



## **EUROPEAN CENTRE FOR DISEASE PREVENTION AND CONTROL CODE OF CONDUCT OF THE MANAGEMENT BOARD**

### **THE MANAGEMENT BOARD OF THE EUROPEAN CENTRE FOR DISEASE PREVENTION AND CONTROL (hereafter 'ECDC'),**

Having regard to Regulation (EC) No 851/2004 of the European Parliament and of the Council of 21 April 2004 establishing a European centre for disease prevention and control (hereafter 'Founding Regulation');

Having regard to the adoption of a resolution by the European Parliament approving a Code of Good Administrative Behaviour which European Union institutions and bodies, their administrations and their officials should respect in their relations with the public (adopted on 6 September 2001), the European Ombudsman's Code of Good Administrative Behaviour and the corresponding Public Service Principles developed by the European Ombudsman;

Having regard to the ECDC Code of Good Administrative Behaviour;

Having regard to the Rules of Procedure of the ECDC Management Board, as amended on 21 March 2018, and in particular Articles 5, 17 and 18 thereof;

Having regard to ECDC's independence policy for non-staff, as adopted on 21 March 2018 (hereinafter 'Independence Policy').

#### **Whereas:**

- (1) The Management Board shall ensure that ECDC carries out its mission and performs the tasks assigned to it under the conditions laid down in Regulation (EC) No 851/2004, in other specific Union law provisions and in the implementing rules of ECDC;
- (2) The Management Board recognises the sensitivity of the tasks to be performed and the need to align its working practices with the requirements from the European Parliament and the European Ombudsman related to the Code of Good Administrative Behaviour and corresponding Public Service Principles;
- (3) ECDC shall comply with the Independence Policy in the implementation of its activities.

## **ADOPTS THE FOLLOWING CODE OF CONDUCT:**

### **Article 1. Scope**

1. With the present Code of Conduct the members and alternates of the Management Board of ECDC commit to meet the highest standards in performing their duties in the public interest.
2. The Code of Conduct provides guidance and sets ethical conventions, probity standards and benchmarks for Board members and alternates when acting in their duties for the Management Board, but also — where applicable — after termination of their mandate in relation to their duties performed as Management Board members and alternates.
3. The Code of Conduct is without prejudice to other rules that apply to the Management Board members and alternates, for example under the Founding Regulation, the Independence Policy, the Rules of Procedure of the Management Board, institutional rules applicable to EU bodies and national rules.

### **Article 2. Principles**

1. The Management Board is a collegial body and assumes responsibility for its decisions.
2. In their role, whether acting independently and individually or collectively in the public interest, Management Board members and alternates shall be guided by and observe the following principles of conduct: Integrity<sup>1</sup>, Diligence<sup>2</sup>, Discretion<sup>3</sup>, Honesty<sup>4</sup>, Objectivity<sup>5</sup>, Respect for others<sup>6</sup>, Collegiality<sup>7</sup>, Non-discrimination<sup>8</sup> and Accountability<sup>9</sup>.

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<sup>1</sup> This principle implies a duty to be guided by a sense of propriety and to conduct oneself in a manner that would bear the closest public scrutiny, also with regard to financial or other contributions.

<sup>2</sup> This principle implies a duty to examine carefully and impartially all the relevant elements for a decision.

<sup>3</sup> In particular, classified information within the meaning of Council Decision 2011/292/EU of 31 March 2011 on the security rules for protecting EU classified information and sensitive non-classified information must be managed with the utmost discretion.

<sup>4</sup> This principle implies a duty to act at all times honestly and truthfully.

<sup>5</sup> This principle implies a duty to be impartial, open-minded, guided by evidence, and willing to hear different viewpoints. One should be ready to acknowledge and correct mistakes.

<sup>6</sup> This principle implies a duty to act respectfully to each other and to other persons who interact with the Management Board in a polite, helpful, timely, and co-operative manner.

<sup>7</sup> This principle implies a duty to respect the professional standing of the other Board members and alternates and not to engage in any practice detrimental to the reputation and interests neither of the Management Board nor of ECDC.

<sup>8</sup> This principle implies that nobody should be discriminated by any means (for example, on grounds such as gender, colour, ethnic or social origin, language or disability).

<sup>9</sup> This principle implies a duty to be at all times ready to give an explanation or justification for a decision and action.

3. Management Board members and alternates shall avoid any situation liable to give rise to potential conflicts of interest and act transparently.
4. Taking into account the public character of their function Management Board members and alternates shall conduct themselves in a way that maintains and promotes trust among themselves and the public's trust in ECDC.
5. When questions arise which are not explicitly covered by this Code of Conduct, adherence to the generally accepted principles of probity shall determine the Management Board members' and alternates' behaviour.

### **Article 3. Duties**

1. Management Board members and alternates shall in particular:
  - a. exercise due diligence in supervising and steering ECDC in line with relevant EU legislation (in particular, the Founding Regulation, the EU and ECDC Financial Regulations and the EU Staff Regulations);
  - b. ensure that the Management Board operates within the limits of its statutory remit as defined in Article 14 of the Founding Regulation, and having due regard to the mandates of the ECDC Director and the Advisory Forum, as defined in Articles 16 and 18 of the Founding Regulation;
  - c. ensure attendance at the meetings as required by Article 5 of the Rules of Procedure of the ECDC Management Board within the deadline given by ECDC;
  - d. commit to participate in activities of the Management Board. Management Board members and alternates should play an active role and show engagement towards reaching a decision and for the implementation of decisions of the Management Board.
2. Management Board members and alternates shall respect the principle of sound financial management, namely in accordance with the principles of economy, efficiency and effectiveness.

### **Article 4. Relations with media, stakeholders and the general public**

1. Management Board members and alternates are the 'ambassadors' of the mission of ECDC and the decisions of the Management Board. They shall always set an exemplary conduct in all their activities linked to their status as Management Board members or alternates. The 'ambassador' function of the Management Board members/alternates entails the promotion of the Management Board's decisions to ECDC stakeholders, having due regard to

the assignment of responsibilities set out in Article 168 of the Treaty on the Functioning of the European Union, the Founding Regulation and Decision No 1082/2013/EU on cross border health threats.

2. If Management Board members or alternates wish to communicate on an ECDC-related topic they should make clear whether they are speaking in their capacity as Management Board member or alternate or on behalf of their institution/country.

3. When communicating on a matter on which the Management Board has taken a decision and if they are speaking in their capacity as a Management Board member or alternate, they shall represent the views of the Management Board.

4. If they are communicating outside their capacity as a Management Board member or alternate and in their capacity as a representative of their institution/country or on a matter on which the Management Board has not taken a decision so far, they should give their view or the view of the represented institution/country. In such case they should make clear that this does not necessarily represent the view of the Management Board or ECDC.

5. ECDC Management Board members and alternates shall respect their duty of loyalty to the Management Board and to ECDC, as well as their duty of professional secrecy under Article 6 of this Code of Conduct, when engaging with the media.

## **Article 5. The Role of the Chair and the Deputy Chair**

The Chair and the Deputy Chair of the Management Board shall in particular:

- a. be responsible that the Management Board fulfills its main role, i.e. to supervise an effective and efficient functioning of ECDC (attention shall be given to achieve the objectives and intended results defined for ECDC, while aiming for the best relationship between resources employed and results achieved);
- b. endeavour to ensure that the Management Board is properly managed, addressing its key tasks and devoting sufficient time to address each of them properly;
- c. steer the discussion and focus the Management Board's attention to reach clear and concise guidance and decisions;
- d. ensure that all Management Board members and alternates actively engage in the discussions at the Management Board meetings and are active in any elections held by the Management Board;
- e. be prepared to explain the decisions of the Management Board to ECDC staff and external stakeholder.

## **Article 6. Professional Secrecy**

1. Management Board members or alternates are required, even after their duties have ceased, not to disclose information of the kind covered by the duty of professional secrecy.
2. The above is without prejudice to the sharing of documents with persons assisting the members/alternates in the discharge of their duties as Management Board members or alternates, provided that those persons are subject to an equivalent duty of confidentiality. Management Board members and alternates shall take all necessary measures to ensure that the persons having access to their information also respect the above obligations they are subject to.
3. Management Board members and alternates undertake not to use to the advantage of their personal benefit any facts or information covered by the duty of professional secrecy and coming to their knowledge in the course of or in connection with the performance of their duties.

## **Article 7. Gifts and hospitality**

1. Management Board members or alternates shall neither apply for, nor receive or accept from any source any advantage, direct or indirect (e.g. as a gift or in form of hospitality, entertainment, travel or other form of benefit) of a value of EUR 50 or more from one source per year which is in any way connected to their role as members/alternates of the Management Board.
2. Any such gifts received by a Management Board member or alternate shall be reported to the Chair of the Management Board. Any gifts received by the Chair shall be reported to the Management Board. For transparency reasons, the nature of the gift and the source shall be recorded in the Management Board minutes.

## **Article 8. Independence**

1. All Management Board members and alternates shall at all times comply with their obligations under the ECDC Independence Policy for Non-Staff.
2. When acting in their capacity as a Management Board member or alternate, Management Board members and alternates shall not exploit their position in order to influence in any way the scientific staff of ECDC or ECDC's scientific outputs.

## **Article 9. Data Protection**

1. The Management Board in dealing with personal data concerning an individual shall respect the privacy and the integrity of the individual in accordance with the provisions of Regulation (EU) No 2018/1725 of the European Parliament and of the Council of 18 December 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.
2. The Management Board shall, in particular, avoid processing personal data for non-legitimate purposes or the transmission of such data to non-authorised persons.

## **Article 10. Acceptance and publication of the Code of Conduct**

1. All Management Board members and alternates, including any new members/alternates who may subsequently assume office as from the date of the signature of this Code, shall sign the present Code of Conduct.
2. The signed original of the Code of Conduct shall be held by the Corporate Governance Section.
3. Upon their signature, Management Board members and alternates shall receive a copy of the signed original for their own record.
4. The Code of Conduct shall be published on ECDC's website.

Adopted on 20 March 2019

For the ECDC Management Board

*[signed]*

Anni Virolainen-Julkunen  
Chair of the Management Board