



## ISC POLICY ON CONFLICT OF INTEREST FOR MEMBERS OF THE ISC GOVERNING BOARD AND COMMITTEES\*

### Introduction

ISC uses the expertise, knowledge and advice of the international research community, government agencies, industry, civil society groups and other organizations. Their involvement is an essential contribution to ISC's decision-making processes, be they concerned with setting or advising on strategy and policy, establishing and implementing new programmes,.

### Why is a conflict of interest policy needed?

ISC needs to set out clearly how it expects its committee and Board Members to act in decision-making and advisory contexts.

*The aim of this policy is to protect both the organization and the individuals involved from any appearance of impropriety.*

### How does ISC define 'conflict of interest'?

Conflict of interest is defined as a situation in which an ISC committee or Governing Board Member

- (i) is either associated or involved in any way with an organization (e.g. ISC Member bodies, governmental agencies, funding bodies, universities) or an individual that would benefit from an ISC specific decision (e.g. strategy-, programme-, policy- or funding-related) or
- (ii) might themselves benefit of an ISC specific decision because of their association or involvement in any way in the development or implementation of strategy, programmes, policy, or funded proposals outside their responsibilities as a member of the relevant ISC committee or the Governing Board.

### How does ISC apply its conflict of interest policy?

- a. The chair of a meeting will be briefed on conflicts of interest using the Register of Declarations of Interest, and will draw attention to these before the meeting starts.
- b. Unless otherwise stated, all Board and committee members have been appointed in an *ad hominem* capacity.
- c. **At the start of each meeting** the chair should remind the committee/ Board that they should declare if any item on the agenda is likely to give rise to an actual or potential conflict of interest.
- d. The chair should consider if the interest is such as to require the member to leave the room when that matter comes up for discussion, or to remain in the room, but without expressing any opinion on the issue.
- e. If there is doubt as to whether the member should be asked to leave, the chair may discuss this with the rest of the committee. The member may be asked to leave the room while the committee decides.
- f. If the absence of a member who has declared an interest will compromise the committee's expertise, they may be invited to speak on 'matters of fact'.

- g. If the committee member concerned is the chair, then another member should chair that item.
- h. If in doubt, the chair and committee should assume that the actual or potential conflict of interest may call into question the objectivity and impartiality of the committee's consideration of that issue.
- i. All conflict interests declared, and actions taken, should be recorded in the minutes of the meeting, ensuring a proper audit trail.

### ISC's Register of Declarations of Interest

- a. On taking up their appointments, all Board and committee members **must** declare any private, professional or commercial interests that could conflict with ISC's interests. These interests may be *direct* or *indirect*, *monetary* or *non-monetary*, which the public might reasonably think could influence the Board or committee members' judgment.
- b. ISC will record the declarations of interest centrally and update them every year.
- c. Members should, provide updated information as changes occur.
- d. ISC will put the register on its website so the public can inspect it.

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\* For the purposes of this statement, committees is the generic term used for any group convened by, or acting on behalf of, the General Assembly, Governing Board or CEO.