

**UNITED NATIONS OFFICE FOR PROJECT SERVICES**

**Headquarters, Copenhagen**

**O.D. 23**

**27 February 2008**

**First revision: 24 November 2008**

**ORGANIZATIONAL DIRECTIVE NO. 23 (Revision 1)**

**POLICY ON FINANCIAL DECLARATION AND DISCLOSURE OF  
INTEREST STATEMENTS**

**Introduction:**

The present Organizational Directive (OD) implements Staff Regulations 1.2 (m) and (n), as amended by General Assembly resolution 60/238 of 15 February 2006, Staff Rules 101.2 (o) and (p), Staff Rules 201.2 (o) and (p) and Staff Rules 301.3 (o) and (p). This OD is aligned with the Secretary-General's bulletin on "Financial disclosure and declaration of interest statements" (reference ST/SGB/2006/6).

**1. Definitions**

1.1 The following definitions shall apply for purposes of this policy:

- (a) *Spouse*: an individual whose personal status has been recognized as such for purposes of United Nations entitlements;
- (b) *Relative*: a spouse, father, mother, son, daughter, brother or sister;
- (c) *Stock Option*: a right or option to buy a specific number of shares at a later date and price;
- (d) *UNOPS Focal Point for Financial Declaration/Disclosure of Interest Statements*: the General Counsel,
- (e) *Third Party Administrator (TPA)*: An independent service provider which may serve to (a) collect, file, and report on the outcomes of the financial declaration

forms and financial disclosure forms, and (b) advise the UNOPS Focal Point regarding best practices that may be considered for implementation, with respect to the financial disclosure policy and practice.

## **2. Who is obliged to file a financial declaration statement, and if required, a disclosure of interest statement?**

### **2.1 Financial Declaration Statement**

2.1.1 The following UNOPS personnel<sup>1</sup> have an obligation to file an annual financial declaration statement, which may or may not result in the requirement to subsequently complete a financial disclosure statement:

- (a) All internationally-recruited personnel at the P-5 to D-2, L-5 to L-7, and A-5 levels. (Personnel at the Assistant Secretary-General level and above are subject to the UN Secretariat financial disclosure policy.);
- (b) All UNOPS personnel who are procurement specialists, or whose principal occupational duties are the procurement of goods and services for UNOPS in all HQ divisions, regional offices, operations centres and projects having the delegation of authority (DOA) to effect procurement orders. Principal occupational duties include those individuals for whom expected procurement activities comprise more than 40% of their normal prescribed duties;
- (c) All operations centre directors and managers;
- (d) All project managers;
- (e) All Headquarters Contracts and Property Committee (HQCPC) and Local Contracts and Property Committee (LCPC) members and secretaries;
- (f) All UNOPS personnel whose principal occupational duties relate to the investment of the assets of UNOPS or of any accounts for which UNOPS has fiduciary or custodial responsibility. Principal occupational duties include those individuals for whom expected investment activities represent an excess of 40% of their normal prescribed duties;
- (g) UNOPS internal auditors;
- (h) The UNOPS Focal Point for Financial Disclosure/Declaration of Interest

---

<sup>1</sup> “UNOPS personnel” shall mean staff members recruited under the 100, 200 or 300 series of the United Nations Staff Rules and individuals under other personnel arrangements such as contractors under the Individual Contractor Agreement (ICA) contracts.

Statements; and

- (i) Other UNOPS personnel, subject to exception at the discretion of Regional Directors or Directors at HQ, whose direct access to confidential procurement or investment information or whose engagement in procurement activity for a limited duration or under specific exceptional circumstances, warrants the completion of a financial declaration statement, which may lead to completion of a financial disclosure statement.

2.1.2 The Regional Directors or Directors at HQ shall determine the individual UNOPS personnel who shall file financial declaration statements as listed above and provide the names and such other personnel information (as determined by the Director, OEC and HR) to the Director, OEC and HR.

## 2.2 Financial Disclosure Statement

2.2.1 The TPA shall advise and liaise with the individual UNOPS personnel in the event any information included in the UNOPS personnel's financial declaration statement shall require completion of the financial disclosure statement.

## 3. What is the scope of financial declaration statement with respect to UNOPS personnel, their spouses and dependent children?

3.1 UNOPS personnel who are required to file a financial declaration statement under paragraph 2.1 above shall report the following in respect of (i) themselves, (ii) their spouse (if any), 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 UN operational rate of exchange. Assets include but are not limited to stocks, bonds, mutual fund investments and real estate<sup>2</sup>. Personal property<sup>3</sup> should be reported only if it is held for investment or business purposes. Personal property includes, but is not limited to, items such as motor vehicles, boats, livestock, furniture, carpets, jewelry, and art;
- (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;

---

<sup>2</sup> The term "real estate" means land and buildings such as houses, apartments, farms and shops. In some jurisdiction, "real estate" is also called "real property".

<sup>3</sup> The term "personal property" means all property other than "real estate". In some jurisdiction, "personal property" is also called "personal effects", "movable property" and "goods and chattel".

- (d) Income earned from sources other than UNOPS in the reporting period, including from investments listed in Section 3.1(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 UNOPS emoluments, including provision of housing or subsidized housing, or any gift, per diem, reimbursements, entertainment or travel expenses, favour, benefit, remuneration or in kind contribution from any Government, governmental agency or other non-United Nations source (see Section 3.4.2) 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 UNOPS for its personnel. Gifts from relatives are not required to be reported;
- (f) Liabilities over \$50,000 owed to any creditor, including a mortgage on the UNOPS personnel'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 United Nations Staff Regulations and Rules, that could have an impact on the objectivity or independence of the UNOPS personnel in the performance of duties for UNOPS or otherwise affect the image or reputation of UNOPS or the United Nations (see Section 3.4.3);
- (h) A spouse's or dependent child's financial or other interest in, or association with, any entity with which the UNOPS personnel may be required to have dealings on behalf of UNOPS, or any entity which has any commercial interest in the work of UNOPS or a common area of activity with UNOPS.

3.2 UNOPS personnel who are required to file a financial declaration statement under section 2 above shall also report the following:

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

3.3 UNOPS personnel who are not able to comply with the disclosure requirements in respect of their spouse or child shall submit a detailed justification to the General Counsel. The General Counsel shall consider whether such justification is reasonable, with regard to the particular circumstances of each case, and may make recommendations to the

UNOPS personnel and/or to the Executive Director in respect of each case. The TPA may also provide advice regarding best practices in this regard.

### 3.4 Additional Considerations

- 3.4.1 All UNOPS personnel 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 norms regarding conflict of interest (Staff Regulation 1.2(m) and Staff Rule 101.2(o), 201.2(o) and 301.3 (o)). The obligation on the part of a specific group of personnel of UNOPS to file financial declaration or financial disclosure statements (see Section 2) does not eliminate or limit in any way the obligation on the part of all personnel to abide by the regulations/rules concerning conflict of interest and related duties and obligations.
- 3.4.2 Personnel should ensure that they are aware of, and act in accordance with, Staff Regulations 1.2 (j), (k) and (l), Staff Rules 101.2 (k), (l), (m) and (n), Staff Rules 201.2 (k), (l), (m) and (n) and Staff Rules 301.3 (k), (l), (m) and (n) concerning the receipt of honours, gifts or remuneration from governmental or non-governmental sources.
- 3.4.3 Personnel should ensure that they are aware of, and act in accordance with, Staff Regulation 1.2 (f) concerning, inter alia, the prohibition against engaging in any activity that is incompatible with the proper discharge of their duties.
- 3.4.4 Personnel should be aware of the requirement in Staff Regulation 1.2 (o) to obtain the prior approval of the Secretary-General to engage in an outside employment or activity, whether remunerated or not. Personnel should also be aware of Staff Regulation 1.2 (m) prohibiting personnel from active association in the management of a profit-making business or other concern where there is the possibility of a conflict of interest.
- 3.4.5 ICAs personnel should ensure that they are aware of, and act in accordance with, the standards of conduct required of United Nations civil servants<sup>4</sup>.

## 4. Applicable Date for Values and Rates of Exchange

- 4.1 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. UN operational rate of exchange will be used for all calculations.

---

<sup>4</sup> Reference: Organizational Directive No. 21 (Individual Contractor Agreement (ICA))



## **5. Filing Procedures**

### **5.1 Forms**

5.1.1 UNOPS personnel who are required to file a financial declaration under Section 2 above shall do so in the financial declaration form available to UNOPS personnel on the UNOPS intranet at:

[https://intra.unops.org/Practices/Legal/Financial\\_Declaration\\_and\\_Disclosure\\_of\\_Interest\\_Statements/Pages/default.aspx](https://intra.unops.org/Practices/Legal/Financial_Declaration_and_Disclosure_of_Interest_Statements/Pages/default.aspx)

5.1.2 Such UNOPS Personnel that is notified by the TPA that he/she shall be required to file the financial disclosure statement shall do so in such form to be provided by the TPA to the individual on a case-by-case basis.

### **5.2 Deadlines**

5.2.1 UNOPS personnel who are required to file annual financial disclosure 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.

### **5.3 Recipient of Statements**

5.3.1 All statements are lodged with the designated TPA.

### **5.4 Initial Submission Following Appointment**

5.4.1 Any person offered an appointment at a level or position that would require financial declaration pursuant to Section 2 above, shall file an initial financial declaration statement within 30 days of his/her effective start date (EOD or equivalent). 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.

## **6. Confidentiality**

6.1 The UNOPS Focal Point for Financial Declaration/Disclosure of Interest Statements shall ensure that the security of the reporting facility for financial disclosure and declaration of interest statements is maintained. The statements are confidential and will be accessible to and used only by the Executive Director, the UNOPS Focal Point for Financial Declaration/Disclosure of Interest Statements, the designated TPA, or by offices or persons specifically authorized in writing by the Executive Director.



7. **Obligations of UNOPS personnel**

7.1 UNOPS personnel 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. Disciplinary measures may be taken against UNOPS personnel who knowingly make false statements or provide inaccurate information.

8. **Final Provisions**

8.1 This revised OD 23 is effective 1 January 2009.

8.2 The UNOPS Focal Point for Financial Declaration/Disclosure of Interest Statements is hereby authorized to issue Administrative Instructions (AIs), Guidance Notes (GNs), or advisories to effect the implementation of this Directive.

A handwritten signature in black ink, appearing to read "Jan Mattsson", written over a horizontal line.

**Jan Mattsson**  
**Executive Director, UNOPS**