

GUIDELINES REGARDING CONTRACTUAL RELATIONS WITH EXECUTIVE BOARD MEMBERS, ALTERNATES AND ADVISERS

EMPLOYMENT

10 No Board member, alternate or adviser should be employed as a staff member (fixed-term or temporary appointment).

TEMPORARY ADVISERS

20 Caution should be exercised when considering the appointment of Board members, alternates and advisers as temporary advisers. Particular attention should be paid to the potential for conflict of interest and each proposed appointment must be properly justified and documented.

30 Except in the case of attendance at formal WHO meetings, any appointment of a Board member, alternate or adviser as a temporary adviser should be approved in writing by the responsible Regional Director or Assistant Director-General.

OTHER TYPES OF CONTRACTS WITH INDIVIDUALS

40 No other type of contract (such as consultant contracts, special service agreements, exchange of letters, agreements for performance of work) should be concluded with a Board member, alternate or adviser that involves payment of monies by WHO to a Board member, alternate or adviser.

CONTRACTS WITH INSTITUTIONS

50 Caution should be exercised when considering the conclusion of a contract with an institution in which a Board member, alternate or adviser has an interest. In case of a potential conflict of interest, any such contract should be approved by the responsible Regional Director or Assistant Director-General and be reported to the Director of Human Resources at headquarters.

RECORD-KEEPING AND REPORTING

60 The Director of Governing Bodies (DGO/GBS) will inform Regional Directors, Assistant Directors-General, the Director of Human Resources Personnel and other staff members concerned of the names of Board members, alternates and advisers, and keep them up to date on any changes in this list.

70 Management Officers in headquarters and Directors of Administration and Finance in Regional Offices should keep a record of instances of Board members, alternates or advisers being appointed as temporary advisers. Regular reports of this information should be made to the Director of Human Resources at headquarters.

80 A document will be prepared every year by the Director of Human Resources for the January session of the Executive Board listing appointments of Board members, alternates and advisers as temporary advisers, and contracts with any institutions in which Board members, alternates or advisers are known to have any interest in a private capacity.
