



SCAR Executive Committee Meeting 2017
Brno, Czech Republic, 31 July - 2 August 2017

Conflicts of Interest Registry

Report Author(s):

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Summary (<150 words):

This document outlines the information that needs to be gathered to provide an up to date record of the SCAR Conflict of Interest Register.

The first three pages represent the standard statement of interests and transactions that must be prepared for Trustees and persons with significant control as annual returns to satisfy UK financial regulations.

The final page provides the additional information required to allow any Conflicts of Interest internal to SCAR to be included in the Register.

The Secretariat will identify any transactions relevant to the form, based on the annual audit, and provide these to Trustees along with the forms each year.

The Executive Committee is asked to note the forms and information needed and be prepared to fill them out in August.

Related Parties Schedule

Related parties is a term used by the SORP that combines the requirements of charity law, company law and the Financial Reporting Standard applicable in the UK and the Republic of Ireland. The term is used to identify those persons or entities that are closely connected to the reporting charity or its trustees. Accounting and reporting by charities.

The following 'natural persons' are classed as related parties:

- A.** any charity trustee and custodian trustee of the charity;
- B.** a person who is the donor of any land to the charity (whether the gift was made on or after the establishment of the charity); and
- C.** any person who is:
1. a child, parent, grandchild, grandparent, brother or sister of any such trustee (A) or donor (B) of land;
 2. an officer, agent or a member of the key management personnel of the charity;
 3. the spouse or civil partner of any of the above persons (A, B, C1 and C2);
 4. carrying on business in partnership with any of the above persons (A, B, C1, C2 and C3);
 5. a person, or a close member of that person's family, who has control or joint control over the reporting charity;
 6. a person, or a close member of that person's family, who has significant influence over the reporting charity.

'Close member of a person's family' refers to: that person's children or spouse; the children, stepchildren or illegitimate children of that person's spouse or domestic partner; dependents of that person; and d. that person's domestic partner who lives with them as husband or wife or in an equivalent same-sex relationship.

A charity is not necessarily related to another charity simply because a particular person happens to be a trustee of both. It will only be 'related' if the relationship means that one charity, in furthering its charitable aims, is under the direction or control of the trustees of another charity.

The following entities, which are not 'natural persons', are classed as related parties of a reporting entity (including a reporting charity) if any of the following conditions apply:

- the entity and the reporting charity are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others);
- one entity is an associate or joint venture of the other entity (or a member of the group in which the other entity is the parent or a member);
- both entities are joint ventures of the same third entity;
- one entity is a joint venture of a third entity and the other entity is an associate of the third entity;
- the entity is a post-employment benefit plan for the benefit of employees of either the reporting entity or an entity related to the reporting entity;
- the reporting charity provides/receives key management personnel services to/from the entity;
- an entity that is controlled or jointly controlled by a person, or two or more persons, identified in A, B or C; Accounting and reporting by charities
- an entity in which a person, or two or more such persons, identified in A, B or C, taken together, have a substantial interest or significant influence over the entity;

Control is presumed to exist when one or more persons identified in A, B or C, taken alone or together, hold directly or indirectly, more than half the voting power of an entity. However, control can also exist when they, directly or indirectly, control half or less than half of the voting power of an entity, if they have:

- power over more than half of the voting rights by virtue of agreement with other investors;
- the power to govern the financial and operating policies of the entity under a statute or an agreement;

- the power to appoint or remove the majority of the members of the board of directors or equivalent governing body, and control of the entity is by that board or body; or
- the power to cast the majority of votes at the meetings of the board of directors or equivalent governing body, and control of the entity is by that board or body.

An individual has a substantial interest or significant influence in an entity where that person, or two or more persons identified in A, B or C, taken together, have an interest in the equity share capital of that entity of a nominal value of more than one-fifth of that share capital, or is entitled to exercise, or control the exercise of, more than one-fifth of the voting power at any general meeting of that entity

RELATED PARTIES SCHEDULE
Your Name: Your Address:
Relationship to The Scientific Committee on Antarctic Research: A B C (please select)
Spouse / civil / domestic partner's name (see definition):
Relationship to The Scientific Committee on Antarctic Research: C
Close family members' (being children or dependents of you and/or your spouse / civil / domestic partner) names: (for children under the age of 16 indicate the number of minor children only) see definition
Relationship to The Scientific Committee on Antarctic Research: C
Companies / partnerships / trusts / other entities controlled by* you (company name and company registration number):
Relationship to The Scientific Committee on Antarctic Research
Companies / partnerships / trusts / other entities controlled by* your spouse / civil / domestic partner (company name and company registration number):
Relationship to The Scientific Committee on Antarctic Research:
Companies / partnerships / trusts / other entities controlled by* close family members (as above) (company name and company registration number):
Relationship to The Scientific Committee on Antarctic Research:

Details of any transactions (examples below) between any parties identified above and the reporting entity during the period ended 31 December 2016:

E.g. Trustees remuneration:

E.g. Trustees expenses reimbursed:

E.g. Consultancy fees:

I understand that the information in this declaration is to be used in the preparation of the Charity's annual report and accounts and that it is to be made available to the auditors.

I confirm that, to the best of my knowledge and belief, neither I, nor anybody connected with me or any member of my close family (as defined above) or any partnership, trust or other entity/limited company in which I or members of my close family (as defined above) have a controlling interest, had an interest in any transactions or arrangements made or entered into by The Scientific Committee on Antarctic Research during the period ended 31 December 2016 except as specified above.

Signature:

Date:

Email address ** :

Examples of types of related party transactions:

- Sales of goods / services / Other assets/property
- Purchases of goods / services / Other assets/property
- Leasing arrangements
- Licensing/technology/R&D transfer
- Guarantees/collateral security
- Agency agreements
- Management contracts
- Provision of finance (including loans and equity contributions in cash or in kind)
- Settlement of liabilities on behalf of the entity or by the entity on behalf of another party
- Any other transactions

* 'Controlled by' is defined as entities of which you are the majority shareholder; or a Director, Partner, Member, Trustee or Sole Trader; or a member of the key management personnel (being those responsible for planning, directing and controlling the activities of the entity).

** The email address will be used solely for the purposes of making direct contact in future years to obtain confirmation that the information on this schedule remains up to date.

In addition to the above information required by UK law, we also ask you to declare any SCAR specific conflicts of interest you may have.

A few examples of this may include your involvement in any SCAR sub-groups that you play an active role in, the member country you represent, if you have any relationship with a SCAR staff member, any memberships or representative roles on organisations that might compete for funding with SCAR, or any positions on companies that already or may in the future provide services to SCAR.

SCAR specific conflicts of interest: