



Administrative Instruction – Instruction administrative

Ref. ICC/AI/2004/006 Rev. 2

Date: 03 December 2008

Delegation of Authority under the Financial Regulations and Rules of the International Criminal Court

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, Chief General Services Section and the Chief of the Procurement Section 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
Chief Procurement Section
or Chief, General Services Section | 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 Section | up to: €150,000.00 |
| (f) | Procurement Coordinator ¹ | up to: €10,000.00 |
| (g) | Procurement Assistants
and Field Office Managers | up to: €3,000.00 |

Section 2

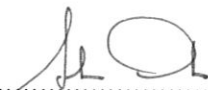
Terms and conditions for the exercise of delegated authority

- 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 08 December 2008.

Signed: 

Silvana Arbia

Registrar