Register of financial interests and related party disclosures

Introduction

1. This Procedure is issued further to Office Directive, Register of financial interests and related party disclosures, IGDS No. 116 (version 1), of 1 December 2009.

2. This Procedure is effective as of the date of issue.

Scope

3. In accordance with the Directive referred to above, designated officials are required to complete a disclosure form for the register of financial interests and related party disclosures 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. Section IV of the form concerns related party disclosures and is only required of key management personnel as defined in the Directive.

Responsible/participating units

4. This Procedure applies to all 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.

Procedural steps

When and where to file

5. The register of financial interests and related party disclosures shall be submitted on an annual basis by 31 January in respect of the period 1 January to 31 December of the previous year.

6. The forms shall be completed online using the tool provided for this purpose under the FINANCE Intranet site. A printed and signed copy shall be submitted to the Office of the Treasurer and Financial Comptroller in a sealed envelope marked “private and confidential”.

1 December 2009
Completing the form

7. The register of financial interests and related party disclosures, 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: Related party certification (applicable only to key management personnel)

Section V: Declaration

8. For the purposes of the register of financial interests and related party disclosures, close family members are defined as:

(a) a spouse, domestic partner, dependent child or relative living in a common household;

(b) a grandparent, parent, non-dependent child, grandchild, brother or sister; and

(c) the spouse or domestic partner of a child, a parent-in-law, a brother-in-law or a sister-in-law.

Section I. Personal information

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

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

10. Report the receipt of any form of supplement to ILO emoluments which is 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. Excluded from this requirement are dependency benefits 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 intergovernmental organizations.

11. Any amounts received relating to outside activities as defined in the Office Directive, Rules governing outside activities and occupations, IGDS No. 71 (version 1), of 17 June 2009 must be included.

Section III. Potential conflicts of interest

12. 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 in the ILO whether or not transactions have actually occurred. The following IGDS documents provide guidance:

(a) the Office Directive, Ethics in the Office, IGDS No. 76 (version 1), of 17 June 2009; and
13. Disclosure in this section includes entities owned by officials and/or their close family members or where any of these individuals own a majority shareholding (or equivalent where the entity does not have a formal equity structure) of the entity. The definition of a related party also includes circumstances in which one party has the ability to exercise significant influence over the other party.

Section IV. Related party certification

14. The certification requires key management personnel to identify any close family members who have received remuneration from the Office or to certify that there were no close family members receiving remuneration to the best of their knowledge.

15. Remuneration of key management personnel includes any consideration or benefit derived directly or indirectly by key management personnel from the ILO for services provided. Remuneration of key management personnel or close family members is not limited to employee entitlements. It includes other fees for services under external consultancy contracts or other contract forms. Excluded from this requirement is any consideration provided solely as a reimbursement for expenditure incurred by those individuals for the benefit of the reporting entity such as, for example, the reimbursement of accommodation costs associated with work-related travel.

16. Once the certification is received, the Financial Services Department will review the information contained in the accounts related to any transactions or close family members identified in this section and prepare the required disclosures for the financial statements.

Section V. Declaration

17. The official is required to affirm in this section that the disclosures made in sections I to IV, as appropriate, are true, complete and correct to the best of his or her knowledge.

18. An official who cannot make such an affirmation must provide a satisfactory explanation in writing to the Director-General.

Juan Somavia
Director-General
Disclosure form for the register of financial interests and related party disclosures

Section I. Personal information

Reporting period___________ to ____________

Name of the official: ____________________________
Personnel No.: ________________________________
Functional title: ________________________________
Department or office: __________________________
Grade: _______________________________________

(a) Marital/personal status. Please give the full name of the spouse, if any, 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 received
(if total from one source totalling US$250 or more during the reporting period)

Have you or a close family member\(^2\) received any form of supplement, direct or indirect, to ILO emoluments related to your employment with
the ILO or from sanctioned outside activities?

Such supplements include provision of housing or subsidised housing,\(^3\) 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.\(^4\) 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 intergovernmental
organizations.

Any amounts received relating to outside activities must be included.

Yes ☐ No ☐ If yes, disclose in the box below.

<table>
<thead>
<tr>
<th>Source (name and address)</th>
<th>Detailed description</th>
<th>Received by</th>
<th>Amount US$ (check appropriate box)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>250–1,000</td>
</tr>
<tr>
<td>1.</td>
<td></td>
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<td>☐</td>
</tr>
<tr>
<td>2.</td>
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<td>3.</td>
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<tr>
<td>4.</td>
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<td>☐</td>
</tr>
</tbody>
</table>

\(^2\) Close family members are defined as: a spouse, domestic partner, dependent child or relative living in a common household; a grandparent, parent, non-dependent child, grandchild, brother or sister; and the spouse or domestic partner of a child, a parent-in-law, a brother-in-law or a sister-in-law.

\(^3\) 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.

\(^4\) 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 article 1.5 of the Staff Regulations 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.

<table>
<thead>
<tr>
<th>Entity</th>
<th>Nature of interest or association</th>
<th>Nature of dealings</th>
<th>Approval by, date</th>
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During the reporting period, did any transactions take place between the ILO and close members of your family or between entities owned by close members of your family or in which a close member of your family was a major shareholder or had an equivalent interest?

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

<table>
<thead>
<tr>
<th>Family member or entity name</th>
<th>Nature of interest or association</th>
<th>Nature of transaction</th>
<th>Date and comments</th>
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</thead>
<tbody>
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<td></td>
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</table>
Section IV. ILO IPSAS-20 related party certification  
(for key management personnel only)

During the reporting period, did any close member of your family receive remuneration in any form from the International Labour Organization?

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

| Family member’s full name | Nature of contract  
| (staff contract/consultancy, etc.) | Contract duration | Issued by department/office |
|---|---|---|---|
Section V. 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: ____________________________