may establish for the handling of non-classified but sensitive information. As a general rule every participant in any Board meeting or written procedure or receipt of any communication related to Board matters shall treat in confidence any sensitive information either in nature such as regarding procurements or grants or identified as such by the disclosing party.
- (3) The Board may decide on special safety and security rules of procedure relating to specific subjects, always compliant with this Article.
- (4) Any persons present at meetings of the Board shall respect the confidential character of the requirements applicable pursuant to this Article.
- (5) Any confidentiality obligations imposed pursuant to this article shall continue even after the persons duties or grounds underlying the participation in the Board meeting have ceased.

## **Article 16**

### *Reimbursement of Expenses*

- (1) Travel expenses incurred by Members, observers, and Representatives of third countries or international organisations attending Board meetings on invitation by the Board, in connection with Board meetings, shall be reimbursed by the Agency. Economy class flights or first class trains are eligible for reimbursement. Hotel costs are only eligible for the Chairperson. No daily allowances are eligible for reimbursement.
- (2) Expenses incurred by Alternates relating to Board meetings shall be paid by the Agency in accordance with Article 16(1) above, only in cases where the Alternate replaces the Member for whom he/she has been appointed as Alternate.

## **Article 17**

### *Prevention and Management of Conflicts of Interest*

- (1) Every Member, Alternate and person participating in Board meeting on the basis of Article 1(6), (7) and (8) (hereinafter the “persons concerned”) shall submit (i) a written Declaration of Commitments, Interests and Confidentiality in the form specified in the Annex (hereinafter “Declaration”), unless he/she has already submitted such a declaration in accordance with other GSA implementing rules on conflict of interest and (ii) a short summary curriculum vitae (CV) in a format of their choice. Any personal data that may be included in the Declaration and/or summary CV shall be processed in accordance with the applicable rules on protection of personal data and the modalities of the privacy statement included in the Annex.

The Declaration shall be duly signed and indicate the absence or existence of any direct or indirect interest which might be considered prejudicial to independence of the concerned person in performing the tasks in connection with the Board activities.

- (2) The Declaration shall be accurate and complete. When necessary, it shall specify activities that may be affected by an actual or potential conflict of interest.
- (3) The persons concerned shall renew the Declarations and summary CVs annually. Furthermore, they shall submit updated Declarations and summary CVs whenever necessary, in particular in the event of any relevant change in their personal circumstances.
- (4) The persons concerned shall submit the Declarations and summary CVs to the GSA Internal Control Coordinator before their participation in the first Board meeting of the year. Persons concerned who have not submitted the Declaration or summary CV shall not take part in the Board meetings, in working group meetings or in Board written procedures.
- (5) The Internal Control Coordinator shall publish on the GSA website (i) the Declarations of the Chair of the Administrative Board, the Deputy Chair of the Administrative Board and, where appropriate, the Chairs of the working groups and (ii) the summary CVs of every Member and Alternate, including those of the Chair of the Administrative Board, the Deputy Chair of the Administrative Board and, where appropriate, the Chairs of the working groups. This publication shall respect rules on protection of personal data, in accordance with the modalities of the privacy statement included in the Annex.
- (6) The persons concerned shall refrain from performing tasks affected by a conflict of interest. In particular, they shall abstain from participating in discussions and voting on agenda items of a Board meeting that are concerned by the conflict of interest.
- (7) At the beginning of any Board meeting or working group meeting, the Chair shall request all participants to declare the absence or existence of any interest which might be considered prejudicial to their independence in relation to any item on the agenda. Declarations submitted on this request shall be recorded in the minutes of the meeting.
- (8) The Internal Control Coordinator shall regularly monitor the Declarations made by the persons concerned. S/he shall bring any potential conflict of interest to the attention of the Chair of the Board or of the working group. If the conflict of interest concerns the Chair him/herself, the latter shall report to all Members.

**Article 18**

*Amendment of the Rules of Procedure*

The Board may amend these Rules of Procedure, including its Annex, by absolute majority of its Voting Members.

**Article 19**

*Entry into Force*

These Rules of Procedure including its Annex shall enter into force on the day following its adoption.

Done in Prague on 19 April 2019

For the GSA Administrative Board



Mr Jean-Yves Le Gall

Chair of the GSA Administrative Board

**Annex:**

**Declaration of Commitments, Interests and  
Confidentiality**

First Name:

Last name:

Position/mandate held at the GSA / Administrative Board / Working Group:

I declare that I will perform all activities in connection with the Administrative Board and its working groups ('Board') with utmost care, I will apply the highest professional standards and I will act in the interest of the GSA.<sup>3</sup>

Should I become aware of any situation of an actual or potential conflict of interest involving my person I will immediately report it to Chair of the Board. I accept that the Chair or the Deputy Chair may take necessary measures to address such situation. I undertake to provide all reasonable support to this effect and acknowledge that I shall not be entitled to or claim any compensation as a result of any such measures.

I undertake to treat and keep in confidence and apply strict confidentiality to any information given to or obtained by me in connection with the activities of the Board. I agree that I will continue to be bound by these obligations after the term of my involvement in the activities of the Board.

I declare hereby the following direct and indirect interests which are relevant for assessing my independence in performing the tasks in connection with the Board activities<sup>4</sup>:

### **I. Employment and other professional activities**

*Employment or any other professional relationship (e.g. consultancy, legal representation or advice) with a commercial entity<sup>5</sup> or other organisation<sup>6</sup> with an interest in the field of activity of the GSA within the past 5 years:*

- No
- Yes, and more in particular:

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<sup>3</sup> This paragraph is not applicable to observers

<sup>4</sup> If the sheets of the present declaration are insufficient, it is possible to use blank ones, provided that they are signed and attached to the Declaration.

<sup>5</sup> This includes any commercial business, 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.

<sup>6</sup> An '**organisation**' includes governmental, international or non-profit organisations, as well as interest groups.

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

## II. Membership of Governing Bodies, Advisory Bodies or equivalent structure

*Participation in the internal decision-making of a commercial entity or other organisation with an interest in the field of activity of GSA (e.g. board membership, directorship) within the past 5 years or participation in the works of an Advisory Body related to the GSA activity with voting rights on the outputs of that entity within the same period:*

- No
- Yes, and more in particular:

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

## III. Other membership or affiliation

*Membership or affiliation within the past 5 years other than the above that can be perceived as creating a potential conflict of interest:*

- No
- Yes, and more in particular:

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



#### IV. External funding

*Reception of any financial support from a commercial entity or other organisation with an interest in the field of activity of GSA (including grants, rents, donations, sponsorships, fellowships, non-monetary support) by me or any entity to which I belong:*

- No
- Yes, and more in particular:

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

#### V. Investments

*Current investments in a commercial entity with an interest in the field of activity of GSA, including holding of stocks and shares, stock options, equity, bonds, partnership interest in the capital of such undertaking, one of its subsidiaries or a company in the capital of which it has a holding:<sup>7</sup>*

- No
- Yes, and more in particular:

Investment	Name of organisation or commercial entity

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<sup>7</sup> You may exclude 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 you have no influence on their financial management.

## VI. Intellectual Property

*Ownership of any intellectual property rights (e.g. patent, trademark, copyright or proprietary know-how) in the field of activity of GSA that might create a potential conflict of interest:*

- No
- Yes, and more in particular:

Intellectual Property	Name of organisation or commercial entity	Description

## VII. Public statements and positions

*Delivering of an expert opinion or testimony in the field of activity of the GSA for a commercial entity or other organisation as part of a regulatory, certification, standardisation, legislative or judicial process within the past 5 years or holding an office or other position, paid or unpaid, where I represented interests or defended an opinion in the field of activity of GSA within the same period:*

- No
- Yes, and more in particular:

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

## VIII. Other relevant information

*Any Other elements that could be seen as jeopardising my independence when working for the Agency:*

**IX. Interests held by close family members<sup>8</sup>**

*Current interests of my close family members in the field of activity of the Agency (as specified above in the sections I.-VIII.):*

Function/Activity	Name of organisation or commercial entity	Description

I declare that I have read and understood the General GSA Policy on the Prevention and Management of Conflicts of Interest, Article 17 of the Rules of Procedures of the Administrative Board.

I declare that the present Declaration is at my best knowledge accurate and complete. If it applies to my situation in accordance with Article 17 of the Rules of Procedure, I shall undertake to update the Declaration annually and whenever necessary, in particular in the event of any relevant change in my personal circumstances.

I understand that Declarations of the Chair of the Administrative Board, the Deputy Chair of the Administrative Board and, where appropriate, the Chairs of working groups will be published on the GSA website, in accordance with the modalities of the privacy statement here below.

Any personal data I provide in this form and in my summary CV (submitted separately) will be processed in accordance with the applicable rules 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 (currently Regulation (EU) 2018/1725) and the modalities of the following privacy statement:

**Identity of the Controller and Data Protection Officer:**

- **Controller:** European GNSS Agency (GSA), Administrative Board Secretariat, Janovskeho 438/2 170 00 Prague 7, Czech Republic, [adminboard@gsa.europa.eu](mailto:adminboard@gsa.europa.eu)
- **Data Protection Officer:** GSA Data Protection Officer, Janovskeho 438/2 170 00 Prague 7, Czech Republic, [dpo@gsa.europa.eu](mailto:dpo@gsa.europa.eu)

**Purpose of the processing:** for the purpose of ensuring that persons involved in the activities of the Administrative Board act in the public interest and independently of any external influence:

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<sup>8</sup> For this purpose 'close family members' are considered to be the persons forming a household with the person making this declaration (spouse, partner, and/or dependent children). For privacy reasons neither the relationship nor the name is to be included. Only current interests held by close family members are of relevance and not past interests.



- The personal data of all persons involved in the activities of the Administrative Board are collected by way of (i) filling in the declaration of commitments, interests and confidentiality and (ii) submitting a summary curriculum vitae (CV) in a format of their choice;
- The personal data of every Member and Alternate, including those of the Chair of the Administrative Board, the Deputy Chair of the Administrative Board and, where appropriate, the Chairs of the working groups that are included in the submitted summary CVs are further published on the GSA's website.
- The personal data of the Chair of the Administrative Board, the Deputy Chair of the Administrative Board and, where appropriate, the Chairs of working groups that are included in the declaration of commitments, interests and confidentiality are further published on the GSA's website by way of publishing the entire declaration.

**Data concerned:**

- data of persons involved in the Administrative Board's activities (who are required to fill in the declaration and submit a summary CV): name, last name, position, information on employment and other professional activities in the field of activity of the GSA, information on membership of governing bodies, advisory bodies or equivalent entities in the field of activity of GSA, information on other types of membership, information on receipt of financial support from entities in the field of activity of the GSA, information on investments in entities in the field of activity of the GSA, information on ownership of intellectual property rights in the field of activity of the GSA, information on public statements and positions in the field of activity of the GSA,
- data of close family members (**without specification of their name, last name or nature of relationship**) of persons involved in the Administrative Board's activities: information on interests in the field of activity of the Agency

It is noted that the aim of the declaration of commitments, interests and confidentiality and of the summary CVs is not to process any special categories of data. If, however, a data subject includes at its own volition such categories of data in its declaration and/or summary CV, the GSA will treat them for the sole purpose of immediately cancelling them. Such data will not be stored or treated in any other manner.

**Any personal data pertaining to close family members (e.g. name, last name, nature of relationship) which may be included in the declarations and/or summary CVs, will be redacted prior to the publication of the declarations and summary CVs on the GSA website.**

**Legal bases:** Article 5(1)(a) of Regulation (EU) 2018/1725<sup>9</sup> and, with limited reference to the special categories of data and for the sole purposes mentioned above, Article 10(2)(g) of Regulation (EU) 2018/1725<sup>10</sup>.

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<sup>9</sup> Such reference may be changed in the future in case a new piece of legislation is adopted which would repeal the current Regulation.

<sup>10</sup> Such reference may be changed in the future in case a new piece of legislation is adopted which would repeal the current Regulation.



**Lawfulness of the processing:** the processing is necessary for the performance of a task carried out in the public interest.

**Recipients of the data processed:**

- a limited number of staff of the GSA managing the activities of the Administrative Board and its working groups;
- a limited number of staff of GSA contractors in charge of the provision of hosting services for the GSA's servers;
- members of the public, only in the case of personal data which are published on the internet (GSA's website) as explained above

**Information on the retention period and storage locations of personal data:**

- signed declarations/submitted summary CVs and the personal data included therein are kept for a period of 5 years from the date on which they are signed or submitted;
- signed declarations/submitted summary CVs are stored on GSA servers hosted by GSA contractors which are located in the EU and abiding by the necessary security provisions

**The data subject's rights:**

- Data subjects have the right of access, rectification and erasure of their personal data or restriction of processing at any time. Requests shall be addressed to the GSA Administrative Board Secretariat at [adminboard@gsa.europa.eu](mailto:adminboard@gsa.europa.eu) by describing your request explicitly;
- Data subjects have the right to object, on grounds relating to his or her particular situation, at any time to processing of personal data concerning him or her. Requests shall be addressed to the GSA Administrative Board Secretariat at [adminboard@gsa.europa.eu](mailto:adminboard@gsa.europa.eu) by describing your request explicitly. It is noted that pursuant to such a request, the Controller shall no longer process the personal data unless the Controller demonstrates compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject or for the establishment, exercise or defence of legal claims;
- Data subjects are entitled to lodge an appeal at any time with the European Data Protection Supervisor (EDPS) at [edps@edps.europa.eu](mailto:edps@edps.europa.eu) should they consider that the processing operations do not comply with the applicable rules

**Date:**

**Signature:**