**Annex I - Classification form[[1]](#footnote-1)**

To be filled in by all applicants

This application is made as:

* **An organisation (Type C member)**.

Transparency Register identification number: […]

Type C member refers to the meaning of that term in Article 7 of Commission's Decision C(2016)3301

\*\*\*

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 indicated below***).

* a) Academia, research Institutes and Think Tanks
* b) Banks/Financial institutions
* c) Companies/groups
* d) Law firms
* e) NGOs
* f) Professionals’ associations
* g) Professional consultancies
* h) Trade and business associations
* i) Trade unions
* j) Other (please specify):

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.

**Banks/Financial institutions**

Banks and other similar bodies providing financial services, including financial intermediation. All sorts of banks should be classified within this category, including national central banks.

**Companies/groups**

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

**Law firms**

Business entities formed by one or more lawyers to engage in the practice of law. The primary service rendered by a law firm is to advise clients (individuals or corporations) about their legal rights and responsibilities, and to represent clients in civil or criminal cases, business transactions, and other matters in which legal advice and other assistance are sought.

**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.

**Professional consultancies**

Firms carrying on, on behalf of clients, activities involving advocacy, lobbying, promotion, public affairs and relations with public authorities.

**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](https://en.wikipedia.org/wiki/Wage), work rules, rules governing hiring, firing and promotion of workers.

**Other organisations**

Organisations which are not possible to classify in any other category.

\*\*\*

To be filled in by 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 indicated below***):

* a) Academia/Research
* b) Civil society
* c) Employees/Workers
* d) Finance
* e) Industry
* f) Professionals
* g) SMEs
* h) 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 recognized rights and duties.

**Finance**

The management of revenues or the conduct or transaction of money matters, as in the fields of banking, insurance and investment.

**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 law: [EU recommendation 2003/361](http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2003:124:0036:0041:EN:PDF) http://ec.europa.eu/wel/images/doc_icons/f_pdf_16.gif.

The main factors determining whether a company is an SME are:

1. **number of employees** and
2. either **turnover** **or** **balance sheet total**.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Company category | Employees | Turnover | or | | Balance sheet total |
| 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 other category.

\*\*\*

To be filled in by organisations applying to be appointed as Type C members

Please select one **or more policy areas** in which your organisation operates:

* Agriculture
* Archaeology
* Architecture
* Audiovisual and media
* Audit
* Banking
* Biodiversity
* Civil protection
* Civil service
* Climate
* Competition
* Conservation
* Consumer affairs
* Culture
* Cultural Heritage
* Cultural Landscape
* Customs
* Development
* Disaster Risk Reduction
* Economy
* Education
* Employment and social affairs
* Energy
* Engineering (chemical)
* Engineering (civil)
* Engineering (infrastructure)
* Engineering (IT)
* Engineering (maritime)
* Engineering (space policy)
* Engineering (space research)
* Enlargement
* Environment
* Equal opportunities
* External relations
* External trade
* Finance
* Fisheries and aquaculture
* Food safety
* Forestry
* Fundamental rights
* Humanitarian aid
* Industry
* Information society
* Innovation
* Insurance
* Labour
* Land management
* Law (civil)
* Law (corporate)
* Law (criminal)
* Law (taxation)
* Linguistics and Terminology
* Livestock
* Medical profession
* Migration
* Natural resources
* Plant production
* Public affairs
* Public health
* Public relations
* Raw materials
* Research
* Science
* Science diplomacy
* Security
* Smart specialisation
* Social service
* Space and Satellites (policy)
* Space and Satellites (research)
* Sport
* Statistics
* Sustainable Development
* Systemic eco-innovation
* Tax
* Trade
* Training
* Transport
* Urban development
* Water
* Youth
* Other

For organisations applying to be appointed as Type C members

Name of the organisation[[2]](#footnote-2): ………………….

Surname of the representative proposed: ………………….

First name of the representative proposed: ………………….

Surname of the person applying on behalf of the organisation: ………………….

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

Date: ………………….

Signature …………………..

**Annex II: Selection criteria form[[3]](#footnote-3)**

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

|  |  |
| --- | --- |
| Proven and relevant competence and experience, including at European level, taking into account the tasks and areas of the sub-group, i.e.:  1. ports as hubs for the sustainable Blue Economy  2. coastal and marine construction and engineering as well as building with respect to the nature  3. circular economy in the port context  4. manufacturing of wind turbine construction material  5. shipbuilding and transport  6. coastal, maritime and cruise tourism  7. fisheries and aquaculture  8. maritime spatial planning |  |
| Competence, experience and hierarchical level of the representative who will be indicated by the organisation to attend the meetings of the sub-group |  |
| Sufficient knowledge of the English language allowing active participation in the discussions; |  |

For organisations applying to be appointed as Type C members

Name of the organisation[[4]](#footnote-4): ………………….

Surname of the representative proposed: ………………….

First name of the representative proposed: ………………….

Surname of the person applying on behalf of the organisation: ………………….

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

Date: ………………….

Signature …………………..

**Annex III: Privacy statement**

**PROTECTION OF YOUR PERSONAL DATA**

**Table of Contents**

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

This privacy statement explains the reason for the processing, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you may exercise in relation to your data (the right to access, rectify, block etc.).

The European institutions are committed to protecting and respecting your privacy. As this service/application collects and further processes personal data, Regulation (EC) N°45/2001[[5]](#footnote-5) 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, is applicable.

This statement concerns the Register of Commission Expert Groups and Other Similar Entities (‘Register of expert groups’) undertaken by the European Commission, Secretariat-General, Head of Unit G.4 (Institutional Affairs). The Register is a database containing a list of Commission expert groups and other similar entities and their sub-groups. For each expert group, the Register provides valuable information including on the Commission department which is running the group, as well as on the group members, mission and tasks. The Register also includes relevant documents which are produced and discussed by expert groups.

Personal data submitted to Commission departments as part of rejected applications are not published on the Register of expert groups. The competent Commission departments keep these data for six months and do not process them for other purposes.

1. **Why do we process your data?**

Purpose of the processing operation: The European Commission, Secretariat-General, Head of Unit G.4 (Institutional Affairs) (‘the Data Controller’) collects and uses your personal information to ensure transparency on expert groups’ membership and activities.

The processing and publication on the Register of expert’s personal data is necessary for the performance of a task carried out in the public interest, since it increases the transparency on Commission expert groups (article 5 (a)of Regulation (EC) N° 45/2001).

As regards, in particular, the declarations of interests filled in by experts appointed in a personal capacity, the processing of personal data of these experts serves the public interest of enabling the Commission to verify the experts' independence in providing advice to the Commission. Furthermore, the public disclosure of declarations of interests allows for public scrutiny of the interests declared by experts appointed in a personal capacity, 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.

Art 27 of Regulation (EC) N° 45/2001 is not applicable.

1. **Which data do we collect and process**?

The personal data collected and further processed may be:

* Name;
* Professional title;
* Professional profile;
* Nationality;
* Gender;
* Interest represented (only for individuals applying to be appointed as members of expert groups or sub-groups representing a common interest and for the designated representatives of organisations applying to be appointed members of expert groups or sub-groups);
* Information included in the declarations of interest (only for individuals applying to be appointed as members of expert groups or sub-groups in a personal capacity).

1. **How long do we keep your data?**

The Data Controller only keeps the data for the time necessary to fulfil the purpose of collection or further processing.

When an individual is no longer participating in a group listed in the Register of expert groups, all personal information related to this individual is removed from the Register. The competent Commission departments keep personal information for 5 years after the date where relevant individuals cease to participate in the work of the group.

Declarations of interests of individuals appointed as members or alternate members in a personal capacity of expert groups or sub-groups are published on the Register as long as they are members.

When a group is closed down, it remains published in the Register of expert groups for five years, with the indication 'Closed'. During such time, personal information other than the above-mentioned declarations of interests is visible on the Register.

An XML file is created daily with all the information regarding active groups. All versions of this file, showing the situation of the Register as of the day it was created, are stored in a file server for 5 years.

1. **How do we protect your data?**

All data in electronic format (e-mails, documents, uploaded batches of data etc.) are stored either on the servers of the European Commission or of its contractors, the operations of which abide by the European Commission’s security decision of 16 August 2006 [C(2006) 3602] concerning the security of information systems used by the European Commission.

The Commission’s contractors are bound by a specific contractual clause for any processing operations of your data on behalf of the Commission, and by the confidentiality obligations deriving from the transposition of Directive 95/46/CE.

1. **Who has access to your data and to whom is it disclosed?**

Information collected is publicly available on the Register of expert groups.

The XML files referred to in point 4 are not available neither via the internal application of the Register or the public version of the Register, and are only accessible to a reduced number of users in the System Owner and System Supplier's teams.

1. **What are your rights and how can you exercise them?**

According to Regulation (EC) n°45/2001, you are entitled to access your personal data and rectify and/or block it in case the data is inaccurate or incomplete.

If you do not wish to have your name published on the Register of expert groups, you may submit a request to the relevant Commission department for a derogation from publication. A derogation shall be granted where justified on compelling legitimate grounds in relation to your specific situation, in particular where disclosure of the experts’ name could endanger your security or integrity.

You can exercise your rights by contacting the secretariat of the competent Commission department or in case of conflict the Data Protection Officer and if necessary the European Data Protection Supervisor using the contact information given at point 8 below.

1. **Contact information**

If you have comments or questions, any concerns or a complaint regarding the collection and use of your personal data, please feel free to contact the secretariat of the competent Commission department, using the following contact information:

The Data Processor:

* *Directorate General for Maritime Affairs and Fisheries (DG MARE), Blue Economy Sectors and Aquaculture Unit (MARE A2)*
* *Telephone: (32-2) 29 69 866 and (32-2) 29 92 133*
* *MARE-A2@ec.europa.eu*

The Data Protection Officer (DPO) of the Commission: [DATA-PROTECTION-OFFICER@ec.europa.eu](mailto:DATA-PROTECTION-OFFICER@ec.europa.eu)

The European Data Protection Supervisor (EDPS): [edps@edps.europa.eu](mailto:edps@edps.europa.eu).

1. **Where to find more detailed information?**

The Commission Data Protection Officer publishes the register of all operations processing personal data. You can access the register on the following link : <http://ec.europa.eu/dpo-register>

This specific processing has been notified to the DPO with the following reference: DPO-2194.8.

1. This form must be filled in, signed and returned with the application. [↑](#footnote-ref-1)
2. It is mandatory to use exactly the same name used when registering in the Transparency Register. [↑](#footnote-ref-2)
3. This form must be filled in, signed and returned with the application. [↑](#footnote-ref-3)
4. It is mandatory to use exactly the same name used when registering in the Transparency Register.. [↑](#footnote-ref-4)
5. [Regulation (EC) N° 45/2001](http://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32001R0045) (OJ L8 of 12/01/2001). [↑](#footnote-ref-5)