


Memorandum

To	Michael Allen STANLEY-JONES	Date	02/03/2022
From	Elisabeth Turnbull-Brown, Acting Director Corporate Services Division 		
Subject	Request of Approval to Undertake Outside Activity		

1. Reference is made to your request dated 4 Feb. 2022 requesting approval to engage in outside activity Ethico-Scientific Committee, Circular Research Foundation (Parabita, Italy)
2. According to Staff Regulation 1.2 (p) employment or occupation is acceptable, provided that it does not:
 - Conflict with your official duties and responsibilities or the status of an international civil servant;
 - Reflect adversely on the UN; and
 - Breach any local laws applicable at the relevant duty station or where the outside employment or occupation occurs.
3. In addition, staff members engaging in outside activities authorized by the Secretary-General shall make clear to the organizers and participants in such activities, including any employers that they act in their personal capacity and not as representatives of the United Nations.
4. Based on the facts presented, the activity does not appear to be incompatible with your status as an international civil servant nor should it reflect adversely on the UN and therefore your request has been approved.
5. In addition, and in order to ensure your independence and impartiality and avoid a conflict of interest, please be advised that you should:
 - a. Ensure the complete separation of your private activity and your official responsibilities, including time, resources, information and representation;
 - b. Ensure that your outside employment be undertaken in your personal capacity, on your own time, at your own expense with no reference to your UN affiliation;
 - c. Be available when exigencies of service so require, pursuant to Staff Regulation 1.2 (b) to devote your time to the interests and work of the United Nations;
 - d. Not make any representations or intercede on behalf of your employer in respect of any dealings it may have with the UN;

- e. Ensure that your office or the knowledge gained from your official function is not used for private gain, financial or otherwise, or for the private gain of a third party. It must be understood that the term 'office' includes the Organization's name, logo and reputation as well as one's access to United Nations officials and information;
 - f. Ensure that any 'insider or confidential' information (information not yet readily available to the public) to which you are privy as a result of discharging your United Nations duties and responsibilities, remain in confidence; and
 - g. Comply with the local laws as stated in Staff Regulation 1.1(f) and staff rule 1.2 (b) and honor any private legal obligations arising from your participation with this entity as outlined in ST/AI/2000/12
6. In addition to the above conditions, please be reminded that you may not provide services to another part of the UN system while holding a letter of appointment from the Secretariat nor may you provide translations services to any governmental agency. Please note that, as per ST/AI/2000/13, para.6.7, this approval is granted for a maximum period of 12 months. Should your activities continue to take place beyond 12 months, a new request for approval should be submitted on a yearly basis.
7. Kindly acknowledge your agreement to all of the above conditions by signing your acceptance below and returning this memorandum to the Human Resources Section.

Best regards,

Name of Staff Member: Michael Stanley-Jones

Signature: *M. Stanley-Jones*

Date: 4 Feb. 2022