



CIVICUS: World Alliance for Citizen Participation

CONFLICTS OF INTEREST POLICY & FORMS

1. Definition of policy

- 1.1 Given that CIVICUS Board Members and staff are likely to be active across a range of civil society organisations and capacities, it is inevitable that potential conflicts of interest may arise from time to time in relation to their duties to CIVICUS. CIVICUS aims to deal with these conflicts of interest in an open and proportionate way.
- 1.2 CIVICUS uses the following definition of conflicts of interest to inform its day to day operations: '[a] conflict of interest is any situation in which a Board Member's personal interests or loyalties could, or could be seen to, prevent them from making a decision only in the best interests of the organisation'.

2. Declaration and registration of interests

- 2.1 Board Members shall declare any relevant interests on their appointment and on a regular basis thereafter. This will be done primarily through the **Annual declaration of interests** (Annex 1) and **Certificate of interests in transaction with CIVICUS** (Annex 2), enclosed below. Information shared in these Annexes shall prevail in the event of any inconsistency with this Policy.
- 2.2 If an interest arises in relation to an agenda item of the CIVICUS Board and/or its sub committees, the Board Member shall:
- where a decision will be taken at a meeting, declare the interest to the Chair in advance of the meeting; or
 - where an agenda item arises during the course of the meeting, declare the interest before the agenda item is discussed; or
 - where a decision will be taken by a majority without a meeting, declare the interest to the chair of that process as soon as possible but before the decision is taken.
- 2.3. A conflict of interest must be declared when funding or resource allocation decision are taken and where a Board Member:
- is a Director, member, partner, employee, consultant or adviser to the entity being considered; or
 - is involved with a connected person in such a way that a majority of other Board Members may reasonably conclude a conflict of interest has arisen.
- 2.4. Where an item before the Board could result in real or perceived conflict of interest, including if a Board Member or connected person would receive a benefit or undue advantage, he or she must:
- Recuse himself or herself from any discussion or vote on the matter (or chair the discussion if the conflict relates to the Chair of the meeting);
 - Not be counted in the quorum for that part of the process; and
 - Have no vote on the matter.
- 2.5. A Register of Interests is maintained by CIVICUS in relation to Board Members.
- 2.6. Any declarations of interest shall be minuted, along with the action(s) taken.

3. Gifts and Hospitality

- 3.1. Gifts from applicants, potential applicants or current grantees (other than low value items such as pens, diaries etc) should be declined.
- 3.2. Hospitality such as meals or refreshments offered in the normal course of business may be accepted. However, hospitality that might be regarded by a reasonable person as excessive in the circumstances or as a possible inducement should be politely declined.
- 3.3. Offers to pay travel and accommodation expenses incurred when visiting applicants, potential applicants and current grantees should be politely declined, all such expenses will be met by CIVICUS.

4. Connected persons

- 4.1. This policy also applies where an interest arises in relation to someone connected to a Board Member.
- 4.2. A person is considered connected to a Board Member, if they are the:
 - spouse, civil partner, parent, child, brother, sister, grandparent or grandchild of the Board Member; or
 - the spouse or civil partner of any person above; or
 - any other person in a relationship with the Board Member, which may reasonably be regarded as equivalent to such a relationship; or
 - any company, partnership or firm of which the Board Member is a paid director, member, partner or employee, or shareholder holding more than 1% of the capital.

I hereby confirm that I have read this policy.

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ANNEX 1: ANNUAL DECLARATION OF INTERESTS

To be completed by all Board Members.

Category	Please give details of the interest and whether it applies to you or a connected person
Current employment and any previous employment in which you continue to have a financial interest.	Baku Academy of International Law and Human Rights
Appointments (voluntary or otherwise) e.g. trusteeships, directorships, local authority membership, tribunals etc.	Baku Academy of International Law and Human Rights
Membership of any professional bodies, special interest groups or mutual support organisations.	Eastern Partnership Civil Society Forum; CIVICUS World Alliance for Citizen Participation;
Investments in unlisted companies, partnerships and other forms of business, major shareholdings (more than 1% of issued capital) and beneficial interests.	None
Any contractual relationship with CIVICUS.	None
Any other interests that are not covered by the above.	None

Annex 2: CERTIFICATE OF INTERESTS IN TRANSACTIONS WITH CIVICUS
(to be completed annually by all Directors)

Ms Lysa J. BERNA
Secretary General, CIVICUS
Landline (SA): +27 11 833 5959
Email: lysa.john@civicus.org

Dear Lysa,

Year ended 2018

I confirm that, with reference to the CIVICUS Conflicts of Interest policy at the balance sheet date and during the year then ended, there were no transactions with CIVICUS in which I had an interest, either directly or indirectly, with the exception of (*mark with an X if applicable*):

- Interest(s) disclosed to and recorded at meetings of the Board (or to the SG or COO respectively, if former not applicable)
- My service or employment contract
- As described below:

Furthermore, I confirm that at no time during the year was I indebted to CIVICUS with the exception of (*mark with an X if applicable*):

- Sums advanced on account of travel expenses etc incurred on CIVICUS' business
- As described below:

Date:	21 February 2019
Full Names and Title:	Ziya Guliyev, Board member, CIVICUS World Alliance for Citizen Participation;
Signature:	