

**Conflict of Interest Guidance
for Internet Society Foundation's
Selection Committee and Independent Review Panel Members**

I. Introduction

The purpose of these Conflict of Interest Guidance is to ensure the integrity and consistency of an open and transparent application review process by defining conflict of interest and outlining responsibilities and requirements. This Guidance also provides assistance in identifying and addressing actual, potential or perceived conflicts of interest within the specific context of the position of the Member of either the Internet Society Foundation's Selection Committee or Independent Review Panel.

The Selection Committee or Independent Review Panel Member (SC/IRP Member) is part of an independent, impartial team of experts appointed by the Internet Society Foundation (Foundation). He or she has the responsibility of providing rigorous, independent technical assessments of funding applications pre-screened by the Foundation for one or more of the following Programme Funding Areas: Beyond the Net Large; Emergency Response; Strengthening Communities / Improving Lives and Livelihoods (SCILLS); Research; Innovation; and Building Disaster Resilient Communities.

II. Definition

A conflict of interest may exist when the interests or concerns of a SC/IRP Member may be seen, whether in fact or in appearance, as competing with the interests or concerns of the Programme Funding Area applications he or she is reviewing-and-scoring on behalf of the Foundation.

A conflict of interest may also exist where a "Relative" or "Affiliated Entity" may be seen to have interests competing with the interests or concerns of the applications being reviewed-and-scored on behalf of the Foundation. "Relative" includes an SC/IRP Member, spouse/partner, ancestors, siblings, children, grandchildren, great grandchildren, and their spouses/partners. An "Affiliated Entity" is any corporation or business of which the Interested Party is a director, trustee, officer, partner, owner, or otherwise has a financial interest.

There are a variety of situations that raise potential conflicts of interest including, but not limited to, the examples listed in Section III below. It is the responsibility of the relevant SC/IRP Member to bring to the attention of the Foundation's Executive Director and/or appropriate Programme Officer any significant links that may give rise to an actual, potential or perceived conflict.

III. Potential Contexts and Situations

1. The SC/IRP Member/relative/affiliated entity directly or indirectly benefits or profits as a result of an action, policy, or transaction made by the Foundation (referred to as a "financial interest"). A financial interest is not necessarily a conflict of interest;
2. The SC/IRP Member/relative/affiliated entity obtains a non-financial benefit or advantage that he or she would not have obtained absent his or her relationship with Foundation;
3. The SC/IRP Member/relative/affiliated entity's main professional responsibilities are directly linked to the development of funding applications to the Foundation;
4. The SC/IRP Member/relative/affiliated entity is employed (or, within the past two years was employed) by an organization that also funds the applicant/grantee independent of the

Foundation's programme or is otherwise a potential beneficiary of Foundation funding, across multiple regions or countries;

5. The SC/IRP Member/relative/affiliated entity has been involved in the development process of the funding applications he or she has been asked to review-and-score;
6. The SC/IRP Member/relative/affiliated entity is employed (or, within the past two years was employed) by a government, corporation or organization that has assisted in the development process of the funding application he or she has been asked to review-and-score;
7. The SC/IRP Member/relative/affiliated entity may be a potential beneficiary or is employed (or, within the past two years was employed) by an organization which may be a beneficiary of funding from the Foundation in connection with that funding request, if it is approved.

IV. Conflict Discussion

If an SC/IRP Member does not comply with the requirements contained in these IRP Conflict of Interest Guidance, non-compliance will be reviewed and addressed by the Foundation's Executive Director and appropriate Programme Officer. Remedial actions will be determined on a case-by-case basis, but such actions may include an SC/IRP Member being asked to cease serving on the Foundation's Selection Committee or Independent Review Panel.