



**27<sup>th</sup> Asia-Pacific Regional  
Scout Conference**  
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*Adapting to a  
Changing World*

**Document No. 5**

**CONFLICT OF INTEREST POLICY  
Asia-Pacific Region**



**SCOUTS**<sup>®</sup>  
Creating a Better World

# CONFLICT OF INTEREST POLICY

ASIA-PACIFIC REGION



**26th APR Scout Conference- Manila, Philippines,  
15-20 October 2018**

**BUSINESS RESOLUTION**

**13/18 Conflict of Interest Policy**

The Conference recommends that as part of the good governance model, the Asia-Pacific Region should develop and implement a conflict of interest policy for the 2018-2021 triennium.



## About Conflict of Interest

([https://en.wikipedia.org/wiki/Conflict\\_of\\_interest](https://en.wikipedia.org/wiki/Conflict_of_interest))

## A conflict of interest (COI)

Conflict of Interest is a situation in which a person or organization is involved in multiple interests, financial or otherwise, and serving one interest could involve working against another. Typically, this relates to situations in which the personal interest of an individual or organization might adversely affect a duty owed to make decisions for the benefit of a third party.

An "interest" is a commitment, obligation, duty or goal associated with a particular social role or practice. By definition, a "conflict of interest" occurs if, within a particular decision-making context, an individual is subject to two coexisting interests that are in direct conflict with each other. Such a matter is of importance because under such circumstances the decision-making process can be disrupted or compromised in a manner that affects the integrity or the reliability of the outcomes.

Typically, a conflict of interest arises when an individual finds himself or herself occupying two social roles simultaneously which generate opposing benefits or loyalties. The interests involved can be pecuniary or non-pecuniary. The existence of such conflicts is an objective fact, not a state of mind, and does not in itself indicate any lapse or moral error. However, especially where a decision is being taken in a fiduciary context, it is important that the contending interests be clearly identified and the process for separating them is rigorously established. Typically, this will involve the conflicted individual either giving up one of the conflicting roles or else recusing himself or herself from the particular decision-making process that is in question.

## Conflict of Interest Policy: Asia-Pacific Region

The purpose of this Conflict of Interest Policy is to prevent the institutional or personal interests of the APR Regional Scout Committee (APRSC), its sub-committees and members of the Asia-Pacific Region ("Region") of the World Organization of the Scout Movement ("WOSM") from interfering with the performance of their duties and to see that there is no personal, professional, or political gain at the expense of the Region.

This policy is not designed to eliminate relationships and activities that may create a duality of interest, but to require the disclosure of any conflict of interest and the non-participation of any interested party in a decision relating thereto. A copy of this Conflict of Interest Policy shall be furnished to each member who is presently serving this organization or who may become associated with it.

Under the Region's Constitution, the RSC members have a responsibility to act in the best interests of the Region as a whole above all other roles and responsibilities carried on by respective RSC member when making decisions. If a decision is to be made where the RSC member have a personal or other interest, this is regarded as a "conflict of interest" and the RSC member will not be able to comply with his or her responsibilities unless certain steps are followed.

In particular, a RSC member has a conflict of interest if the RSC is considering making a decision that would mean either:

- a RSC member or the RSC member's NSO could benefit, or be affected, financially or otherwise from that decision, either directly or indirectly

or

- a RSC member's duty to the Region competes with a duty or loyalty through another appointment that the RSC member has to another organization, committee or individual.

Conflicts of Interest are common in voluntary, public and commercial dealings. Having a conflict of interest does not mean that a RSC member must always stand down from involvement in that decision. However, a RSC member needs to act with prudence to prevent conflicts of interest from interfering with the RSC member's ability to make a decision only in the best interests of the Region.

This process involves three steps - Identify, Prevent, Record - so that RSC members are able to comply with their duties and avoid:

- making decisions that could be challenged or overturned on procedural grounds,
- risking the RSC member or WOSM's reputation, and
- having to deal with financial, legal or audit consequences.



## Step 1: Identifying a Conflict of Interest

RSC members must declare a conflict of interest immediately they become aware of any possibility that their personal or wider interests could influence their decision-making. A good guideline is: "If in doubt, declare it."

To remind RSC members of their duties, the RSC has a standard agenda item at the beginning of each meeting to allow members to declare any actual or potential conflict of interest.

The APR Secretariat keeps a register of declared interests, which is open to inspection. This is updated if RSC members' circumstances change and when new members are appointed. If during the meeting a RSC member identifies that he or she has a conflict of interest and was not declared at the beginning, then he or she can declare it at this moment.

It is the personal responsibility of each RSC member to declare a potential conflict of interest, either at their own in relation to another member at the point where it arises in the work of the RSC or its sub-committees, task forces, networks or working groups so that it may be dealt with.

If other RSC member identifies that other(s) RSC member(s) is (are) in a potential conflict of interest during the discussion of an specific topic, then she or he can declare it.

## Step 2: Dealing with a Conflict of Interest

Once a conflict of interest is identified, the RSC must prevent it from affecting decision-making by:

- finding an alternative way forward which remedies the conflict of interest  
or
- taking appropriate steps to manage the conflict, which will usually mean that the person affected does not take part in discussions or decisions regarding the issue.

It is important to declare a potential conflict of interest, even though a RSC member may believe it is irrelevant or unimportant, to allow the RSC to decide the consequences.

## Step 3: Recording a Conflict of Interest

The APR Secretariat keeps a written record of each declared conflict of interest and how the RSC dealt with it in the minutes of its meetings. This record must detail:

- what was the conflict of interest;
- which RSC member or members were affected;
- whether any conflict of interest was declared in advance;
- the discussion surrounding the conflict of interest;
- whether anyone withdrew from the discussion; and
- how the RSC member and other RSC members made the decision in accordance with the Region's Constitution.

# CONFLICT CERTIFICATION FORM

## Regional Scout Committee

*This form is to be filled up at the time of appointment of the member*

I have read, understood and agree to abide by the RSC Conflict of Interest Policy. To the best of my knowledge, I (circle one) have / do not have one or more conflicts, as described in this Policy. If applicable, all known conflicts are noted below. I will give prompt notice of any additional conflict of interest as it arises.

### **1. I hold a Scouting position of leadership or authority at the national level in my NSO.**

**Yes / No.**

**If yes, please provide details of your position and responsibilities:**

### **2. I hold a position of leadership or authority at the World level.**

**Yes / No.**

**If yes, please provide details of your position and responsibilities:**

**3. I, a member of my family, a related party or other organization that I control, offer services in exchange for paid remuneration to Scout Organizations or related activities at any level.**

**Yes / No.**

**If yes, please provide details of the services you provide to Scouting in exchange for paid remuneration.**

**4. I, or a member of my family, have other appointments or responsibilities, which may affect my ability to fulfill the roles and obligations as a RSC member under the Constitution of the Region.**

**Yes / No.**

**If yes, please provide details of the appointments or responsibilities held by you.**

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**Signature**

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**Date**

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**Name (please print)**  
**Member Asia-Pacific Regional Scout Committee**



# CONFLICT OF INTEREST POLICY REGISTER OF DECLARED INTERESTS

.....Committee

S. No.	Name	Conflict of Interest			
		Q1	Q2	Q3	Q4
		<i>I hold a Scouting position of leadership or authority at the national level in my NSO.</i>	<i>I hold a position of leadership or authority at the World level.</i>	<i>I, a member of my family, a related party or other organisation that I control, offer services in exchange for paid remuneration to Scout Organizations or related activities at any level.</i>	<i>I, or a member of my family, have other appointments or responsibilities, which may affect my ability to fulfill the roles and obligations as a RSC member under the Constitution of the Region.</i>

## CONFLICT CERTIFICATION FORM

### Committee Meeting

*This to be filled up/declared before every meeting of the Committee*

Based on my declaration of conflict of interest on my appointment to this committee, to the best of my knowledge, I (circle one) have / do not have one or more conflicts, on the agenda items. Known conflicts are noted below. I will give prompt notice of any additional conflict of interest if it arises during the meeting.

s. No.	Agenda Item	Indication of Conflict (why do you consider it a conflict)	Remarks

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name (please print)**  
Member Asia-Pacific Regional Scout Committee

*The above template be used for all other sub-committee and taskforces too that are the advisory body of the Regional Scout Committee and make recommendations for decisions.*



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