

## **Rules and Procedures**

### **for Identifying and Managing Potential Conflicts of Interest**

#### **For the Members of the Hungarian National Contact Point (HNCP) and the Advisory Body**

#### **1. Purpose and Scope**

This framework establishes the principles and procedures for identifying and managing conflicts of interest concerning the members of the **Hungarian National Contact Point (HNCP)** and the **Advisory Body**. The objective of this document is to ensure transparency and independence in decision-making while safeguarding the public interest.

#### **2. Definition of Conflict of Interest**

A conflict of interest arises when a member of the HNCP or the Advisory Body has personal, financial, or professional interests that may influence or appear to influence their **objective and impartial** decision-making.

A conflict of interest exists in the following cases:

- The member has a **private relationship** with the affected organization or company.
- The member has **accepted financial or other benefits** from an organization involved in the decision-making process.
- The member has a **direct family or business relationship** with parties that may gain an advantage from the decision.

#### **3. Process for Identifying and Reporting a Conflict of Interest**

##### **1. Reporting a Conflict of Interest:**

- Members are required to **submit a written declaration** to the HNCP Chairperson or Secretariat if they identify a potential conflict of interest.
- External parties or other members may also **raise concerns** about a suspected conflict of interest.

#### **4. Managing Conflicts of Interest**

##### **a. Assessment and Investigation:**

- The **HNCP Secretariat** will review the reported case and determine whether an actual or potential conflict of interest exists.

**b. Possible Measures:**

- **Voluntary withdrawal** from the given decision-making process.
- **Temporary or permanent exclusion** from participation in relevant matters.

**c. Ensuring Transparency:**

- Cases of conflicts of interest and the measures taken **may be published in an anonymized format** if this helps **enhance trust and prevention**.

**5. Review and Appeal**

- If an affected individual disagrees with the conflict of interest decision, they may **submit a written appeal** to the HNCP Chairperson.
- The case will be reviewed by an **independent committee**, which will issue a **final decision**.

This framework ensures that the **HNCP and the Advisory Board** operate in a **transparent, fair, and impartial** manner, strengthening public trust and effective decision-making.