**ANNEX A**

# Declaration 1: Conflict of Interest

I have nothing to declare with respect to any current or potential interest or conflict in relation to this project (or any potential providers who may be subcontracted to deliver this work, their advisers or other related parties). By conflict of interest, I mean, anything which could be reasonably perceived to affect the impartiality of this project, or to indicate a professional or personal interest in the outcomes from this project as described in section 7.

Signed …………………………………….

Name …………………………………….

Position …………………………………….

***OR***

I wish to declare the following with respect to personal or professional interests related to relevant organisations\*;

* X
* X

*Where a potential conflict of interest has been declared for an individual or organisation within a consortia, please clearly outline the role which this individual or organisation will play in the proposed project and how any conflict of interest has or will be mitigated.*

* X
* X

Signed …………………………………….

Name …………………………………….

Position …………………………………….

Please complete this form and return this with your ITT documentation - Nil returns **are** required.

**\*** These may include (but are not restricted to);

* A professional or personal interest in the outcome of this project.
* For evaluation projects, a close working, governance, or commercial involvement in the project under evaluation.
* Current or past employment with relevant organisations.
* Payment (cash or other) received or likely to be received from relevant organisations for goods or services provided (Including consulting or advisory fees).
* Gifts or entertainment received from relevant organisations.
* Shareholdings (excluding those within unit trusts, pension funds etc...) in relevant organisations.
* Close personal relationship or friendships with individuals employed by or formerly employed by or otherwise closely associated with relevant organisations.

***All of the above apply both to the individual signing this form and their close family / friends / partners etc.***

If your situation changes during the project in terms of interests or conflicts, you must notify the Department straight away.

A DECLARATION OF INTEREST WILL NOT NECESSARILY MEAN THE INDIVIDUAL OR ORGANISATION CANNOT WORK ON THE PROJECT; BUT IT IS VITAL THAT ANY INTEREST OR CONFLICT IS DECLARED SO IT CAN BE CONSIDERED OPENLY.