

CONFLICT OF INTEREST MANAGEMENT POLICY

African Networking and Innovation Platform (ITAUN)

Version 1.0

Preamble

The African Networking and Innovation Platform (ITAUN) commits to conducting its activities with integrity, impartiality, transparency, and accountability.

The purpose of this Conflict of Interest Management Policy is to prevent, identify, declare, and manage any situation likely to influence or appear to influence the objectivity of decisions made within the framework of ITAUN's activities.

It contributes to strengthening the trust of members, partners, funding agencies, and all stakeholders in the organization's governance.

Article 1 – Purpose

This policy defines the principles and procedures applicable to the prevention and management of conflicts of interest within ITAUN.

It supplements the organization's Internal Regulations, Ethical Charter, and Code of Conduct.

Article 2 – Scope of Application

This policy applies to:

- All members of governance bodies;
- Collaborators and staff;
- Experts and consultants;
- Project managers and members;
- Members of selection or evaluation committees;
- Partners when participating in decision-making processes conducted by ITAUN.

Article 3 – Definition of a Conflict of Interest

A conflict of interest exists when a personal, professional, financial, or institutional interest is likely to influence, or appear to influence, the impartial exercise of responsibilities entrusted within ITAUN.

Such a situation may be:

- **Actual:** when the conflict effectively exists;
- **Potential:** when it is likely to arise;
- **Apparent:** when a reasonable third party could perceive a lack of impartiality, even in the absence of actual influence.

Article 4 – Examples of Conflicts of Interest

By way of example, the following may constitute a conflict of interest:

- Participating in the evaluation of a project submitted by one's own institution;
- Intervening in a selection procedure concerning a relative, a family member, or a person with whom a direct professional relationship exists;
- Benefiting personally from a decision made within the framework of an ITAUN project;
- Holding a financial interest in a company bidding for a contract or service;
- Using ITAUN's resources or information for personal purposes.

This list is not exhaustive.

Article 5 – General Principles

Every individual concerned undertakes to:

- Act with impartiality;
- Prioritize the interest of ITAUN and the projects it implements;
- Avoid any situation likely to create a conflict of interest;
- Declare without delay any actual, potential, or apparent situation.

Article 6 – Declaration of Conflicts of Interest

Anyone who identifies a conflict of interest or a risk of conflict shall inform the competent manager or the relevant body as soon as they become aware of it.

The declaration shall include, to the extent possible:

- The nature of the conflict;
- The individuals or organizations concerned;
- The activities or decisions likely to be affected;
- The measures proposed to prevent any influence.

Declarations shall be treated confidentially.

Article 7 – Management Measures

Depending on the nature of the conflict, ITAUN may notably decide to:

- Restrict access to the relevant information;
- Temporarily recuse the individual from the decision-making process;
- Entrust the decision to another person or an independent committee;
- Implement additional control measures;
- Request the relinquishment of certain interests when appropriate.

The measures selected shall be proportionate to the nature and significance of the identified risk.

Article 8 – Selection and Evaluation Procedures

Individuals participating in a selection, evaluation, recruitment, or funding allocation procedure must act with complete independence and objectivity.

In the event of a conflict of interest, they shall refrain from participating in the deliberations and decisions concerned.

This recusal shall be recorded in the procedure documents where relevant.

Article 9 – Gifts, Benefits, and Invitations

Members shall neither solicit nor accept gifts, benefits, or invitations likely to compromise their independence.

Protocol gifts of low value or customary marks of courtesy may be accepted when they do not create a risk of a conflict of interest and remain in line with local customs.

Article 10 – Confidentiality

Information communicated within the framework of a conflict of interest declaration shall be treated with confidentiality.

It shall be used solely for the purposes of preventing and managing conflicts of interest.

Article 11 – Awareness

ITAUN encourages the awareness of its members, collaborators, and partners regarding the risks associated with conflicts of interest.

Information or training sessions may be organized to promote a culture of integrity and transparency.

Article 12 – Responsibilities

Governance bodies and project managers shall ensure the enforcement of this policy.

Each individual concerned remains responsible for declaring situations that could compromise their impartiality.

Article 13 – Reporting

Anyone may report, in good faith, a situation likely to constitute a conflict of interest.

No retaliatory measures may be taken against an individual who has made a report in good faith.

Reports shall be reviewed with diligence, impartiality, and confidentiality.

Article 14 – Non-Compliance with the Policy

Failure to comply with this policy may lead to the implementation of appropriate measures, in accordance with the Internal Regulations, the Code of Conduct, contractual agreements, and, where applicable, relevant legal provisions.

Article 15 – Revision

This policy shall be reviewed periodically to take into account the evolution of ITAUN's activities, the requirements of institutional partners, and international best practices.

Entry into Force

This Conflict of Interest Management Policy shall enter into force upon its approval by the competent bodies of ITAUN.

It shall be published on the organization's official website and applies to all activities conducted under the responsibility of ITAUN.



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