

# Transforming Teaching, Education and Learning (T-TEL): Conflict of Interest Statement

## Introduction

This document addresses the circumstances in which a conflict of interest may occur in the roles of members of the Board, consultants and staff (hereafter known as 'members') of Transforming Teaching, Education and Learning (T-TEL). It outlines the guidelines that members are expected to observe in order to avoid conflict of interest situations and the processes for resolution of potential conflict of interests.

All members are required to provide T-TEL with a list of all past and current affiliations and associations with a Ministry, State Agency, NGOs, CSOs and other organisations that may be seeking work from T-TEL in accordance with the guidelines set out below.

This is not intended to discourage members (and T-TEL's stakeholders) from pursuing activities outside of T-TEL, but rather to ensure that these activities do not compromise the interests of T-TEL.

## Policy

Members should not take part in decisions which bring their outside and personal interests and their responsibility to the integrity of T-TEL into conflict.

The statement extends to all associated parties of the members. Associated parties are defined as: spouse, parent, siblings, children, and other persons with whom a member has (or has had) significant business, financial or other personal relationships that have the potential of influencing the position of the member.

## Definitions

A conflict of interest can arise in a variety of situations. A potential conflict of interest may arise where a T-TEL member:

- Engages in a personal, family or business relationship that is likely to conflict with or impede his or her duties and functions in T-TEL;
- Participates in the evaluation, selection, award, or administration of a contract or order for the purchase of goods or services that will either directly or indirectly benefit the person or any organisation with whom the person is associated or is otherwise in a position to influence a decision of T-TEL for which the member might receive a material benefit, either directly or indirectly;
- Undertakes work commissioned by T-TEL of a consultancy or similar nature, where selection could be construed as lacking in transparency, and/or the role could conflict with his or her regular duties in the organization;
- Is placed in circumstances where the member's activity is in direct competition with the work of T-TEL; and
- Compromises or undermines the trust which the public, other stakeholders (including donors and government partners) and members place in T-TEL.

## Processes for Resolving Conflicts of Interest

### Disclosure

In all situations in which there is a potential conflict of interest as defined above, the member must immediately disclose to the T-TEL Management in advance to ensure that there is full disclosure before a decision is taken.

### Disqualification from Decision Making

A member will disqualify himself or herself from participating in a decision involving a potential conflict of interest; and this will be recorded as appropriate.

## List of Affiliations and Associations

Set out below are past or current associations with NGOs, CSOs and other organisations, including the nature or position of the relationship, that have the potential of creating a conflict of interest situation as defined in the T-TEL Conflict of Interest Statement. This is intended to help anticipate and avoid future conflict of interests.

| Organisation | Period of Association | Position/Nature of Association/Responsibility |
|--------------|-----------------------|-----------------------------------------------|
|              |                       |                                               |
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## Conflict of Interest Statement Signature

I have read and understood the provisions of the Conflict of Interest Statement and hereby commit to abide by these provisions. I also agree to disclose any potential conflict of interest that arises during my tenure at T-TEL; and regularly to update my affiliations and associations outside of T-TEL.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_