DECLARATION OF INTERESTS FOR WHO NON-STAFF WORKFORCE[[1]](#footnote-2) 

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| As part of its work on global health, the World Health Organisation (WHO) at times needs to hire non-staff workforce. To ensure the highest integrity and public confidence in its activities, WHO requires that all members of its workforce disclose any circumstances that could give rise to a conflict of interest[[2]](#footnote-3) related to the work done for WHO. All WHO non staff workforce must disclose any circumstances that could represent a potential conflict of interest. When filling out this form, you must disclose on this Declaration of Interest (DOI) form any personal, financial, professional or other interest relevant to the subject of the work you have been asked to undertake and any interest that could be affected by the outcome of the work. You must also declare relevant interests of your immediate family members (See definition below) and, if you are aware of it, relevant interests of other parties with whom you have substantial common interests and which may be perceived as unduly influencing your contribution to WHO.Please complete this form and submit it to the WHO Secretariat upon receipt, bearing in mind that without this form being duly completed and returned to the WHO, your contract will not be issued. You must also promptly inform the Secretariat if there is any change in this information prior to, or during the course of, the work. Please be advised that failing to fully complete this form and disclose all relevant information, depending on the circumstances, may lead the WHO to terminate your contract or not consider you for future engagements. Answering “Yes” to a question on this form does not automatically disqualify you or limit your engagement with WHO. Your answers will be reviewed by the Secretariat to determine whether the interests you disclosed constitute a conflict in respect of the envisaged work and whether specific measures are required to manage the disclosure.

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| Name: |       |
| Institution: |       |
| Email: |       |

**Type of contract (Internship or Consultant contract):**[ ]  **Intern**[ ]  **Consultant (remunerated or non-remunerated)****\_\_\_\_\_\_\_\_\_\_\_\_****The ToR have been received: Yes** [ ]  **No** [ ] **Dates and title of the work to be performed as in the Terms of Reference, including brief description of the work to be performed:** ­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **What type of interest needs to be declared (this list not being exhaustive)?** Different *types of interests* may exist and arise. The following, non-exhaustive, list may be referred to as a guide:1. a personal relationship with a WHO staff member, or an immediate family member[[3]](#footnote-4) employed by WHO.
2. an interest of an immediate family member (see definition below);
3. any interest in (including association or affiliation with) any entity with which you may be required, directly or indirectly, to have official dealings on behalf of WHO[[4]](#footnote-5) or which has a commercial interest in the work of WHO, or a common area of activity with WHO;
4. a proprietary interest in a substance, technology, data, or process (e.g., intellectual property), relevant to WHO's work;
5. a financial interest, e.g., shares or bonds, in a commercial entity with which you may be required, directly or indirectly, to have official dealings on behalf of the Organization, or which has a commercial interest in the work of WHO, or a common area of activity with WHO (except share holdings through general mutual funds or similar arrangements where the staff member has no control over the selection of shares[[5]](#footnote-6)).
6. public statements or positions (e.g. elected position or public expression of political opinions)
7. other concomitant engagements with WHO (e.g. other parallel contractual arrangements, or participation as an expert in a WHO expert advisory group or expert committee) or related entities (e.g. within the UN system or partner organizations such as Collaborating Centres)

As a result of WHO’s strong stance against tobacco use and the arms industry, WHO non staff workforce should disclose whether they, or their immediate family members have any relationship with any part of what is referred to as “the tobacco” or armsindustries**[[6]](#footnote-7)**. |

**Please answer each of the questions below.** If the answer to any of the questions is "yes", briefly describe the circumstances in the box underneath.

The term “you” refers to yourself and your immediate family members (i.e. spouse or partner with whom you have a similar close personal relationship and your children). "Commercial entity" includes any commercial business, an industry association, research institution or other enterprise whose funding is significantly derived from commercial sources with an interest related to the subject of the meeting or work. "Organization" includes a governmental, international or non-profit organization.

**PERSONAL AND FAMILY RELATIONSHIPS**

1. Do you have any personal and/or family[[7]](#footnote-8) relationship with a WHO staff member ?

**Yes: [ ]  No: [ ]  If yes, please provide details here:**

**EMPLOYMENT, RESEARCH AND CONSULTING**

1. For the duration of the present contractual engagement with WHO, will you:
	1. be under any other employment contract (including formal leave of absence from your current employer)? **Yes:** [ ]  **No:** [ ]
	2. receive any other in-kind or financial support (e.g. grant, bursary, scholarship, payment of travel or living costs, salary) from any entity or organization ? **Yes:** [ ]  **No:** [ ]
	3. be engaged in any other activity with WHO[[8]](#footnote-9) in any location, including another contractual engagement, participation in WHO expert committees, panel meetings, or other advisory processes? **Yes:** [ ]  **No:** [ ]
2. Please indicate remuneration or other support received (including from commercial entities and academic institutions) in the past 4 years in the area of work to be performed for WHO:
	1. remuneration (including employment, consulting, and other services such as technical or other advisor)?

**Yes:** [ ]  **No:** [ ]

* 1. support, either directly or through your institution (including research grants, sponsorships, or non-monetary support such as equipment, facilities, research assistants, paid travel valued at more than $US 1,000 overall)?

**Yes:** [ ]  **No:** [ ]

**INVESTMENT INTERESTS**

1. Do you have current investments (valued at more than US $5 000 overall) in a commercial entity with an interest related to the work you will undertake for WHO? You may exclude mutual funds, pension funds or similar investments that are broadly diversified and over which you exercise no control.
	1. Stocks, bonds, stock options, other securities **Yes:** [ ]  **No:** [ ]
	2. Commercial business interests (e.g. proprietorships, partnerships, joint ventures, board memberships, controlling interest in a company) **Yes:** [ ]  **No:** [ ]

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| **INTELLECTUAL PROPRERTY** |  |
| 1. Do you or any entity you are affiliated to have any intellectual property rights that might be enhanced or diminished by the outcome of the work you will undertake for WHO?
	1. Patents, trademarks, or copyrights including pending applications **Yes:** [ ]  **No:** [ ]
	2. Proprietary know-how in a substance, technology or process **Yes:** [ ]  **No:** [ ]
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**PUBLIC STATEMENTS AND POSITIONS**

1. Have you provided any experts opinion or testimony related to the subject matter of work to be undertaken for WHO as part of a regulatory, legislative or judicial process? **Yes: [ ]  No: [ ]**
2. Have you held an office or other position, paid or unpaid, where you publicly represented interests or defended a position related to the subject of the work ? **Yes: [ ]  No: [ ]**
3. Is there any other aspect of your background or present circumstances not addressed above that might be perceived as affecting your objectivity or independence? **Yes:** [ ]  **No:** [ ]

**ADDITIONAL INFORMATION**

1. If not already disclosed above, have you worked for the competitor of a product or service that is the subject of the work or will your engagement with WHO enable you to obtain access to a competitor’s confidential proprietary information, or create for you a personal, professional, financial or business competitive advantage including as part of a WHO procurement process?

**Yes:** [ ]  **No:** [ ]

**INDUSTRY SPECIFIC QUESTIONS** *(answer without regard to relevance to the subject of the work you will undertake for WHO)*

Within the past 4 years, have you held employment or received research support or other funding from, or had any other professional relationship with an entity directly involved in the production, manufacture, distribution or sale of products or representing the interests of any of the following:

1. **Tobacco industry**

**Yes:** [ ]  **No:** [ ]

1. **Arms industry**

**Yes:** [ ]  **No:** [ ]

1. **Pharmaceutical industry**

**Yes:** [ ]  **No:** [ ]

**EXPLANATION OF “YES” RESPONSES**: **If the answer any of the above questions is “yes”, briefly describe the circumstance below. If you do not describe the nature of an interest or if you do not provide the amount or value involved where relevant, the conflict will be assumed to be significant.**

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| **Nos. 2 - 5:** **Type of interest, question number and category (e.g., Intellectual Property 4.a copyrights) and basic descriptive details.** | **Name of company, organization, or institution** | **Belongs to you, a family member, employer, research unit or other?** | **Amount of income or value of interest (if not disclosed, is assumed to be significant)** | **Current interest (or year ceased)** |
|  |  |  |  |  |
| **Nos. 6-10: Describe the subject, specific circumstances, parties involved, time frame and other relevant details**  |

**DECLARATION. I hereby declare on my honour that the disclosed information is true and complete to the best of my knowledge. I understand that failing to fully complete this form and disclose all relevant information, depending on the circumstances, may lead the WHO terminating my contract and/ or not consider me for future engagements.**

**Should there be any change to the above information, I will promptly notify the responsible staff of WHO and complete a new declaration of interests form that describes the changes. This includes any change that occurs before or during my collaboration with WHO and through the period up to the publication of the final results or completion of the activity concerned.**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Part to be completed by the hiring manager[[9]](#footnote-10)**

I have reviewed the form in conjunction with the CV and publicly available profile of the candidate, and:

1. [ ]  As there is/are no disclosure(s) made, note that there is nothing preventing the engagement of the envisaged candidate
2. [ ]  As appropriate, discussed the disclosure(s) made with the Ethics unit in CRE and further to their guidance it has been determined that:

(a) [ ]  there is no perceived conflict of interest

(b) [ ]  the interests can be mitigated by : \_(insert text)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(c) [ ]  the interest(s) disclosed is(are) too significant and following the guidance from the ethics unit in CRE and a subsequent discussion with the Department Director the proposed candidate cannot be retained.

 Date: Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Consultants, interns and other individuals in a contractual relationship with WHO. [↑](#footnote-ref-2)
2. i.e. any interest that may affect, or may reasonably be perceived to affect, the individual's objectivity and independence. [↑](#footnote-ref-3)
3. Spouse or partner with whom you have a similar close personal relationship, your children, your parents, siblings or in-laws. [↑](#footnote-ref-4)
4. When identifying entities with which a collaborator *“may be required”* to have dealings, any entities in which it is reasonably possible during the course of the collaborators official WHO duties that he/she might be called upon to have contact, even though no such contact is immediately foreseen, should be included. Of course, if what was reported as a mere possibility of future contact actually materializes as an impending contact, the collaborator should immediately report this fact, in advance of undertaking any actual contact, to the Hiring Manager. [↑](#footnote-ref-5)
5. This exception would not apply to funds or similar arrangements which focus on industries which have commercial interests in the work of WHO or common areas of activity with WHO. [↑](#footnote-ref-6)
6. « Tobacco industry » means any entity involved in the manufacture, sale or distribution of tobacco and related products, and any affiliate of such entity [↑](#footnote-ref-7)
7. See footnote 3 above [↑](#footnote-ref-8)
8. This includes WHO hosted entities [↑](#footnote-ref-9)
9. Copy of this form must be shared with the Ethics Unit in CRE where their guidance has been sought. [↑](#footnote-ref-10)