

Annex A

Guidance to Experts in Connection with the Completion of WHO DOI Forms

Should be sent with the DOI form

The following table provides guidance to experts as to the type and extent of information that experts should disclose as they complete WHO Declaration of Interest Form.

Type of Interest in Relation to subject of meeting or work	Examples of Information Required
Expert's employment or that of an immediate family member	Indicate: a. name of employer b. title and function c. period of employment
Consulting work	Indicate: a. name of contracting party b. period of consultancy c. nature / subject of consultancy d. amount of income earned per consultancy
Research support	Indicate: a. source of the support b. amount of support c. whether support provided to expert personally, immediate family member or institution to which the expert is affiliated d. subject matter of research supported e. expert's role in the conduct of the research supported (e.g. <i>head of research team, director of programme, scientist part of a larger team</i>)
Investments	Indicate whether investment in any single company is valued at: a. the nature of the investment (e.g. stock, bonds, partial or total ownership interest etc) b. more than \$5,000 c. provide the name of the company

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Intellectual Property	Describe: a. nature and object of the IP b. whether IP is still protected c. relevant licensing arrangements relating to the IP d. whether royalties are being paid
Public Statements and Positions	Describe: a. fora in which public position taken (<i>e.g. court, parliamentary committee etc.</i>) b. year concerned c. in brief, the position held d. the capacity in which the statement was made or position taken (<i>e.g. Mr. Smith in his capacity as president of ABC society</i>) e. indicate for how long approximately the position taken has been held or defended, if applicable e. whether there is a public record of the position held
Unfair or Competitive Advantage	a. state whether information obtained as a result of participation in the advisory body or activity could provide you with an unfair competitive advantage and/or a clear actual and direct financial or pecuniary benefit. b. Explain how you would propose to mitigate this concern.