

Appendix 5: Declaration of Conflict of Interests



The European Union  
for Georgia

ENPARD: Support to Agriculture  
and Rural Development



**Conflict of Interest Declaration**



### **Article 1. Introduction**

All members and staff of Akhalkalaki Action Group (hereinafter referred as the „LAG) and the members of the Project Evaluation Committee (hereinafter referred as the “PAC”), shall be aware of the rationale for having a policy on possible conflict of interest. It is essential to ensure that no member or staff can influence decisions in any way that may be to his or her advantage. Additionally, LAG has to ensure fairness and transparency of all of its decisions.

Members and staff of LAG and PAC must complete conflict of interest declaration and fill in the register of interests’. LEADER Coordinator is responsible for ensuring fulfilment of these requirements.

While receiving new member and/or during any member rotation, each LAG member shall provide full information on its’ interests. These interests shall include their employment, all business interests and community involvement, including voluntary work for charities hereinafter referred to as “Interests”.

Members and staff of LAG and PAC members must declare at each meeting the nature of their interests (if any) in –

- any application to the LAG for financial or other support and/or
- any initiative taken by the LAG and/or
- any proposed contract with the LAG in which a LAG member/staff, or a connected person is directly or indirectly involved and/or
- any matter from which the LAG member/staff, or a connected person, may stand to benefit directly or indirectly from his or her position as a LAG member/staff or from the operation of the LAG.

Where a conflict of interest is declared this person should leave any discussion and it automatically loses the right to vote. This declaration must be formally recorded in the LAG/PAC meeting minutes.

The requirement to declare a conflict of interest applies to all persons involved in processing an application, as well as the evaluation of that application. In instances where there is a conflict of interest, this should be noted and the member/staff of LAG or PAC should not be involved in working on the project where the conflict occurs.

A LAG member/staff shall be deemed to have an interest in a particular matter where a person connected with that LAG member/staff has such an interest and the LAG member/staff could be expected to be reasonably aware of the existence of that interest. For this purpose, a person is connected with a LAG member if that person is :

- a spouse, parent, brother, sister, child or step-child, other relative or cohabitee of that LAG member/staff and/or;
- a body corporate controlled by a LAG member;
- a person acting as the trustee of any trust, the beneficiaries of which include the LAG members/staff or the persons/organisations acting as a LAG partner.

## **Article 2. Degree of Interest**

It must be recognised that there are various degrees of interest that a LAG member/staff and PAC member may have in a project:

### **2.1 Personal Interest**

Where a member or staff stands to gain financially from an application or is a Director or a Committee member of the organisation putting forward the project, he or she shall be considered to have a personal interest. In such circumstances, member or staff shall declare their interest and withdraw from the room while discussion on the project is ongoing.

### **2.2 Indirect Personal Interest**

Where a member or staff has an indirect personal interest in a project, e.g. if a relative is associated with the project, the interest should be declared. The member or staff shall then take no further part in any discussion or vote on this issue. In certain circumstances, it may be appropriate for the member or staff to withdraw from the room, depending on the nature of the relationship with the project.

### **2.3 Direct Personal Interest**

Where a member or staff has a personal interest which is clear and substantial, then that member or staff must take no further part in the proceedings and withdraw from the meeting room.

If a member does regard his/her private or personal interest as being clear and substantial, then the member or staff shall always disclose the nature of that interest to the relevant person, who will record the reason for his/her withdrawal.

Members/staff of the LAG and PAC members may acquire information that has not as yet been made public and/or is confidential. The LAG members/staff and PAC members must not use confidential information for the personal advantage of oneself, or relatives/anyone known to the member/staff or to the disadvantage of the LAG/PAC.

It is reasonable for a member/staff to represent the LAG at a social activities, events, official dinners organised by outside persons/bodies. Members/staff are advised to err on the side of caution in such matters because they will be personally responsible for all decisions connected with the acceptance or offer of gifts or hospitality and for avoiding the risk of damage to public confidence in the LAG.

**Article 3. Areas of Uncertainty**

In circumstances where a member/staff is unsure whether they have what could be perceived as an interest, the degree of their interest, or whether they should withdraw, they should ask the advice of the LEADER Coordinator before the meeting begins. If the potential conflict affects LEADER Coordinator, then the advice of the Accountable Body shall be sought. For this purpose, Accountable Body is Georgian Institute of Public Affairs.

<b>Declaration</b>	
<b>I read and fully understand the details of the conflict declaration. I agree to comply with the rules and recommendations contained in this document and I will obey the principles and procedures of membership of Akhalkalaki LAG or the Project Evaluation Committee</b>	
<b>Organization</b>	<b>Role</b>
LAG <input type="checkbox"/>	Member <input type="checkbox"/> Staff <input type="checkbox"/>
Project Evaluation Committee <input type="checkbox"/>	Member <input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
<b>Name, Family name</b>	
<b>Signature</b>	
<b>Date</b>	