



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 already established at 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 DIRADMPRO.

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	2,500.00	EURO	6,000.00
USD	30,000.00	EURO	30,000.00
USD	100,000.00	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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