



THE EXECUTIVE DIRECTOR

HAVING REGARD to Regulation (EC) No. 401/2009 of the European Parliament and of the Council of 23 April 2009 on the European Environment Agency and the European Environment Information and Observation Network (codified version), and in particular Article 9(1) (e) thereof;

WHEREAS it is necessary to have a set of appropriate rules to govern guest scientist programmes organised by the European Environment Agency,

HAS ADOPTED the following:

Article 1: Purpose and duration

The purpose of the assignment of a guest scientist to the Agency is to have scientific support to the implementation of the Agency's work programme and to extend links to the scientific community. The subject of the guest scientist's activities shall be determined in the detailed description of the project. The duration of the assignment shall depend on the time required to accomplish the purpose of the stay.

Article 2: Status

The guest scientist does not have the status of a staff member and is not covered by the Staff Regulations.

The Agency is not responsible for social security payments or sickness insurance during the stay at the Agency. From the date on which the assignment enters into force, the guest scientist is personally insured against the risk of accidents on the same terms and conditions as persons at the Agency who are not covered by the Staff Regulations.

Article 3: Registration

For non-Danish citizens, registration with the Danish immigration services shall be done at the initiative of the guest scientist or the home institution before taking up the assignment to the Agency. The Agency has no responsibility with regard to matters concerning the registration of the guest scientist with the Danish authorities.

Article 4: Organization

The guest scientist attends meetings on subjects of interest to him/her, receives documentation and participates in the work of the programme to which s/he is attached. The guest scientist shall consult his/her Head of Programme, and if appropriate Administrative Services, on any action s/he proposes to take on his/her own initiative relating to the Agency's activities.

The guest scientist must follow the Agency's code of good administrative behaviour and must exercise the greatest discretion with regard to all facts and information coming to their knowledge in the course of their stay at the Agency. They must not, in any manner whatsoever, disclose to any unauthorized person any document or information that has not already been made public. They continue to be bound by this obligation after the termination of the assignment. In this respect they shall sign an acknowledgement of rights and obligations.

Article 5: Financial provisions

The project shall have no direct financial implications for the Agency. Information on the budgetary provisions for the fulfilment of the project shall be indicated in the project proposal.

The guest scientist shall not be entitled to the payment of allowances or any other reimbursement by the Agency of expenses incurred during the period of assignment to the Agency.

The Agency will put at the disposal of the guest scientist the necessary office space together with relevant office supplies. The availability and allocation of office space shall be taken into account by the Programme concerned.

The guest scientist shall not be sent on mission by the Agency.

Article 6: Application and selection procedures

Applications in the form of a project proposal accompanied by a detailed CV should be sent to the Agency's Human Resource Management group for registration. The project proposal will subsequently be forwarded to the Programme concerned for consideration and possible selection of the guest scientist.

The decision to assign a guest scientist shall be taken, subject to a favourable

opinion of the Head of Programme, by the Executive Director of the Agency in the form of an exchange of letters with the Institution which employs the guest scientist. A description of the project shall be set out in the exchange of letters. The agreement shall specify the duration of the assignment and clarify the time and frequency that the guest scientist will be working at the premises of the Agency.

The acceptance of the guest scientist in the accident insurance taken by the Agency shall be pre-requisite to the assignment.

Application forms, work plan and other relevant documentation concerning the guest scientist will be kept in the files of the Agency's Human Resource Management group.

The decision and these rules shall be notified to the guest scientist, who shall confirm acceptance in writing.

Article 7: Evaluation

An evaluation in the form of a concluding report on the work of the guest scientist shall be done by the relevant Head of Programme to which the guest scientist has been attached, at the termination or prolongation of the stay at the Agency.

Article 8: Termination

The assignment ends when the period for which it was concluded expires. It may be ended earlier if in the interests of the Agency or for any other sufficient cause.

If the conduct of the guest scientist does not prove satisfactory, if there is a breach of the obligations with which the guest scientist is required to comply, the Agency, after hearing the guest scientist, may at any moment decide to terminate the assignment.

Article 9 - Final provisions

This decision replaces the Decision of 22 November 2005 (Decision/EEA/05/GEN/2) and takes effect on the date of its signature.

Done in Copenhagen on



Prof. Jacqueline McGlade 18/3/2010
Executive Director