

UNFPA Policy on Financial Disclosure and Declaration of Interest**Introduction**

1. The following policy implements Staff Regulations 1.2 (m) and (n) and staff rules 1.2 (p) and (q) as reflected in General Assembly resolution 63/271 of 7 April 2009.

Definitions

2. The following definitions shall apply for purposes of the present policy:

- (a) Spouse: an individual whose personal status has been recognized as such for purposes of United Nations entitlements;
- (b) Dependent Child: a child who is under 18, or under age 21 if in full-time attendance at a school or university, for whom the staff member provides main and continuing support. See also Staff Rules (ST/SGB/2009/7), and rule 3.6;
- (c) Relative: a spouse, father, mother, son, daughter, brother or sister;
- (d) Stock option: a right or option to buy a specific number of shares at a later date and price.

WHO must file a financial disclosure statement or a declaration of interest statement?**Financial disclosure statement**

3. The following United Nations Population Fund (UNFPA) staff members have an obligation to file an annual financial disclosure statement:

- (a) All staff members at the D-1 or P-6 level and above;
- (b) All UNFPA Representatives or Chiefs of Operations (regardless of grade level);
- (c) All staff members whose principal occupational duties are the procurement of goods and services for UNFPA. Staff members falling into this category are designated as follows:
 - All staff members in the professional category serving in the Procurement Services Branch (“PSB”, i.e.: the Chief, PSB; Procurement Officers; Procurement Specialists, etc.);
 - All other staff members serving in PSB who have buyer and approval roles in ATLAS;
- (d) All staff members whose principal occupational duties relate to the investment of the assets of UNFPA or of any accounts for which UNFPA has fiduciary or custodial responsibility. Staff members falling into this category are designated as follows:
 - All staff members in the professional category serving in the Accounts Section;
 - All staff members serving in the Accounts Section who are appointed at levels ICS6 or ICS7;

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- (e) Other staff members whose direct access to confidential procurement or investment information warrants the filing of a financial disclosure statement. Staff members falling into this category are designated as follows:
- All Deputy Representatives;
 - All Assistant Representatives serving in duty stations that are covered by a UNFPA country director or a regional office/subregional office director;
 - All operations managers/specialists (regardless of whether they are internationally or locally recruited);
 - All administrative/finance associates or assistants in UNFPA country offices, regional offices and subregional offices (regardless of grade level);
- (f) The chairperson and appointed alternate chairperson(s) of the Contracts Review Committee (CRC) at headquarters;
- (g) All staff members in the professional category in the Division of Oversight Services (DOS);
- (h) Staff members in the professional category in the MIS Branch whose functions include procurement recommendations;
- (i) Staff members in the Ethics Office.

4. The Executive Director may designate additional categories of staff as having to file financial disclosure statements and may revise this policy from time to time.

5. In January of each calendar year the Ethics Office, in consultation with DHR and the directors/heads of offices/UNFPA Representatives, will update the financial disclosure database to reflect the inclusion of all staff members who are required to file financial disclosure and declaration of interest statements for the previous calendar year based on the criteria set out section 3 above.

Declaration of interest statement

6. Staff members on “when actually employed (WAE) appointments, \$1 per year appointments or serving on appointments of short duration who fall within the scope of section 3 above, have the obligation to file a declaration of interest statement instead of a financial disclosure statement.

Restatement of obligations of all UNFPA staff members

7. All UNFPA staff members must comply with Article I and Chapter 1 of the United Nations Staff Regulations and Rules setting forth the duties, obligations and privileges of staff, which include provisions regarding conflict of interest (Staff Regulation 1.2(m), Staff Rule 1.2(p)). The obligation on the part of a specific group of staff members of UNFPA to file financial disclosure or declaration of interest statements in accordance with this policy (see paras. 3 and 5) does not eliminate or limit in any way the obligation on the part of all staff to comply with the regulations/rules concerning conflict of interest and related duties and obligations.

WHAT is the scope of financial disclosure statements with respect to staff members, their spouses and dependent children?

8. Staff members who are required to file a financial disclosure statement under para. 3 above, shall report the following in respect of (i) themselves, (ii) their spouse and (iii) dependent children (if any):

- (a) Assets held that have a market value of \$10,000 or above per asset, or the equivalent in local currency at the operational rate of exchange. Assets include but are not limited to stocks, bonds, mutual fund investments and real estate. Personal property¹ should be reported only if it is held for investment or business purposes;
- (b) Any profit of more than \$10,000 on the sale of personal property that is held for investment or business purposes;
- (c) All stock options, publicly listed or private, regardless of value;
- (d) Income earned from sources other than UNFPA in the reporting period, including from investments listed in subparagraph (a) above, any form of deferred emoluments from prior employment (but excluding United Nations pension benefits received from prior employment), or profit shares from prior employment partnerships, if the total of all such income is over \$10,000 in the reporting period;
- (e) Any form of supplement, direct or indirect, to United Nations emoluments, including provision of housing or subsidized housing, or any gift, per diem, reimbursements, entertainment or travel expenses, favor, benefit, remuneration or in kind contribution from any government, governmental agency or other non-United Nations source² aggregating \$250 or more from a single source during the reporting year, other than dependency benefits under national laws, travel and per diem for approved outside activities and residential accommodation that has been accepted by UNFPA for its staff. Gifts from relatives are not required to be reported;
- (f) Liabilities over \$50,000 owed to any creditor, including a mortgage on the staff member's personal and/or vacation residence, as well as liability to a former spouse. Liabilities owed to a parent, sibling, or dependent child are excluded;
- (g) Involvement in any other activity, whether or not the activity is subject to approval under the applicable Staff Regulations and Rules, that could have an impact on the objectivity or independence of the staff member in the performance of duties for UNFPA or otherwise affect the image or reputation of UNFPA or the United Nations;³
- (h) A spouse's or dependent child's financial or other interest in, or association with, any entity with which the staff member may be required to have dealings on behalf of UNFPA, or any entity which has any commercial interest in the work of UNFPA or a common area of activity with UNFPA.

¹ Such as motor vehicles, boats, livestock, furniture, carpets, jewellery and art.

² Staff members should ensure that they are aware of, and act in accordance with, staff regulations 1.2 (j), (k) and (l) and staff rules 1.2 (k), (l), (m), (n) and (o) concerning the receipt of honours, gifts or remuneration from governmental or non-governmental sources.

³ Staff members should ensure that they are aware of, and act in accordance with, staff regulation 1.2 (f) concerning, inter alia, the prohibition of engaging in any activity that is incompatible with the proper discharge of their duties.

9. Staff members who are required to file a financial disclosure statement under para. 3 above shall also report the following:

- (a) Any leadership or policymaking role of the staff member in any non-United Nations entity (including membership on any corporate board);⁴
- (b) Any relatives employed in the United Nations system.

10. Staff members who are not able to comply with the disclosure requirements in respect of their spouse shall submit a detailed justification to the UNFPA Ethics Office. The UNFPA Ethics Office 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 Executive Director in respect of each case.

WHAT is the scope of declaration of interest statements?

11. Staff members who are required to file a declaration of interest statement under para. 5 above shall report the following:

- (a) Any financial or other interest in, or association with, any entity with which the staff member anticipates or should reasonably anticipate he or she may be required to have official dealings on behalf of UNFPA, or any entity that has a commercial interest in the work of UNFPA or a common area of activity with UNFPA, in respect of themselves, their spouse and dependent children (if any);
- (b) Any leadership or policymaking role of the staff member in any non-United Nations entity (including membership on any corporate board);⁵
- (c) Current or past involvement of the staff member in any other activity, whether or not the activity is subject to approval by the Secretary-General or the Executive Director under the applicable Staff Regulations and Rules, which could have an impact on the objectivity and independence of the staff member in the specific performance of the functions for which the staff member has been contracted by the United Nations or otherwise affect the image of the Organization;⁶
- (d) Any relatives employed in the United Nations system.

Applicable date for values and rates of exchange

12. For the purposes of making the statements required pursuant to the present policy, the applicable date for all values and rates of exchange is the date of disclosure.

⁴ Staff members should be aware of the requirement in UNFPA's policy on Outside Activities to seek guidance from the Ethics Office and to obtain the prior authorization of the Director, DHR to engage in an outside employment or activity, whether remunerated or not. Staff members should also be aware of staff regulation 1.2 (m) prohibiting staff members from active association in the management of a profit-making business or other concern where there is the possibility of a conflict of interest.

⁵ See note 4 (above).

⁶ See note 4 (above).

Filing proceduresElectronic filing

13. UNFPA staff members who are required to file a financial disclosure statement under para. 3 above shall do so in the Financial Disclosure Form. Staff members who are required to file a declaration of interest statement under para. 5 above shall do so in the Declaration of Interest Form. The Financial Disclosure Form is available to UNFPA staff members through a [secure UNFPA Intranet reporting facility](#), and staff members who are obliged to file statements under this policy shall avail themselves of this facility to submit their respective financial disclosure or interest statements.

Deadlines for annual filings

14. Staff members who are required to file annual financial disclosure or declaration of interest statements 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. Those required to file will receive notification from the Ethics Office in mid-February.

Recipient of statements

15. All statements are lodged with the UNFPA Ethics Office except those statements of staff in the UNFPA Ethics Office that are lodged with the United Nations Secretariat Ethics Office.

Initial filing following appointment

16. Any person offered an appointment at a level or position that would require disclosure pursuant to paras. 3 or 5 above, shall file an initial financial disclosure or declaration of interest statement. Such a statement shall be made in respect of the immediately preceding 12-month period. Failure to submit an initial statement may result in a withdrawal of the offer of or termination of the appointment.

Security, confidentiality, access to and use of statements

17. The UNFPA Ethics Office shall ensure that the security and confidentiality of the reporting facility for financial disclosure and declaration of interest statements is maintained. The statements are confidential. They are accessible only by the UNFPA Ethics Office. They may be used only by the UNFPA Ethics Office, by the Executive Director, or by offices or persons specifically authorized in writing by the Executive Director.

Administration of this policy

18. This policy is administered by the UNFPA Ethics Office.

Obligations of staff members

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

Final provisions

20. The present policy shall enter into force on 19 January 2010.