



## **Administrative Instruction – Instruction administrative**

Ref. ICC/AI/2013/002

Date: 20 February 2013

### **Delegation of Authority under the Financial Regulations and Rules**

The Registrar, for the purpose of designating officials who may enter into contracts on behalf of the Court, and in accordance with Financial Rules 101.1(d) and 110.13, promulgates the following:

#### Section 1

##### Purpose

- 1.1. The Registrar hereby delegates authority and responsibility in the Common Administrative Services Division (“CASD”) to the Director of the CASD, the Chief of General Services Section, the Chief of the Procurement Unit, the Procurement Coordinator, the Procurement Assistants and the Field Office Managers to enter into contracts on behalf of the Court. The authority is limited up to the amounts specified below per transaction, and is for the contracting or furnishing of goods, materials, insurance or services, other than letters of appointment for staff under a fixed term contract or staff and other employees serving under any other established regime of the Court.
- 1.2. The following sets out the maximum monetary values of contracts which may be executed by the post holders set out below:
  - (a) Registrar up to: Unlimited
  - (b) Director Common Administrative Services  
Division together with
    - (i) Chief General Services Section  
or

(ii) Chief Procurement Unit	up to: Unlimited
(c) Director, Common Administrative Services Division	up to: €250,000.00
(d) Chief, General Services Section (except for GSS Purchases)	up to: € 250,000.00
(e) Chief, Procurement Unit	up to: €150,000.00
(f) Procurement Coordinator	up to: €10,000.00
(g) Procurement Assistants and Field Office Managers	up to: € 3,000.00

1.3. The Registrar hereby also delegates authority and responsibility in the Executive Director of the Secretariat of Trust Fund for Victims to enter into contracts for the furnishing of goods, materials, insurance or services, exclusively and directly linked to the activities and the mandate of the Secretariat of the Trust Fund for Victims, up to € 250,000.00 per transaction. The authority hereby granted is not extended to letters of appointment for staff under a fixed term contract or staff, other employees or consultants serving under any other established regime of the Court.

1.4. The post holders indicated in Section 1.1. retain their delegated authority, within the monetary values set forth in Section 1.2. to enter into the contracts for the furnishing of goods, materials, insurance or services, exclusively and directly linked to the activities and the mandate of the Secretariat of the Trust Fund for Victims.

## 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 Rules and Regulations, in particular Rules 110.12 to 110.19; procurement procedures and administrative issuances.

- 2.2. All contracts must be cleared for content and legal compliance by the Registry Legal Advisory Services Section before signature.
- 2.3. 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 20 February 2013 and shall supersede any previous administrative issuances on this subject.



Silvana Arbia

Registrar