



WWF *for a living planet*

WWF-Norway's Policy for fees for external WWF presentations, lectures, articles, opinion pieces – and remuneration/compensation for activities outside WWF

Throughout the year WWF staff gives a number of talks and presentations at various conferences and institutions. Several other NGOs charge a fee for these presentations, and WWF-Norway are also offered fees on a number of occasions. WWF wants openness and clear guidelines for staff on this and the following points for decision guidance have been agreed by the Management team. Decisions on each individual talk /presentation should be taken in consultation with your manager.

- **Lecture fees:** WWF-Norway does not normally charge for giving presentations, but decides on a thematic and strategic priority basis. It is an important means for us to share our messages. However, if a fee is offered, we will accept and the money goes to WWF. WWF will also accept commissioned talks outside a thematic and strategic priority for fees to WWF if they are high enough to warrant the time used. Staff are not entitled to keep fees privately for work related talks and presentations.
- **Gifts:** Small gifts like books, flowers or a bottle of wine can be kept by the person giving the presentation, but if the book is of common interest to other staff in the office it should be shared in the library. Gifts representing a value above 300 NOK should be shared with the organization. Reference is made to the Code of Ethics and the Prevention of Fraud and Corruption Policy.
- **Travel costs:** If possible the organizers of the conference should cover WWFs travel expenses.
- **Remuneration for articles and opinion pieces** written by WWF staff in their capacity as WWF employees should be paid to WWF-Norway. Staff are not entitled to keep fees privately for work related articles and opinion pieces.

Remuneration for activities outside WWF, i.e. participation in expert groups or on boards outside WWF: if the participation is on behalf of WWF, or representing WWF, the remuneration should be paid to WWF-Norway. If the participation is on behalf of yourself as a person – irrespective of employment in WWF – and not representing WWF, the participation is considered private. Staff with outside engagements like this should consult with their manager to ensure there is no conflict of interest, and if in doubt – report as a possible conflict of interest (link Interests register).