



Register of Financial Interests

1. In accordance with the provisions of the Constitution of the International Labour Organization, the Standards of Conduct for the International Civil Service and the Staff Regulations, service with the International Labour Office is subject to the highest standards of conduct and integrity. As part of the review of governance arrangements in the Office, a requirement to complete a Register of Financial Interests is being introduced for senior officials and other officials as designated in paragraph 3 below. The provisions of this circular will become effective on 1 April 2007. This disclosure of financial interests is additional to the General Disclosure of Interests required of all officials under ILO Circular Series 6, No. 662 (Ethics in the Office).
2. The resources made available to the Office are public funds contributed mainly by the taxpayers of member States of the ILO. Financial management must be conducted in accordance with the strictest ethical standards. It is essential that all activities be carried out in a manner above reproach, with complete impartiality and with no preferential treatment. Action taken must always be aligned with the best interests of the ILO. Any conflict of interest, perception of a conflict of interest or situations involving the potential for a conflict of interest must be avoided.
3. As part of the Office governance and accountability mechanisms, a disclosure in the form of the attached Register of Financial Interests must be made by designated officials on an annual basis. Designated officials are officials occupying positions at the D.1 level and above, the Chief of TRES/OPS, all officials in PROCUREMENT, officials at the P.5 level who exercise financial authority, and any other official whose position is so specified by the Director-General. The disclosure to be made by the official relates to both the official and to his/her close relatives. Close relatives are persons with close family ties to officials. In addition to the spouse¹ of the official, these persons are the children, the mother and father of the official, his/her sister(s), brother(s) and their spouses and children.
4. The Register of Financial Interests includes a report of any income, gifts or other allowances that have been received either by the official or a close relative, due directly or indirectly to the official's employment with the ILO. The disclosure form also requires identification of the official's involvement or interest in any entity having a commercial relationship with the Office and which could therefore have an impact on or perceived to have an impact on the official's objectivity or independence in the performance of his/her duties in the ILO.
5. The disclosure form for the Register of Financial Interests must be completed and submitted to the Office of the Treasurer and Financial Comptroller by 28 February each year. Designated officials will be required to submit their first Register of Financial Interests by 28 February 2008, covering the period 1 April 2007 to 31 December 2007. A reminder will be circulated early in 2008. The documents shall remain confidential and

* Special distribution.

¹ The term "spouse" refers to an individual who has been recognized as such under the Staff Regulations.

may be used only by the Office of the Treasurer and Financial Comptroller, Ethics Officer or by a person specifically authorized by the Director-General.

6. A template for officials to use in completing the disclosure form for the Register of Financial Interests will be made available on the ILO Intranet.
7. Officials are reminded that, when confronted by a situation that could lead to a conflict of interest or a perception thereof, they must disclose that interest to their immediate supervisor as soon as possible and refrain from any further involvement in that situation. High standards of conduct and ethical behaviour are fundamental obligations of an ILO official, and non-compliance by any official with the principles and provisions of this circular may lead to disciplinary action.
8. Officials wishing to obtain further guidance or advice on the provisions of this circular are encouraged to contact, on a confidential basis, the Treasurer and Financial Comptroller (trcf@ilo.org) or the Ethics Officer (ethics@ilo.org).

Juan Somavia,
Director-General.

Instructions for completing the disclosure form for the Register of Financial Interests

Introduction

1. The disclosure form for the Register of Financial Interests attached to these instructions is issued pursuant to ILO Circular No. 667, Series 6, dated 26 April 2007.
2. In accordance with this circular, designated officials are required to complete a disclosure form for the Register of Financial Interests at annual intervals, reporting, inter alia, any receipt of gifts or supplements to ILO remuneration, as well as any situations that might constitute a conflict of interest.

When and where to file

3. The Register of Financial Interests shall be submitted on an annual basis by 28 February in respect of the period 1 January to 31 December of the previous year. The first filing shall be for the period 1 April 2007 to 31 December 2007 and is due by 28 February 2008.
4. The forms shall be submitted to the Office of the Treasurer and Financial Comptroller in a sealed envelope marked "private and confidential".

Completing the form

5. The Register of Financial Interests, which is annexed to this document, consists of the following sections:

Section I:	Personal information
Section II:	List of supplements, gifts, per diem, reimbursements and travel expenses received
Section III:	Potential conflicts of interest
Section IV:	Declaration

Section I. Personal information

6. Fill out the relevant personal information in this section.

Section II. List of supplements, gifts, per diem, reimbursements and travel expenses received

7. Report any form of supplement received to ILO emoluments which are directly or indirectly related to your employment with the ILO. These include provision of housing or subsidized housing, provision of temporary lodging, or any gift, per diem, reimbursements, entertainment or travel expenses, favour, benefit, remuneration or in-kind contribution from any private entity, non-governmental organization or other non-ILO source totalling US\$250 or more during the reporting year. Any amounts received relating to outside activities must be included. Excluded from this requirement are dependency benefits¹ payable to officials under national laws and residential accommodation which has been accepted by the ILO for its staff. Also excluded are per diem, reimbursements and travel expenses received from governments, constituents, UN organizations or other inter-governmental organizations.² Gifts from relatives are not required to be reported, unless the person is in a position which would create a potential conflict of interest for the official.

Section III. Potential conflicts of interest

8. Report your interest in any commercial activity, entity or organization that could have an impact on your objectivity or independence in the performance of your responsibilities for financial administration in the ILO. Paragraphs 15–18 of ILO circular, Series 6, No. 346, quoted below, provide guidance:

15. Active participation in commercial, industrial or financial affairs is normally incompatible with the status of an international official and is therefore not permissible.

16. No official may be associated with the management or executive bodies of, or hold a financial interest in, any business concern if it is possible for him to benefit from such association or interest by reason of his official position with the ILO.

17. An official who deals in his official capacity with any matter involving a business concern in which he or a close relative holds a financial interest must immediately disclose the nature of that interest to the Director-General.

18. The mere holding of shares in a company does not constitute a financial interest within the meaning of these rules unless it constitutes a substantial or controlling interest, in which case it must be reported to the Director-General.

Section IV. Declaration

9. The official is required to affirm in this section that the disclosures made in Sections I–III, as appropriate, are true, complete and correct to the best of his or her knowledge.
10. An official who cannot make such an affirmation must provide a satisfactory explanation in writing to the Director-General.

¹ ILO Circular No. 15, Series 6.

² ILO Circular No. 21, Series 7.

DISCLOSURE FORM FOR THE REGISTER OF FINANCIAL INTERESTS

Section I. Personal information

Reporting period: _____ to _____

Name of the official:

Personnel number:

Functional title:

Department or office:

Grade:

(a) Marital/personal status. Please give the full name of the spouse, if any,¹ or indicate “none”.

(b) Names of each child (minors and adults) and their year of birth.

¹ The term “spouse” includes individuals who have been recognized as such under the Staff Regulations.

Section II. List of supplements, gifts, per diem, reimbursements and travel expenses
 (if total from one source totalling US\$250 or more during the reporting period)

Have you or a close relative received any form of supplement, direct or indirect, to ILO emoluments related to your employment with the ILO or from outside activities?

Such supplements include provision of housing or subsidized housing,¹ or any gift, per diem, reimbursements, entertainment or travel expenses, favour, benefit, remuneration or in-kind contribution from any private entity, non-governmental organization or other non-ILO source totalling US\$250 or more from a single source during the reporting year.² For the purposes of the Register of Financial Interests, dependency benefits under national laws, and residential accommodation which has been accepted by the ILO for its staff, do not have to be reported. Where the value of the item or service is unknown or it would be inappropriate to inquire, an estimate should be made. Excluded from this requirement are per diem, reimbursements and travel expenses received from governments, constituents, UN organizations or other inter-governmental organizations. Gifts from relatives are not required to be reported, unless the person is in a position which would create a potential conflict of interest for the official.

Yes No If yes, disclose in the box below.

	Source (name and address)	Detailed description	Received by	Amount US\$ (check appropriate box)			
				250-1 000	1 001-5 000	5 001-10 000	Over 10 000
1.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

¹ Acceptance of residential housing provided directly to an official, either free of charge or at rates substantially lower than the market rents used in calculating the post-adjustment index for the duty station, is prohibited except as may be expressly authorized by the Director-General.

² The above question also relates to any supplements, subsidies, benefits or gifts, which were extended to the official prior to undertaking service with the ILO in anticipation of such service (applicable to initial disclosure only), as well as to those promised to be provided upon completion of service with the ILO in consideration of such service. Receipt of such supplementary payments, unless specifically excluded, violates the provisions of Staff Regulation 1.5 and the obligations as an official of the ILO.

Section III. Potential conflicts of interest

Do you have any interest in, or association with, any entity with which you may be required, directly or indirectly, to have commercial dealings on behalf of the Office, or which has any commercial interest in the work of the ILO, or is engaged in an area of activity in common with the ILO?

Yes No If yes, please specify, indicating any approval obtained.

Entity	Nature of interest or association	Nature of dealings	Approval by, date

Have you, or to the best of your knowledge, officials reporting to you, had commercial dealings on behalf of the Office with any of your close relatives or entities with which a close relative has a significant interest or senior role?

Yes No If yes, please specify, indicating any approval obtained.

Entity or close relative	Relationship of relative to you	Nature of dealings	Approval by, date

Section IV. Declaration

- A. The disclosures I have made in this form, including this affirmation, and all attachments thereto, are true, complete and correct to the best of my knowledge and belief. I understand that failure to provide true, complete and correct information in this form to the best of my knowledge and belief may have serious consequences, including the institution of disciplinary proceedings.
- B. I understand that I must seek guidance in respect of anything that could affect my objectivity or independence in respect of the performance of my duties for the ILO, or that could affect the perception by others of my objectivity and independence.

Signature of the official: _____ Date: _____

