


## Guideline on Gift Acceptance

VERSION CONTROL		
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## **Purpose**

1. The intended purpose of this policy is to ensure the independence and impartiality of staff members.

## **Background**

2. According to Regulation 2.6 Honours, gifts or remuneration of the Staff Regulations and Provisional Staff Rules of the Global Green Growth Institute, “No staff members shall accept any honour, decoration, remuneration, favour or gift of any monetary value from a Government or a source external to the GGGI unless authorized to do so by the Director-General.”

## **Definition**

3. *Gift means*: any items that has a physical form, offered to a staff member. The term includes minor gifts of essentially nominal value, but does not include:
  - a. Participation in official functions (such as meals and diplomatic receptions) for which staff members are invited as part of their official functions;
  - b. Participation in activities organized by governmental or non-governmental sources that has been authorized by the Director-General.

## **Guideline**

4. Administrative Instruction
  - a. Any gift from any individual or entity doing business with or seeking to do business with the Organization shall be promptly declined and returned;
  - b. Minor gifts of essentially nominal value may shall be retained by the Organization and dealt with in accordance with section 5;
  - c. Any gift that is presented by a senior level with high value shall be either declined or retained by the Organization in consultation with the Office of the Deputy Director-General on behalf of the Director-General.

5. Procedure for recording, retaining and disposing of gifts

- a. A staff members may accept unsolicited gifts on behalf of the GGGI when, in his or her judgment, refusal to do so would not be in the interest of GGGI, a gift may be accepted on behalf of the GGGI Secretariat and be handed over as soon as possible with detailed information to the protocol official (Conference Planning & Protocol Team at headquarters, Office of the Controller for all Hubs and Offices) for the record and deposition;
- b. In accordance with the provisions of this guideline, the protocol official shall establish and maintain a registry to record summary information on all gifts that have been accepted by staff members in accordance with section 4.b or 4.c. This register shall contain the name and functional title of the recipient; a description of the event that led to the gift that was presented; the name of governmental or non-governmental source; the date of receipt and whether there is any relationship between the staff member and the governmental or non-governmental source;
- c. To be fair and equitable, all received minor gifts should be raffled to allow all staff to the opportunity to participate, and this should be done near an occasion of significance or the end of the year at the Staff Gathering, upon the recommendation of the Office of the Deputy Director-General on behalf of the Director-General;
- d. Any perishable goods can be shared immediately amongst the staff.

6. This applies to headquarters as well as all Hubs and Offices.