This form is to be used by UNDP personnel who (i) seek approval on an exceptional basis to receive a gift, honour (award), decoration, favour or hospitality, or other item (hereafter “gift or other item”) offered from a non-governmental source other than an individual or entity doing business or seeking to do business with the UN/UNDP, or (ii) seek to declare a gift or other item already received from a governmental or non-governmental source without prior UNDP authorization. Please refer to the [UNDP Gifts Policy](https://popp.undp.org/node/10846) or contact the UNDP Ethics Office or the UNDP Gifts Administrator for advice and guidance.

I make the following declaration in compliance with Staff Regulation 1.2 (j), (k), and (l)[[1]](#endnote-1) and Staff Rule 1.2 (l), (m), (n), (o) and (p)[[2]](#endnote-2) and other relevant administrative issuances. I understand and agree that gifts or other items from governments must be declined unless it would cause embarrassment to the organization to do so. Gifts or other items from vendors or those seeking to do business with UNDP must be declined. Minor items received from any other source such as perishables, pens, calendars, souvenirs, etc. valued below US$30 do not need to be declared via this form, but my supervisor must be informed and he/she may require me to share the gift or item in the office. Any minor gift or other items received from a single source in excess of US$30 in a 12-month period must be declared. Following declaration of a gift or other item, the UNDP Gifts Administrator (Bureau for Management Services/Office of Sourcing and Operations/General Operations “BMS/OSO/GO”) may determine that the item be held by the Gifts Administrator until my separation or retirement from UNDP.

|  |  |
| --- | --- |
| Last Name: |  |
| First Name: |  |
| UN Index Number: |  |
| Functional Title: |  |
| Grade and Level: |  |
| Organizational Unit: |  |
| Office Phone Number: |  |

|  |  |
| --- | --- |
| 1. This declaration concerns:

[ ]  A request for approval to receive an offered gift or other item[ ]  Reporting of a gift or other item that has already been received | 1. Please identify and provide a brief description of the object or benefit:

[ ]  Gift [ ]  Hospitality [ ]  Cash/Gift Card[ ]  Travel, and/or Subsistence, [ ]  Medal/Honour/Decoration/Award/Favour[ ]  Other Description: |
| 1. Source:

[ ]  Government [ ]  Non-governmental[ ]  Private individual [ ]  Vendor/Partner[ ]  Other | 1. Please specify (name of source):

 |
| 1. Please explain the circumstances in which the item was offered or received:

 | 1. Date on which the item was offered or received:

 |
| 1. Estimated value (USD):

[ ]  $0 - $29[ ]  $30 - $249 [ ]  $250 - $2,499 [ ]  $2,500+ [ ]  cannot judge or N/A [ ]  More than US$30 total over a 12-month period (for minor items from a single source)Basis for determining estimated value: |

**If applicable, I have entrusted the gift to the Administrator through UNDP Gifts Administrator (BMS/OSO/GO)**

**Name of recipient** (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Name of supervisor** (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**For BMS/OSO/GO use only**

|  |
| --- |
| Received by *(Print Name & Title)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Registration No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Storage Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. 1. **ST/SGB/2018/1 Staff Regulation 1.2 Honours, gifts or remuneration**(j) No staff member shall accept any honour, decoration, favour, gift or remuneration from any Government;

(k) If refusal of an unanticipated honour, decoration, favour or gift from a Government would cause embarrassment to the Organization, the staff member may receive it on behalf of the Organization and then report and entrust it to the Secretary-General, who will either retain it for the Organization or arrange for its disposal for the benefit of the Organization or for a charitable purpose;

(l) No staff member shall accept any honour, decoration, favour, gift or remuneration from any non-governmental source without first obtaining the approval of the Secretary-General;

	1. **ST/SGB/2018/1 Staff Rule 1.2 Honours, gifts or remuneration**(l) No staff member shall accept any honour, decoration, favour, gift or remuneration from any Government. However, if refusal of an unanticipated honour, decoration, favour or gift from a Government would cause embarrassment to the Organization, the staff member may receive it on behalf of the Organization provided that it is reported and entrusted to the Secretary-General through established procedures.

(m) Acceptance by staff members of any honour, decoration, favour, gift or remuneration from non-governmental sources requires the prior approval of the Secretary-General. Approval shall be granted only in exceptional cases and where such acceptance is not incompatible with the interests of the Organization and with the staff member’s status as an international civil servant. If circumstances do not allow for prior approval or if refusal of an unanticipated honour, decoration, favour or gift, including a minor gift of essentially nominal value, would cause embarrassment to the Organization, staff members may receive it on behalf of the Organization provided that it is reported and entrusted to the Secretary-General through established procedures.

(n) The Secretary-General may authorize staff members to accept from a non-governmental source or a university or a related institution, academic awards, distinctions and tokens of a commemorative or honorary character, such as scrolls, certificates, trophies or other items of essentially nominal monetary value.

(o) Staff members, as part of their official functions, will be expected from time to time to attend governmental or other functions such as meetings, conferences, meals and diplomatic receptions. Such attendance is not considered receipt of a favour, gift or remuneration within the meaning of the Staff Regulations and Rules.

(p) Staff members shall not accept any gift, remuneration or favour from any source having or seeking to have any type of contractual relationship with the Organization. [↑](#endnote-ref-1)
2. [↑](#endnote-ref-2)