

INTERNATIONAL RENEWABLE ENERGY AGENCY

Seventh session of the Assembly
Abu Dhabi, 14 – 15 January 2017

**Report of the Ethics Officer on the Implementation of the
Policy on Ethics and Conflict of Interest****Note of the Director-General**

1. At its second session, the Assembly, in its decision A/2/DC/7, adopted the Policy on Ethics and Conflict of Interest to ensure that conflicts of interest are identified and managed in a way that ensures broad public trust and confidence in the decision-making and operations of IRENA, including the highest standard of ethical conduct in IRENA's affairs and the protection of the reputation and integrity of IRENA.
2. Pursuant to paragraph 9.1 of the Policy on Ethics and Conflict of Interest contained in A/2/13, the Ethics Officer on an annual basis prepares a report on the implementation of this Policy. The report is presented to the Director-General to comment upon before delivery to the Assembly.
3. The present report of the Ethics Officer covers the implementation of the Policy on Ethics and Conflict of Interest and the Disclosure of Interest reporting for the period from **1 October 2015 to 1 October 2016**.
4. The Director-General submits the present report, through the Council, to the Assembly. The Director-General notes the successful implementation of the Policy on Ethics and Conflict of Interest. The Director-General will continue to support the Ethics Officer towards achieving the highest level of ethical standards in the Agency and concurs with the conclusion and recommendations made in this report and will ensure their implementation.

**Report of the Ethics Officer on the Implementation of the
Policy on Ethics and Conflict of Interest**

I. Introduction

1. The Policy on Ethics and Conflict of Interest (“the Policy”) was adopted by the Assembly at its second session through decision A/2/DC/7 and was subsequently promulgated by the Director-General through directive ST/Directive/2012/4.

2. In 2012, the Director-General also promulgated a directive on Disclosure of Interest Forms (ST/Directive/2012/11) to implement Staff Regulation 2.7 (b), the Policy and the relevant provisions of the Code of Conduct annexed to the Staff Rules.

3. This report provides an overview of the activities related to the implementation of the Policy on Ethics and Conflict of Interest during the period from **1 October 2015 to 1 October 2016**. The report also provides recommendations on strengthening and promoting a culture of integrity and ethical conduct.

II. Operations and Activities

A. Implementation of the Policy on Ethics and Conflict of Interest

4. During the reporting period, the Ethics Officer received three requests for advice from Covered Individuals¹ on ethical issues, which were satisfactorily responded to. No requests on other issues or any reports requesting protection against retaliation for reporting misconduct were received from Covered Individuals during that period. No issues requiring consultation with the Ethics Advisory Board have emerged during the reporting period.

5. In-line with Staff Regulation 2.7, and the requirements specified in paragraphs 46 to 51 of the Code of Conduct annexed to the Staff Rules, an official request form was developed to formalize the process for requesting approval for outside employment and activities.

B. Implementation of the Disclosure of Interest Procedure

6. The Disclosure of Interest Procedure is an important component of the Director-General’s mission to maintain and enhance public trust in the integrity of the Agency.

7. The Ethics Officer, in consultation with the Office of Human Resources, established the list of Covered Individuals required to complete a disclosure of interest form for the current reporting period and subsequently notified them individually on the deadline of submission.

8. A total of 31 Covered Individuals were required to file the disclosure of interest forms by the submission deadline of 31 March 2016. By the time of preparing this report, two additional Covered Individuals were required to file the form, the majority of those Covered Individuals have complied with the filing requirement. Review of the filed disclosure of interest forms did not reveal any actual or apparent conflicts of interest with the Agency.

C. Training and Education

9. A basic training session to raise awareness on ethical behaviour and conduct is currently in place as part of the induction programme coordinated by the Office of Human Resources for new staff members. Three sessions were conducted during the reporting period. In addition, an on-line training course on

¹ Covered Individual means any individual subject to the Staff Regulations of IRENA (see Policy on Ethics and Conflict of Interest for the International Renewable Energy Agency, paragraph 2.1).

ethics is being developed which would enable both newly recruited and current serving staff members to receive in-depth training on ethics and conflicts of interest at their own pace and time.

10. A dedicated webpage on the Agency's intranet where all relevant information and resources are easily accessible and available to staff has been developed.

III. Conclusion and Recommendations

11. The newly introduced tools and the on-line training platform, soon to be launched, will increase awareness of staff on ethics and related issues as well as promote a culture of integrity and high ethical standards within the organisation, which remains a priority for the Agency.

12. Senior management support, through a continuous dialogue on implementing ethical standards in everyday work activities and decision-making, will also continue to be key in cultivating an environment that is based on accountability and transparency.