



DECLARATION OF INTERESTS FOR DESIGNATED PAHO/WHO STAFF¹.

In compliance with Staff Rule 110.7 of the PAHO Staff Rules and WHO Manual II.5.910, designated staff are required to complete this form in respect of themselves and their immediate family members, which include their spouse, children, parents, and siblings of the staff member and the children, parents and siblings of the staff member's spouse.²

What type of interest needs to be declared?

Designated staff must report any interest in (including association with) any entity with which they may be required, directly or indirectly, to have official dealings on behalf of the Organization,³ or which has a commercial interest in the work of PAHO/WHO, or a common area of activity with PAHO/WHO. In addition, as a result of PAHO/WHO's strong stance against tobacco use, it is considered relevant for designated staff to disclose to the Organization whether they and their immediate family members have relationship with any part of what may be called "the tobacco industry".

Different *types of interests* can be envisaged. The following list, which is not exhaustive, is provided for guidance:

1. a proprietary interest in a substance, technology or process (e.g., ownership of a patent), relevant to the work of PAHO/WHO;
2. a financial interest, e.g., shares or bonds, in a commercial entity with which a staff member 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 PAHO/WHO, or a common area of activity with PAHO/WHO (except share holdings through general mutual funds or similar arrangements where the staff member has no control over the selection of shares⁴);
3. an employment, consultancy, directorship, or other position or association, whether or not paid, in any entity with which a staff member 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 PAHO/WHO, or a common area of activity with PAHO/WHO, or an ongoing negotiation concerning prospective employment or other association with such entity; and
4. performance of any paid work or research commissioned by an entity with which a staff member 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 PAHO/WHO, or a common area of activity with PAHO/WHO.

¹ Nothing in this Declaration should be interpreted as suggesting that serving staff are entitled to be employed by, or have other types of associations with, outside entities, when such employment/association might otherwise be prohibited under the Staff Regulations and Rules.

² As defined in PAHO Staff Rule 110.7.3 "The term "immediate family member" means the spouse, children, parents, and siblings of the staff member and the children, parents and siblings of the staff member's spouse."

³ When identifying entities with which a staff member "may be required" to have dealings, any entities in which it is reasonably possible during the course of the staff member's official 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 staff member should immediately report this fact to the Director of PAHO in advance of undertaking any actual contact.

⁴ This exception would not apply to funds or similar arrangements which focus on industries which have commercial interests in the work of PAHO/WHO or common areas of activity with PAHO/WHO.

How to complete this Declaration: Please complete this Declaration and submit it under confidential cover to the PAHO's Office of the Legal Counsel (LEG).

Assessment and outcome: The Director of PAHO shall decide on the compatibility of any interest declared by a staff member with Article I of the Staff Regulations, and decide on any action to be taken. Information disclosed on this Declaration by staff members may be made available to their relevant supervisors when the Director considers this to be in the interests of the Organization. This information may be made available to persons outside of PAHO/WHO only when the objectivity of the work of PAHO/WHO has been questioned such that the Director considers disclosure to be in the best interests of the Organization, and then only after you have had an opportunity to comment.

Declaration:

Have you, your spouse, children, parents, siblings or your spouse's children, parents and siblings any interest in (including association with) any 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 PAHO/WHO, or common area of activity with PAHO/WHO.

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

Do you, your spouse, children, parents, siblings or your spouse's children, parents and siblings have an employment or other professional relationship with any entity directly involved in the production, manufacture, distribution or sale of tobacco or any tobacco products, or directly representing the interests of any such entity?

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

Type of interest, e.g. patent, shares (including number and current market value); employment, association, payment (including details on any compound, work, etc.);	Name of entity	Indicate whether held by you or immediate family members?

Is there anything else that could affect your objectivity or independence in the performance of your duties for PAHO/WHO, or the perception by others of your objectivity and independence?

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 PAHO/WHO Staff Regulations and Rules, in particular Article 1 of the Regulations setting forth the duties, obligations and privileges of staff members. I undertake to update this Declaration in the event of any material change in these circumstances⁵, and in any event, at least annually.

Signature

Date

Name

Title

⁵ The concept of "material change" allows for some flexibility of interpretation, thus in the event of any doubt the staff member should consult PAHO's Office of the Legal Counsel (LEG). However, as an example, any change in the companies in which stocks are held should be reported, but it is safe to assume that any change of less than 20% in the *number* of a stock of a company already held would not be a material change. An increase in the *value* of stock, without a change in the number, would not by itself be a material change.