

# WFP Gifts Policy and Gifts Register

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**World Food Programme**

# WFP Gifts Policy



- **Gifts policy—April, 2008:** Covered in ED Circular April, 2008 entitled “Disclosure of financial interests, outside activities and honours, decorations, favours, gifts or remuneration” (ED2008/004).
- **WFP employees are prohibited from accepting gifts—**any form or amount, including hospitality, promotional items, accommodations, invitations to and tickets for entertainment events.
- **Gifts should not be sent by or received from our partners** (vendors, suppliers, donors, independent contractors, governments, non-governmental organizations or other external sources).
- **Gifts policy—amended January, 2017:** Amendment to current circular covering gifts to create an online Gifts Register.

If refusing a gift would cause embarrassment to WFP, then we may – under these exceptional circumstances – accept the gift on behalf of WFP; disclose it directly to the Ethics Office.

- WFP employees have a **duty to disclose** offers concerning honours, decorations, favours, gifts or remuneration.
- Disclosures of gifts are tracked separate from advice and guidance on gifts and hospitality.



## Electronic Gifts Register

If refusing a gift would cause embarrassment to WFP, then we may – under these exceptional circumstances – accept the gift on behalf of WFP; disclose it through the electronic gifts register and then turn it over to the Ethics Office or Head of Office.

- Once implemented, all gifts are to be disclosed through the electronic gifts register.
- Recipient, Supervisor and Head of Office will receive automatic notifications.
- Ethics Office will have access to review and report.
- Ethics Office will continue to provide advice and guidance directly.

## Electronic Gifts Register

- The **electronic gifts register** is a secure on-line system with restricted review access to ensure appropriate confidentiality and enable **appropriate follow-up**.
- The electronic gifts register is designed to **capture information** about the person making the disclosure, the gift or gift offer, the gift source, and the related circumstances.
- **WFP employees** will be required to make disclosure of gifts and gift offers directly in the **electronic gifts register**, which will be available on the **WFP self-service portal**.

# Electronic Gifts Register



## Gift Declaration

↶ Hide form information

\* Indicates required field

In furtherance of Staff Regulation 301.1.6 and the WFP Gifts Policy, I hereby declare the following

### WFP Employee Information

Recipient\*

Category Type:

Index number:

Telephone extension:

Grade and level:

Location:\*

Supervisor\*

Head of office\*

### Gift Details

1. Description of the gift:\*

2. Date on which it was received:\*

3. Estimated value of the gift in USD:\*

4. Basis for determining estimated value:\*

# Electronic Gifts Register

## Source

5. Name of the entity providing the gift:\*

6. Type of entity:\*

## Circumstances

7. Circumstances which led to the receipt of the gift:\*

8. Do you have any actual or past relationship (official or otherwise) with the entity providing the gift?\*

Yes  No

9. If yes, provide details of the relationship:

# Electronic Gifts Register - Template

## Disposition

10. I have entrusted the gift to the Executive Director through:\*

11. Comments (optional):

I understand the submission of this form will result in notification to the recipient, supervisor and head of office; further, the Ethics Office will have access to the information in order to administer the gifts policy, which includes: providing advice and guidance; liaising with the recipient and management; and, reporting and administration.\*

I understand that checking this box constitutes a legal signature confirming that I adopt the contents of this form and confirm the truthfulness of the information provided herein to the best of my knowledge and belief.\*

SAVE CHANGES

SUBMIT FORM



# Thank you and Questions

