



**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 provide scientific support to the implementation of the Agency's work programme and to extend links to the scientific community. Guest scientists may be working on specific projects, be on a short-term posting to help build up a broader partnership or to support a particular aspect of activities relevant to the Agency and the Eionet. 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 of officials or the Conditions of employment of other servants of the European Communities.

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 or the Conditions of employment of other servants.

### 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 relevance and interest to him or her, receives documentation and participates in the work of the programme to which he or she is attached. The guest scientist shall consult his or her Head of Programme, and if appropriate the Administrative Services, on any action the guest scientist proposes to take on his or 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 equipment. 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 CV must contain full details of all affiliations as well as education and employment history.

The project proposal should include a detailed work or development plan to be

agreed with the relevant Head of Programme. As part of the application, the candidate must provide evidence of current employment and permission to be affiliated with the EEA for the duration of the proposed stay as guest scientist.

Before being accepted as a guest scientist, there will be an ex-ante review of any possible conflicts of interest by the Executive Director and the Head of Administrative services, and a Declaration of Interests form and a Declaration of absence of conflict of interest form must be filled in and signed by the proposed guest scientist in this connection.

The decision to assign a guest scientist shall be taken, subject to a favourable opinion of the Head of Programme, by the Executive Director in the form of a formal exchange of letters with the Institution with whom the guest scientist is affiliated. Any further description or clarification of the project, beyond what has been detailed in the project proposal, shall be set out in the formal exchange of letters. In particular, the duration of the assignment and the time and frequency that the guest scientist will be working at the premises of the Agency shall be specified.

The acceptance of the guest scientist in the accident insurance as specified in Article 2 shall be pre-requisite to the assignment.

When taking up duties, guest scientists are required to:

- Sign an acknowledgement of receipt of the European Code of good administrative behaviour and of this current Decision; and
- Fill out and sign an acknowledgement of their rights and obligations.

The guest scientist's CV along with the signed Declaration of Interests and Declaration of absence of interest forms will be published on the EEA website for the duration of the guest scientist's assignment in the EEA.

Application forms, work plan and all other relevant documents concerning the guest scientist will be kept in the files of the Agency's Human resource management group.

#### Article 7: Evaluation

At the end of the assignment, the guest scientist will submit a full report to the EEA of the project completed.

#### 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 18 March 2010  
(Decision/EEA/10/GEN/1) and takes effect on the date of its signature.

Done in Copenhagen on 1<sup>st</sup> /3/2013

A handwritten signature in black ink, appearing to be 'JMcGlade', written over a horizontal line.

Prof. Jacqueline McGlade  
Executive Director