



17 June 2009

Approval procedures for outside activities and occupations

Introduction

1. This Procedure is issued further to the Directive, *Rules governing outside activities and occupations*, IGDS No. 71 (Version 1) of 17 June 2009. It should be read in conjunction with that Directive and Chapter 1 of the ILO Staff Regulations.
2. This Procedure sets down the procedures under which an official will normally be authorized to engage in outside activities and occupations and/or to accept remuneration from an outside source.
3. This Procedure is effective as of the date of issue.

Scope

4. This Procedure applies to all ILO officials, including those in technical cooperation projects, whether they are in headquarters or in external offices, are on paid or unpaid leave, and whose conditions of service are governed by the Staff Regulations or Rules Governing Conditions of Service of Short-Term Officials.

Responsibilities

5. The Directive, *Rules governing outside activities and occupations*, IGDS No. 71 (Version 1) of 17 June 2009 delegates approval authority from the Director-General to the Director of the Human Resources Development Department (HRD), the higher level chief or responsible chief as set out below.¹
6. Officials are responsible for determining whether participation in an outside activity or occupation requires prior approval.
7. Each official is invited to consider the principles and rules contained in the above referenced Directive before engaging in an outside occupation or activity. She or he may wish to consult the Ethics Officer, on a confidential basis, to seek advice on any potential conflict of interest² that may arise through engagement in an outside

¹ Article 2.3 of the Staff Regulations defines responsible chief. The higher level chief is the official to whom the responsible chief reports.

² http://www.ilo.org/intranet/edmsp1/igds/groups/dirdocs/documents/igds/igds_002278.pdf

occupation or activity before initiating the formal approval procedure (ethics@ilo.org).³

Procedural steps

8. All requests for permission to engage in any **outside occupation** as defined in the Directive, *Rules governing outside activities and occupations* shall be submitted in advance in writing by the official concerned through his or her responsible chief to the **Director of HRD**. The Director of HRD will decide on such requests in accordance with the provisions of the Directive and will give written notice of the decision to the official within two weeks, with a copy to the responsible chief.
9. Officials may submit articles, books or other material on work related to the ILO for publication by external publishers. The prior approval of the **higher level chief** is required. The article, book or other material should normally include the following disclaimer: "The views expressed herein are those of the author(s) and do not necessarily reflect the views of the International Labour Organization."
10. All requests to engage in outside activities, other than those referred to in paragraphs 8 and 9 above, shall be submitted in advance in writing by the official concerned to the **responsible chief**. The responsible chief shall decide on such requests in accordance with the provisions of the Directive and shall give written notice of the decision to the official within two weeks.
11. Officials who are invited to participate in, or to attend, conferences, symposia or meetings of various kinds in their official or personal capacity should seek the approval of the responsible chief **before** accepting such an invitation. In considering such requests, account will be taken, in particular, of the nature of the forum or event. Approval of such requests does not relieve officials of their responsibility to avoid any public pronouncement of a controversial nature, unless such pronouncement is directly based on decisions of the Governing Body of the ILO or of the International Labour Conference.

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Director-General

³ http://www.ilo.org/intranet/edmsp1/igds/groups/dirdocs/documents/igds/igds_002273.pdf