



EUROPEAN COMMISSION
JOINT RESEARCH CENTRE

Directorate F – Health and Food
Unit F1 Disease Prevention

**CALL FOR EXPRESSION OF INTEREST FOR THE EUROPEAN
COMMISSION INITIATIVE ON COLORECTAL CANCER (ECICC)
EXPERT POOL
(Version 3, 11 October 2023)**

Table of contents

1.	BACKGROUND	1
1.1	ECICC - The European Commission Initiative on Colorectal Cancer	1
1.2	The ECICC Expert Pool	1
2.	OPERATION OF THE SUBGROUPS	2
2.1	Features of the ECICC subgroups	2
2.2	Remuneration.....	3
2.3	Transparency	3
2.4	Confidentiality	3
3.	APPLICATION PROCEDURE	4
4.	SELECTION PROCEDURE.....	5
4.1	Eligibility requirements	5
4.2	Selection criteria	5
4.3	Evaluation of the DoI forms	6
5.	INCLUSION IN THE ECICC EXPERT POOL	6
6.	ANNEXES	7

1. BACKGROUND

1.1 ECICC - The European Commission Initiative on Colorectal Cancer

In 2008, the European Parliament Resolution¹ called on the European Commission (EC) to develop a European accreditation/certification programmes for cancer screening, diagnosis, and treatment based on European guidelines. The European Commission Initiative on Colorectal Cancer (ECICC) has been launched by the EC as a response to this call. This is the second European initiative of this kind, following the European Commission Initiative on Breast Cancer (ECIBC). The key elements of the ECICC are the development of the *European colorectal cancer guidelines* for primary prevention, screening and diagnosis and the *European colorectal cancer quality assurance (QA) scheme* covering the entire care pathway.

The ECICC working group has been set up, following a precise methodological framework, for an integrated development of the ECICC guidelines and the colorectal cancer (CRC) QA scheme. Members of the working group were selected *via* an open call.

1.2 The ECICC Expert Pool

The European Commission intends to establish an expert pool for ECICC supporting the activities of the working group with specific expertise needed during the process. In particular, the expert pool will serve for:

1. Eventual nominations of additional working group members and/or replacement of current working group members, as and if needed. The activities of the working group are carried out *via* online and meetings in presence.
2. Nominations as topic-specific group members. The ECICC working group activities rely on the support of the ECICC topic-specific groups. The topic-specific groups work primarily on healthcare questions, developing proposals for the recommendations and/or requirements using systematic reviews provided by independent external experts, whereas the ECICC working group acts as the decision-making body.
3. Nominations as external experts. External experts shall contribute to the working group or topic-specific groups' tasks with limited duration, when additional ad-hoc expertise is required. They are not a member of the ECICC working group or topic-specific groups. The mandate of an external expert ends once the required tasks are completed. These tasks will mainly be performed through online meetings.

The **expertise list** to be covered by the ECICC expert pool, which is subject to applications is attached as **Annex I**.

In case a member of the expert pool is chosen for any of the future needs, the JRC will seek the consent of the expert before nomination providing details on the topic, the expected workload and duration. Topic-specific group activities are typically limited in duration.

¹European Parliament Resolution
<http://www.europarl.europa.eu/sides/getDoc.do?pubRef=-//EP//TEXT+TA+P6-TA-2008-0121+0+DOC+XML+V0//EN>

2. OPERATION OF THE TOPIC-SPECIFIC GROUPS

2.1 Features of the ECICC topic-specific groups

Each topic-specific group will typically comprise approximately 5 to 8 members (with a maximum of 10, in exceptional cases only), consisting of 1 or 2 working group members, 2 to 4 topic-specific group members selected from the expert pool, 1 or 2 JRC staff members and contractors in charge of the systematic review of the literature to support the work. The number of involved topic-specific group members depends on the expertise needed to discuss the specific question.

Topic-specific group members will be individuals appointed in their personal capacities (Type A members²) who will act independently and in the public interest, not representing any private, commercial, or national interests.

The topic-specific group members must not have any interest (in particular, relevant professional and financial interests) in relation to the ECICC that could affect their impartiality. Expert pool applicants must therefore submit a duly completed declaration of interests (DoI) form (to be completed as part of the application form), indicating any interest that may compromise or reasonably be perceived to compromise their independence, including any relevant circumstances relating to their close family members. Procedural guidance on compiling the DoI is also annexed to this call (Annex II). These declarations will be made public.

The subgroup members will be asked to sign a declaration of confidentiality and commitment (Annex III).

Depending on demand, the tasks of the topic-specific groups will be completed predominantly by using online means, which can be estimated to be 2 to 3 days monthly for a limited time period. Thus, the topic-specific group members are expected to be available for tasks completed remotely and to attend meetings by video-/teleconferencing. They may be required to occasionally attend physical meetings.

The topic-specific group members are expected to actively contribute to discussions of the group and examine and comment on documents under preparation, respecting due deadlines. The members must have a sufficient level of IT literacy to be able work remotely, including electronic methods for the management and exchange of documents, as well as to join virtual meetings by means of web-based tools. Working documents will be made available and drafted in English. Meetings will also be held in English.

Topic specific groups will report back to the ECICC working group and to the JRC. The group's opinions will be adopted by consensus. If consensus cannot be reached, the position will be adopted by simple majority of the subgroup members. The topic-specific group members that have voted against or have abstained from voting will have the right to document their minority opinion and the underlying reasoning. The topic-specific groups will be dissolved once the respective work is completed.

²Type A members

<https://ec.europa.eu/transparency/regexpert/index.cfm?do=faq.faq&aide=2>

2.2 Remuneration

In case an on-site meeting is required by the JRC, travel and subsistence expenses of the topic-specific group members participating in the activities will be reimbursed by the Commission. Reimbursements will be made in accordance with the provisions in force within the Commission and within the limits of the available appropriations allocated to the Commission departments under the annual procedure for the allocation of resources.

Experts will in principle not be remunerated for the services they offer. However, the Commission may decide to pay for extraordinary activities, in terms of the amount of the work and compliance to tight deadlines, to achieve specific goals of the activities. This would amount to a maximum of 12 days per year, per expert (€450 per day, as of October 2022). If the Commission decides to pay for such extraordinary activities, the JRC will sign an expert contract with the experts.

2.3 Transparency

The EICC working group and the topic-specific groups will carry out activities by observing principles of transparency. All relevant documents will be published by the JRC on the Healthcare Quality public website, which will be set up for ECICC to match that of the previous initiative ECIBC³. In particular, the following data will be made available to the public, without undue delay:

1. name of individuals appointed as ECICC working group and topic-specific group members and their brief CVs;
2. rules of procedure;
3. the members' declarations of interests, confidentiality, and commitment;
4. draft agendas and or agendas of meetings;
5. minutes of meetings;
6. stakeholder's dialogue activities.

Exceptions to publication will be considered where it is deemed that disclosure of a document would undermine the protection of a public or private interest as defined in Article 4 of Regulation (EC) No 1049/2001⁴.

2.4 Confidentiality

The topic-specific group members are subject to the obligation of professional secrecy, which by virtue of the Treaties and the rules implementing them applies to all members.

In line with the Commission Implementing Decision (EU) 2019/1396⁵, the topic-specific group members will not divulge information, including commercially sensitive or personal data, acquired as a result of the group's work, even after they have ceased to be members. They will sign a declaration of confidentiality to this effect. In line with the Commission Implementing Decision (EU) 2019/1396, the

³ For reference, please visit

<https://healthcare-quality.jrc.ec.europa.eu/ecicc/discover-ecicc/working-groups>

⁴ Article 4 of Regulation (EC) No 1049/2001. OJ L 145, 31.5.2001, p. 43–48

<https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32001R1049&from=en>

⁵ Commission Implementing Decision (EU) 2019/1396. OJ L 234, 11.9.2019, p. 23–30

<https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32019D1396&rid=17>

members will comply with the Commission's security rules on the protection of EU classified and sensitive non-classified information, as set out in the Commission Decisions (EU, Euratom) 2015/443⁶ and 2015/444⁷.

Should the topic-specific group members fail to respect these obligations, the Commission may take all appropriate measures.

3. APPLICATION PROCEDURE

Interested individuals are invited to submit their application to the JRC using the appropriate online application form available on the Healthcare Quality website⁸. Applications must be completed in English.

Experts applying in their professional capacity are required to fill in the online application form for professionals. Individuals applying as patients and/or caregivers are required to fill in the online application form for patients and/or caregivers.

Supporting documents:

An application will be deemed valid only if it is sent by the deadline and includes all the documents, as listed hereafter:

- A completed on-line application form, either an:
 - application form for patients and/or caregivers; or an
 - application form for professionals;
- A *Curriculum Vitae* in electronic Europass format⁹, not exceeding 4 pages in length;
- A list of publications - ten best scientific publications in a relevant field published during the last five years (the applicant may also additionally provide a list of ten publications of other types, e.g. book chapters); **this list is not required for applications from patients and/or caregivers;**
- A filled in and signed DoI form, which is embedded to the application form;
- A read, understood and accepted privacy statement, which is embedded to the application form.

Note:

Applicants must disclose any circumstances that could give rise to a conflict of interests (CoI) by submitting a DoI. Submission of a duly completed DoI form is necessary in order to be eligible for appointments.

Additional supporting documents may be requested at a later stage.

All documents submitted by applicants must be duly completed, legible, signed (bearing a wet signature when relevant) and numbered sequentially.

The applications for the ECICC expert pool will remain open until the closure of the ECICC.

⁶ Commission Decisions (EU, Euratom) 2015/443. OJ L 72, 17.3.2015, p. 41–52
<https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32015D0443&from=EN>

⁷ Commission Decisions (EU, Euratom) 2015/444. OJ L 72, 17.3.2015, p. 53–88
<https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32015D0444&from=GA>

⁸ Application form available at
<https://europa.eu/Ww93jv>

⁹ CV Europass format
<https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

4. Selection procedure

4.1 Eligibility requirements

To be considered eligible for inclusion in the expert pool, the applicants must satisfy the following criteria:

All applicants:

1. Must have good knowledge of the English language, allowing professional functioning in English¹⁰ (including active participation in deliberations and writing reports in English);
2. Must not be an ECICC National Contact.

Professionals:

1. Must have a university degree at postgraduate level (bachelor's + 2 years), in an area relevant to the subject of this call;
2. Must have a minimum of five years of relevant professional experience¹¹ in at least one of the relevant competence fields listed in the call (Annex 1);
3. Must have an active employment or involvement in at least one of the competence fields;

Patients and/or caregivers:

1. Must have an understanding of issues and needs of individuals attending colorectal cancer services and their caregivers;
2. Must have an understanding of the views of a wide network of individuals attending colorectal cancer services and their caregivers;

Only the applicants who meet all requirements will be included in the expert pool.

4.2 Selection criteria

When choosing experts from the expert pool for the ECICC activities, they will be evaluated for these criteria:

Professionals:

1. Postgraduate education;
2. Work experience;
3. Relevant professional, scientific, and technical expertise.

Patients and/or caregivers:

¹⁰As a guide, 'Ability to work in English' corresponds to level B2 or above, as set out in the Council of Europe reference document for the European Language Portfolio ('Common European Framework of Reference: Learning, Teaching, and Assessment'). For more information, please refer to:

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

¹¹To confirm the eligibility requirement of five years of professional experience (years are counted only if they are in a relevant field to the call); years of study included in eligibility criterion 2 (post-graduate education) are NOT counted as professional experience; each additional post-graduate course of study can be counted as working experience up to a maximum of ONE year; doctoral studies can be counted as working experience up to a maximum of THREE years; a medical specialisation can be counted as working experience up to a maximum of FIVE years.

1. Experience in working groups and patients' organisations;
2. Knowledge of evidence-based health care and related European context and policies.

Evaluation will be based on the evidence provided by the applicant.

4.3 Evaluation of the DoI forms

The filled in DoI forms will be evaluated by the JRC CoI Management Panel. Determined CoI do not imply that the applicant will not be apt for inclusion in the expert pool. Only applicants who are deemed to have non-manageable CoIs will not be included in the expert pool.

5. INCLUSION IN THE ECICC EXPERT POOL

Applicants who fulfil the eligibility criteria, pass the evaluation against the selection criteria and do not have non-manageable CoIs will be included in the ECICC expert pool.

Call for expression of interest document	Date	Amendments
Version 1	9 November 2022	
Version 2	21 December 2022	Change to the eligibility criteria regarding number of years of professional experience needed to respond to the need to enlarge the expert pool
Version 3	11 October 2023	Update of forms included

6. ANNEXES

Annex I

Expertise required¹²

Guidelines methods expert (development, implementation, integration of patient values, conflict of interest prevention and management)

Decision aids expert

Health equity expert

Quality indicators development expert

Quality assurance in healthcare expert

Epidemiologist with expertise in modelling

Epidemiologist/public health/preventive medicine specialist with expertise in prevention and/or screening for colorectal cancer

Systematic review expert including of diagnostic tests, public health interventions, and qualitative evidence

Health Economist

Data manager with experience in cancer

Cancer registry and databases expert

Communication in cancer care expert

Screening program manager

Cancer care pathway or nurse navigator

General practitioner

Internal medicine or gastroenterology specialist with competence in endoscopy and quality assurance in endoscopy

Nurse with experience in endoscopy and / or colorectal screening programs

Nurse with experience in community, hospital and/or oncology care

Clinical laboratory (biochemistry) specialist involved in colorectal cancer screening and quality assurance

Surgeon specialised in colorectal cancer surgery

Pathologist

Geneticist

Molecular Pathologist

Nuclear medicine specialist

Radiologist specialised in gastrointestinal imaging

Interventional radiologist

Medical oncologist

Radiation oncologist

Neuro-oncologist

Geriatric oncologist

Oncology pharmacist

Patient safety specialist

¹²All experts will be appointed in their personal capacities acting independently and in the public interest, not representing any private, commercial or national interests.

Psycho-oncologist and/or psychosocial care specialist
Stoma care specialist
Anaesthesiology / intensive care / pain management specialist
Nutrition specialist
Cancer rehabilitation specialist
Palliative care specialist
Immunologist
Other professions relevant to colorectal cancer care

Annex II

Guidance for completing the ECICC Annual Declaration of Interests¹³ (DoI) form

I. INTRODUCTION

This guidance relates to the implementation of the provisions on independence and transparency of Commission Decision 2012/C 198/06¹⁴.

It aims to give clear indications on how to declare any interest that could affect the ability of the European Commission Initiative on Colorectal Cancer (ECICC) members to act in the public interest.

According to Decision 2012/C 198/06, the responsibility for declaring all relevant interests is placed on the individuals completing their declaration. A false or incomplete declaration may have consequences on the acts adopted by the Commission on the basis of the experts' advice, since this could be challenged before the Court of Justice/General Court under the conditions of Article 263 TFUE¹⁵.

Interests are declared as an indication if conflicts of interest (CoIs) could arise. The expert shall not assess whether a CoI is present. The assessment of whether a CoI exists will be performed by the CoI evaluation panel from the JRC.

To be noted that a declared "interest" is not automatically considered to lead to a CoI. It is well understood that, in general, individuals who are involved in a particular process have an inherent professional interest in the subject area and in being involved in the process as such.

The following information covers the Declaration of Interests (DoI) form to be filled in by ECICC members.

¹³According to European Commission's Decision C(2016) 3301 establishing horizontal rules on the creation and operation of Commission expert groups, Articles 2(4) and 11 each member of an expert group has to complete a DoI form.

[https://ec.europa.eu/transparency/documents-register/detail?ref=C\(2016\)3301&lang=en](https://ec.europa.eu/transparency/documents-register/detail?ref=C(2016)3301&lang=en)

¹⁴ Decision 2012/C 198/06. Setting up a multisectoral and independent expert panel to provide advice on effective ways of investing in health.

<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32019D0521%2801%29>

¹⁵ TFUE, Article 263. <https://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:12008E263:EN:HTML>

II. WHAT TO DECLARE?

The European Commission recognises that high quality and up-to-date scientific expertise is by nature, based on prior experience, connection to the scientific world and involvement in current research. Therefore, and as previously indicated, having an interest does not necessarily mean having a CoI.

ECICC members shall declare:

1. Investments

Stocks, bonds, stock options, other securities as well as to commercial business interests (e.g., proprietorships, partnerships, joint ventures, board memberships, controlling interests) in a legal entity. Holding any form of equity, bonds, and partnership interests in the capital of a company is included.

The holding of financial interests connected with a pension scheme or other complex investment funds would not be considered a financial interest, provided that the individual has no influence on its financial management.

2. Employment and consulting

All forms of employment and consulting, part-time and full-time, either paid or unpaid, in any legal entity.

3. Research

Any activity as an investigator in research studies related to colorectal cancer, including the drafting of research programmes or the selection of research projects and current funding of research in relation to matter or work financed by a private or public entity, including grants, rents, sponsorships and fellowships. Non-monetary support (equipment, facilities) and other type of support (i.e. honoraria for being a speaker, holding a training) are included.

4. Memberships

For example,

- Any participation in the internal decision-making body of a company, trade association or other private entity such as a non-profit organisation dealing with issues related to colorectal cancer (e.g. board membership, directorship).
- Any paid or unpaid, past, present or envisaged activity in which the expert or his depended collaborators provided technical or scientific advice or services in domains of relevance for colorectal cancer.

5. Other activities

Any interests other than those mentioned before which can be perceived as a potential source of conflict. It should be intended as any membership or affiliation other than those mentioned before which can be perceived as an interest.

6. Intellectual property rights (IPR)

Rights granted to creators and owners of works that are the result of human intellectual creativity that bring personal financial benefit to the expert.

Only the IPR falling within the remit of the work of colorectal cancer need be declared. These can be copyrights, patents, trademarks as well as proprietary know-how in a substance, technology or process.

7. Interests of immediate family members

Known interests related to colorectal cancer held by family members and relatives (spouse, parents, children, brothers and sisters, irrespective of whether they live at the same address or not) or other persons under the care of the members of the household of the expert.

III. PUBLICATION

The DoI of the ECICC members will be made public in accordance with the provisions on transparency foreseen by Decision 2012/C 198/06². These will be posted on the website of the Healthcare Quality Group dedicated to the ECICC.

COMPLIANCE WITH PROVISIONS ON PERSONAL DATA PROTECTION

The European Commission processes personal data pursuant to Regulation (EU) 2018/1725¹⁶ of the European Parliament and of the Council of 23 October 2018 on the protection of individuals with regard to the processing of personal data by the Union institutions, bodies, offices and agencies on the free movement of such data.

The specific processing of data included in the ECICC DoI form by the JRC's Directorate F, Health and Food, F1 Disease Prevention Unit, Healthcare Quality Group is covered by the notification DPR-EC-00656.¹⁷, Data Protection Office public register.

Annex III

ECICC Declarations of confidentiality and commitment

NOTE:

This is a draft version of the declarations of confidentiality and commitment that members are expected to submit before being appointed to the ECICC working group.

This version is made available for information only and is not required to be included as supporting documentation when submitting an application to the ECICC working group.

¹⁶ Protection of individuals with regard to the processing of personal data
<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1725>

¹⁷ Personal data processing including the Declaration of Interests
<https://ec.europa.eu/dpo-register/detail/DPR-EC-00656>

European Commission Initiative on Colorectal Cancer
Declaration of confidentiality

Name:

I hereby declare that:

1. I am aware of my obligation to respect confidentiality and not to divulge any information acquired as a result of my work for the European Commission Initiative on Colorectal Cancer (ECICC), unless it is made publicly accessible by the (Joint Research Center) JRC. I will respect the confidential nature of the scientific opinions expressed by the members of the ECICC during meetings and discussions. I will not disclose such information even after my participation in the ECICC has ceased.
2. I am aware of the Commission's security rules for protecting European Union classified information and sensitive non-classified information, as laid down in Commission Decisions (EU, Euratom) 2015/443 and 2015/444. Should I receive confidential information or restricted information in the course and context of my duties, I will treat it as strictly confidential and use it exclusively for the purpose for which it was made available. I will handle the information in accordance with the provided handling instructions and not divulge them to any third party.

The above implies that the undersigned:

- Will not divulge, publish, or otherwise make available to any third party, information received without prior written consent of the JRC, even after completion of a specific event or assignment. The duty of confidentiality exists vis-à-vis any third party, including employees, employers, affiliates or the general public;
- Will not use information received from the ECICC for personal benefit or the benefit of any third party;
- Will ensure safe storage of the confidential or restricted information (in accordance with the corresponding handling instructions), by applying appropriate security measures if the information is managed electronically, and will not retain the information for longer than needed for the completion of an assignment within the ECICC;

Date:

Signature:

European Commission Initiative on Colorectal Cancer

Declaration of commitment

Name:

1. Commitment

While contributing to the activities of the European Commission Initiative on Colorectal Cancer (ECICC), I will:

- act independently in the public interest and make complete declarations of any direct or indirect interests that might be considered prejudicial to my independence;
- inform the JRC Scientific Secretariat if I take part in a working group/activity with interest in the field of colorectal cancer and/or in relation to the activities of the ECICC.
- comply with the rules on handling conflict of interests;
- contribute actively to the ECICC work through working remotely and, when necessary, by attending meetings;
- conduct myself in exemplary manner in all activities;
- comply with the rules on reimbursement of travel expenses and payment of allowances and indemnities in place in the Commission;
- ensure appropriate use of scientific publications provided by the JRC scientific secretariat and respect copyrights as outlined below;
- always contact the JRC Scientific Secretariat when communicating with the media, stakeholders, or the general public on a matter that falls within the ECICC's remit.

2. Copyrights and library working tools

In case the undersigned is involved in the preparation of scientific outputs, she/he may receive from the JRC scientific publications and journals protected by copyrights as hand-outs or via e-mail.

The undersigned will be allowed to make limited use of journals and scientific publications but shall not, even after the termination of the ECICC membership:

- distribute copies of articles and journals to third parties;
- use articles or journals for commercial purposes;
- use the materials for other purposes than the assignment with the ECICC.

Duration: This declaration is valid until the end of the project, unless the undersigned informs the JRC scientific secretariat on the termination of her/his activities within the ECICC.

Date:

Signature: