Outside Interest Committee

Bank Access to Information Policy Designation
Public

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May 29, 2012

Retired
March 12, 2019

Content

Applicable to

Issuer
HRD

Sponsor
01. Subject, Policy Rationale and Applicability

Subject

1.01 This Rule establishes an Outside Interests Committee (the "Committee") to consider outside interest matters as provided for by Staff Rules 3.01-3.04. This Rule was most recently amended on May 29, 2012.

Policy Rationale

1.02 The purpose of this Rule is to provide a forum and a process for deciding on requests by staff to undertake outside activities in a personal capacity, and for staff to appeal such decisions.

Applicability

1.03 This Rule applies to all staff members.

02. Membership

2.01. The Committee shall consist of seven current staff members appointed by the Vice President, Human Resources as follows:

   a. Program Manager, Financial Disclosure and Conflicts of Interest (Chair);
   b. a member from Human Resources;
   c. a member from the Legal Department of the Bank, IFC or MIGA;
   d. a member from the staff at large of the Bank, IFC or MIGA;
   e. two members nominated by the World Bank Group Staff Association; and
   f. the Manager HR Employment Policy.

   The members noted in subsections (a) - (e) above shall have an alternate to act in his or her absence, appointed in the same manner as the member, except that the alternate need not be a member of the same Bank Group organization as the member. The Committee may, at the discretion of the Chair, request the non-voting participation of any other HR Manager deemed appropriate.

2.02. Committee members and their alternates shall be appointed for a term of two years or until the appointment of their successors, whichever is earlier. Members and alternates may be reappointed.
03. Procedure

3.01 Requests by staff for approval to undertake outside activities in a personal capacity, as required in Staff Rules 3.01-3.04, shall be decided by the Committee.

3.02 Where Staff Rules 3.01-3.04 provide for approval of the Committee, the staff member must first submit the request to his or her manager indicating in writing the nature of the proposed activity, its expected duration and the remuneration expected, if any. The staff member's manager shall refer the request to the Chair of the Committee, along with his or her opinion as to whether granting the request would be consistent with paragraph 3.1 of the Principles of Staff Employment and the applicable Rule and whether he or she supports the request. A staff member whose immediate supervisor is the President may submit a request directly to the Committee.

3.03 The Committee shall endeavor to reach a decision by consensus, but may decide by vote. The Chair of the Committee, shall convey the Committee's decision and the reasons therefore to the staff member in writing. The President may overrule or modify the Committee's decision in the overriding interest of the Bank Group. The Chair of the Committee, and the staff member requesting approval shall be promptly advised in writing of the President's reason for doing so.

04. Impartiality

4.01 The Committee members shall be impartial and shall not let themselves to be improperly influenced by anyone in the discharge of their responsibilities. The Committee members shall disqualify themselves from addressing requests about matters:

a. with respect to which they have dealt administratively; or

b. involving a staff member with whom they have or have had a personal relationship; or

c. for any other reason they believe would affect their impartiality. A staff member may challenge the impartiality of a Committee member by written statement conveyed to the Chair of the Committee, before the Committee acts upon an approval or request for review by a staff member.

4.02 In the event the Chair of the Committee, disqualifies himself or herself, the request for approval shall be directed to the Alternate Chair. A Committee member who disqualifies himself or herself from advising on a request shall be replaced by his or her alternate.

05. Appeals to the Vice President, Human Resources

5.01 Where Staff Rules 3.01-3.04 provide for the Committee's approval, a staff member may appeal a decision of the Committee arising from the application of these Rules to the Vice President, Human Resources within 90 calendar days following written notice of the decision. The Vice President may extend the time limit. The staff member shall set forth the decision being appealed and the reasons for contesting it, and shall append any pertinent documents. Before proceeding to the Vice President, however, the staff member will, upon request, be afforded a hearing with the Committee.

06. Other Functions

6.01 The Chair of the Committee, shall review Staff Rules 3.01-3.05 periodically and recommend changes he or she deems appropriate to the Vice President, Human Resources. The Chair of the Committee, shall also review additional rules for organizational units pursuant to Staff Rule 3.03, paragraph 6.01. The Chair of the Committee, may also recommend measures to ensure that staff members are aware of the provisions of Staff Rules 3.01-3.05.

Annex A: Membership of the Outside Interests Committee
MEMBERSHIP OF THE OUTSIDE INTERESTS COMMITTEE

The membership of the Committee as of 2012 is as follows:

Office of Ethics & Business Conduct
Nichola Dyer, Chair
Karl Bach (Alternate)

Legal
David R. Rivero
Christian L. Philip (IFC) (Alternate)

Human Resources Group
Alphonsus Marcelis
Joseph (Femi) Badaki (Alternate)

HR Employment Policy
Christopher Lerner

Staff Association
Tracy Hart
Diana Corbin (Alternate)
Guillermo Almada
Francesco Addis (Alternate)

Staff at Large
Jesse O. Ang (IFC)