

WIPO Declaration of Interest Form Implementing Guidelines

1. The purpose of this Office Instruction is to launch the filing of the WIPO Declaration of Interest Form (see Attachment I) to implement WIPO Staff Regulation 1.6(i), which authorizes the Director General to “establish procedures for ... the filing of financial disclosure declarations”, and as a first step towards the development of a full financial disclosure program in the Secretariat.
2. The Director General confirms his full confidence in the integrity of staff members in the performance of their duties while attaching the utmost importance in ensuring and demonstrating that effective internal control measures are in place to prevent conflicts of interest or the appearance of conflicts of interest. As part of organizational-wide efforts to improve governance and strengthen accountability, it is imperative that the entire Secretariat act in accordance with best practices.
3. Along these lines, the Director General draws the attention of every staff member to the recently-approved Code of Ethics for United Nations personnel, and the values and principles enshrined therein, which are equally applicable to the Secretariat. This Code, together with the Standards of Conduct for the International Civil Service (2001), should serve as guidelines in promoting a culture of ethical service and responsibility, individually and collectively, within the Secretariat. These two documents will form an integral part of the WIPO Staff Regulations and Staff Rules. The Standards of Conduct was adopted by the WIPO Coordination Committee in 2002 and the Code will be proposed for adoption by the Coordination Committee after favorable endorsement by the United Nations General Assembly. All staff members shall therefore be held to account to the standards of behavior that they espouse.
4. Attachment II contains the provisions, relevant to a determination of what are conflict of interest issues, in the WIPO Staff Regulations and Staff Rules, the Standards of Conduct for the International Civil Service (2001) and the Code of Ethics for United Nations personnel.
5. The following implementing guidelines apply to the filing of the WIPO Declaration of Interest Form (the “Declaration”).
  - A. Coverage
6. The staff members mentioned below shall complete the Declaration, with due care and keeping in mind the end-objective of the exercise, which is the prevention and avoidance of any real or apparent conflict of interest:
  - (a) D-1 and above;
  - (b) in the Department of Finance, Budget and Program Management, the Head of Budget and the Head of Finance; and

(c) in the Procurement and Contracts Division, the Head of the Evaluation and Contract Administration Section.

B. When to file

7. For new appointments, filing shall be done immediately upon appointment. For current staff members, filing shall be done within two months from the issuance of this Office Instruction. Thereafter, updated filing shall be made where there is a material change<sup>1</sup> in any of the information required to be disclosed by the staff member in the Declaration. Such updated filing shall be made only once a year and no later than January 31 following the year when any such material change of information took place. Updated filing shall be made through the completion of the part of the Declaration where a material change in the information provided has taken place.

D. Confidentiality and Review of the Form

8. The Declarations shall be confidential. The completed Declaration shall be placed in a sealed envelope, with the words “Declaration of Interest” written on the outside of the envelope. It shall be filed with the Ethics Officer in the Office of the Legal Counsel (either hand delivered or through the internal courier system with the sealed enveloped placed inside the standard brown envelope taped with the sticker “Confidential”). The Ethics Officer shall send an email message to the submitting staff member acknowledging receipt of the Declaration and the date it was received.

9. The Ethics Officer shall review the Declaration ensuring a high level of confidentiality to staff members’ personal information and shall bring to the attention of the Director General and the Legal Counsel any potential, real or apparent conflict of interest. Information disclosed on the Declaration by staff members may be made available to their supervisors when the Director General considers this to be in the interests of WIPO. The information may be made available to persons outside WIPO only when the objectivity of the work of WIPO has been questioned such that the Director General considers disclosure to be in the interests of WIPO, and only after the staff member concerned had been given an opportunity to comment.

[Attachment I follows]

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<sup>1</sup> The concept of “material change” allows for some flexibility of interpretation. In the event of doubt, the staff member should consult the Office of the Legal Counsel. As an example, any change in the business concern or other entity in which shares are owned or where a policy-making position is held should be reported but any change in the *number* of shares of less than 20% that does not result in any form of control would not be a material change. An increase in the *value* of the shares, without a change in the number, would not by itself, be a material change.