

26 November 2024

Memorandum

To: Heads of Department

Cc: Fabiola Gianotti, Raphael Bello, Mike Lamont, Joachim Mnich, Charlotte Warakaulle, Giovanni Anelli, Kirsten Baxter, Pascale Goy, Doug Heron, Steven Reynolds, Catherine Spencer, Cristina Lara-Arnaud, Legal Service

From: Chris Hartley

Object: **Delegation of signature rights**

Please find attached the list of delegation of signature rights, which comes into force as of today, 26th of November 2024, and therefore cancels the previous list.



Chris Hartley
Head of Industry, Procurement and
Knowledge Transfer Department



DELEGATION OF SIGNATURE RIGHTS

(version of 26 November 2024)

Table of contents

A. CERN	3
1. HUMAN RESOURCES DEPARTMENT	3
1.1. Staff Members.....	3
1.2. Fellows and graduates (contract of employment and amendments).....	4
1.3. Associates, Students, Apprentices.....	5
1.4. Requests for payroll changes (outside EDH).....	6
1.5. Requests for external activity and special leave for employed member of personnel.....	6
2. INDUSTRY, PROCUREMENT AND KNOWLEDGE TRANSFER DEPARTMENT	7
2.1. Procurement and Industrial Services.....	7
2.2. Knowledge Transfer.....	10
3. FINANCE AND ADMINISTRATIVE PROCESSES DEPARTMENT	11
3.1. Payments, transfer of funds and treasury operations.....	11
3.2. New bank relationship.....	12
3.3. Opening of a new bank account.....	12
3.4. Bank guarantees (including drawing on a bank guarantee) and letters of credit.....	12
4. INFORMATION TECHNOLOGY DEPARTMENT	12
5. CERN SCIENCE GATEWAY	13
B. CERN & SOCIETY FOUNDATION	14
1. Payments, transfer of funds and treasury operations.....	14
2. New bank relationship.....	14
3. Opening of a new bank account.....	14
4. Fundraising agreements and administrative actions.....	14

A. CERN

1. HUMAN RESOURCES DEPARTMENT

General conditions

- HR Department Head and Deputy HR Department Head have the delegation of signature on all actions related to contracts of employment and association.
- HR-TA (Talent Acquisition) Group Leader and HR-TA Deputy Group Leader have the delegation of signature on all actions related to contracts of association and employment (Fellows / Associated Members of Personnel with the exception of USERS/VISC/COAS /EXAS).
- HR-CBS (Compensation, Benefits and Services) Group Leader and HR-CB Deputy Group leader have the delegation of signature on all actions related to modifications impacting salary payments.
- HR-PXE (People eXperience and Engagement) Group Leader and HR-PXE Deputy Group Leader have the delegation of signature on all actions related to contract evolution and termination for employed members of the personnel and students.

1.1. Staff Members

1.1.1. Appointment

NATURE OF ACTION	SIGNATURE	REPLACING SIGNATURE
SELECTION (Contract and Personal Administrative Action)		
Grade 1 to 8 for LD contract	HR-TA Group Leader	Deputy HR-TA Group Leader
Cat.1 grade 6 to 10 for LD contract	HR-TA Group Leader	Deputy HR-TA Group Leader
Cat.1 grade 6 to 10 for IC contract	HR PXE Group Leader	Deputy HR PXE Group Leader

1.1.2. Contract evolution

NATURE OF ACTION	SIGNATURE
Extension of contract and change of working hours	Human Resources Advisers
Award of indefinite contract	Human Resources Advisers
Internal mobility	Human Resources Advisers

1.1.3. Contract termination

NATURE OF ACTION	SIGNATURE
Notification of expiry of contract for LD	Human Resources Advisers
Mutual agreement	FHR Director, in absence of other delegation Head of HR
Notification of retirement age from grade 1 to 7	HR Department Head
Resignation acknowledgement	Human Resources Advisers for grade 1 to 7 and HR Department Head for grade 8 to 10
Dismissal	FHR Director, in absence of other delegation Head of HR

1.2. Fellows and graduates (contract of employment and amendments)

1.2.1. Appointment

CATEGORY	SIGNATURE	REPLACING SIGNATURE
Fellows and graduates	HR Group Leader	HR-TA-Group Leader
Marie-Curie Fellows	Recruitment Coordinator Programme Coordinator	HR-TA-Group Leader

1.2.2. All contractual actions FELL, GRAD, MPATs including Contract extension and termination, change of working hours etc

CATEGORY	SIGNATURE	REPLACING SIGNATURE
Contract termination (incl. Resignation Fellows and Graduates)	HR PXE (Human Resources Coordinator or Advisor)	HR PXE (Human Resources Coordinator or Advisor) Back-up
Contract Extension	HR Coordinator	HR Coordinator back up
Change of working hours	HR Coordinator	HR coordinator back-up
Mutual agreement	HR Department Head	Deputy HR Department Head
Dismissal	FHR Director	Replacement of FHR Director; alternatively, HR DH if no other nominated

1.3. Associates, Students, Apprentices

1.3.1. Contract of association and amendments

CATEGORY	SIGNATURE	REPLACING SIGNATURE
Scientific Associates	HR-TA Group Leader	HR-TA Deputy Group Leader
Guest Professors	HR-TA Group Leader	HR-TA Deputy Group Leader
Project Associates (incl. INFN)	HR-TA Group Leader	HR-TA Deputy Group Leader
Experiment Associates	EXAS contract Coordinator	HR-DHO Group Leader
Corresponding Associates	HR-TA Group Leader	HR-TA Deputy Group Leader
TRAINEES /EU8	HR-TA Group Leader	HR-TA Deputy Group Leader
STAG		HR-TA Deputy Group Leader
Doctoral Students (incl. INFN)	HR-TA Group Leader	HR-TA Deputy Group Leader
Technical Students	HR-TA Group Leader	HR-TA Deputy Group Leader
Administrative Students	HR-TA Group Leader	HR-TA Deputy Group Leader
Summer Students	HR-TA Group Leader	HR-TA Deputy Group Leader
Non-Member State Summer Students	HR-TA Group Leader	HR-TA Deputy Group Leader
Openlab Summer Student	HR-TA Group Leader	HR-TA Deputy Group Leader
Children of member of personnel	HR-TA Group Leader	HR-TA Deputy Group Leader
Apprentices (technical)	Laetitia DUFAY (TE)	Valeria PEREZ REALE (TE)
Apprentices (library)	HR-TA Group Leader	HR-TA Deputy Group Leader
Apprentices (HR)	HR-CBS Group Leader	HR-CBS-B Section Leader

1.3.2. Resignation, termination

CATEGORY	SIGNATURE	REPLACING SIGNATURE
All MPATs except Summer Students	HR Coordinator	HR Coordinator
Summer Students	HR-TA Group Leader	HR-TA Deputy Group Leader

1.4. Requests for payroll changes (outside EDH¹)

NATURE OF ACTIONS	SIGNATURE	REPLACING SIGNATURE
Payment of end of contract indemnities	HR-CBS-B responsible	HR-CBS-B Section Leader
Payment or deduction of MPE/MPA end of contract leave days	HR-CBS-B responsible	HR-CBS-B Section Leader
Payment of re-installation indemnities	HR-CBS-B responsible	HR-CBS-B Section Leader
Change of home station	HR-CBS-B responsible	HR-CBS-B Section Leader
Change of saved leave (if outside EDH)	HR-CBS-B responsible	HR-CBS-B Section Leader
Salary reduction in case of long term sick leave (66 2/3)	HR-CBS-B responsible	HR-CBS-B Section Leader
Responsibility award	HR-CBS-C responsible	HR-CBS-C Section Leader
Extraordinary services award	HR-CBS-C responsible	HR-CBS-C Section Leader
Authorization of joining the Progressive Retirement Programme (PRP)	HR Department Head	Deputy HR Department Head
Authorization of part-time work as Pre-Retirement Measure (PTP)	HR Department Head	Deputy HR Department Head

1.5. Requests for external activity and special leave for employed member of personnel

NATURE OF ACTIONS	SIGNATURE	REPLACING SIGNATURE
Authorization of external activity and special leave for MPEs	HR Department Head	Deputy HR Department Head

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¹ EDH roles are assigned by the HR DPO upon instruction of HR Department Head.

2. INDUSTRY, PROCUREMENT AND KNOWLEDGE TRANSFER DEPARTMENT

2.1. Procurement and Industrial Services

Signature of contracts, purchase orders, blanket orders, OSVC, amendments, extensions, delivery requests.

2.1.1. Delegation of signatures

Section	Category	Up to 30 000 CHF	Up to 50 000 CHF	Up to 100 000 CHF	Exceeding 100 000 CHF
1	Purchase orders (CA, PC, DL)	Arielle GAIDON Steeve JOURDAN Merethe MORER- OLAFSEN Mihaela PALIMARU Dominique TROLLIET	IPT-PI Head of Section IPT-PI Head of Group IPT Head of Department Nordine AZIZI Josephine BENGTTSSON Julia BENTCHIKOU Floris BONTHOND Hiba GERSTER Bjorn JENSSEN Alvaro LECINANA- SOLDEVILLA Sandrine MAGNAN Jessica METCALFE Andrea MUSSO Fatima NAJEH Aneta SABANOVIC Sébastien SONNERAT Anthony VEYRET	Purchaser concerned and Head of Section REPLACING SIGNATURE: Each combination of purchasers up to 50 000 CHF	Christopher HARTLEY and Cristina LARA-ARNAUD REPLACING SIGNATURE: Charles CARAYON Joshua DAVISON Simon GUERRI DALL'ORO Adam HORRIDGE
2	Contract, amendment, contract extension	Merethe MORER- OLAFSEN Mihaela PALIMARU	IPT-PI Head of Section IPT-PI Head of Group IPT Head of Department Nordine AZIZI Josephine BENGTTSSON Julia BENTCHIKOU Floris BONTHOND Hiba GERSTER Bjorn JENSSEN Alvaro LECINANA- SOLDEVILLA Sandrine MAGNAN Jessica METCALFE Andrea MUSSO Fatima NAJEH Aneta SABANOVIC Sébastien SONNERAT Anthony VEYRET	Purchaser concerned and Head of Section REPLACING SIGNATURE: Each combination of purchasers up to 50 000 CHF	Christopher HARTLEY and Cristina LARA-ARNAUD REPLACING SIGNATURE: Charles CARAYON Joshua DAVISON Simon GUERRI DALL'ORO Adam HORRIDGE

Section	Category	Up to 30 000 CHF	Up to 50 000 CHF	Up to 100 000 CHF	Exceeding 100 000 CHF
3	OSVC	Steeve JOURDAN	IPT-PI Head of Section IPT-PI Head of Group IPT Head of Department Nordine AZIZI Josephine BENGTTSSON Julia BENTCHIKOU Floris BONTHOND Hiba GERSTER Bjorn JENSSEN Alvaro LECINANA-SOLDEVILLA Sandrine MAGNAN Jessica METCALFE Andrea MUSSO Fatima NAJEH Mihaela PALIMARU Aneta SABANOVIC Sébastien SONNERAT Anthony VEYRET	Purchaser concerned and Head of Section REPLACING SIGNATURE: Each combination of purchasers up to 50 000 CHF	For X contracts: Christopher HARTLEY and Cristina LARA-ARNAUD REPLACING SIGNATURE: Charles CARAYON Joshua DAVISON Simon GUERRI DALL'ORO Adam HORRIDGE For Industrial Services: Charles CARAYON and Sébastien SONNERAT REPLACING SIGNATURE: Joshua DAVISON Simon GUERRI DALL'ORO Adam HORRIDGE
4	Insurance policies and insurance broker contracts	n.a.	Carmelo SAITTA and Charles CARAYON REPLACING SIGNATURE: Josephine BENGTTSSON Cristina LARA-ARNAUD Head of Section	Exceeding 50 000 CHF Carmelo SAITTA and Christopher HARTLEY REPLACING SIGNATURE: Cristina LARA-ARNAUD Florian SONNEMANN	
5	Article 15 of CERN/FC/5639_ CERN/3021: Selection process of the external service providers required for the implementation of the Pension Fund's asset management process referred to in Article I 2.10 of the Rules	n.a.	Dual signature by: (i) CEO of Pension Fund and (ii) Any person in section 1 and 2 of this present document REPLACING SIGNATURE: (i) Operations or Investments Pension Fund Group Leader	Exceeding 50 000 CHF Dual signature by: (i) CEO of Pension Fund and (ii) IPT Department Head REPLACING SIGNATURE: (i) Operations or Investments Pension Fund Group Leader (ii) IPT-PI Group Leader or IPT-PI-SE Section Leader	
6	Collaboration Agreements	Dual signature by: (i) the Department Head concerned, or Director concerned, or Project Leader concerned and (ii) any person under section 10 below			

7	Energy contracts (via Ordre de Service or «electricity clicks») and following Directorate approval	Bjorn JENSSEN REPLACING SIGNATURE: Cristina LARA-ARNAUD
8	Non-disclosure agreements related to Procurement or KT activities	Dual signature by: (i) the Department Head concerned and (ii) Procurement Service (any Head of Section) or Knowledge Transfer Group for KT agreements (Giovanni ANELLI or any Head of Section) REPLACING SIGNATURE: (i) Deputy Department Head or any person authorized by the Department Head for this purpose

2.1.2. Delegation of internal controls

Section	Category	Exceeding 10 000 CHF	Up to 30 000 CHF	Up to 50 000 CHF	Up to 100 000 CHF	Up to 200 000 CHF
9	Purchase order for non-Member State	Cristina LARA-ARNAUD REPLACING SIGNATURE: Any other Head of Section	n.a.	n.a.	n.a.	n.a.
10	Single/sole source		Nordine AZIZI Josephine BENGTTSSON Julia BENTCHIKOU Floris BONTHOND Arielle GAIDON Hiba GERSTER Bjorn JENSSEN Steeve JOURDAN Alvaro LECINANA-SOLDEVILLA Sandrine MAGNAN Jessica METCALFE Merethe MORER-OLAFSEN Andrea MUSSO Fatima NAJEH Mihaela PALIMARU Aneta SABANOVIC Sébastien SONNERAT Dominique TROLLIET Anthony VEYRET	Any Head of Section	Cristina LARA-ARNAUD REPLACING SIGNATURE: Any Head of Section	Christopher HARTLEY REPLACING SIGNATURE: Cristina LARA-ARNAUD
11	Advance payment without immediate exchange value (no limit)	Christopher HARTLEY	REPLACING SIGNATURE: Cristina LARA-ARNAUD Florian SONNEMANN			

2.2. Knowledge Transfer

2.2.1. Knowledge transfer contracts and amendments

Category	Signature(s)	Replacing signature
KT partnerships: - Collaborative R&D - Contract research - Service contract - Consultancy contract - Other KT partnerships	IPT Department Head <i>or</i> KT Group Leader	Deputy KT Group Leader
For KE and KM agreements with a foreseen expenditure exceeding 100kCHF, the signature of both the IPT Head of Department and the KT Group leader is required.	IPT Department Head and KT Group Leader	Deputy KT Group Leader or IPT-PI Group leader
Licence	IPT Department Head <i>or</i> KT Group Leader	Deputy KT Group Leader
Letter licence (<i>Used only for free, non-exclusive and non-commercial licences</i>)	KT Officer	

2.2.2. IP protection and registration

Category	Signature	Replacing signature
Co-ownership and exploitation agreements of Intellectual Property	IPT Department Head <i>or</i> KT Group Leader	Deputy KT Group Leader
Assignments of IP rights	IPT Department Head <i>or</i> KT Group Leader	Deputy KT Group Leader
Documents related to the registration of IP rights	IPT Department Head <i>or</i> KT Group Leader	Deputy KT Group Leader

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3. FINANCE AND ADMINISTRATIVE PROCESSES DEPARTMENT

3.1. Payments, transfer of funds and treasury operations

All payments, transfers of funds and treasury operations shall be signed by two authorized signatories. Authorized signatories are, with the exception of the salaries (see 1.1) and cash vouchers (1.2):

Raphaël BELLO
Sylvie DETHURENS
Fabiola GIANOTTI
Sylvie PRODON
Kasia POKORSKA
Carmelo SAITTA
Florian SONNEMANN

All payments made by virtual card are initiated by the designated cardholder of the department who places the order and shall be signed by two authorized signatories as mentioned above.

3.1.1. Salaries

Salaries shall be signed by two authorized signatories, as follows:

<i>First signatories</i>	<i>Second signatories</i>
Raphaël BELLO	Raphaël BELLO
Fabiola GIANOTTI	Fabiola GIANOTTI
Kasia POKORSKA	Sylvie PRODON
Carmelo SAITTA	Kasia POKORSKA
Florian SONNEMANN	Carmelo SAITTA
	Florian SONNEMANN

3.1.2. Cash vouchers

<i>up to 10 000 CHF</i>	<i>First signatories</i>	<i>Second signatories</i>
Dual signatories	Marie ABREUX Sophie GARDINAL	Sylvie DETHURENS Jan ROBINSON Sylvie PRODON Karin GACHET Ludovic GOMIS Kasia POKORSKA Carmelo SAITTA Florian SONNEMANN
<i>Exceeding 10 000 CHF</i>	<i>First signatories</i>	<i>Second signatories</i>
Dual signatories	Raphaël BELLO Kasia POKORSKA Carmelo SAITTA Florian SONNEMANN	Raphaël BELLO Kasia POKORSKA Carmelo SAITTA Florian SONNEMANN

3.2. New bank relationship

Any new bank relationship shall be approved conjointly by Florian SONNEMANN and Fabiola GIANOTTI or Raphaël BELLO.

3.3. Opening of a new bank account

The opening of any new bank account shall require the prior approval of Florian SONNEMANN

3.4. Bank guarantees (including drawing on a bank guarantee) and letters of credit

Raphaël BELLO
Fabiola GIANOTTI
Sylvie PRODON Kasia
POKORSKA Carmelo
SAITTA
Florian SONNEMANN

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4. INFORMATION TECHNOLOGY DEPARTMENT

Category	Signature(s)	Replacing signature
Licence agreements in the area of Information Technologies not subject to contractual agreement	IT Department Head Enrica PORCARI	Bob JONES
Requests for radio-frequencies allocation to the OFCOM and the ANFR	IT Department Head Enrica PORCARI	Bob JONES
Framework collaboration agreements (and respective addendums)	IT Department Head Enrica PORCARI	Bob JONES
MoU's related to IT activities	IT Department Head Enrica PORCARI	Bob JONES
NDA's related to IT activities	IT Department Head Enrica PORCARI	Bob JONES
CERN openlab Framework Agreements and Project Agreements	IT Department Head Enrica PORCARI	Bob JONES

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5. CERN SCIENCE GATEWAY

The Science Gateway (SGW) Management team are authorised to:

- a. Approve bookings of the SGW
- b. Sign agreements for use of the SGW, including financial amounts to be paid to CERN
- c. Make urgent commitments needed for the running of the SGW

Nominated people:

Group Leader (Patrick Geeraert)

Deputy-Group Leader (Francois Briard)

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B. CERN & SOCIETY FOUNDATION

1. Payments, transfer of funds and treasury operations

All payments, transfers of funds and treasury operations shall be signed by two authorized signatories.

Authorized signatories are:

Raphaël BELLO
Sylvie DETHURENS
Fabiola GIANOTTI
Sylvie PRODON
Kasia POKORSKA
Carmelo SAITTA
Florian SONNEMANN

2. New bank relationship

Any new bank relationship shall be approved conjointly by two of the below signatories:

Olivier COUTAU
Nathalie LEUENBERGER
Fabiola GIANOTTI
Fridolin DITTUS
Michel SPIRO
Daphné DE LALEU

3. Opening of a new bank account

The opening of any new bank account shall require the prior approval of two of the below signatories:

Jean-Marc TRISCONÉ
Eric CORNUZ
Fabiola GIANOTTI
Fridolin DITTUS
Michel SPIRO
Daphné DE LALEU

4. Fundraising agreements and administrative actions

The following people is authorized to enter into fundraising agreements on behalf of CERN and/or the CERN & Society Foundation; and to sign all administrative actions related to the CERN & Society Foundation, except payments, transfers of funds and treasury operations:

Pascale GOY
Charlotte LINDBERG WARAKAULLE