



TUNISIAN INSTITUTE FOR PEACE AND CONFLICT STUDIES

POLICY DOCUMENT · TIPCS-POL-04

Conflict of interest policy

Identification, declaration, recusal and management of conflicts of interest, related-party transactions, research independence and political neutrality

Every person acting for TIPCS must put the Institute's interest first. Declare every actual, potential or perceived conflict in writing before the matter is discussed; never decide on your own case; step aside when required. Board members are unpaid, related-party transactions need prior Board approval, funders never decide research findings, and TIPCS remains strictly non-partisan.

TIPCS-POL-04 · Version 1.0 · 25 October 2026

Issued by the Secretary General · ratified by the Board of Directors · legally reviewed

Questions and concerns: Contact@tipcs.org · www.tipcs.org

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1. Purpose and status

This policy sets out how the Tunisian Institute for Peace and Conflict Studies (TIPCS) identifies, declares, assesses, manages and records conflicts of interest. Its aim is to ensure that every decision taken in the name of the Institute is taken solely in the interest of TIPCS and of its non-profit, scientific and charitable purpose, and that this can be demonstrated to members, partners, donors, research participants, the public and the Tunisian authorities.

Having a conflict of interest is not in itself wrongdoing: conflicts arise naturally in a small professional community. What this policy prohibits is failing to declare a conflict, or acting while conflicted. The policy is issued by the Secretary General after approval by the Board and is binding on all persons within its scope. It expands and implements the short summary published on the TIPCS website; in case of discrepancy, this document prevails.

2. Scope

This policy applies to the following persons (together referred to as "TIPCS personnel"):

- Members of the Board, including the Chairperson, the Vice-Chairperson, the Secretary General and the Treasurer;
- Members of the Executive team and all employees, whatever their contract;
- Researchers, associate experts, trainers of the TIPCS Academy, interns and volunteers;
- Consultants and any person acting on behalf of TIPCS under a contract;
- Members of any committee, selection panel, evaluation panel or editorial board set up by TIPCS.

It covers all TIPCS activities and decisions, in particular: governance and Board deliberations; recruitment, remuneration and management of personnel; procurement of goods, services and works; selection of partners, sub-grantees, beneficiaries, trainees and speakers; fundraising and acceptance of gifts and grants; research design, peer review, publication and public communication; events and Academy activities; and the use of TIPCS assets, information, name and premises.

3. Legal and standards basis

This policy is based on the following texts and standards. Where a donor agreement imposes stricter rules, those rules apply to the project concerned in addition to this policy.

Text or standard	Relevance
Decree-Law No. 2011-88 of 24 September 2011 on the organisation of associations, art. 18	Members and employees of an association may not take part in preparing or taking decisions that could give rise to a conflict between their personal or functional interests and those of the association.
Decree-Law No. 2011-88, art. 4 and art. 9	Prohibition of distributing funds to members for personal benefit and of collecting funds to support political parties or electoral candidates (art. 4); founders and leaders may not hold responsibilities in the central leadership bodies of political parties (art. 9).
Decree-Law No. 2011-88, arts. 35, 41, 42 and 43	Restrictions on and publication of foreign funding; retention of documents and financial records for ten years; statutory audit above legal income thresholds.

Text or standard	Relevance
Organic Law No. 2017-10 of 7 March 2017 on reporting corruption and protecting whistleblowers	Framework for reporting suspected corruption, including situations arising from undeclared conflicts of interest, and protection of reporters.
Law No. 2018-46 of 1 August 2018 on the declaration of assets and interests, the fight against illicit enrichment and conflicts of interest	Statutory reference framework on conflicts of interest; it lists leaders of associations among persons who may be subject to declaration obligations. TIPCS officers shall comply with it where it applies to them.
Organic Law No. 2004-63 of 27 July 2004 on the protection of personal data	Lawful, proportionate and confidential processing of the personal data contained in declarations and registers.
Penal Code and Labour Code	Criminal liability for fraud, breach of trust and related offences; disciplinary framework for employees.
United Nations Convention against Corruption (UNCAC), in particular art. 12 (private sector)	Codes of conduct and measures to prevent conflicts of interest in private entities.
Regulation (EU, Euratom) 2024/2509 (EU Financial Regulation), art. 61	Conflict of interests where impartial and objective exercise of functions is compromised for family, emotional, political or national affinity, economic or any other direct or indirect personal interest; applicable to EU-funded projects.
OECD Guidelines for Managing Conflict of Interest in the Public Service (2003)	Reference model for distinguishing actual, apparent and potential conflicts and for disclosure-based management.

4. Definitions

A conflict of interest exists when a private interest of a person within the scope of this policy, or a duty that person owes to another person or organisation, could improperly influence, or could reasonably appear to influence, the impartial and objective performance of their duties for TIPCS.

4.1 Types of conflict

- Actual conflict: the private interest and the TIPCS duty already collide in a pending decision.
- Potential conflict: the interest exists and could collide with a TIPCS duty in the future.
- Perceived (apparent) conflict: a reasonable, informed observer could conclude that the person's judgement may be affected, even if it is not. A perceived conflict is treated in the same way as an actual one.

4.2 Categories of interest

Category	Meaning and examples
Financial	Any direct or indirect economic benefit or loss: shareholdings, ownership or partnership in a business, paid employment or consultancy, fees, loans, debts, property, royalties, or an expectation of future employment.
Family and personal	An interest of a close family member, or a close personal or emotional relationship, or a personal enmity. Close family means spouse or partner, parents, children, siblings, their spouses, and any person sharing the household.

Category	Meaning and examples
Professional	A position, mandate or contractual relationship with another organisation, including a donor, partner, supplier, university, research centre, media outlet or competing applicant; academic interests such as authorship, reviewing a colleague or competitor, or supervising a candidate.
Political	Membership of, office in, candidacy for, or financial support to a political party, electoral list or campaign; a public or elected office; an affiliation that could compromise the Institute's non-partisan character.
Loyalty (duty to another body)	A fiduciary, statutory or contractual duty owed to another organisation (for example as its board member, officer, trustee or adviser) that may pull the person in a different direction from the interest of TIPCS, even without any personal gain.

4.3 Other terms

- Interested person: any person within scope who has, or whose close family has, an interest in a matter.
- Related party: a Board member, officer or member of the Executive team; a close family member of any TIPCS personnel; or an entity in which any of them holds a significant interest, a management position or control.
- Recusal: withdrawal of the interested person from all stages of a matter, including preparation, discussion, vote, implementation and supervision.
- Deciding authority: the person or body that decides how a declared conflict is managed, as set out in section 8.

5. Principles

- Primacy of the Institute's interest: personnel act solely in the interest of TIPCS and its purpose.
- Disclosure first: when in doubt, declare. Declaration is always made before the matter is discussed.
- No self-assessment: the interested person never decides alone whether a conflict is material.
- Proportionality: management measures are proportionate to the seriousness of the conflict.
- Traceability: every declaration, decision and recusal is recorded in writing.
- Non-partisanship and research independence are part of the Institute's integrity and are protected by this policy.
- Confidentiality and fairness: declarations are handled discreetly and used only for the purposes of this policy.

6. Roles and responsibilities

Role	Responsibilities under this policy
Board	Approves this policy and its revisions; approves related-party transactions without the interested member; reviews the register of interests each year; decides on conflicts involving the Chairperson and Vice-Chairperson together, and on breaches by officers.
Chairperson	Deciding authority for conflicts of Board members, the Secretary General and the Treasurer; ensures that declarations are called for at the start of each Board meeting and that recusals are respected.
Vice-Chairperson	Deciding authority for any conflict of the Chairperson.

Role	Responsibilities under this policy
Secretary General	Issues the policy; keeps the register of interests and the declarations; deciding authority for conflicts of the Executive team, staff, researchers, consultants, interns and volunteers; organises the annual declaration campaign and training; reports to the Board.
Treasurer	Checks before payment that no undeclared related-party element exists in contracts and expenses; prepares the related-party disclosure for the annual accounts.
Executive team	Applies the policy in daily management, recruitment, procurement and project work; calls for declarations from panel members; escalates any doubt to the Secretary General.
Research department	Collects research conflict declarations from authors and reviewers; ensures funding and conflict statements appear in every publication; assigns non-conflicted reviewers.
All personnel	Know and apply the policy; complete declarations on time; declare new conflicts promptly; recuse when required; raise concerns about others' conflicts.

7. Declaration of interests

7.1 Who declares and when

Person	Initial declaration	Renewal
Board members and officers	Before taking up office (Annex A)	Each January, by 31 January (Annex A)
Executive team and employees	On signing the contract (Annex A)	Each January, by 31 January (Annex A)
Consultants, experts, trainers	Before each assignment (Annex B)	For each new assignment
Panel, committee and editorial members	Before examining any file (Annex B)	For each selection or review round
Interns and volunteers	On arrival, simplified form (Annex A, parts 1-2 and 7)	If the engagement exceeds one year

7.2 Content

The declaration covers the declarant's own interests and, where known, those of close family that relate to the fields in which TIPCS operates: employment and paid activities; board seats and other mandates; shareholdings or ownership in businesses that are, or may become, suppliers, partners or competitors of TIPCS; relationships with current or prospective donors; political and public offices; significant gifts or hospitality received in connection with TIPCS work; and any other fact a reasonable person would consider relevant. A nil return must be made where there is nothing to declare. Amounts of personal wealth are not requested.

A declaration is a continuing duty: any change in the declared situation must be notified within 5 working days, and in any case before the matter concerned is discussed.

8. Ad-hoc disclosure and recusal procedure

8.1 Steps and time limits

1. Identify: any person who becomes aware that they may have a conflict in a matter stops acting on that matter immediately.
2. Declare: the person submits an ad-hoc declaration (Annex B) to the deciding authority as soon as the conflict is known and no later than 5 working days after becoming aware of it, and always before the matter is discussed or decided. In a meeting, an oral declaration is made at the opening and confirmed in writing within 2 working days.
3. Assess: the deciding authority assesses the nature and seriousness of the conflict, using the decision matrix in section 9, and may ask for further information.
4. Decide: the deciding authority decides in writing on the management measure within 10 working days of the declaration, or before the meeting or decision if that comes earlier.
5. Implement: the interested person complies; in a meeting, they leave the room for the discussion and vote and do not receive the related papers (recusal minute, Annex D).
6. Record: the Secretary General enters the declaration and the decision in the conflict register (Annex C) within 5 working days.

8.2 Deciding authority

Interested person	Deciding authority
Board member, Secretary General, Treasurer	Chairperson
Chairperson	Vice-Chairperson
Chairperson and Vice-Chairperson in the same matter	Board, without the interested members
Executive team, staff, researchers, consultants, interns, volunteers, panel members	Secretary General (or the Chairperson if the Secretary General is involved)

8.3 Board meetings

The agenda of every Board and committee meeting opens with a standing item "Declarations of interest". The interested member does not count towards the quorum for the item concerned, does not take part in the discussion or vote, and the minutes record the declaration, the times of leaving and returning, and the fact that the decision was taken without that member. If recusals would leave the Board without a quorum, the matter is postponed or referred to the General Assembly in accordance with the statutes.

Silence is not an option: a person who is unsure whether a situation amounts to a conflict must declare it and let the deciding authority assess it.

9. Decision matrix

The deciding authority applies the following matrix. It may impose a stricter measure than indicated where the circumstances justify it, and must give reasons in writing for any less strict measure.

Situation	Level	Minimum measure
Remote or historical link, no current interest (e.g. former colleague more than three years ago)	Low	Declaration recorded; person may participate; decision noted in register
Professional or loyalty tie without financial interest (e.g. member of a partner's advisory board, unpaid)	Medium	Recusal from decision and vote; may provide factual information on request
Close family member or close personal relation is an applicant, candidate, supplier or partner	High	Full recusal from all stages; independent person handles the file; supervisor not to be the relative
Personal financial interest in a contract, grant or transaction with TIPCS	High	Related-party procedure (section 10); full recusal; prior Board approval or transaction declined
Funder or commissioning body seeks to influence research findings, or researcher has a financial stake in the outcome	High	Research independence safeguards (section 12); reassignment; disclosure in publication; agreement refused if influence persists
Office in central leadership of a political party, or candidacy in an election	Incompatible	For founders and leaders: incompatible with office at TIPCS (art. 9 DL 2011-88); for others: section 13 applies
Permanent conflict affecting most of the person's duties	Incompatible	Person must give up the interest or the TIPCS role; Board informed

Possible management measures, in increasing order: recording only; restriction of access to information; recusal from the decision; full recusal from all stages; independent review or second signature; reassignment of duties; declining the transaction or partnership; divestment of the interest or resignation from the conflicting role.

10. Related-party transactions

A related-party transaction is any contract, purchase, sale, lease, loan, grant, sub-grant, employment or payment between TIPCS and a related party as defined in section 4.3. Such transactions are discouraged and may only be concluded where they are clearly in the interest of TIPCS.

10.1 Conditions

- Prior written declaration by the interested person (Annex B) and completion of the approval form (Annex E).
- A documented comparison with market terms, normally based on at least three comparable offers or, where that is impossible, a written justification of price and quality.
- Prior written approval by the Board, taken without the interested person, who does not attend the discussion or vote.
- Compliance with any donor rule on procurement and related parties for the project concerned, including prior donor approval where required.
- Disclosure of the transaction, its amount and the relationship in the notes to the annual accounts and to the statutory auditor where one is appointed.

10.2 Board members are unpaid

Board members, including the officers, serve without remuneration for their Board duties. They may only be reimbursed for actual, necessary and documented expenses incurred on TIPCS business, on presentation of receipts and under the same rules as other personnel. Any other payment to a Board member, including for a

distinct service, is a related-party transaction subject to section 10.1. No profit, surplus or asset of TIPCS may be distributed to members, in line with art. 4 of Decree-Law No. 2011-88.

10.3 Employment of relatives

A close family member of a Board member or of a member of the Executive team may be recruited only through an open, competitive procedure in which the related person plays no part, with the selection approved by the deciding authority. No person may directly supervise, appraise, set the pay of, or approve the expenses of a close family member.

11. Procurement, grants, selection and gifts

- Every member of a procurement, recruitment, sub-grant, trainee or speaker selection panel signs a declaration of absence of conflict (Annex B) before seeing the files; a conflicted member is replaced.
- No person may split purchases, or design specifications, so as to favour a business in which they or a relative have an interest.
- Gifts, hospitality and favours offered by any person seeking a decision from TIPCS are governed by the TIPCS Anti-fraud and anti-corruption policy; any such offer is declared and refused or handed over as that policy provides.
- Paid outside activities and external board seats of employees that relate to TIPCS fields require prior written authorisation of the Secretary General, which may be refused or made subject to conditions where a conflict arises.
- TIPCS information, name, logo, premises, equipment and contacts may not be used for private gain or for the benefit of a third party.

12. Research independence

The credibility of TIPCS rests on the independence of its research. Researchers, authors, reviewers and editors shall declare any interest that could affect, or appear to affect, the design, conduct, interpretation or publication of research, including funding sources, employment or consultancy for parties with a stake in the findings, personal or family ties with research subjects or institutions studied, and political affiliations relevant to the topic.

- Every research or funding agreement shall guarantee TIPCS's freedom to determine methods and findings and to publish; a funder may comment on factual accuracy but may not decide findings, require changes to conclusions or block publication.
- Every publication carries a funding statement and a conflict-of-interest statement for each author (or a statement that none exists).
- Internal or external reviewers must have no conflict with the authors or the subject; a conflicted reviewer is replaced by the Research department.
- Any attempt by a funder, partner or authority to influence findings is reported to the Secretary General, recorded, and may lead TIPCS to decline or terminate the agreement.
- Data collected for research shall not be shared with funders or third parties beyond what participants have consented to.

13. Political neutrality

TIPCS is non-partisan. In accordance with art. 4 of Decree-Law No. 2011-88, TIPCS does not collect funds for, or provide material support to, political parties or electoral candidates. In accordance with art. 9, founders and leaders of TIPCS may not hold responsibilities in the central leadership bodies of a political party.

- Personnel may hold and express personal political views and may be members of parties, but must declare any party office, public office or candidacy (Annex A) and must state clearly when they speak in a personal capacity.
- TIPCS name, logo, resources, premises, mailing lists and events may not be used for party, campaign or electoral activity.
- A member of personnel who stands as a candidate in an election shall inform the Secretary General (or, for an officer, the Chairperson) before the candidacy is filed; the deciding authority shall decide on suspension of representative, research or public-facing duties for the campaign period.
- TIPCS events invite a balanced range of speakers; no speaker is selected or excluded on the basis of party affiliation by a person who has a political interest in that choice.

14. Registers, record-keeping and data protection

The Secretary General keeps two registers: (a) the register of interests, compiling annual and initial declarations (Annex A); and (b) the conflict register, recording every ad-hoc declaration, the assessment, the measure decided and its implementation (Annex C). Recusal minutes (Annex D) and related-party approval forms (Annex E) are filed with the register entry.

- Registers are kept in a secure, access-controlled form (locked cabinet or restricted electronic folder). Access is limited to the Secretary General, the Chairperson, the deciding authority for the case concerned and, on request, the statutory auditor and donors or authorities legally entitled to it.
- Personal data in declarations are processed in accordance with Organic Law No. 2004-63: they are collected for the sole purpose of preventing and managing conflicts of interest, limited to what is necessary, kept confidential, and declarants are informed of their rights of access and rectification. Any formalities required with INPDP shall be completed.
- Declarations, register entries and related documents are kept for ten years, consistent with art. 42 of Decree-Law No. 2011-88 on the retention of documents and financial records, and then securely destroyed, unless a longer period is required by a donor agreement or pending proceedings.
- An anonymised summary of related-party transactions is included in the annual accounts; the identity of declarants of minor interests is not published.

15. Training and awareness

- All new personnel receive this policy and sign the acknowledgement in Annex A, part 7, before taking up duties.
- TIPCS shall provide an induction briefing on conflicts of interest to new Board members, the Executive team and staff, and a refresher session at least once a year, normally linked to the January declaration campaign.
- Selection panels and editorial boards receive a short written briefing before each round.
- Partners and consultants are informed of this policy through contract clauses.

16. Monitoring and annual review

- By 31 January each year, the Secretary General launches the annual declaration campaign and follows up any missing declaration.
- At its first meeting after 31 January, the Board reviews the register of interests and the conflict register for the previous year, without the declarants concerned for their own entries.
- The Secretary General presents an annual report covering: completion rate of declarations; number and types of declared conflicts; measures taken; related-party transactions approved; breaches identified; and recommended improvements.
- The Treasurer cross-checks the list of suppliers and payees against the register of interests at least once a year.
- This policy is reviewed by the Board at least every two years, and earlier if the law, donor requirements or experience so require.

17. Breaches and sanctions

The following constitute breaches of this policy: failure to submit a required declaration; a false or incomplete declaration; failure to declare a new conflict; participating in a decision while conflicted; disregarding a management measure; concluding a related-party transaction without approval; misuse of TIPCS name or resources for private or partisan ends; and retaliation against a person who raised a conflict concern.

Consequence	Applies to
Review and, where appropriate, annulment or renegotiation of the decision or contract	Any decision affected by an undeclared conflict
Recovery of any undue benefit or loss caused	All persons in scope
Disciplinary sanctions under the Labour Code and internal rules, up to dismissal for serious misconduct	Employees and Executive team
Removal from office or proposal of exclusion to the competent body under the statutes	Board members and officers
Termination of contract and exclusion from future engagements	Consultants, experts, partners, suppliers
Notification to donors as required by grant agreements and referral to the competent authorities where an offence may have been committed	Serious cases

Sanctions are decided after the person concerned has been informed of the facts and given an opportunity to respond, in accordance with the rights of defence. An honest mistake promptly corrected is treated less severely than deliberate concealment.

18. Raising concerns

Anyone who believes that a person is acting under an undeclared conflict of interest may raise the matter with the Secretary General, or with the Chairperson where the Secretary General is concerned, or through the channels of the TIPCS Whistleblowing and complaints policy (including the email address Contact@tipcs.org with the subject "CONFIDENTIAL – Concern"). Reports made in good faith are protected against retaliation, and nothing in this policy limits the right to report directly to the competent authorities under Organic Law No. 2017-10.

19. Relationship to other TIPCS policies

Policy	Link
Anti-fraud and anti-corruption policy	Gifts, hospitality, bribery and misuse of funds
Whistleblowing and complaints policy	Channels and protection for raising conflict concerns
Procurement and financial management rules	Competitive procedures, quotes and payment controls
Research ethics and publication policy	Research independence and disclosure statements
Personal data protection policy	Handling of declarations and registers
Donor due-diligence and acceptance of funding policy	Conflicts with donors and foreign funding transparency

Where these policies have not yet been adopted, the corresponding provisions of this policy apply on their own.

20. Glossary

Term	Meaning
Close family	Spouse or partner, parents, children, siblings, their spouses, and anyone sharing the household.
Deciding authority	Person or body that decides how a conflict is managed (section 8.2).
Nil return	Declaration stating that the declarant has no interest to declare.
Recusal	Withdrawal from all stages of a matter.
Register of interests	Compilation of initial and annual declarations.
Conflict register	Record of ad-hoc declarations and decisions.
Related party	See section 4.3.
Working day	Monday to Friday, excluding public holidays in Tunisia.

21. Approval and version history

Version	Date	Description	Issued by
1.0	25 October 2026	Full policy, expanding the web summary; annexes A to E	Secretary General, after Board approval

This policy enters into force on the date of its issue. Declarations under section 7 for persons already in office shall be completed within 30 days of entry into force, and thereafter each January.

Approval and document control

Document number	TIPCS-POL-04
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Version	1.0
Date of issue	25 October 2026
Policy owner	Secretary General
Next review	October 2027 (and after any serious incident or change of law)
Applies to	Board members, staff, experts, researchers, interns, volunteers, consultants, partners and suppliers acting for TIPCS
Status	In force; ratified by the Board of Directors and legally reviewed

Version	Date	Change
1.0	25 October 2026	First issue

Issued by the Secretary General
Name, signature and date

Ratified by the Board of Directors — Chairperson
Name, signature and date

References

1. Décret-loi n° 2011-88 du 24 septembre 2011 portant organisation des associations (French text) — <https://chaexpert.com/documents/D%C3%A9cret-loi%202011-88%20Associations%20Fr.pdf>
2. ICNL - Tunisia Decree-Law 88 of 2011 (English translation) — https://www.icnl.org/research/library/tunisia_88-2011-eng/
3. Juridoc - Décret-loi n° 2011-88 — <https://juridoc.tn/document/decret-loi-n--2011-88-du-24-septembre-2011-portant-organisation-des-associations/13883>
4. WebManagerCenter - Loi sur la déclaration de patrimoine : secteurs et fonctions concernés (Law 2018-46) — <https://www.webmanagercenter.com/2018/09/01/423666/loi-sur-la-declaration-de-patrimoine-quels-sont-les-secteurs-et-les-fonctions-concernees/>
5. Interreg ALCOTRA - Prévention des conflits d'intérêts (art. 61 Regulation (EU, Euratom) 2024/2509) — https://www.interreg-alcotra.eu/sites/default/files/20240930_FA_Pr%C3%A9vention-des-conflits-d-int%C3%A9r%C3%AAts_V3.pdf
6. AFA - Preventing conflicts of interest (guide, 2022) — https://www.agence-francaise-anticorruption.gouv.fr/files/files/AFA_Guide_conflits%20interets_EN_juin%202022.pdf
7. INPDP - Instance nationale de protection des données personnelles — <https://www.inpdp.nat.tn>

This document is public. It is a governance commitment and does not replace legal advice.

Annex A — Annual declaration of interests (Board members and staff)

To be completed on taking up office and renewed by 31 January each year. Answer every part; write "None" where nothing applies. Return to the Secretary General in a sealed envelope or by secure email. Data are processed confidentially under Organic Law No. 2004-63 for the sole purpose of managing conflicts of interest; you may access and correct your data by contacting the Secretary General.

Part 1 - Identification

Full name

Function at TIPCS

Department / body

Period covered (year)

Type: initial / annual / update

Part 2 - Employment and paid activities

Employers, consultancies, teaching or other paid activities (organisation, role, period)

Part 3 - Mandates and board seats

Board, committee, advisory or trustee positions in other associations, companies, universities or bodies (paid or unpaid)

Part 4 - Financial interests

Shareholdings, ownership or partnership in businesses that are, or may become, suppliers, partners, donors or competitors of TIPCS (no amounts required)

Relationships with current or prospective donors of TIPCS

Part 5 - Family and personal interests

Close family members working for, contracting with, or applying to TIPCS or its partners, suppliers or donors (name, relationship, organisation)

Part 6 - Political and public offices; gifts

Office in a political party, public or elected office, or candidacy (current or planned)

Significant gifts or hospitality received in connection with TIPCS work during the past year

Any other interest a reasonable person would consider relevant

Part 7 - Acknowledgement and certification

I confirm that I have received, read and understood the TIPCS Conflict of interest policy (TIPCS-POL-04) and agree to comply with it. I certify that the information above is true and complete, and I undertake to notify any change within 5 working days and before any related matter is discussed.

Signature

Date

Received by the Secretary General (name, signature, date)

Annex B — Ad-hoc conflict of interest declaration

Submit to the deciding authority as soon as the conflict is known, within 5 working days at the latest and always before the matter is discussed. Also used by consultants before each assignment and by panel members before examining files (declaration of absence of conflict).

Section 1 - Declarant

Full name and function

Matter, decision, procurement, selection or assignment concerned (reference)

Date of meeting or decision, if known

Section 2 - Declaration (tick one)

☐ I have no conflict of interest in this matter

☐ I have, or may have, a conflict of interest, described below

Section 3 - Description

Type: financial / family-personal / professional / political / loyalty / other

Nature of the interest and persons or entities involved

Measure proposed by the declarant

Signature

Date

Section 4 - Decision of the deciding authority (within 10 working days)

Name and function of deciding authority

Level: low / medium / high / incompatible

Measure decided and reasons

Conflict register reference

Signature

Date

Annex C — Conflict register template

Kept by the Secretary General. One line per declaration; entries are made within 5 working days of the decision and are never deleted (corrections are made by a new dated entry).

Ref.	Date declared	Declarant and function	Matter	Type	Level	Measure decided / by whom	Implementation checked (date)
COI-2026-001							
COI-2026-002							
COI-2026-003							
COI-2026-004							

Type codes: F = financial; FP = family/personal; P = professional; POL = political; L = loyalty; O = other.
Annual review by the Board: date _____ ; signature of the Chairperson _____.

Annex D — Recusal minute template

To be inserted in, or annexed to, the minutes of any Board, committee or panel meeting in which a recusal occurs.

Body and date of meeting

Agenda item concerned

Name and function of the interested person

Nature of the interest declared (summary)

Time the person left the room / time of return

Quorum for the item without the interested person (members present)

Decision taken and result of vote

Confirmation that the interested person did not receive the papers or take part in discussion or vote: yes / no

Chair of the meeting (name, signature)

Secretary of the meeting (name, signature)

Annex E — Related-party transaction approval form

No commitment or payment may be made before this form is fully completed and approved by the Board. The interested person completes Part 1 only and does not attend the Board discussion or vote.

Part 1 - Proposed transaction

Related party (name, entity) and relationship to TIPCS personnel

Object of the transaction (goods, services, lease, employment, grant)

Amount (TND) and duration

Project and funding source

Ad-hoc declaration reference (Annex B)

Part 2 - Market comparison (completed by the Executive team or Treasurer)

Offer	Supplier	Price (TND)	Quality / conditions
1 (related party)			
2			
3			

Justification if fewer than three offers, and why the transaction is in the interest of TIPCS

Donor rules checked; donor approval required: yes / no; obtained on

Part 3 - Board decision

Date of Board meeting and minute reference

Members present (interested person absent: confirmed)

Decision: approved / approved with conditions / refused; conditions

Chairperson (signature, date)

Treasurer: entered for disclosure in annual accounts (signature, date)
