



Public Officers' Declaration of Assets, Liabilities and Business Interests

Declarations Desk Officers' (DDOs) Frequently Asked Questions (FAQs)

What Does it Mean that I am a Declarations Desk Officer (DDO)?

Congratulations! Being a Declarations Desk Officer means that you are an important part of the Government's transparency and accountability team. Your key role is to support the **Listed Public Officers (LPOs)** in your organisation as they prepare and submit their Declaration forms; establish a list of staff eligible for submitting declarations and determine compliance of the LPOs with the declarations law. You will also assist **The Office of the Director of Public Officers' Declarations (ODPOD)** in ensuring that all Declarations are complete and submitted on time, and with any follow up issues that may arise.

What Are My Key Tasks?

Each Declarations Desk Officer should:

- 1) Submit a staff return for the ODPOD to create a **list of all LPOs** in the organisation.
- 2) **Inform all LPOs** of the submission deadlines and ensure LPOs get blank forms for completion at least a month in advance. It is the responsibility of each LPO to complete and submit the declaration form.
- 3) **Assist LPOs** in completing declaration forms.
- 4) Compile forms for **submission to ODPOD**:
 - Check that **all** LPOs on list have submitted.
 - Confirm that all forms are completed and signed.
 - Ensure all declaration forms have been signed by a commissioner for oaths.
 - Send Declarations and **covering note to ODPOD** including list of LPOs, forms submitted and note any outstanding declarations and provide contact information for these Officers.
- 5) **Assist ODPOD** in any follow up requirements.
- 7) **Provide handover notes** to successor DDO, including current status of declaration Process

How Do i identify LPOs in My Organisation?

The ODPOD Act of 2013 has a schedule indicating the key positions and categories of Officers required to submit declarations. So as a starting point you should check whether any of the **named positions** are within your organisation, e.g. the Auditor General. In addition to the specific Officials mentioned, check if any of the **general categories of officers** apply, e.g. Immigration Officers. Make sure you include the identified **organisational roles** like Accounting and Procurement Officers. If you are in doubt about who should be included get in touch with ODPOD.

What Information Do I Need to Give LPOs?

To support the LPOs in completing the Declaration Form you can give them the **LPO FAQs** produced by ODPOD. It is also good to remind officers that if they are in doubt about something it is always better to contact ODPOD directly.

Where Do I Go For More Help?

If you have any questions, suggestions to improve the Declaration process, or want to check anything just get in touch with our Public Relations Officer, Mrs. Tiyamike Phiri at ODPOD on +265 995 121 423 or info@declarations.gov.mw . or you can visit ODPOD's webpage on www.declarations.gov.mw

