

INTERNATIONAL RENEWABLE ENERGY AGENCY

Tenth meeting of the Council

Abu Dhabi, 23 – 24 November 2015

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

Note of the Director-General

1. The Assembly, in its decision A/2/DC/7 of 15 January 2012, 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, the Ethics Officer on an annual basis prepares a report on the implementation of this Policy. The report is given 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 2014 to 1 October 2015**.
4. The Director-General submits the present report to the Council for its consideration before its transmission 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.

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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 2014** to **1 October 2015**. 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 two 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. No issues requiring consultation with the Ethics Advisory Board, in accordance with the terms of reference of the Board as contained in document A/3/17, have emerged during the reporting period.

B. Implementation of the Disclosure of Interest Procedure

5. 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.
6. 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.

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).

7. A total of 28 Covered Individuals were required to file the disclosure of interest forms by the submission deadline of 31 March 2015. By the time of preparing this report, three 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

8. In addition to the online training on ethics that is currently being developed, the Ethics Officer in coordination with the Office of Human Resources, has developed a basic training session to raise awareness on ethical behavior and conduct which will form part of the induction programme for new joiners.

D. Ethics Advisory Board

9. The Council, at its ninth meeting in June 2015, appointed Ethiopia, Fiji and India as members of the Ethics Advisory Board for a two-year term.

III. Conclusion and Recommendations

10. Ethics training remains a priority to promote a culture of ethics. Once the on-line training and induction programmes are institutionalized, efforts will be made to ensure that both new joiners and existing staff are trained.
11. The introduction of additional tools will assist in fine-tuning the ethics training programme and enhancing staff knowledge on ethics matters. These include a dedicated webpage on the Agency's intranet where all relevant resources, including learning materials, are accessible to all staff as well as periodic staff surveys on ethics and integrity awareness.
12. Senior management support, through a continuous dialogue on implementing ethical standards in everyday work activities and decision-making, continues to be key in cultivating an environment that is based on accountability and transparency.