IMPERIAL COLLEGE

EXTERNAL INTERESTS TO DECLARE
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Submitting External Interests via the Annual Declaration of Interests Email:

The notes below provide instructions on how to declare an external interest(s), where you have not previously declared an interest(s). If you have previously declared an interest(s), please see the notes below on ‘Including, excluding and updating your External Interests from your previous return’.

1. Click on the green ‘Current Interests’ button highlighted below in your Annual Declaration of Interests email.

Annual Declaration of Interests 2016

Dear

RESPONSE REQUIRED FROM ALL STAFF

Please note that this email has TWO PARTS. You must complete steps A, B and C below to submit both returns:

| A | Use the relevant buttons below to complete Part 1 –Declaration of External Interests’ return. Should you have any queries about this please contact your local HR representative by reply to this email. |
| B | Once completed close down the webpage and return to this email. |
| C | Use the relevant buttons below to complete Part 2 – Policy on the use of Animals declaration return. Please note that you must be connected to the college network when submitting Part 2 and should use a VPN connection if you are accessing these links from a non-college location. Should you have any queries about the policy please contact awerb.admin@imperial.ac.uk |

Part 1 – Declaration of External Interests’ return

As part of Imperial’s commitment to good governance all College employees are required annually to complete a Declaration of Interests submission, providing details of all relevant external paid and unpaid activities they have undertaken such as consultancy, directorship, committee membership or part-time working for another organisation.

To ensure the details held are as comprehensive as possible staff who have not undertaken any external activities are required to submit a nil return.

In order to complete your return for this year please select from the following options by 12 December 2016:
Log into ICIS by entering your college username and password.

2. To add a new interest, click on the **Add new** button highlighted below:

3. Select the appropriate Interest Type from the picklist e.g. Director.
Declaration of Interests – Declaring an Interest

Note: If you select Advisory Board or Advisory Board (via ICON), the following message will appear:

‘The College frequently approaches companies with new academic led ideas for collaborative research projects, and the success rates of such approaches are often improved if there is an existing College connection to the company. You are asked if you give permission for the College to know of this affiliation, and it is at your discretion to grant or deny permission.’

In addition to the above message, an extra field will appear asking if you have Advisory board approval as shown below:
4. Complete the remaining fields as shown below:

Note: If you select No when completing the Line Manager Approved? field, the following message will appear:

'If you have not yet received approval for this external interest, it should be included and approval sought, following the process outlined in the Register of External Interests and Annual Declaration Policy.'

Please see example below:
5. If you have further interests to declare, click on **Add another** and repeat steps 4 & 5. If you have no further interests to declare, click on the **Save** button. You will then be directed to the page below:

**Note:** Clicking on **Cancel** will return you to the homepage and will not save anything currently displayed.

![Declaration of Interests](image)

6. On this page, you now have 4 options:

a) If you have further interests to declare, click on the **Add new** button

b) If you are not ready to confirm your declaration but want to save it at its current stage, click on the **Save for Later** button

c) If you wish to amend any of the details, click on the update (pencil) icon against the relevant interest

d) If you want to confirm the details of your declaration in order to make a submission, click on the **Confirm** button

**Note:** In order to submit an external interest, the relevant box in the Current Interests column must be ticked.

7. If you click on the update (pencil) icon to update a previously declared interest, you will be directed to the update page as below:
8. On this page, you now have 3 options:

   a) If after updating your interest you are ready to confirm the changes, click on the **Update** button
   b) If you have further interests to declare, click on the **Add another** button
   c) If you wish to return to the homepage without making any updates, click on the **Cancel** button

9. If you select **Confirm**, you will be directed to the page below:
10. On this page, you now have 3 options:

a) If after checking that your details have been entered correctly, you are ready to submit your return, click on the **Submit** button

b) If you need to amend any of the information you have entered or add another interest, click on the **Return to list of interests** button. Please see point 7 on page 7 for a list of options that you’ll have on this page.

c) If you are not ready to confirm your declaration but want to save it at its current stage, click on the **Save for Later** button

11. If you select **Submit**, you will be directed to the page below:

12. If you wish to logout of ICIS after submitting your return, click on the **Logout** button highlighted above.

**Note:** After submitting your return, you will be sent a confirmation email (see example below). If you have any queries or need to make any amendments following submission, please click on this [link](#) to contact your HR team.
Submitting, excluding and updating your External Interests from your previous return:

1. Click on the green ‘Current Interests’ button highlighted below in your Annual Declaration of Interests email.

Annual Declaration of Interests 2016

Dear Mr. Jingwei Xian,

RESPONSE REQUIRED FROM ALL STAFF

Please note that this email has TWO PARTS. You must complete steps A, B and C below to submit both returns:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Use the relevant buttons below to complete Part 1 – Declaration of External Interests’ return. Should you have any queries about this please contact your local HR representative by reply to this email.</td>
</tr>
<tr>
<td>B</td>
<td>Once completed close down the webpage and return to this email. Use the relevant buttons below to complete Part 2 – Policy on the use of Animals declaration return. Please note that you must be connected to the college network when submitting Part 2 and should use a VPN connection if you are accessing these links from a non-college location. Should you have any queries about the policy please contact <a href="mailto:awerb.admin@imperial.ac.uk">awerb.admin@imperial.ac.uk</a></td>
</tr>
<tr>
<td>C</td>
<td></td>
</tr>
</tbody>
</table>

Part 1 – Declaration of External Interests’ return

As part of Imperial’s commitment to good governance all College employees are required annually to complete a Declaration of Interests submission, providing details of all relevant external paid and unpaid activities they have undertaken such as consultancy, directorship, committee membership or part-time working for another organisation.

To ensure the details held are as comprehensive as possible staff who have not undertaken any external activities are required to submit a nil return.

In order to complete your return for this year please select from the following options by 12 December 2016:

- [Nothing to declare]
- [Current Interests]
2. Log into ICIS by entering your college username and password.

3. On the page below, you now have 5 options:

   a) If you have further interests to declare in addition to those being carried forward, click on the Add new button (please see pages 4-10 for further guidance on how to add a new interest)
   b) If you wish to amend a previously declared interest, click on the update (pencil) icon against the relevant interest
   c) If you wish to exclude any of the interests being carried forward, untick the relevant box in the Current Interests column
   d) If you are not ready to confirm your declaration but want to save it at its current stage, click on the Save for Later button
   e) If you want to confirm the details of your declaration in order to make a submission, click on the Confirm button

   **Note:** In order to submit your external interest, the relevant box in the Current Interests column must be ticked.
4. If you have excluded one or more of your interests being carried forward, by unticking the relevant box in the **Current Interests** column, you will be directed to the page below:
5. On this page, you now have 3 options:

   a) If you want to ensure that the activity/activities displayed are excluded from your return, click on the **Continue** button

   b) If you are not ready to confirm that the activity/activities displayed should be excluded from your return but would like to save it at its current stage, click on the **Save for Later** button

   c) If you need to exclude or amend a previously declared interest or add a new interest, click on the **Return to list of interests** button.

6. If you click on the update (pencil) icon to update a previously declared interest, you will be directed to the update page as below:

7. On this page, you now have 3 options:

   a) If after updating your interest you are ready to confirm the changes, click on the **Update** button

   b) If you have further interests to declare, click on the **Add another** button

   c) If you wish to return to the homepage without making any updates, click on the **Cancel** button

8. You will then return to the homepage where you can confirm the details of your declaration in order to make a submission. To do this, click on the **Confirm** button
9. After selecting **Confirm**, you will be directed to the page below:
10. On this page, you now have 3 options:

d) If after checking that your details have been entered correctly, you are ready to submit your return, click on the **Submit** button

e) If you need to amend any of the information you have entered or add another interest, click on the **Return to list of interests** button. Please see point 3 on page 12 for a list of options that you’ll have on this page.

f) If you are not ready to confirm your declaration but want to save it at its current stage, click on the **Save for Later** button

11. If you select **Submit**, you will be directed to the page below:

![Declaration of Interest Form](image)

12. If you wish to logout of ICIS after submitting your return, click on the **Logout** button highlighted above.

**Note:** After submitting your return, you will be sent a confirmation email (see example below). If you have any queries or need to make any amendments following submission, please click on this [link](#) to contact your HR team.
Declaration of Interests –
Declaring an Interest

Dear Dr. Joshua Clarkson58

Thank you for submitting your Annual Declaration of Interest 2012 return.

You have submitted the following declaration:

<table>
<thead>
<tr>
<th>Interest Type</th>
<th>Position</th>
<th>Organisation Name</th>
<th>No. of Days</th>
<th>Advisory Board Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partner</td>
<td>Partner</td>
<td>GH Kennels</td>
<td>23.0</td>
<td>No</td>
</tr>
<tr>
<td>Other paid engagement</td>
<td>Guest Speaker</td>
<td>Inspiration Ltd</td>
<td>12.0</td>
<td>Yes</td>
</tr>
<tr>
<td>Other paid engagement</td>
<td>Gardener</td>
<td>Longacres</td>
<td>56.0</td>
<td>Yes</td>
</tr>
<tr>
<td>Director</td>
<td>Director</td>
<td>JHB Graphics</td>
<td>7.0</td>
<td>Yes</td>
</tr>
<tr>
<td>Director</td>
<td>Director</td>
<td>KPO News</td>
<td>45.0</td>
<td>No</td>
</tr>
<tr>
<td>Director</td>
<td>Shelter</td>
<td>Director</td>
<td>12.0</td>
<td></td>
</tr>
</tbody>
</table>

If you have any queries, or require further information on the procedure, or your submission, please contact your local HR team at http://www3.imperial.ac.uk/hr/contactus.

Yours sincerely

Louise Lindsay
Director of Human Resources
Submitting External Interests using HR Self Service within ICIS:

1. Log into HR Self Service in one of the following ways:

<table>
<thead>
<tr>
<th>If you do not use ICIS already:</th>
<th>Existing ICIS users:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. You should use the link (<a href="https://icisremote.ad.ic.ac.uk/dana-na/auth/url_1/welcome.cgi">https://icisremote.ad.ic.ac.uk/dana-na/auth/url_1/welcome.cgi</a>). Use your College network username and password to login.</td>
<td>1. You should use the standard ICIS link (<a href="http://icis.imperial.ac.uk/">http://icis.imperial.ac.uk/</a>) and your College network username and password to login. IC Manager Self Service has been added to your ICIS account so you will be able to find it in your ICIS navigator as an extra responsibility when you log in.</td>
</tr>
</tbody>
</table>

Please note: The declaration website uses pop ups (links which launch new windows in your web browser). Some web browsers block these pop ups for security reasons. In order to continue please click on the blocked pop up notification in your web browser and select Allow in order to proceed with your return. The exact instructions will depend on your web browser software. Instructions for Microsoft Internet Explorer can be found here: http://windows.microsoft.com/en-GB/windows-vista/Internet-Explorer-Pop-up-Blocker-frequently-asked-questions

2. From the menu select My Details.
3. Expand the Declaration of Interests link on the right side of the screen.
4. Select Current Interests.
5. To submit your return, please follow the guidance on pages 4-10 if you are declaring a new interest and have not previously declared any interests or pages 11-16 if you are including, excluding or updating a previously declared interest.