

Declaring a Conflict of Interest

## AKISA Guidance

## May 2024

**Purpose**

The main goal of managing conflicts of interest is to ensure that decisions are made – and are seen to be made – on legitimate grounds and without bias.

In the rigorous pursuit of aviation safety, the investigation of aircraft incidents or accidents stands as a paramount endeavor. Ensuring the thoroughness, impartiality, and integrity of these investigations is not only essential for understanding the root causes of such events but also for implementing effective measures to prevent their recurrence.

The International Civil Aviation Organization (ICAO) Annex 13 serves as the cornerstone for the investigation of aircraft incidents or accidents, providing comprehensive guidelines and protocols. However, within the investigative process, the potential for conflicts of interest to arise poses a significant challenge. These conflicts, whether real or perceived, have the potential to compromise the objectivity and credibility of the investigation, thereby undermining its ultimate purpose.

Recognizing the critical importance of addressing conflicts of interest in aviation safety investigations, this Conflict of Interest Formulary is established.

**Action Required:**

Conflict of Interest (COI) declaration is crucial for identifying, monitoring, and managing conflicts. Failure to declare conflicts or delay may harm the investigation.

Step 1:

Complete the COI form upon nomination. Specify conflicts and management steps.

Step 2:

Get the form approved and retained by AKISA.

Step 3:

Submit a summary to AKISA Secretariat using the provided template. AKISA maintains a register based on these returns.

Definition of COI:

Occurs when personal interests clash with job responsibilities, compromising independence, objectivity, or impartiality.

**Types:**

Actual: existing conflict

Potential: imminent or possible conflict

Perceived: others might perceive a conflict.

Poorly managed perceived conflicts can be as damaging as actual ones. COIs can be positive or negative, affecting impartiality. Proper management is crucial to maintain integrity.

**Occurrence:**

COIs can arise from relationships, activities, or personal views. For example, dealing with relatives, organizations, or past employers.

**Managing COIs:**

All involved in an investigation must declare COIs and revisit them regularly. COI Declaration is required for investigators, advisers, and other representatives involved in the investigation process.

# Conflict Of Interest Declaration

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 1: Conflict of Interest Declaration** | | | | | | | |
| (➹) I declare that, to the best of my knowledge, there is no actual, perceived or potential current conflict of interest that will or may arise as a result of my involvement in AKISA activities.  **or**  (➹) I declare that I do have an actual, perceived or potential current conflict of interest.  The following conflict(s) exist: | | | | | | | |
| Registration | Type: A/C | | Place of Investigation | Route | DAE | | Signature |
|  |  | |  |  |  | |  |
|  | | | | | | | |
| (➹) Should I become aware of an actual, perceived or potential conflict during the period in which I am involved in AKISA activities, I will make a further declaration and inform my organization and relevant Deed partners. | | | | | | | |
| **Signed:** | | | | | | | |
| **Name** | | **Organization** | | **Signature** | | **Date** | |
|  | |  | |  | |  | |

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| **If a Conflict of Interest Is Declared Section 2 must be completed by your Organisation** | | | |
| **Section 2: Assessment and Management of any Conflict of Interests declared**  *Consider whether the declared conflict is remote, significant, manageable or unmanageable. Refer to the AKISA Handbook – Conflicts of Interest - for guidance* | | | |
| The following steps have been agreed to avoid/mitigate the conflict(s): | | | |
| **Approved on behalf of [insert organisation] by:** | | | |
| **Name** | **Position** | **Signature** | **Date** |
|  |  |  |  |

The completed form should be retained by the signatory’s organization and a summary provided in a Conflict of Interest Return to the AKISA Secretariat.

A copy of this completed form must be provided to the AKISA Secretariat on request.

# Conflict of Interest Return

**AKISA Activity:** *[Describe the activity to which the Conflict of Interest Declaration applies]* **Organisation:** *[Signatory organization, or affiliate (describe the relationship to the Deed Signatory)]* **Date:** *[Date provided to the AKISA Secretariat]*

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Position and Role in Deed processes** | **Date advised of interest** | **Interest disclosed** | **Nature of potential conflict and estimated value**  **(if known)** | **Action taken / recommendations** | **Date implemented** | **Review/ comments** |
|  |  |  |  |  |  |  |  |
|  | *Research Assistant* | *4 June 2023* | *No COI to disclose* | *N/A* | *N/A* | *N/A* | *N/A* |
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Please provide completed form to: [info@akisa.gov.al](mailto:info@akisa.gov.al)



**Conflict of Interest Register**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Deed Signatory** | **Position and Role in Deed processes** | **Date advised of interest** | **Interest disclosed** | **Nature of potential conflict and estimated value (if known)** | **Action taken/ recommendations** | **Outcome** | **Review/ Lapse date** |
| **[Name of Deed Signatory]** | | | | | | | |  |
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