



Administration Department  
Human Resources Section

### Declaration by management staff Conflict of interest<sup>1</sup>

*This questionnaire, to be filled yearly by management staff, aims at allowing the Appointing Authority/Authority Empowered to Conclude Contracts of Employment to identify any potential or actual conflict of interest in relation to a specific post and, if necessary, to take appropriate measures. The signed original of this questionnaire will be inserted by the Human Resources Section in the personal file of the staff member and a copy will be given to him/her.*

**PART TO BE FILLED IN BY THE MANAGER**

*In your opinion, do you have any personal interest, in particular a family or financial interest, or do you represent any other interests of third parties, which would actually or potentially impair your independence in the course of your duties in the specific post that you occupy at the Translation Centre for the Bodies of the European Union and which may thus lead to any actual or potential conflict of interest relevant to that position?*

YES  NO

*If yes, please detail:*

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I hereby certify that the information provided in this form is correct and complete. I will immediately inform the Appointing Authority/Authority Empowered to Conclude Contracts of Employment of any change in my situation, or of any new relevant information I may receive which could cause a breach of the Staff Regulations/Conditions of employment of other servants. **I am aware that any false or incorrect declaration may result in disciplinary sanctions.**

Name and function: *Thierry FONTENELLE, Head of Translation Department*

Date: *18/01/2019*

Signature: *[Handwritten signature]*

**Département Traduction  
Thierry FONTENELLE  
Chef de Département**

<sup>1</sup> Any personal data shall be processed pursuant 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 (Regulation 45/2001). Such data shall be processed solely for the purposes of this procedure without prejudice to possible transmission to the bodies charged with monitoring or inspection tasks in application of European Union law.

**PART TO BE FILLED IN BY THE APPOINTING AUTHORITY/AUTHORITY EMPOWERED TO CONCLUDE CONTRACTS OF EMPLOYMENT**

No risk of conflict of interest.

(Potential) conflict of interest.

- Describe the personal interests which would actually or potentially impair the staff member's independence in carrying out his/her duties in the specific post occupied or any other circumstance which actually or potentially constitutes a conflict of interest with respect to his/her post.

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- Describe measures which could be taken to mitigate the negative effects of the actual or potential conflict of interest.

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- Explain how the measures proposed are proportionate to the scope of the actual or potential conflict of interest.

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- Decision

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Date: 21/1/2019

Signature: .....

**TRANSLATION CENTRE**  
**Benoit VITALE**  
**Acting Director**

*[Handwritten signature]*