e-Infrastructure Reflection Group Non-Conflict of Interest Policy

All e-Infrastructure Reflection Group (e-IRG) delegates, external experts and members of the e-IRG Support Programme who are taking part in an e-IRG governing or editorial activity will strive to avoid any conflict of interest between interests that result from the vision, mission, objectives or mandate of e-IRG on the one hand and their professional, personal, and business interests. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purpose of this policy is to protect the integrity and independence of the e-Infrastructure Reflection Group and its decision-making processes, and to enable all stakeholders to have confidence in e-IRG's neutrality and lack of bias, and to protect the impartiality and reputation of its members and e-IRG itself.

e-IRG, with the support of the secretariat, collects background information of each delegate through the *e-IRG delegates e-Infrastructure involvement template* and will store this information. Upon request this information may be disclosed to the European Commission following a decision by the e-IRG plenum or the e-IRG Executive Board mandated by the plenum.

In the course of any e-IRG governing or editorial activity, delegates will disclose any interests in a transaction or decision where there may be a conflict between e-IRG's best interests and the delegates' best interests or a conflict between the best interests of two organisations or undertakings that the delegate is involved in. If in doubt the potential conflict must be declared anyway and clarification sought.

If a conflict of interest exists, it is a case by case decision if the conflict will be authorised or not.

**Authorising a Conflict of Interest**

In case of a potential conflict of interest arising for an e-IRG delegate, an external expert or a member of the e-IRG Support Programme because of a duty of loyalty owed to another organisation or person, and the conflict is not authorised by virtue of any other provision in e-IRG's bylaws, the un-conflicted delegates may authorise such a conflict of interest where the following conditions apply:

1. The e-IRG delegates **permission is sought** before a benefit may be authorised that isn't otherwise authorised in the e-IRG bylaws or Terms of Reference; or
2. The e-IRG delegate, external expert, or member of the e-IRG Support Programme who has declared the conflict of interest **withdraws** from the e-IRG governing or editorial activity at which there is any transaction affecting that other organisation, undertaking or person.
3. The e-IRG delegate, external expert, or member of the e-IRG Support Programme who has declared the conflict of interest **does not vote** on any such matter and is not to be counted when considering whether a quorum is present at the meeting of a governing body or editorial activity; or,
4. The other e-IRG delegates who have no conflict of interest in this matter consider it is in the interests of e-IRG to authorise the conflict of interest in the circumstances applying.
5. In all cases, any such disclosure and the subsequent actions taken will be noted in the minutes of the relevant meeting or committee, or in the colophon of the e-IRG document.

For all other potential conflicts of interest the advice of the e-IRG Chair and Executive Board will be sought and the advice recorded in the minutes. All steps taken to follow the advice will be recorded.

**Declaration of No Conflict of Interest**

*A Declaration of No Conflict of Interest* is a) to be signed by each member of an e-IRG governing body or b) mandatory part of each Terms of Reference document, which is obligatory for every e-IRG document and every member of an e-IRG working group signs this declaration at the initial meeting of an e-IRG Working Group or Task Force or any other editorial composition.

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| I, the undersigned, in respect of my assigned involvement in the [insert name of governing body or title of the e-IRG Working Group/Task Force] (collectively referred to below as ‘Activity') confirm that I:* do not have any conflict of interest in connection to the Activity to be undertaken by me;
* will inform the e-Infrastructure Reflection Group Chair and Executive Board, without delay, of any situation constituting a conflict of interest or could give rise to a conflict of interest;
* have not made, and will not make, any offer of any type whatsoever from which an advantage can be derived under the Activity;
* have not granted, sought, attempted to obtain or accepted and will not grant, seek, attempt to obtain, or accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal or corrupt practice, either directly or indirectly, as an incentive or reward relating to the Activity;

Place and date: [ insert Place, DD-MM-YYYY ]Full name: [ insert first and last name ]Function: [ … ]Signature: X  |

**Final Remark**

The *e-Infrastructure Reflection Group Conflict of Interest Policy* is meant to supplement good judgement, and e-IRG delegates, external experts and members of the e-IRG Support Programme should respect its spirit as well as its wording.