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**Ad hoc open-ended working group on a science-policy panel  
to contribute further to the sound management of  
chemicals and waste and to prevent pollution**

**Third session**

Geneva, 17–21 June 2024

Item 4 of the provisional agenda\*

**Preparation of proposals for the establishment of a science-policy  
panel**

**Draft conflict-of-interest disclosure form**

**Note by the secretariat**

**I. Introduction**

1. The ad hoc open-ended working group on a science-policy panel to contribute further to the sound management of chemicals and waste and to prevent pollution, at its second session, held from 11 to 15 December 2023 in Nairobi, requested the secretariat to prepare, for consideration by the ad hoc open-ended working group at its third session, a proposal for a revised conflict-of-interest disclosure form based on the discussions held at the second session.
2. Taking into account the discussions held at the second session and a review by the secretariat of examples of conflict-of-interest forms used by other science-policy interfaces, it was concluded that all relevant issues were addressed. The revised conflict-of-interest disclosure form submitted by the secretariat during the second session of the ad hoc open-ended working group is being reissued in the present document with minor modifications.
3. At its third session, the ad hoc open-ended working group, in finalizing its proposals for the science-policy panel, may wish to consider the draft conflict-of-interest disclosure form presented herein (for which appendix B of annex 5 of document UNEP/SPP-CWP/OEWG.3/2 is a placeholder).

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\* UNEP/SPP-CWP/OEWG.3/1.

## II. Appendix B: Conflict-of-interest disclosure form for the [insert full name of panel]

### *Confidential*

Name:

Address:

Email address:

Telephone no.:

Current employer:

Function/role in the Panel:

You have been invited to serve on the [insert full name of panel] (hereinafter referred to as “the Panel”) because of your professional standing and expertise. As is outlined in the Panel’s conflict-of-interest policy, the objective of the Panel requires that special attention be paid to issues of independence and potential bias in order to maintain the integrity of, and public confidence in, the Panel’s deliverables and processes. It is essential that the work of the Panel not be compromised by any conflict of interest on the part of those who execute it; as a result, disclosure of certain circumstances is necessary. When you are filling out this form, we rely on your professionalism, common sense and honesty.

The conflict-of-interest policy and the disclosure of interests are required as a matter of due diligence so as to provide appropriate assurance to the Panel with regard to matters of conflict of interest, ensure professional and scientific integrity, and protect the Panel and its participants from reputational risk.

The declaration of interests and the disclosure of conflicts of interest or potential conflicts of interest are required in accordance with the Panel’s conflict-of-interest policy and implementation procedures. You should disclose interests that could: (a) significantly impair your objectivity in carrying out your duties and responsibilities for the Panel; or (b) create an unfair advantage for you or any person or organization, and which could result in your securing a direct and material gain through outcomes related to a Panel process.

In accordance with the conflict-of-interest policy, circumstances that could lead a reasonable person to question your objectivity or ask whether an unfair advantage has been created constitute a potential conflict of interest and should be disclosed on this form.

You must also declare any relevant interests of parties with whom you have current contractual relationships or substantial common interests and which could be perceived as unduly influencing, or likely to unduly influence, your judgment (e.g. your employers, close professional associates, administrative unit or department, any sponsoring or funding entities).

A brief description should be provided in relation to the questions outlined below. You should aim to provide sufficient and explicit information to allow the Panel to form a view on whether the circumstances disclosed give rise to an actual or potential conflict of interest.

Once completed, please sign and date the form in the space provided and return it to the secretariat of the Panel, along with a curriculum vitae and information supporting the disclosures made, where applicable. Please retain a copy for your records.

You must promptly inform the secretariat of the Panel of any change concerning the information provided prior to or during the course of your work or meetings for the Panel. This form and the declarations contained therein must be completed before participation in the Panel activity can be confirmed.

Answering “yes” to a question on this form does not necessarily mean that a conflict is present or that you will be unable to perform your designated function or role in the Panel. If in doubt about whether an interest should be disclosed, individuals are encouraged to disclose that information. The information will be assessed as a whole on the basis of the principles contained in the conflict-of-interest policy. In particular, what does or does not constitute a conflict of interest is defined in section C of that document and reproduced below. If individuals have questions about the process of completing this disclosure form, they are encouraged to seek advice from the secretariat of the Panel.

**Definition of “conflict of interest”:<sup>1</sup>**

[paragraphs from section C of the Panel’s conflict-of-interest policy to be inserted here]

**Part I. Commercial and financial interests**

1	Do you hold any position or appointment or have any business or professional relationships with other bodies related to science on chemicals, waste and the prevention of pollution?	Yes	No
	<b>Details:</b>		
2	Do you receive any remuneration (e.g. employment or consulting, including services as a technical or other adviser) from a commercial entity or other organization with an interest related to the subject of the Panel’s work in which you are engaged?	Yes	No
	<b>Details:</b>		
3	Do you receive financial support from any commercial entity or other organization with an interest related to the subject of the Panel’s work (e.g. a government agency)?		
	<b>Details:</b>		
	(a) Research support, including grants, collaborations, sponsorships, other funding	Yes	No
	<b>Details:</b>		
	(b) Support, including honorariums, for being a panellist, giving speeches or providing training to a commercial entity or other organization with an interest related to the subject of the Panel’s work?	Yes	No
	<b>Details:</b>		
4	Do you have investments in any commercial entity with an interest related to the subject of the Panel’s work? (Please also include indirect investments such as a trust or holding company. You may exclude mutual funds, pension funds or similar investments that are broadly diversified and over which you exercise no control.)		
	<b>Details:</b>		
	(a) Stocks, bonds, stock options, other securities (e.g. short sales)	Yes	No
	<b>Details:</b>		
	(b) Commercial business interests (e.g. ownership, partnerships, joint ventures, board memberships, controlling interests)	Yes	No
	<b>Details:</b>		
5	Do you own any intellectual property rights that might be affected by the Panel’s work?		
	<b>Details:</b>		
	(a) Patents, trademarks or commercial copyrights (including pending applications)	Yes	No
	<b>Details:</b>		
	(b) Proprietary knowledge of a technology or process being used for commercial purposes	Yes	No
	<b>Details:</b>		
6	Do you hold any financial interests in excess of US\$10,000 per year which outside parties could consider might represent or give rise to a conflict of interest, or the perception of a conflict of interest, with regard to your Panel service?	Yes	No
	<b>Details:</b>		

<sup>1</sup> Definition taken from section C of the Panel’s conflict-of-interest policy, which is available at [URL to be inserted].

7	As part of a regulatory, legislative or judicial process, are you providing any expert opinion or testimony related to the subject of the Panel's work for a commercial entity or other organization?	Yes	No
	<b>Details:</b>		

## Part II. Professional and other non-financial interests

8	Do you hold any position or appointment or have any business or professional relationships with other bodies related to science on chemicals, waste and the prevention of pollution?	Yes	No
	<b>Details:</b>		
9	Do you receive non-financial support valued in excess of US\$10,000 per year (e.g. premises, equipment, facilities, assistants, paid travel, etc.) from any commercial entity or other organization with an interest related to the subject of the Panel's work (e.g. a government agency)?	Yes	No
	<b>Details:</b>		
10	As part of a regulatory, legislative or judicial process, are you providing any expert opinion or testimony related to the subject of the Panel's work for a commercial entity or other organization?	Yes	No
	<b>Details:</b>		
11	Are you engaged in any professional or other activities which outside parties could consider might represent or give rise to a conflict of interest, or the perception of a conflict of interest, with regard to your Panel service?	Yes	No
	<b>Details:</b>		
	<i>Are you involved in any of the following:</i>		
	(a) Official function in a government agency or international organization?	Yes	No
	<b>Details:</b>		
	(b) Advisory committee associated with a public or private sector organization?	Yes	No
	<b>Details:</b>		
	(c) Senior editorial role or assignment?	Yes	No
	<b>Details:</b>		
	<i>Do you serve as any of the following:</i>		
	(d) Board member of a public or private sector organization?	Yes	No
	<b>Details:</b>		
	(e) Board member of a non-profit organization?	Yes	No
	<b>Details:</b>		
	(f) Board member of an advocacy group?	Yes	No
	<b>Details:</b>		

**Part III. Additional information**

<b>12</b>	If not already disclosed above, are you aware of any aspect of your work for the Panel that will enable you to obtain access to proprietary information or create for you a competitive advantage in your professional, financial or business dealings?	<b>Yes</b>	<b>No</b>
	<b>Details:</b>		
<b>13</b>	To your knowledge, could the outcome of your work for the Panel adversely affect the interests of any other persons or entities with whom you have substantial common personal, professional, financial or business interests (such as your adult children or siblings, close professional colleagues, administrative unit or department)?	<b>Yes</b>	<b>No</b>
	<b>Details:</b>		
<b>14</b>	Which organization is covering, in part or in full, your Panel-related travel costs?		
	<b>Details:</b>		
<b>15</b>	Are you receiving any payments (other than for travel costs) or honorariums for speaking publicly on the subject of the Panel's work in which you are engaged?	<b>Yes</b>	<b>No</b>
	<b>Details:</b>		
<b>16</b>	Is there any other aspect of your background or present circumstances not addressed above that you consider might be perceived as affecting your objectivity or independence?	<b>Yes</b>	<b>No</b>
	<b>Details:</b>		

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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