

Submission of Annual Declaration of Interest

Dear Expert,

You are sent this document because you participate in ECDC activities in which your evidence, expert opinion and advice may influence the scientific position of ECDC. In accordance to [ECDC's Founding Regulation](#), we are required to ensure independence, high scientific quality, transparency and efficiency. To maintain all the aforementioned, both in scientific advice and in the day-to-day operations, ECDC has developed its Independence Policy and implementing rules on declarations of interest. As part of this policy, experts are required to submit a Declaration of Interests (DoI) in those situations where the scientific independence of ECDC needs to be safeguarded. Herewith we ask you to submit an Annual Declaration of Interests (ADoI) that will be valid for one year from the day of confirmation, and can be used for any type of your involvement in ECDC activities requiring check for potential conflict of interests.

ECDC has developed an electronic submission system for ADoI. To submit your declaration, you need to open the [eDoI Application](#), sign in and perform the following steps:

- Click on "Add/Edit Declaration" to start filling in your ADoI;
- Click on "I Agree" to agree with terms and conditions of Data Protection Notice;
- Answer all questions in the online form that are relevant to you. It is possible to return to completing the form at a later stage if you cannot provide all answers at once. To do so, click on "Save and come back later";
- When done, choose a way to be notified to confirm the information you filled in, and click on "Submit to proceed to confirmation";
- If you chose to confirm the submitted declaration via email, find in your inbox an automatic email with a validation link (check your spam or junk folder if you cannot find the email in your inbox folder). Click on the validation link, sign in and click on "Confirm" to complete the process;
- If you chose to confirm submitted declaration via sms, enter a code sent to you in a sms and click on "Confirm" to complete the process;
- Once confirmed, you will receive an automatic email with your ADoI attached as a PDF file.

Do not hesitate to contact our Helpdesk at DTS.FrontOffice@ecdc.europa.eu if you experience any technical problems.