



Geneva, 10 September 2020

SERVICE ORDER NO. 20/07

ITU POLICY ON DECLARATION OF INTERESTS

(This Service Order abrogates and replaces Service Order 11/03 of 22 February 2011)

In accordance with the provisions of the Constitution of ITU, the ITU Staff Regulations and Staff Rules, the Code of Ethics for ITU Personnel, and the Standards of Conduct for the International Civil Service, service with the ITU is subject to the highest standards of conduct and integrity.

It is essential that all activities be carried out in a manner above reproach, with complete impartiality and with no preferential treatment.

To protect the best interests of ITU, any conflict of interest, perception of a conflict of interest or situations with the potential for a conflict of interest must be avoided. All staff members are reminded that they have a responsibility to disclose all situations with the potential for a conflict of interest, or a perception thereof, and to refrain from any further involvement in these situations.

The present Service Order promulgates ITU's policy on declaration of interests and the procedures that have been put in place for making disclosures of conflicts of interest, outside activities, financial interests and for reporting gifts.

The Ethics Officer has been instructed to provide confidential guidance and advice to all staff members in this respect. The Ethics Officer should also draw attention to any conflicts or potential conflicts of interest evident in such disclosures. Staff members are encouraged to seek guidance and advice when confronted by a situation that could lead to a conflict of interest or perception thereof. These ethics functions will be strengthened by an outreach and training programme in cooperation with the Human Resources Management Department.

When performing his/her duties, the Ethics Officer will be independent of any official, Bureau department, or other organizational entity of ITU and will report directly to the Secretary-General.

Houlin Zhao
Secretary-General

Section 1

Obligation to file a Declaration of Interests and Compliance Statement

- 1.1 The following staff members shall file a declaration of interests and compliance statement annually and more often as required:
- (a) All Elected Officials; and
 - (b) All ITU appointed staff, including staff members holding a short-term contract as well as those on secondment.

Section 2

Scope of Declaration of Interests and Compliance Statements with respect to a staff member

- 2.1 A staff member who is required to file a Declaration of Interests and Compliance Statement under Section 1.1 above shall certify and/or disclose:
- (a) that the staff member has read and understands the provisions of the following ITU texts:
 - (1) Article 27 of the ITU Constitution;
 - (2) Code of Ethics for ITU Personnel;
 - (3) ITU Policy on Harassment and Abuse of Authority;
 - (4) Policy Against Fraud, Corruption and Other Proscribed Practices;
 - (5) Policy and Protection for Reporting Misconduct;
 - (6) ITU Investigation Guidelines;
 - (7) Standards of Conduct for the International Civil Service; and
 - (8) ITU Staff Regulations and Staff Rules.
 - (b) whether the staff member is aware of any situation or circumstance which would give rise to a conflict of interest or the appearance of a conflict of interest between the staff member's private interests / activities (or the interests of the staff member's family or personal acquaintances) and his or her official duties.
 - (c) any outside activity (see, in particular, Article 1.6 of the Staff Regulations), including self-employment or employment with, or the providing of services, to any outside entity without the appropriate authorization. Authorized outside activities and the date of authorization must also be disclosed.
 - (d) any previously disclosed outside activity/ies (prior to the current reporting period) and whether there are any changes
 - (e) whether they are in compliance with ITU's provisions on honours and gifts, specifically Code of Ethics paragraph 15, Staff Regulation 1.8 for appointed staff, and Staff Regulation I.8 for Elected Officials.

(f) that the staff member has reviewed the list of ITU vendors/suppliers and has no interest in, or relationship with, any entities on the list.

(g) any financial interest, or other interest or association with, any individual or entity that has a financial relationship with ITU.

Section 3

Filing procedures

3.1 Staff members who are required to file an annual Declaration of Interests and Compliance Statement, including, if necessary, a report of any outside activity and interest, pursuant to the present policy shall do so by 31 March, in respect of the period from 1 January to 31 December of the previous year. All statements shall be lodged with the Ethics Officer, except for the statements of the Ethics Officer, which shall be submitted to the Secretary-General.

3.2 Staff members who are required to file shall use the Declaration of Interests and Compliance Statement for ITU Staff Members form.

Section 4

Confidentiality

The Declaration of Interests and Compliance Statement are confidential. They shall be kept in a secure location and shall only be accessible to the Ethics Officer, the External and Internal Auditor, and the Secretary-General or by offices or persons specifically authorized in writing by the Secretary-General. The Ethics Officer (or the Secretary-General for the Ethics Officer's statement) shall keep a log with signature of any persons who had access to any Declaration of Interests and Compliance Statement at any time.

Section 5

Obligations of staff members

5.1 Staff members making disclosures pursuant to the terms of the present Policy shall certify that the information disclosed is true, correct and complete to the best of their knowledge and belief.

5.2 Staff members who are required to file a Declaration of Interests and Compliance Statement under Section 1.1 above shall also assist the Ethics Officer or any investigation authority duly appointed by the Secretary-General in verifying the accuracy of the information submitted when so requested.

5.3 High standards of conduct and ethical behaviour are fundamental obligations of an ITU staff member, and non-compliance by any staff member with the principles and provisions of this policy may lead to disciplinary action.

5.4 Staff members who are not able to comply with the disclosure requirements in respect to this policy shall submit a detailed justification to the Ethics Officer. The Ethics Officer shall consider whether

such justification is reasonable, with regard to the particular circumstances of each case, and may make recommendations to the staff member and/or to the Secretary-General in respect of each case.

Section 6

Entry into force

The present policy shall enter into force on the date of promulgation of the present Service Order. It will apply to declarations of interests with effect from 1 January 2021.