



**DECISION No MB/2013/8  
OF THE MANAGEMENT BOARD OF THE EUROPEAN UNION AGENCY  
FOR NETWORK AND INFORMATION SECURITY  
ON PRACTICAL ARRANGEMENTS FOR THE RULES ON  
DECLARATIONS OF INTEREST**

Having regard to Regulation (EU) No 526/2013 of the European Parliament and of the Council of 21 May 2013 concerning the European Union Agency for Network and Information Security (ENISA) and repealing Regulation (EC) No 460/2004 and, in particular Article 15 (3);

Having regard to the Decision of the Management Board of ENISA on rules for prevention and management of conflicts of interest, adopted on 17 October 2013;

HAS ADOPTED THIS DECISION:

**Article 1  
Practical arrangements**

1. The members of the Management Board and their alternates, the Executive Director and the officials seconded by Member States shall act independently in the public interest and they shall act impartially, avoiding any situation liable to give rise to potential conflicts of interest.
2. Members of the Management Board and their alternates, the Executive Director and the officials seconded by Member States shall make a declaration of commitment to fulfil their duties and a declaration indicating the absence or presence of any direct or indirect interest which could be prejudicial to their independence (hereinafter referred as to "declarations").
3. Declarations shall be made annually in writing. Members of the Management Board and their alternates shall submit declarations during an ordinary meeting of the Management Board or send them to Management Board Secretariat within 10 working days after the ordinary meeting.
4. Members of the Management Board and their alternates shall make an initial declaration when taking up their duties. The initial declarations are renewed annually. The Secretariat of the Management Board will be in contact with them to ensure that updates are provided. If at any point in time changes occur to the situation of the member's interests, he/she should make an updated declaration without delay.
5. Declaration shall be entered in a register held by the Agency and shall be accessible to the public, on request, at the Agency's headquarter. In addition, the declarations of the members of the Management Board, of their alternates, of the Executive Director

and of the officials seconded by Member State shall be made public on the Agency's website.

6. These Declarations shall be made in accordance with the models contained in Annex 1 and Annex 2 of these rules.
7. The Chairperson of the Management Board shall review the declarations of interest from the other members of the Management Board and bring any issue of concern to the attention of the Management Board. His/hers declarations of interest shall be reviewed by the Vice-Chairperson of the Management Board.
8. Before participating in a meeting, each participant shall ensure that his or her declaration of interest is valid and includes the latest relevant information.
9. Member of the Management Board or his/her alternate shall not participate at the Management Board meeting without a valid declaration in place. Moreover, at each meeting, a member or alternate is required by the ENISA Founding Regulation to declare any interest which could be prejudicial to their independence with respect to any point on the agenda. Anyone declaring such interests does not participate in any voting or discussion on the respective point.
10. Any interest declared by the member of the Management Board or their alternate, the Executive Director, or expert participating in ad hoc Working Groups at the start of each meeting should be dully recorded in the minutes of the meeting.
11. In case, where, following the expiry of a declaration of interest, a member of the Management Board or his/her alternate is late to provide a new declaration, meeting documents and correspondence will not be sent to the member or alternate until the declarations is received.

**Article 2**  
**Entry into force**

This decision shall enter into force on the date of its signature.

Done at Vilnius, on 17 October 2013.

On behalf of the Management Board



*Chairperson*

**Annex 1**

**ANNUAL DECLARATION OF COMMITMENT  
FOR MEMBERS OF THE MANAGEMENT BOARD acc. to Art. 15 of the  
ENISA REGULATION (EU) 526/2013**

I ....., hereby declare that I shall make all reasonable efforts to fulfil my duties as a member of the Management Board.

I understand that this Declaration will be entered in a register held by the ENISA and will be accessible to the public, on request, at the headquarters of the Agency and will be made public on the Agency's website.

Done at \_\_\_\_\_ on \_\_\_\_/\_\_\_\_ 201\_\_

Signature: \_\_\_\_\_

## Annex 2

### ANNUAL DECLARATION OF INTEREST

Title (Ms., Mr., Dr., Prof.).....

First Name: .....

Surname: .....

ENISA Position: .....

*NB! Please specify your position as the member of the Management Board or alternate for the particular Declaration.*

hereby declares to have the following direct or indirect interest of relevance to ENISA:

1. Work and activities in organisations relevant to the operating area of ENISA.

During the past 3 years, all activities performed for or on behalf of an organization operating in a related field, whether related to the substance of ENISA mandate or to its operational support, and whether or not these activities have been subject to regular or occasional remuneration in cash or kind, either by the declaring member or to the best of his/her knowledge the members of his/her household, including i) participation in the internal decision-making of a company (e.g. Board membership, executive or non executive directorship), ii) permanent or temporary member of the personnel of a company/institute (Other activities performed within a company (e.g. traineeship) are also subject to declaration.), iii) work contracted out by companies/institute, through consultancy or otherwise. Indicate names of organisation/Position/Period:

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2. From the moment of taking the post of the member of the Management Board, any financial interests in a company relevant to the operating area of ENISA and/or voting rights in a company, including holding of stocks and shares, equity, bonds, partnership

interests<sup>1</sup> in the capital of a company, one of its subsidiaries or a company in the capital of which it has a holding (names of the companies):

3. Other links with the field of activity of ENISA during the preceding 3 years, including the participation in relevant activities supported by EU grants or contracts. All assistance and support received from stakeholders of ENISA, whether associated with direct or indirect pecuniary or material benefits, including: i) grants for study or research, ii) fellowships or sponsorships endowed by a company operating in the related business and iii) any other relevant activity related to EU grants and contracts. If such assistance or support is still subject to compensation in any form then declaration of any activity independently of granting period:

4. Any membership role or affiliation, or any other links with the organisations relevant to ENISA.

During the preceding 3 years, interests of non-pecuniary or material benefit to the declaring member, arising from professional activities or affiliation with national or international organisations or bodies with tasks similar to ENISA. It also includes the participation in public interest groups, professional societies, clubs or organisations which have an agenda or an interest or involvement in ENISA's work:

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<sup>1</sup> When declaring financial interests e.g. stocks and shares, only the kind, number and company name need be stated.

5. Other interests or facts whether or not related to such organisations which you consider should be made known to ENISA, including matters relating to the members of your household:

I hereby declare that I have read the Rules for prevention and management of conflicts of interest and that the above Declaration of Interest is at my knowledge complete.

I further declare that should any changes occur and should it appear that I have or acquire additional interests that should be made known to ENISA I shall forthwith declare them and complete a new declaration of interests detailing the changes.

I understand that this Declaration will be entered in a register held by the Agency, and will be accessible to the public, on request, at the headquarters of the Agency and will be made public on the Agency's website.

Please note that the European Union Agency for Network and Information Security (ENISA) will ensure on its part that your personal data hereby submitted is processed as required by *Regulation (EC) No 45/2001 on protection of individuals with regards to the processing of personal data by the Community institutions and bodies and on the free movement of such data*. To exercise these rights, please contact the relevant Secretariat. *ENISA will not keep any Declaration of Interests for a period longer than 7 years. You have the right to access your Declaration of Interest and to update or correct it. In case in the Declaration of Interest you include information about other data subjects (i.e. your family), you are yourself responsible to inform them about their rights according to the said Regulation. The purpose of processing this data is to safeguard the independence of ENISA's advice, clarify its credibility as a body of expertise, and to protect the brand value of ENISA and its constituent bodies.*

Signature:.....

Date:.....

*(If you need more sheets to declare your interests, do not hesitate to use blank ones, but please sign each one of them and attach them to this form.)*