

INTERNATIONAL RENEWABLE ENERGY AGENCY

Fourteenth meeting of the Council
Abu Dhabi, 28 - 29 November 2017

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, adopted the Policy on Ethics and Conflict of Interest for the International Renewable Energy Agency 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, and 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 2016 to 30 September 2017**.
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.

**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 during the period from **1 October 2016 to 30 September 2017**.

II. Operations and Activities

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

4. During the reporting period, the Ethics Officer provided information and counsel on questions of ethics, including the Disclosure of Interest Procedure and ethical standards that govern outside activities. One request for approval of an outside activity was reviewed as to the suitability of the activity and submitted for authorisation of the Director-General. No issues requiring consultation with the Ethics Advisory Board have emerged during the reporting period.
5. In the course of the reporting period, the Ethics Officer received from an individual covered by the Code of Conduct one report of retaliatory action. In accordance with the Code of Conduct, the Ethics Officer has a duty to review such reports and advise the Director-General as to whether a full investigation is warranted. Accordingly, the Ethics Officer reviewed the reported allegation and surrounding circumstances. The review of the Ethics Officer concluded that there was no basis to further investigate the matter and was submitted to the Director-General.

B. Implementation of the Disclosure of Interest Procedure

6. The aim of the Disclosure of Interest Procedure, as administered by the Ethics Officer, is to maintain and enhance the 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 27 Covered Individuals were required to file the Disclosure of Interest Forms by the submission deadline of 31 March 2017. At the time of preparing this report, two additional Covered Individuals were required to file the form and most of the 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. The development of an on-line ethics training course has been completed. The course, which is based on a training programme used by the United Nations, is designed to promote ethical awareness and decision-making as well as the role and responsibilities of the ethics function and build a common understanding and practice of ethical standards and conflicts of interest within the Agency.

10. The training course will enable both newly recruited and current staff to better understand and apply the ethical standards of the Agency in everyday workplace conduct and activities, familiarise themselves with potential ethical challenges and also serve as a refresher for those who have previously received ethics training. It is planned that the training course will be made available to all staff by the end of this year.

D. Ethics Advisory Board

11. The Council, at its thirteenth meeting in May 2017, appointed Colombia, Samoa and the United Arab Emirates as members of the Ethics Advisory Board for a two-year term.

III. Conclusion and Recommendations

12. As in previous years, continued efforts are made to increase awareness on ethical behaviour and conduct and to ensure that all staff members perform their functions consistent with the highest standards of integrity, accountability and transparency.

13. Management engagement and support remain key in continuing to promote an organisational culture based on shared values and principles and ensure compliance of all staff with the Agency's ethical standards.