



## ICTP Procurement & Property Rules

The ICTP Procurement Office will follow UNESCO Administrative Manual Chapter 10 Property and Procurement rules and procedures, with the following exceptions:

### **10.1 Property: Definition, Recording and Liquidation**

It is intended that the reference section/authority at ICTP for each function at HQs mentioned in the Manual be as follows:

- ICTP Procurement & Inventory Office referent to ADM/PRO;
- ICTP Allotment Holders have similar functions as UNESCO AOs;
- ICTP DIR Admin is the authorizing authority for functions similar to ADG/ADM.

The thresholds mentioned in 10.1.2.2 Categories of Property valid also for ICTP are as follows:

UNESCO		ICTP	
USD	1,000.00	USD	1,000.00
USD	300.00	USD	300.00

10.1.4 at ICTP, the ICTS Section is authorized to decide on requests for non standard IT equipment.

### **10.2 Procurement of Goods, Works and Services and 10.2 A Procurement Guide**

It is intended that the reference section/authority at ICTP for each function at HQs mentioned in the Manual be as follows:

- ICTP Procurement & Inventory Office referent to ADM/PRO;
- ICTP Allotment Holders have similar functions as UNESCO AOs;
- ICTP DIR Admin is the authorizing authority for functions similar to DIRADM/PRO.

The roles listed in UNESCO Manual 10.2 4. Roles, Authorities and Accountabilities is summarized in the attached ICTP Table of Delegated Authority.

The thresholds mentioned in 10.2 5 Procedures and Processes already established at ICTP correspond as follows:

UNESCO		ICTP	
USD	5,000.00	EURO	6,000.00
USD	50,000.00	EURO	30,000.00
USD	150,000.00	EURO	100,000.00

### **7.4 Contracts Committee**

The current ICTP Contracts Committee rules effective as of 1 October 2009 (attached) remain valid pending the revision of the Item 326 in the UNESCO Manual, as specified in the 7.4 Manual Section.

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