

Clarification on confidential documents for consultant contracts

Currently, consultant contracts are part of Services Procurement transactions in GSM. Some records concerning consultants must remain confidential, but records uploaded to Procurement transactions are not confidential in ECM or GSM. Care must be taken not to upload documents containing information of confidential nature as part of the transaction in GSM and programmes should maintain these within the department for audit purposes.

Users should not choose an available document type and then upload one of the following confidential documents. The reason document types such as “Passport” or “Medical Certificate” are not available in the drop-down menu of document types is that these are **confidential documents** that must **not** be uploaded to a non-confidential part of the system.

Document types never to be uploaded to Procurement transactions include:

- **Personal banking details**
This information is submitted with the request for creator of supplier, and should not be uploaded again to the Services Procurement transaction.
- **Declarations of Interest for WHO Experts (DOI)** - DOI form is a confidential document. It must be retained for safekeeping by the requesting unit in a secure place. For more information about DOI see CRE intranet site: <http://intranet.who.int/homes/cre/ethics/doiexperts>
- **Designation, Change or Revocation of Beneficiary** documents
*should be emailed to Records and Archives (RAS) at HQ so that they can be uploaded using the document type “Statement of Beneficiaries (most staff do not have permission to select this document type). Documents should be sent to records@who.int and **must** include the GSM registration number and the name of the consultant.*
- **Medical reports, medical certificates, vaccination records**
*These are confidential. However, medical **clearances**, containing no confidential information, may be uploaded. Choose the document type ‘Supporting – Confirmation of Receipt of Clearance Documentation’. Do not enter ‘medical certificate’ in the ‘Comments’ field.*
- **Passports**
- **Performance evaluations**
- **Stellis Profiles or CVs**
- **Applications for UN Certificates**
- **Diplomas**
- **Reference Letters**
- **Insurance information specific to individuals**