



Date : 20/01/2025  
To : Fabiola Gianotti (DG), Raphael Bello (FHR Director)  
Cc : Carmelo Saitta (FAP-DHO); Chris Hartley (IPT), Cristina Lara (IPT-PI), Charles Carayon (IPT-PI)  
From : Florian Sonnemann (FAP DH)  
Subject : **Clarification of delegation of signature rights for Insurance contracts**  
Ref. : FAP/FS/2025/009/cs

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Dear Fabiola, dear Raphael,

This memorandum outlines a clarification of the roles and responsibilities related to CERN's insurance contracts following the approval of new Financial Rules including the Procurement Rules in 2024.

Currently, the placement and management of insurance contracts are handled by CERN's Insurance Manager in collaboration with the Procurement Service, and with the support of an insurance broker. According to the memorandum of signature rights:

- the Insurance Manager and the head of the IPT department shall sign insurance agreements exceeding 50 000 CHF;
- the Insurance Manager and the IPT-PI-SE section leader shall sign insurance agreements below 50 000 CHF.

Since their approval by the Finance Committee in June 2024, the new CERN Procurement Rules specify the following: *"The following rules do not apply to [...] **financial institutions**. For such expenses, specific procedures are applied by the departments concerned"*.

In both Switzerland and France, insurance companies are considered financial institutions and regulated by their market authorities: FINMA - *Swiss Financial Market Supervisory Authority* in Switzerland, and ACPR - *Autorité de Contrôle Prudentiel et de Résolution* in France.

We therefore understand that the tendering, placement and management of insurance contracts does not fall within the scope of the new CERN Procurement Rules. These responsibilities, including the associated signature rights, should be under the responsibility of CERN's Insurance Manager, Carmelo Saitta and the FAP Department Head, which shall set out the applicable procedures.

However, it should be noted that insurance brokerage services remain within the scope of the CERN Procurement Rules and will continue to be tendered and managed in collaboration with the Procurement Service.

I would be grateful if you could confirm your agreement with the proposal above. The signature rights and delegation of power will be then modified accordingly.

Kind regards,

Florian Sonnemann  
Head of FAP Department