



10 April 2006

Secretary-General's bulletin

Financial disclosure and declaration of interest statements

The Secretary-General, for the purpose of implementing staff regulation 1.2 (m), staff regulation 1.2 (n), as amended by the General Assembly in its resolution 60/238, and staff rules 101.2 (o) and 101.2 (p), promulgates the following:

Section 1 Definitions

The following definitions shall apply for the purposes of the present bulletin:

- (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.

Section 2 Obligation to file a financial disclosure statement or a declaration of interest statement

Financial disclosure statement

2.1 The following staff members have an obligation to file an annual financial disclosure statement:

- (a) All staff members at the D-1 or L-6 level and above;
- (b) All staff members who are procurement officers, or whose principal occupational duties are the procurement of goods and services for the United Nations;
- (c) All staff members whose principal occupational duties relate to the investment of the assets of the United Nations, the United Nations Joint Staff Pension Fund or of any accounts for which the United Nations has fiduciary or custodial responsibility;

(d) Other staff members whose direct access to confidential procurement or investment information warrants the filing of a financial disclosure statement;

(e) All staff members serving in the Ethics Office.

2.2 The relevant head of department or office shall determine, in accordance with guidelines issued by the Ethics Office, the staff members who shall file financial disclosure statements under sections 2.1 (b), (c) and (d) above.

Declaration of interest statement

2.3 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 2.1 above, have the obligation to file a declaration of interest statement instead of a financial disclosure statement.

Section 3

Scope of financial disclosure statements with respect to staff members, spouses and dependent children

3.1 Staff members who are required to file a financial disclosure statement under section 2.1 above, shall report the following in respect of themselves, their spouse and 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 the United Nations 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, favour, 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 the United Nations for its staff. Gifts from relatives are not required to be reported;

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 101.2 (k), (l), (m) and (n) concerning the receipt of honours, gifts or remuneration from governmental or non-governmental sources.

(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 by the Secretary-General 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 the United Nations or otherwise affect the image or reputation of the Organization;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 the Organization, or any entity which has any commercial interest in the work of the United Nations or a common area of activity with the United Nations.

3.2 Staff members who are required to file a financial disclosure statement under section 2.1 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.

3.3 Staff members who are not able to comply with the disclosure requirements in respect of their spouse shall submit a detailed justification to the Ethics Office. The 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 Secretary-General in respect of each case.

Section 4 **Scope of declaration of interest statements**

Staff members who are required to file a declaration of interest statement under section 2.3 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 the Organization, or any entity that has a commercial interest in the work of the United Nations or a common area of activity with the United Nations, 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);⁴

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.

⁴ Staff members 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. 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.

(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 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;³

(d) Any relatives employed in the United Nations system.

Section 5

Applicable date for values and rates of exchange

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

Section 6

Forms

Staff members who are required to file a financial disclosure statement under section 2.1 above shall do so in the Financial Disclosure Form. Staff members who are required to file a declaration of interest statement under section 2.3 above shall do so in the Declaration of Interest Form. These forms are available to staff members on the Organization's Intranet or from the Ethics Office.

Section 7

Filing procedures

7.1 Staff members who are required to file annual financial disclosure or declaration of interest statements pursuant to the present bulletin 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 Office, except for the statements of staff in the Ethics Office, which shall be submitted to the Secretary-General.

7.2 Any person offered an appointment at a level or position that would require disclosure pursuant to sections 2.1 or 2.3 above, shall file an initial financial disclosure or declaration of interest statement. Such a statement shall be submitted to the Ethics Office and 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 appointment.

Section 8

Confidentiality

The financial disclosure and declaration of interest statements shall be kept in a secure location. The statements are confidential and will be accessible to and used only by the Secretary-General, the Ethics Office or by offices or persons specifically authorized in writing by the Secretary-General.

Section 9
Obligations of staff members

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

Section 10
Final provisions

10.1 As a transitional measure for 2006, annual financial disclosure or declaration of interest statements for the period 1 January to 31 December 2005 shall be submitted by 31 May 2006.

10.2 Secretary-General's bulletin ST/SGB/2005/19 is hereby abolished.

10.3 The present bulletin shall enter into force on 1 May 2006.

(Signed) Kofi A. **Annan**
Secretary-General
