

International Federation for Information Processing

Code of Conduct for IFIP Officials

Introduction

The International Federation for Information Processing (IFIP) has adopted this Code of Conduct for IFIP Officials to promote and maintain high standards of behaviour by its Officials whenever they conduct the business of the Federation, including the business of the office to which they were elected or appointed, or when they claim to act or give the impression of acting as a representative of the Federation.

This Code of Conduct is based on the principles of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

Definitions

For the purposes of this Code, an 'Official' of IFIP will be taken to mean the holder of any of the following posts: President, President-elect, Vice-President, Honorary Secretary, Honorary Secretary-elect, Honorary Treasurer, Honorary Treasurer-elect, Councillor, together with Chairs and members of the Federation's Technical Committees, Technical Assembly, Member Societies Assembly, Standing Committees and Domain Committees. All those elected or appointed to these posts shall be deemed to be bound by the Code including those in post when the Code is adopted. The Code does not apply to employees of the Federation, as their conduct is governed by their Contracts of Employment.

For the purposes of this Code, a 'meeting' is a meeting of the Federation's General Assembly, Board, Executive Committee, Technical Committees, Standing Committees, Domain Committees and Assemblies.

Obligations

All Officials should ensure that they are familiar with the mission, aims and objectives of the Federation and those Statutes, Bylaws and Standing Orders that are relevant to their areas of responsibility.

When an official of the Federation acts, claims to act or gives the impression of acting as a representative of the Federation, he/she has the following obligations.

1. He/she shall act fairly and without prejudice and insofar as he/she has responsibility for staff shall fulfil all that is expected of a good employer.
2. He/she shall behave in such a way that a reasonable person would regard as respectful.
3. He/she shall not act in a way which a reasonable person would regard as bullying, intimidatory or discriminatory.
4. He/she shall not seek to improperly confer an advantage or disadvantage on any person.
5. He/she shall use the resources of the Federation efficiently and in accordance with budgetary constraints.
6. He/she shall not disclose information which is confidential or where disclosure is prohibited by law.

Declaration of interests in meetings

(i) In any meeting where the granting of an award, including a travel award, a prize or a contract, including a contract of employment, is under consideration, the Official shall declare any prior relationship (of any kind) with the individual or organisation concerned and the nature of that relationship. In the event of a close relationship, the Official shall not take any part in the discussion and shall not vote.

(ii) Officials must also declare an interest in any matter in which they have a personal financial involvement and, in such cases, must not take part in the discussion and shall not vote.

(iii) Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate, the Official shall disclose the nature of the interest and not speak or vote on the matter.

Gifts

An Official must declare to the General Secretary any gifts or hospitality worth more than an estimated value of 75 euros which the Official has received by virtue of his or her office. The General Secretary shall maintain a record of such declarations.

Expenses including costs of travel and accommodation paid or reimbursed by host organisations when travelling on IFIP business do not need to be declared. The General Secretary needs to be made aware of all such visits.

Complaints

Complaints against an Official or Officials for alleged breaches of the Code shall be sent in writing to the General Secretary giving full details of the alleged offences. The General Secretary will normally pass the complaint on to the President for action. In the event that the complaint relates to the conduct of the President it will be passed to the longest-serving available other member of the Executive Committee who is not also the subject of complaint.

The Official dealing with the complaint will convene a Complaint Panel of three General Assembly members who have no involvement in the complaint. They will hear evidence from the complainant, the Official(s) accused of a breach of the Code, any witnesses and anyone else they choose to hear from. At the end of this process the Panel shall give its decision on whether or not a breach has been committed and, if it decides it has, it shall be empowered to decide on a penalty. Penalties may range from a mild reprimand right through to expulsion from office. In the latter case, the Official complained against shall have the right to appeal to a special meeting of the Federation's Executive Committee, where only those not directly involved in the complaint shall have the right to speak and vote.

As far as is practicable, complaints under the Code will be treated in strict confidence.