



Administrative Instruction – Instruction administrative

Ref. ICC/AI/2019/001

Date: 29 January 2019

Delegation of Authority under the Financial Regulations and Rules

The Registrar, with the consent of the President and the Prosecutor, pursuant to sections 3.2 and 3.3 of Presidential Directive ICC/PRES/D/G/2003/001 (*“Procedures for the promulgation of administrative issuances”*), and in accordance with Financial Rules 101.1(d), 108.4, and 110.10, promulgates the following:

Section 1

Purpose and scope

- 1.1 This Administrative Instruction sets out the terms of the delegation of authority concerning cash advances and writing off losses of cash and receivables.

Cash advances – Financial Rule 108.4

- 1.2 The Registrar hereby delegates authority and responsibility to the Director of the Division of Management Services to establish a petty cash advances account and to designate the officials to whom such advances may be made.

Writing off losses of cash and receivables – Financial Rule 110.10

- 1.3 The Registrar hereby delegates authority and responsibility to the Director of the Division of Management Services, so he or she may, after full investigation, authorize the writing off of losses of cash and the book value of accounts receivables deemed to be irrecoverable.

Section 2

Terms and conditions for the exercise of delegated authority

- 2.1 Exercise of this delegated authority entails responsibility for ensuring full implementation of the relevant Financial Regulations and Rules, in particular Financial Rules 108.4 and 110.10, and other related procedures and guidelines on cash advanced and writing off losses of cash and receivables.
- 2.2 Any exception to the Financial Regulations and Rules of the Court requires prior approval by the Registrar. Failure to abide by the terms and conditions of this delegation of authority may result in withdrawal of the delegation and if necessary, imposition of disciplinary measures.

Section 3

Final Provisions

- 3.1 The present Administrative Instruction shall enter into force on 29 January 2019 and shall supersede any previous administrative issuances on the scope set out in section 1.1 of this Administrative Instruction.



Peter Lewis
Registrar