

ANNEX IV

ATTACHMENT I

WIPO DECLARATION OF INTEREST FORM

Please respond to the requests for information that follow:

A. Outside occupation or employment

WIPO Staff Regulation 1.6(a)(1) provides:

“Staff members shall not engage, without the prior authorization of the Director General, in a continuous or intermittent manner, in any occupation or employment, remunerated or not, outside the International Bureau.”

1. Are you engaged in an occupation or employment, whether remunerated or not, outside of the International Bureau?

Yes:  No:  If yes, please provide details in the box below.

State the occupation or employment and provide relevant details (what kind of contractual arrangement, when, for how long) and attach contract	Name of Entity, Address and Telephone number	Indicate whether you have prior authorization from the Director General and attach relevant documentation

(If additional space is necessary for all tables in this form, please continue on a separate page.)

B. Activity or financial interest in or benefits, gratuities or favors from, an intellectual property (“IP”) enterprise

WIPO Staff Regulation 1.6(b) provides:

“Apart from their duties with the International Bureau, staff members shall not engage in any activity, or have any financial interest whatever, in any enterprise dealing with intellectual property. They shall not accept any benefits, gratuities or favors from firms or private individuals dealing with intellectual property or having commercial relations with the International Bureau.”

1. Have you engaged in or are you involved in any activity with any enterprise dealing with IP or having commercial relations with the International Bureau that is not part of your duties with the International Bureau?

Yes:  No:  If yes, please provide details in the box below.

WO/CC/61/4  
Annex IV  
Attachment I, page 2

Describe the activity and provide details (when and where)	Name of IP Enterprise, Address and Telephone number

2. Have you any financial interest in an enterprise dealing with IP or having commercial relations with the International Bureau?

Yes:  No:  If yes, please provide details in the box below.

Type of interest, eg., patent, shares (including number and current market value); employment (under any kind of contractual arrangement)	Name of IP Enterprise, Address and Telephone number

3. While a staff member, have you accepted any gift, benefit, gratuity, favor or any economic benefit in excess of the nominal value of 200 Swiss Francs<sup>1</sup> from any firm or private individual dealing with IP or having commercial relations with the International Bureau?

Not applicable (recently appointed in WIPO):

Yes:  No:  If yes, please provide details in the box below.

Indicate what gift, benefit, gratuity, favor or economic benefit, its value and other details (when and where)	Name of IP Enterprise, Address and Telephone number

---

<sup>1</sup> See Office Instruction No. 21/2009 in relation to Office Instruction No. 18/2004.

---

Signature of staff member: \_\_\_\_\_

In regard to honors and gifts, reference should be made to Office Instruction No. 18/2004 which provides guidelines for the interpretation of Staff Regulation 1.8 (“Honors and Gifts”) and Office Instruction No. 21/2009.

C. Association, management or financial interest in any business concern

WIPO Staff Regulation 1.6(c) provides:

“A staff member shall not be associated with the management of, or hold a financial interest directly or indirectly in, any business or other concern, if it is possible for the staff member, business or other concern to benefit from such association or financial interest by reason of the staff member’s position with the International Bureau.”

1. Do you have any association with the management of, or occupy a management, leadership or policy-making position in, any business concern or any other entity, including membership in public or private sector corporate boards outside WIPO?

Yes:  No:  If yes, please provide details in the box below.

Describe your association, role, position or function (describe the contractual arrangement, if any).	Name of Business or other entity, Address and Telephone number

2. Do you have any financial interest in any business concern or any other entity other than those already disclosed in B.2 above?

Yes:  No:  If yes, please provide details in the box below.

Indicate your financial interest (if shares, provide number and current market value)	Name of Business or other entity, Address and Telephone number

---

Signature of staff member: \_\_\_\_\_

3. Of the business concerns or entities that you have identified in the two immediately preceding questions, is it possible for you, the business concern or other entity, to benefit from your association with it or your financial interest in it, because of your position in the International Bureau?

Yes:  No:  If yes, please provide details in the box below.

D. Financial interest of staff member, family members and relatives

WIPO Staff Regulation 1.6(d) provides:

“Any staff member who, in the course of his duties, has occasion to deal with a matter involving a business or other concern in which he or his spouse or a dependent family member holds a financial interest, shall inform the Director General of the extent of that interest. In the case he has knowledge that a non-dependent child, parent or sibling holds a financial interest in such a business or other concern, he shall also inform the Director General of the existence of that interest.”

In relation to the phrase “financial interest” in Staff Regulation 1.6(d), Staff Regulation 1.6(e) provides:

“The ownership of shares in a company shall not be held to constitute a financial interest within the meaning of paragraph (d), above, unless such ownership gives the staff member, or the staff member’s spouse or dependent family member, or non-dependent child, parent or sibling, any form of control over the company’s activities.

1. Do you, your spouse<sup>2</sup> or any dependent family member<sup>3</sup> hold a financial interest in a business concern or any other entity?

Yes:  No:  If yes, please provide details in the box below.

---

<sup>2</sup> Office Instruction No. 58/2006 provides, in paragraph 9: “If a marriage, domestic or same-gender partnership is legally recognized under the laws of the country of nationality of the staff member, the International Bureau will recognize it for the purposes of the WIPO Staff Regulations and Staff Rules and the staff member’s partner – be it by marriage, or legally recognized domestic or same-gender partnership – will be considered to have the status of his/her spouse for all administrative purposes. If a staff member has more than one nationality, the determination is made by reference to the laws of the country of nationality recognized by the Organization for the purposes of the Staff Regulations, pursuant to Regulation 4.6 (Nationality).”

<sup>3</sup> Staff Regulation 3.2(b) reads, in part: “ ‘Dependent child’ shall mean a child for whom a staff member provides the main and continuing support, and who is less than 18 years of age, or less than 21 years if in regular attendance at a school, university or similar educational institution. [...]”

---

Signature of staff member: \_\_\_\_\_

WO/CC/61/4  
Annex IV  
Attachment I, page 5

Describe the financial interest (if shares, provide number and current market value) and under whose name they are held	Name of Business or other entity, Address and Telephone number

2. To your knowledge, does your non-dependent child, parent or sibling hold a financial interest in a business concern or any other entity?  
 Yes:       No:       If yes, please provide details in the box below.

Describe the financial interest (if shares, provide number and current market value) and under whose name they are held	Name of Business or other entity, Address and Telephone number

3. In the course of the performance of your duties, have you dealt with any of the business concerns or entities identified in the two immediately preceding questions or dealt with any matter involving such business concerns or entities  
 Yes:       No:       If yes, please provide details in the box below.

4. Do you have any family member employed in WIPO and/or the United Nations system, namely spouse, father, mother, son, daughter, brother or sister?  
 Yes-WIPO:       No-WIPO:       If yes, please provide details in the box below.  
 Yes-UN:       No-UN:

---

Signature of staff member: \_\_\_\_\_

WO/CC/61/4  
Annex IV  
Attachment I, page 6

I hereby declare that the disclosed information is correct and complete. I recognize that the completion of this Declaration is without prejudice to my obligations under the WIPO Staff Regulations and Staff Rules. I understand that failure to comply with those obligations may result in disciplinary action under Chapter X thereof. I undertake to update this Declaration in the event of any material change<sup>4</sup> in these circumstances.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Title

\_\_\_\_\_  
Office Location

\_\_\_\_\_  
WIPO Index No.

[Attachment II follows]

<sup>4</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.

\_\_\_\_\_  
Signature of staff member: \_\_\_\_\_