Conflict of Interest (CoI) Self-Assessment and Declaration

For trainers delivering in-person workshops

Purpose

This declaration aims to identify any actual, potential, or perceived conflicts of interest that could compromise, or be reasonably perceived to compromise, a trainer's independence, impartiality, or professional judgement in the delivery of in-person workshops and assessment of the workshops' participants.

A conflict of interest may arise where personal, professional, or financial interests interfere with the trainer's responsibilities within the programme.

Trainer information

- **First name:**
- **Family name:**
- **Workshop(s) / thematic area(s):**
- **Organisation (if applicable):**

Conflict of Interest Self-Assessment

Please answer the questions below.
If you answer **"Yes"** to any question, please provide a **brief description**.

1. Professional relationships

In the past two years, have you had any professional relationship (employment, consultancy, advisory role, or unpaid position) with an organisation or body that could be affected by, or have an interest in, the content or outcomes of the workshop(s)?

☐ Yes ☐ No

If yes, please describe:
.....

2. Financial or other interests

Do you currently hold any financial, commercial, or other personal interests that could be perceived as influencing your independence in delivering or assessing the workshop(s)?

☐ Yes ☐ No

If yes, please describe:
.....

3. Institutional or competitive relationships

Are you involved in activities, projects, or organisations that could be considered competitors or direct beneficiaries of the training delivered under this programme?

☐ Yes ☐ No

If yes, please describe:
.....

4. Assessment-related conflicts

Do you have any personal, professional, or institutional relationship with expected or potential workshop participants that could affect your impartiality in participant assessment?

☐ Yes ☐ No

If yes, please describe:
.....

5. Other relevant circumstances

Are there any other circumstances that could reasonably be perceived as a conflict of interest in relation to your role as a trainer?

☐ Yes ☐ No

If yes, please describe:
.....

Declaration

I hereby confirm that the information provided above is accurate and complete to the best of my knowledge. I undertake to inform the workshop organisers without undue delay of any change in circumstances that may give rise to a conflict of interest in relation to my role as a trainer.

I understand that the existence of a declared conflict of interest does not automatically exclude participation but may require appropriate mitigation measures to ensure independence and impartiality.

Date: _____
Name: _____
Signature: _____