

**Annex 1 to the Rules of Procedure
for the Salaried Staff Organisation**

The Secretary-General's Delegation of Certification Rights within the Swedish Red Cross

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Svenska Röda Korset

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1 Introduction

The Central Board of Directors of the Swedish Red Cross decides on how the financial responsibility for the association should be handled. To this end, the Central Board of Directors designates the positions whose occupants receive signatory powers in the association. This is clarified in the document *Rätten att teckna Svenska Röda Korsets centralstyrelses firma och chefsfullmakt (The Right to Sign Documents on Behalf of the Central Board of Directors of the Swedish Red Cross and Managerial Power of Attorney)*, which is established by the Central Board of Directors on an annual basis.

The Central Board of Directors also decides on the delegation of responsibility for the salaried staff organisation to the Secretary-General, including ongoing financial responsibility. Through a special written power of attorney (a so-called “managerial power of attorney”) the Secretary-General, in turn, decides on the delegation of responsibilities and authority to department managers, heads of unit, operations managers at the Swedish Red Cross’s treatment centres, team leaders, and certain programme directors and country representatives within international operations.

Such a power of attorney authorises the holder to represent the Central Board of Directors of the Swedish Red Cross in matters that are specifically stated in the document. The power of attorney is limited in that the person who has received this authorisation may not personally enter into agreements that extend beyond three years from the date of the agreement and may not (with the exception of employment contracts) personally sign an agreement that means that the Swedish Red Cross undertakes a commitment (that is, an obligation to pay or to deliver services) exceeding the amount limit for each managerial power of attorney.

This annex to the Rules of procedure for the Salaried Staff Organisation describes how the Secretary-General has delegated the right to sign agreements and approve costs on behalf of the Swedish Red Cross.

2 Delegation of certification rights until further notice

2.1 Certification rights until further notice via a managerial power of attorney

The Secretary-General delegates part of her/his right to certify costs and sign agreements to:

- certain programme directors (international operations)
- certain country representatives (international operations)
- team leaders
- heads of unit/operations managers at the Swedish Red Cross’s treatment centres (RKC)
- assistant department managers
- department managers

Only managers with budget responsibility are granted certification rights until further notice, and in such instances the right of certification only applies to costs within the manager’s area of budget responsibility. Exceptions to this rule include certain programme directors and country representatives for international operations who may be granted such authorisation as necessary, for a limited period of time and within a limited area of responsibility. Managers at various organisational levels have the right to certify costs up to various amount limits, as shown below:

MANAGER LEVEL	Amount limit in SEK (incl. VAT)
Programme directors (international operations)	100,000
Country representatives (international operations)	250,000
Team leaders	250,000
Heads of unit/operations managers (RKC)	250,000
Assistant department manager	250,000
Department manager	700,000

Agreements that involve a commitment over SEK 700,000 SEK (incl. VAT) or that extend beyond three years from the date of the agreement must always be signed by two people with signatory authority

President
Vice President
Secretary-General
Department manager

Exceptions to this apply to the international operations described in Section 2.2, *Certification Rights for Agreements Relating to International Operations*.

Please note that each power of attorney holder cannot sign an agreement that entails an obligation to pay for services that exceed the amount limit for each manager's power of attorney, for example when signing an agreement for consulting services. One example of agreements that extend beyond three years is bank agreements, where the intention of the agreement is long-term. This means that the agreement cannot be signed by a single power of attorney holder. Rather, it must be signed by two signatories.

No employee may certify her/his own expenses (for example, their own outlays, travel expenses, or training costs). Rather, these must be certified by her/his superior manager and the certification rights may not be delegated to another employee. The President certifies the personal expenses of the Secretary-General, and the Vice President certifies the personal expenses of the President.

After a cost has been certified, the President and Secretary-General have the right to certify all of the organisation's costs that fall within the terms of their managerial power of attorney.

The superior manager always has certification rights within the areas of responsibility of subordinate managers, up to her/his own amount level according to the current certification delegation.

The managerial power of attorney is initiated by the HR Department and signed electronically by the Secretary-General.

The Finance Department and the Payroll Administration must always have up-to-date information about which employees possess certification rights. The Finance Unit maintains a summary of current managerial powers of attorney and certification delegations.

The original copies of signed contracts must be submitted to the Financial Unit for electronic archiving.

2.2 Certification rights for agreements relating to international operations

In the case of agreements regarding international efforts up to a maximum amount of SEK 5 (five) million, the following agreements can be signed by sole signatories:

- The Swedish Red Cross's agreements with external donors (e.g. SIDA, Radiohjälpen, the EU) regarding international aid efforts,
- The Swedish Red Cross's agreements with the International Federation of Red Cross and Red Crescent Societies (IFRC), the International Committee of the Red Cross (ICRC) and national partner associations regarding the implementation of aid efforts, and
- The Swedish Red Cross's agreements with national partner associations regarding capacity-strengthening efforts.

These are individually signed by:

President Secretary-General Head of the International Department
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As a clarification, a sole signatory may also sign call-off orders of the above agreements, so-called "Cash Pledges". This also applies when signing requisitions, i.e., a request for payment from the donor within the context of the signed agreement and other related documentation related to these underlying agreements.

2.3 Certification delegation within a limited area of responsibility

In some cases, an employee may be given a special certification responsibility within a limited area of responsibility that falls within the authoritative scope of her or his immediate manager's managerial power of attorney. The certification delegation refers to cost-related certifications with a maximum amount limit of SEK 25,000 (incl. VAT), e.g., cash payments, statements of account and outlay statements from volunteers. The delegation of such certification until further notice must always be approved by the delegating manager and is executed in writing using the form entitled *Attestdelegering inom begränsat ansvarsområde (Certification Delegation within a Limited Area of Responsibility)*. The signed form is to be sent to the Finance Unit.

2.4 Certification of costs with underlying agreements

In certain cases, the certification of costs with underlying binding agreements that have already been signed in accordance with conferred signatory rights can be delegated to managers, even if the amount exceeds the manager's amount limit according to the managerial power of attorney. Such expenses may include, e.g., rental costs as well as pension and labour market insurance. The delegation of such certification rights until further notice must always be approved by the superior manager and the Secretary-General and be executed in writing using the form entitled *Attestdelegering av kostnader med underliggande avtal (Certification Delegation for Costs with Underlying Agreements)*. The signed form is to be sent to the Finance Unit.

2.5 Salary-related costs

The verification and certification of salary-related costs is always undertaken by the respective manager and may not be permanently delegated further down the line to any other employee.

2.6 Non-monetary documents, reports, etc.

The department manager has the right to certify non-monetary documents such as letters of intent or attestations within the context of the activities of the respective department. Examples of these include financial and narrative reports, applications to donors, non-financial MoUs, letters of engagement for audits, and management responses issued after audits. These documents are not covered by the signatory rights, and certification can thus be delegated according to suitability and need.

3 Temporary delegation of certification rights

3.1 Certification delegation in case of absence

If the person with certification rights is absent for a limited period of time due to, e.g., business travel, illness or holidays, the superior manager automatically takes over as deputy certifier.

Department managers, heads of unit/operations managers (RKC) and team leaders can also temporarily delegate their certification rights to the employee within the department, unit or operation who acts as the manager's deputy during her/his absence. Delegation then occurs place for a specified period of time and for a specified organisational code and may be limited solely to costs below a specified amount. The deputy has the power to decide on routine matters, whereas major decisions of a fundamental nature are to be postponed until the regular manager returns to work. The right of certification is always limited based on the delegating certifier's own certification rights.

The delegation of certification rights during an absence must always be approved by the delegating manager and the superior manager and be executed in writing by using the form entitled *Attestdelegering vid frånvaro (Certification Delegation in Case of Absence)*. The signed form is to be sent to the Finance Unit.

3.2 Acting managers

The title of "acting" (abbreviated in Swedish as "t.f.", short for *tillförordnande*) is assigned to a person in a position for a certain period of time due to the fact that the post is vacant or that a substitute needs to be appointed. The acting manager has the same responsibilities and powers as a regular manager and is responsible for her/his own actions. When an acting manager is appointed, an agreement is written regarding the length of the "acting" appointment, a managerial power of attorney is signed, and work environment responsibilities and certification rights are delegated. When signing the decision document, the powers of the selected acting manager must always be accompanied by the abbreviation "t.f.". This clarifies that her/his powers are temporary.

3.3 Certification delegation in crisis operations

In crisis operations, there is a special certification delegation for the staff leader during the first two weeks. The staff leader has a mandate to use SEK 40,000 (incl. VAT) per day for the purchase of goods that are necessary for the implementation of the operation. The staff leader also has a mandate to in turn transfer her/his mandate to the local task force leader if the local operations are deemed long-term. Regardless of how many local task force leaders receive such a mandate, the total amount may never exceed SEK 40,000 (incl. VAT) per day. The power of attorney is valid for two weeks from the start of the operation. After that, new powers of attorney must be issued. The delegation of such certification rights must always be approved by the manager of the National Department and an additional signatory and must be executed in writing by using the form *Attestdelegering vid krisinsatser (Certification Delegation in Crisis Operations)*. The signed form is to be sent to the Finance Unit.