

Conflicts of Interest

* Required

* This form will record your name, please fill your name.

Conflicts of Interest

The information you provide to the FCDO on potential conflicts of interest will be held by the FCDO. Any relevant information could be disclosed by the FCDO to the public if necessary, under the requirements of the FOI Act and/or the requirements placed on the FCDO to publish information within FCDO's annual report and accounts. In entering into this agreement you thereby consent to this disclosure

1. Your @fcdo email address *

2. Which Directorate are you in? *

Select your answer



3. What Post are you in? *

If you are not overseas, please select 'UK'

Select your answer



4. What is your Substantive Grade? *

Select your answer



5. Contract type *

Permanent, Fixed Term, Secondment etc.

6. CBS or UKBS? *

☐ CBS

☐ UKBS

7. Approx current FCDO role start date *



8. Approx FCDO role end date (if known)



9. Line manager email address *

10. Line manager role *

11. **Please choose the declaration statement which applies to you. If you are addressing what could be a potential or perceived conflict of interest, that you go on to explain/mitigate in the rest of this declaration form, please tick option (2). Tick one box only:**

- ☐ 1) **Use this option for a nil return only:** I declare that to the best of my knowledge and belief, neither I nor any party related to me, have any personal or business interests which may influence my judgement in performing my FCDO duties or may be perceived by a reasonable person as having scope to do so. I understand that it is my responsibility to disclose any changes in my interests which would make this declaration inaccurate and/or incomplete.
- ☐ 2) **You must use this option to declare anything that could be a potential or perceived conflict of interest:** I declare that I or a party related to me, have interests that either conflict with performing my FCDO duties or have the potential to do so or be perceived as doing so. In completing the rest of this form, I have set out these interests for consideration and my assessment of any action to be taken for any actual conflict to be removed or to minimise the risk associated with a potential or perceived conflict. I certify that the information I have included is, to the best of my knowledge and belief, true, accurate and complete. I understand that it is my responsibility to disclose any changes in my interests which would make this declaration inaccurate and/or incomplete.

Section

12. Signed *

13. Date of declaration *



Declaration of Conflicts of Interest

- Please refer to the guidance in the Conflicts of Interest policy, and enter each declared item on a separate form.
- If your declaration is an adjustment to a previous declaration, please note this and provide details.

14. Please select a category

- Any financial interests you have that could result in an actual or potential conflict of interest or may be perceived by a reasonable person as having scope to do so.
 - Any other appointments, positions of employment, memberships or any other outside roles (including voluntary and advisory roles) you have that could result in an actual or potential conflict of interest or may be perceived by a reasonable person as having scope to do so.
 - Any other personal interests you have that could result in an actual or potential conflict of interest or may be perceived by a reasonable person as having scope to do so.
 - Any interests, that are held by any party related to you that could result in an actual or potential conflict of interest or may be perceived by a reasonable person as having scope to do so.
- A 'party related to you' could include for example (but without limitation) a spouse/partner, a business partner, a close family member or a person living in the same household as you or a close family member.

- ☐ Financial Interests
- ☐ Other Roles
- ☐ Other Personal Interests
- ☐ Related Party Interests

15. Declaration details

(see guidance)

16. Proposed action

(State if the action has been taken or the date it will be)

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