# Inspector General’s Office / Bureau de l’Inspecteur général

**WITNESS NOTICE OF INTERVIEW**

The IGO is mandated to investigate allegations of misconduct against UNHCR staff in accordance with IOM/009/2012 – FOM/010/2012 of 7 February 2012.

An investigation is a fact-finding exercise, not a punitive undertaking. The purpose of an investigation is to determine whether or not the facts and evidence available support a finding of misconduct against the staff member concerned. The result of an investigation may be either a Closure Report for the IGO’s files, when misconduct could not be established, or an Investigation Report on the facts established, if there is sufficient evidence that a staff member has engaged in misconduct. In the event of a Closure Report, s/he will be issued with a Clearance Letter. If an Investigation Report is prepared, the IGO’s responsibility is to send it to the Director of the Division of Human Resources Management (DHRM) who may take further action, such as initiating disciplinary action against the staff member concerned.

As part of the fact-finding process, potential witnesses may have to be interviewed, including staff members (hereinafter the interviewees) who may have direct or indirect knowledge of the allegations under investigation. Staff members interviewed as potential witnesses in the course of an investigation should be aware of the following procedural issues:

Strict standards of confidentiality are adhered to throughout the investigation. This means, for example, that the disclosure of any information related to an investigation, including the identity of staff members or others involved, the subject matter of the investigation, and even the fact itself of an investigation, is restricted to a “need-to-know” standard, i.e. confidential information can only be revealed to specific individuals if it is necessary to proceed with the investigation. Likewise, interviewees are reminded that details about the investigation that become known to them through the interview process or that may already be known to them should be kept confidential. Interviewees should not discuss the IGO’s request for an interview or subsequently details of their interview with other colleagues including their supervisor, unless otherwise authorized by the IGO. Breaches of confidentiality by interviewees may amount to misconduct for which disciplinary measures may be imposed.

All UNHCR staff members have a duty to cooperate with investigations, and specifically, to respond fully and truthfully to all questions posed during the interview as well as provide any relevant additional information. Deliberate non-cooperation with an investigation, including the withholding of information known to be of relevance, may be investigated as a separate case of possible misconduct.

A written record of the interview will be taken. In specific cases the interview will be audio recorded to ensure the integrity of the process. A witness interviewee will be provided with the Record of Interview for review (in specific cases this may be done verbally and recorded) and will be asked to indicate agreement by signature. In some cases this may be done by email correspondence.