

ANNEX 1

Is a Declaration of Interests Required? - Summary Sheet

	MEETINGS	DOI REQUIRED?
1.	Expert Advisory Panel Members	Yes, the first time as part of the process leading up to being selected to serve on an Expert Advisory Panel and a second time when the member is asked to participate in a specific meeting or activity.
2.	Members of WHO Expert Committees or Sub-committees	Yes
3.	Members of Joint Expert Committees or Sub-committees convened by WHO in conjunction with other organizations (e.g., Joint FAO/WHO Expert Committee on Food Additives)	Yes. Specifically, WHO should ensure that when meetings are jointly convened with another organization(s), WHO should assume responsibility for the management of Conflicts of Interest (COI) in relation to the participation of experts, unless upon review of the COI policy of the collaborating organization(s), the technical unit in consultation with CRE decide that the COI policy of the collaborating organization shall apply.
4.	Members of WHO Study Groups or Scientific Groups or their sub-committees, including those of a WHO hosted partnership	Yes
5.	Members of WHO programme-specific advisory groups, scientific meetings, consultations or other groups of experts, including those of a WHO hosted partnership. (e.g., Scientific Technical and Advisory Group, study groups, research groups, specialist panels, Proposal Review Committee, etc.)	Yes
6.	Temporary Advisers, providing working papers or advice to Secretariat or Committee for meetings and activities referenced in items 2-5 above	Yes
7.	Peer Reviewers	Yes, if WHO is relying on their independence and objectivity.
8.	Observers attending meeting under items 2-5 above	No
9.	Representatives of Member States participating in items 2-5 above <i>who are invited as representatives of their government (rather than as independent experts)</i>	No
10.	Staff and consultants of Member State	No

	agencies or institutions participating in items 2-5 above <i>who are invited as representatives of their agency (rather than as independent experts)</i>	
11.	Staff and consultants of the United Nations, UN system programmes or agencies (UNFPA, World Bank, UNICEF, etc) or other intergovernmental organizations, participating in items 2-5 above, <i>who are invited as representatives of their agency (rather than as independent experts acting in a personal capacity)</i>	No
12.	Staff and consultants of NGOs, participating in items 2-5 above, <i>who are invited as representatives of their organization</i>	No
13.	Staff and consultants of companies, trade organizations or other interest groups participating in items 2-5 above <i>who are invited as representatives of their companies, or to exchange information or views</i>	No
14.	Consultants hired by WHO to provide advice on technical or normative matters to Governments.	Yes
	PEER REVIEWS AND CONTRACTS (BOTH PAID AND UNPAID)	
14.	Unpaid or paid peer reviewers of research proposals and journal articles	Yes
15.	Staff of universities, national research centres, or other institutions engaged under an APW, TSA or other contract	Yes, if WHO is relying on their independence and objectivity. A DOI Form(s) is completed by the Principal Investigator or other similarly placed persons.
16.	Staff of contractors working under an APW	Yes, if WHO is relying on their independence and objectivity. A DOI Form(s) should be completed by identified key staff.
17.	APWs for non-scientific or technical services (e.g. graphic design, printing)	No, unless for some reason, WHO will be relying on contractor's independence and objectivity.
18.	Consultants issued with a contract under WHO's Consultants Policy	Yes, if WHO is relying on a consultant's independence and objectivity in the performance of his/her work.
	TRAINING	
19.	Facilitators and faculty members in workshop or training activity	Yes, if WHO is relying on his/her independence and objectivity (which may, in turn, depend on the subject matter of the training activity).

20.	Participants in workshop or training activity	No
	CONFERENCES	
21.	Speakers at conferences and symposia organized by WHO	Yes, if they are providing advice to WHO and are not speaking as representatives of their organization.
22.	Ministers of Health and other officials of Member States speaking at conferences and symposia organized by WHO	In general, no. In the event that the official has been invited to contribute as an independent expert and that it is clearly understood by all concerned that the person is participating as such, then the DOI Form should be used.
23.	Speakers at conferences and symposia co-sponsored by WHO	No
	WHO STAFF MEMBERS	
24.	WHO staff members, fixed-term and temporary	No. "Expert" DOI Form is not used for WHO staff members. (For certain categories of staff members a dedicated DOI (Staff) form is required to be submitted annually (see Staff Rule 110 and WHO Manual II.5.910)).
	WORLD HEALTH ASSEMBLY AND EXECUTIVE BOARD, REGIONAL COMMITTEES, BOARDS OF CO-SPONSORED PROGRAMMES ETC.	
25.	Representative of Members or Associate Members, their Alternates and Advisers, representatives of non-Member States, the UN, other specialized agencies, intergovernmental and non-governmental organizations, as well as other entities invited as Observers	No

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