

**Cour  
Pénale  
Internationale**

**International  
Criminal  
Court**

Annex 1 to Administrative Instruction ICC/AI/2004/005 on the Establishment  
of Trust Funds by the Registrar

**ICC/TF FORM**

**PROPOSAL TO ESTABLISH A TRUST FUND**

**PART I- IDENTIFICATION OF PROPOSAL AND SUBMITTING OFFICE**

Title of trust fund:

Originating Office (if different from implementing office):

Proposed implementing office:

Name and Title of programme manager:

Approval by:  Assembly of States Parties

Registrar

**PART II-EXPLANATORY MEMORANDUM**

Donor(s)

Estimated amount and type of currencies

Purpose:

Relationship to regular budget (specify programme and sub programme):

Relationship to other approved or proposed trust funds:

Financial implications for regular budget:       No       Yes (Attach an explanation)

Anticipated start date and duration:

Attach a detailed description of the proposed trust fund, its purpose, donor(s), a copy of the proposed agreement with the donor(s) and income and expenditure estimates phased by calendar year.

### **PART III-CONSULTED OFFICES**

To be reviewed by:

- Legal Advisory Services Section
- Human Resources Section
- Finance Section
- General Services
- Screening Committee (where donor is individual or profit making corporation)

Reviewed by:

Legal Advisory Services Section

Name:

Title:

Signature:

Date

## Human Resources Section

Name:

Title:

Signature:

Date

## Finance Section

Name:

Title:

Signature:

Date

## General Services

Name:

Title:

Signature:

Date

## Screening Committee

Name:

Title:

Signature:

Date

<p>Reviewed and recommended for approval</p>  <p>_____</p> <p>Controller</p> <p>Date</p>	<p>Approved</p>  <p>_____</p> <p>Registrar</p> <p>Date</p>
	<p>Designated Implementing Office:</p>

**PART IV – TO BE COMPLETED BY THE BUDGET SECTION AFTER APPROVAL  
OF TRUST FUND.**

Fund subject to programme support at regular rate:

or other rate (requires specific approval of the Registrar):

Anticipated programme support income per year:

200____	200____	200_____
€_____	€_____	€_____

Certifying officer:

\_\_\_\_\_

Note: Allotments are not to be issued before submission of cost plans and payment of contribution(s).

See Section III (A) of Administrative Instruction on Establishment of Trust Funds

Approved:

\_\_\_\_\_  
Controller

\_\_\_\_\_  
DATE

ORIGINAL: Budget and Control Section

COPIES: Submitting office,  
Implementing Office,  
Finance Section