

**Cour
Pénale
Internationale**

**International
Criminal
Court**

**Administrative Instruction
ICC/AI/2005/004**

2nd May 2005

Accountability of Staff Members for ICC Property

The Registrar, in consultation with the President and the Prosecutor, for the purpose of highlighting the accountability of staff members for ICC property promulgates the following:

Section 1

Purpose

- 1 The purpose of this administrative instruction is to highlight the accountability of staff for ICC property and to set out procedures for ensuring that accountability. For the purposes of this Administrative Instruction, the term "staff member" shall include all staff, officials, other personnel with the status of expert, volunteers, interns, and other contractual personnel who are entrusted with or use ICC property in the course of performing their official duties.

Section 2

General

- 2 All items of Court property, other than stationery and consumables, which are issued to individual staff members or organisational units ("Accountable Items") are subject to property control procedures as provided for in this Administrative Instruction.

Section 3

Issuance of Accountable Items

- 3.1. Any organisational unit issuing an Accountable Item to an individual staff member shall record the issuance on a sequentially numbered issue voucher which, when signed, shall serve as a receipt for the purposes of Rule 110.24 of the Financial Regulations and Rules of the Court. The receipt shall be retained by the issuing organisational unit and a copy shall be retained by the individual to whom the item is issued.

- 3.2. A copy of any receipts issued pursuant to Section 3.1 above and Section 4 below shall be provided to the Property Control and Inventory Unit ("PCIU") who shall log the transaction.

Section 4

Transfer of Accountable Items

- 4 Any organisational unit transferring an Accountable Item to another organisational unit shall record the transfer on a sequentially numbered issue voucher which, when signed, shall serve as a receipt for the purposes of Rule 110.25 of the Financial Regulations and Rules of the Court. The receipt shall be retained by the transferring organizational unit and a copy shall be retained by the receiving organizational unit.

Section 5

Return of Accountable Items

- 5.1. When an Accountable Item is no longer needed by a receiving organisational unit, or the staff member to whom it was issued is no longer employed by the Court, the Accountable Item must be returned to the issuing organizational unit and a return voucher should be issued against receipt of goods. The issuing organizational unit must ensure that copies of issue and return vouchers are provided to PCIU so that inventory records are appropriately adjusted.
- 5.2. In some instances an outgoing staff member may personally handover items signed for to a staff member replacing him/her or remaining in the office. A completed and signed transfer/handover voucher must be submitted to the issuing section in order to update inventory records accordingly.

Section 6

Loss, theft or damage cases

- 6 Where an Accountable Item has been damaged, lost or stolen, a determination shall be made by the Property Survey Board ("PSB") as to the degree of responsibility of a staff member for the damage, loss or theft. Where gross or willful negligence by a staff member is found to have been the cause, a recommendation shall be made by the PSB as to the amount of any financial assessment that should be made against that staff member, pursuant to the procedure set out in Section 7 below. Where the damage, loss or theft has not been caused by a staff member's gross or willful negligence, no further action shall be taken in respect of the staff member.

Section 7

Negligence

- 7 Where the PSB finds that the loss, damage or theft of an Accountable Item has been caused by the gross or wilful negligence of a staff member, it shall prepare a report of the matter for presentation to the Registrar. The report shall include an evaluation from the PSB as to the degree of negligence involved and, taking into account all circumstances, shall make a

recommendation as to what, if any, financial assessment should be made against the negligent party. In such cases, the Registrar shall make the final determination of liability and financial assessment.

Section 8

Final Provisions

8 This Instruction shall enter into force on 2 May 2005.

Signed:

A handwritten signature in black ink, appearing to read 'Bruno Cathala', written over a dotted line.

Bruno Cathala
Registrar