



Executive Director



Vigo, 22 MAYO 2017
EFCA/2017/D- 00516

Mr Giampaolo Buonfiglio
Representative of the Mediterranean AC
Via Nazionale 243
00184 Rome
Italy

Subject: Invitation to the Seminar on the Five-Year Independent External Evaluation of the European Fisheries Control Agency (EFCA)

Dear Mr Buonfiglio,

I am pleased to invite you to attend the **Seminar on the Five-Year Independent External Evaluation of the European Fisheries Control Agency (EFCA)**, which will take place in Vigo at Auditorio Mar de Vigo, on

20 June 2017, from 09h00 to 18h00
Auditorio Mar de Vigo
Avda. Beiramar 59
36202 Vigo, Spain.¹

I would also like to open the invitation to a representative of your Executive Committee from the 1/3 of other interest groups.

The seminar will consider the Five-Year Independent External Evaluation of the EFCA² commissioned by the Administrative Board. It will be a forum to maintain an open discussion to debate and analyse the work that has been done by the EFCA from 2012 to 2016 and the way forward.

The conclusions and feedback from the seminar would bring valuable input to the Administrative Board in the issuing of recommendations to the European Commission.

The draft agenda of the seminar and the evaluation report will follow shortly.

¹ You can check the location and find further information on how to get there on: <http://www.auditoriomardevigo.com/en/localizacion/mapa>

² In accordance with Article 39(1) and (2) of Council Regulation (EC) No 768/2005 within five years from the date of the Agency having taken up its responsibilities, and every five years thereafter, the Administrative Board shall commission an independent external evaluation of the implementation of the above Regulation.

The evaluation shall assess the impact of the above Regulation. It will evaluate its relevance, effectiveness, efficiency, utility and sustainability.

European Fisheries Control Agency

Email: efca@efca.europa.eu – Tel: +34 986 12 06 10 – Fax: +34 886 12 52 37

Address: Edificio Odriozola, Avenida García Barbón 4, E-36201 Vigo – Spain

Postal Address: EFCA - Apartado de Correos 771 - E-36200 Vigo – Spain

The Agency will cover the travel expenditure of Representatives in accordance with the Administrative Board Decision 15-II-12.³

Please kindly confirm your participation to the seminar **on the Five-Year Independent External Evaluation of the EFCA** to EFCA5YEARESEVALUATION@efca.europa.eu as soon as possible, **by 5 June 2017**.

Taking into account the applicable security measures, you are kindly requested to bring this invitation along.

Yours sincerely,



Pascal SAVOURET

Annexes:

- Accommodation information
- Administrative Formalities
- Data Protection Notice

³ <https://www.efca.europa.eu/en/content/financial-rules>

ACCOMMODATION

Please find some hotel addresses below:

- **Hotel Pazo Los Escudos****:** Avda. Atlántida 106, 36208 Vigo (Pontevedra)
http://www.pazolosescudos.com/index_en.php; reservas@pazolosescudos.com;
Tel.: +34 986 820 820
- **Hotel Husa Bahía de Vigo****:** Cánovas del Castillo 24, 36202 Vigo (Pontevedra)
<http://en.hotelbahiadevigo.com/>; hotelbahia@husa.es; Tel.: +34 986 226 700
- **Gran Nagari Vigo*****:** Plaza de Compostela 21, 36201 Vigo (Pontevedra)
www.granhotelnagari.com/en/; info@granhotelnagari.com; Tel.: +34 986 211 111
- **NH Palacio de Vigo****:** Avda. García Barbón 17-19, 36201 Vigo (Pontevedra)
https://www.nh-hotels.com/hotel/nh-collection-vigo?_ga=2.246937604.1830576592.1493740690-228781441.1493739610;
nhpalaciodevigo@nh-hotels.com; Tel.: +34 986 433 643
- **Hotel América Vigo****:** Calle Pablo Morillo 6, 36201 Vigo (Pontevedra)
<http://hotelamerica-vigo.com/>; reservas@hotelamerica-vigo.com; Tel.: +34 986 438 922
- **Hotel Zenit Vigo***:** Avda. Gran Vía 1 ,36204 Vigo (Pontevedra)
vigo.zenithoteles.com/en/; vigo@zenithoteles.com; Tel.: +34 986 417 255
- **Hotel México***:** Vía Norte 10, 36204 Vigo (Pontevedra)
<http://www.hotelmexico.com-pontevedra.com/en/>; hotel@mexicohotel.com
Tel.: +34 986 431666
- **Hotel Náutico**:** Calle Luis Taboada 28, 36201 Vigo (Pontevedra)
<http://www.hotelnautico.es/EN/hotel.html>; recepcion@hotelnautico.net
Tel.: +34 986 122 440

ADMINISTRATIVE FORMALITIES

Attention is drawn to the need to **comply strictly** with the following formalities.

- **APPLICATION FORM FOR REIMBURSEMENT**

For *each* meeting, an application form shall be filled in and signed by the expert. The original return ticket must be produced during the meeting in order to enable the EFCA services to copy it, check and reimburse the effectively price paid. The experts must ensure that the fare is shown on the tickets, or else provide the relevant invoice.

- **BANK IDENTIFICATION⁴**

In order to register a new bank account (i.e. for the *first* payment by the EFCA into *this* account) or to amend banking data, the following must be submitted in paper form to the meeting secretary:

- either a document (or copy) issued by the bank and containing the following data: the number and holder of the bank account (account statement, proof of opening of the account *or* account identification number, ...), together with the financial identification form duly completed and signed by the account holder;
- or, if the above is not possible, the financial information form duly completed and signed by the account holder and the bank.

This/These document(s) must be provided to enable the EFCA to reimburse costs.

- **LEGAL ENTITY FILE**

It is requested from the experts who take part in meetings organised by the EFCA, whether it be on a private basis or as a representative of a private or public company, to fill out and sign one of the legal entity form and to join the necessary supporting document(s) (depending on which case applies: copy of identity card or passport for a private person, extract from the trade/VAT register if representative of a private company, etc...).

⁴ For states representatives, a governmental bank account should be given.

DATA PROTECTION NOTICE

1. Context and Controller

As the EFCA collects and further processes personal data, it is subject 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.

Processing operations are under the responsibility of the Controller – European Fisheries Control Agency.

2. What personal information do we collect, for what purpose and under which legal bases?

Types of personal data

For the Administrative Board: name including title and function, contact details, commitment of independence, declaration of interest, résumé/ summary CV confidentiality undertaking, letters of appointment from Member States. In particular, as regards declarations of interest: previous or current employments, other membership/ affiliations or professional activities, ownership or other investment including shares, membership of a managing body or entity, (research) funding received, intellectual property rights, membership, role or affiliation in organisations/bodies/clubs. Household members (spouse/partner, dependent children) current activity and financial interests.

For the Advisory Board: name including title and function, contact details, declaration of interest, résumé/ summary CV. In particular, as regards declarations of interest: previous or current employments, other membership/ affiliations or professional activities, ownership or other investment including shares, membership of a managing body or entity, (research) funding received, intellectual property rights, membership, role or affiliation in organisations/bodies/clubs. Household members (spouse/partner, dependent children) current activity and financial interests.

Administrative and Advisory Board members are encouraged to use the specific templates developed for the purpose of providing Declarations of Interest/Declarations of conflict of Interest and résumés/ summary CVs. Names of household members do not need to be declared.

With regard to personal data collected from household members, the template for declarations of interest to be used, requests the Administrative and Advisory Board members to inform household members that EFCA will be processing data about them mentioned in the template form and that further information is available on EFCA's website.

Purpose

Management and organisation of the Administrative and Advisory Board meetings and including management of: lists for contacts, invitations, participants, minutes of the meetings, distribution of minutes and other documents, follow-up of meetings and actions, information sharing, declarations of interest, résumés/summary CVs, etc. For the Administrative Board also management of confidentiality undertakings.

In particular, publication of the list of names and whom they represent (MS/COM) of Administrative Board members and the names of the representative of the Advisory Board to the Administrative Board and alternate on EFCA website to give information to the public on the members, alternates and the general composition of the Administrative Board. Also publication of minutes of Administrative Board meetings together with list of participants and publication of declarations of interest and résumés/summary CVs of both Administrative and Advisory Board members.

Legal bases

Processing is necessary for the performance of tasks carried out in the public interest on the basis of the Treaties establishing the European Communities and Council Regulation (EC) No 768/2005, as well as art. 5(a) of the Regulation (EC) No 45/2001 of the European Parliament and 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.

For the Administrative Board:

Art. 24(2), 26(7), 28, 33 Regulation (EC) No 768/2005.

AB Decision 14-II-8(1) of 17 October 2014 adopting the policy on the prevention and management of conflicts of interest of the European Fisheries Control Agency as amended by AB Decision 16-I-(10) of 10 March 2016.

For the Advisory Board:

Art. 31(5) R. 768/2005. AB Decision 14-II-8(1) of 17 October 2014 adopting the policy on the prevention and management of conflicts of interest of the European Fisheries Control Agency as amended by AB Decision 16-I-(10) of 10 March 2016.

3. Who has access to your personal data and to whom is it disclosed?

For the purpose detailed above, access to your personal data is given to Secretariat of the Executive Director staff, Executive Director, Policy Officer, Legal Officer.

In case of investigation/disciplinary procedure or audit: Auditors (IAS, ECA), Internal Auditor, OLAF, Persons fulfilling functions in administrative proceedings or disciplinary procedures.

Public (published on EFCA website):

- List of names and whom they represent (MS/COM) of Administrative Board members.
- Administrative and Advisory Board members declarations of interest and résumés/summary CVs (the latter on a voluntary basis).
- Names of the representative of the Advisory Board to the Administrative Board and alternate on EFCA website to give information to the public on the members, alternates and the general composition of the Administrative Board.
- Minutes of Administrative Board meetings together with list of participants.

With regard to activities of the spouse/partner such information is only published if related to the professional activities of the Administrative or Advisory Board members.

For more information you can receive the notification on "Management Members of the Administrative and Advisory Board" made to the EFCA Data Protection Officer upon request from the EFCA Executive Director.

4. How do we protect and safeguard your information?

All the paper documents containing personal data are physically stored in a locked cupboard in the Secretariat of the Office of the Executive Director. The key is kept in the secretariat.

The documents containing personal data received by e-mail are stored in a specific folder in Outlook and classified per year by staff of the Secretariat of the Executive Director. The information published on the EFCA website is stored on EFCA servers.

5. How can you verify, modify or delete your information?

You can access all your personal data, including the supporting documents and may request for a rectification, (in particular of data relating to identification)/blocking/erasure/objection (where applicable).

In particular, as regards the publication of Declarations of Interest and résumés/ summary CVs of Administrative and Advisory Board members on the EFCA website, they have the right to object to this publication on the basis of compelling legitimate grounds pursuant to article 18 of Regulation 45/2001.

In addition, partners, spouses and dependent children (household members) of Administrative and Advisory Board members have the right to object to the publication of their personal data (notably information on their professional activity) pursuant to article 18 of Regulation 45/2001.

If you request the Executive Director orally, by email or by paper to exert your rights, the controller will facilitate you the exercise of the rights.

6. How long do we keep your personal data?

Paper documents: Retention period of 5 years after the person in question ceased to be a member of the Administrative or Advisory Board (to allow possible review of nominations and for budgetary and audit purposes in accordance with EFCA Financial Regulation).

Information published on the website: DoI to be replaced by next annual DoI, résumé/ summary CV to be replaced by updated résumé/ summary CV received. Names of the Administrative or Advisory Board members, DoI, résumé/summary CV to be deleted when person in question ceases to be a member of the respective Board.

7. Contact information

For any questions related to your rights, feel free to contact the Controller by using the contact information below, and by explicitly specifying your request.

Executive Director
European Fisheries Control Agency
Avda. García Barbón, 4
E-36201 Vigo
SPAIN

8. Recourse

Persons concerned are also entitled to have recourse at any time to the European Data Protection Supervisor: <http://www.edps.europa.eu>

