

IARC POLICY and GUIDELINE ON OUTSIDE ACTIVITIES

8 November 2012

I. Introduction

WHO staff rules and regulations clearly state that staff members should not take part in activities external to the organization that would be incompatible with their status as international civil servants ([SR 1.4](#)). The rules and regulations are also very clear that staff members may not accept any remuneration or gifts if incompatible with their status as international civil servants ([SR 1.7](#)).

IARC recognizes that the specific nature of the profile of staff essential for achievement of our mandate requires in some instances that IARC staff members do engage in activities external to the Agency, i.e. on an individual basis rather than at the institutional level, and that in some cases these activities may be remunerated.

To ensure that IARC staff remain within the scope of SR 1.4, this policy provides a list of potential outside activities with indication of whether they are acceptable or not, whether they have to be reported and whether prior clearance is required. The list is a compilation from recent experience and is not exhaustive. This policy also includes guidance on procedures to follow for recording outside activities. **Where staff members have doubts about outside activities, advice should be sought from DAF.**

As a matter of principle, IARC staff cannot accept personal payment for any activities. To ensure that IARC staff members remain within the scope of SR 1.7, this guideline also incorporates the process to be followed when these outside activities are accompanied by remuneration or gifts.

As an overarching principle when reading this guideline, it is stressed that **all collaborations or interactions with the private sector need prior clearance by DAF and approval by DIR**. For reference please review in particular page 13-14 of the "[IARC Guidelines on Working with the Private Sector](#)".

This guideline should also be read in conjunction with the "[Ethical principles and conduct of IARC/WHO staff – Compilation of policies and practices](#)".

II. Categories of Outside Activities

<i>Description</i>	<i>Information required</i>	<i>Clearance required</i>	<i>Clarification / Additional Information</i>
VISITING SCIENTIST STATUS or HONORARY APPOINTMENTS			
"Visiting Scientist" or "Honorary Appointment" status in former institution or a collaborating organization to have access to resources and facilitate scientific exchange	Yes	Yes – DAF/DIR	There is normally no objection to these as long as there is no contractual basis of an employment nature. Official documentation of exact status offered and information on institution or organization will be submitted to DAF in order to confirm there is no conflict of interest before approval is given by DIR.
NON-IARC COURSES, SEMINARS, CONFERENCES			
Requests to give seminars or training courses in universities/research centres of good standing	No	No	There is no objection provided the event is not funded by the private sector. Special attention is needed in the case of research institutions funded by commercial entities, where such involvement is not always apparent (e.g. Tobacco Institute, ECETOC, International Life Sciences Institute).

<i>Description</i>	<i>Information required</i>	<i>Clearance required</i>	<i>Clarification / Additional Information</i>
Requests to participate in workshops organized by national institutions or not-for-profit professional associations/organizations	No	No	As above. When invited for such activities on a personal basis it is essential to pay attention to the range of participants and variety and scope of funding to ensure there is no conflict of interest with IARC's principles.
Chairmanship or other management position in scientific conferences	Yes	Yes – DAF/DIR	Such positions are generally not allowed by WHO Staff Rules. Recognizing the potential benefit to staff and to IARC's visibility, permission to take on such roles may be possible if specifically cleared by DAF and approved by DIR.
PROGRAMME REVIEWS, REQUESTS FOR TECHNICAL ADVICE			
Membership in a national commission on cancer or membership in other similar scientific committees providing technical advice to national or international organizations	Yes	Yes – DAF/DIR	Normally acceptable upon request to DAF/DIR. Special attention is needed to the role played in these committees by commercial entities and research institutions funded by commercial entities, where such involvement is not always transparent.
Requests for expert opinion by governments, national institutions, not-for-profit organizations (other than within litigation or parliamentary processes)	Yes	Yes – DAF/DIR	Such requests should be brought to the attention of the supervisor who will discuss with DAF/DIR how to handle them, taking into consideration whether these should be formalized between the requesting institution and IARC.
Requests for expert opinion on technical issues within litigation or parliamentary processes	Yes	Yes – DAF/DIR	As per IARC/WHO policy, IARC staff members may not, as a rule, become involved in litigation concerning third parties on technical issues or issues related to IARC's work, or in parliamentary processes. Such requests would normally be declined in order to protect IARC's impartiality and objectivity as an international public agency. Any exception would be considered on a case-by-case basis in consultation with the Legal Office in WHO/HQ.
Requests for reviewing grant proposals by public funding agencies and grant-making bodies	Yes	No	This is accepted and recognized as a normal part of participation in the international scientific community.
Requests for references for applicants for academic and governmental positions	No	No	Provision of academic references is acceptable when done confidentially. We should refrain from giving an opinion on recruitments for Government positions.
Requests from commercial entities for consultancy, to provide expert opinion or to participate in surveys of products/concepts	Not acceptable	Not applicable	IARC staff must not accept consultancies and should not participate in technical reviews for commercial entities.

<i>Description</i>	<i>Information required</i>	<i>Clearance required</i>	<i>Clarification / Additional Information</i>
Requests for participation in scientific advisory boards or steering committees for trials/studies sponsored by commercial entities	Yes	Yes – DAF/DIR	Such activities are normally not acceptable. In some specific cases where this would be of exceptional interest, an authorisation may be requested. Exceptions would need to be cleared by DAF and approved by DIR.
SCIENTIFIC SOCIETIES AND JOURNALS			
Management positions in scientific societies (e.g., President or Secretary or other position), as opposed to being a member only	Yes	Yes – DAF/DIR	Such management positions are generally not allowed by WHO Staff Rules. Such roles may be acceptable when prescribed through a formal agreement with IARC. These exceptions would need to be cleared by DAF and approved by DIR.
Membership of scientific societies (other than management positions)	No	No	Normal membership is permitted in societies that are not subject to a conflict of interest with IARC's activities and principles.
Senior editorial roles in scientific journals (e.g., editor-in-chief) or membership of editorial boards, as opposed to simply being a peer reviewer	Yes	Yes – DAF/DIR	Such management positions are generally not allowed by WHO Staff Rules. In view of the IARC context, membership of editorial boards, strictly in a private capacity, may be accepted in some cases. Exceptions would need to be cleared by DAF and approved by DIR.
Peer review in journals or book chapters	No	No	Participation as a peer reviewer is permitted for journals and other publications of good standing in cancer research.
Non-scientific, non-work-related publications, literary, or artistic work	No	No	Publications of non-work-related, non-political and non-controversial nature is allowed.

III. Procedure for recording Outside Activities

All IARC Professional staff members are responsible for obtaining clearance/approval when applicable prior to accepting an outside activity, and for maintaining an updated list of those outside activities where information is required. This requirement is facilitated by a dedicated space on the *Personal Information Portal* which allows manual input of information once required clearances have been obtained, via the following link:

<https://myspace.iarc.fr/Self/MyOutsideActivities.aspx>

The list of outside activities contained in the present policy is not exhaustive. There may be other types of outside activities not listed herein that could be considered relevant/important to put on record, and which may require clearance. A category "Others" has been added at the end of the reporting table on the *Portal* for that purpose. It is up to the staff member to provide such information as appropriate and/or to bring such activities to the attention of DAF.

As a more general principle, where staff members have doubts about outside activities, with or without remuneration, and whether they need to be recorded or not, advice should be sought from DAF (daf@iarc.fr).

IV. Procedure for acceptance of remuneration for Outside Activities

Provided the clearance/approval requirements outlined above are satisfied and subject to the conditions below, a staff member who is offered remuneration for work which is compatible with his or her status as an international civil servant may accept the remuneration (for example fees and honoraria proffered for work performed by a staff member, including lectures and academic papers) with the clear understanding that all such funds will be payable to IARC bank accounts. Staff members may not – in any circumstances – accept funds for such outside activities into personal accounts.

Staff members should request clearance from DAF for each instance. All requests for DAF's review should include summary of the situation and the work which will be compensated, along with relevant correspondence.

In principle, acceptance of such funds will be governed by the IARC standard template for acceptance of small contributions – provided in Annex 1 to these guidelines – and will be signed by DAF. Where the inviting organizations/institutes insist on use of their own forms, DAF's clearance should be sought prior to signature. A copy of the signed letter/form should be sent to BFO with relevant background information. These funds will be credited to the Agency's central "honorarium account".

For guidance on acceptance of gifts, decorations and honours, staff members should refer to the ["Ethical principles and conduct of IARC/WHO staff – Compilation of policies and practices"](#) (paragraph 3.4.4), available on the IARC intranet under 'IARC Policies & Guidelines'.

V. Reimbursement of Travel Costs by external organizations

Some outside activities may require travel of the concerned IARC staff member, the costs of which may be covered by the inviting organization/institute. Taking into consideration the procedures for clearance/approval of outside activities and acceptance of remuneration detailed above, the following standard guidelines apply for reimbursement of travel costs:

- Where possible, ask the inviting organization/institute to provide pre-paid tickets.
- Ensure that agreed travel cost reimbursement is detailed in writing (i.e. e-mail exchange or other type of correspondence).
- If the inviting organization/institute requires a contract/form to be signed please forward to DAF for review and clearance with appropriate background information.
- Details of reimbursement of travel costs for outside activities must be clearly indicated on the Travel Authorization.
- In principle, travel cost reimbursement should not exceed the cost of ticket issued by CWT and standard per diems according to IARC/WHO guidelines. If it does, the balance net of the actual travel expenses will be credited to the Agency's central "honorarium account".
- For reimbursements via bank transfers, funds must be transferred to IARC bank accounts.
- When reimbursements are made in cash or check, those must be forwarded to BFO for deposit into the Agency's bank account. Checks must be issued to IARC, and not in the traveller's name.
- Where the compensation for travel costs includes an honorarium/remuneration component, the process for acceptance of remuneration outlined in section IV applies. The amount allocated to the travel cost reimbursement should always be clearly identified.

ANNEX 1
IARC Template for acceptance of small contributions:
honoraria/remunerations for outside activities

ON DAF LETTERHEAD

Dear [...],

I am pleased to refer to your letter advising us of the decision of the [organization] to make a voluntary contribution of [currency/amount in figures (currency/amount in full letters)] to the International Agency for Research on Cancer (IARC) in support of [specify name of IARC staff member concerned, purpose/activity and dates].

As an IARC/WHO staff member, Dr [specify name of IARC staff member concerned] is not allowed to receive external remunerations on an individual basis. On behalf of IARC, I am pleased to accept this contribution which shall be used for the activities of the Agency.

The contribution shall be administered in accordance with the Financial Rules and Regulations, and financial and administrative rules and practices of IARC/WHO. The income and expenditure recorded in respect of voluntary contributions are included in the IARC Financial Reports submitted to the IARC Governing Council on an annual basis.

It would be appreciated if the funds could be transferred to the following account and notice of payment be sent to IARC via an e-mail message with remittance information to bfo@iarc.fr.

Account holder: International Agency for Research on Cancer
Bank: Crédit Lyonnais
Address of the Bank: Rue de la République 18, 69002 Lyon, France
[choose relevant IBAN according to currency]
IBAN No: FR52 3000 2019 5800 0006 1830 Z63 [EURO]
IBAN No: FR67 3000 2019 5800 0006 1829 U11 [USD]
Swift code: CRLYFRPP
Reference: [Group acronym]-HONORARIUM

I would like to extend my sincere appreciation to the [organization] for this contribution.

Yours sincerely,

David Allen
Director of Administration and Finance