

Guidance note on SRC signatory rights

“The Secretary General's delegation of authorization rights within the Swedish Red Cross” is the guiding document for delegation of authority and signatory rights. The document clarifies that the Board authorizes the SG (Secretary General) to sign for SRC, and the SG in turn delegates authority to others in the organisation.

Manager signatory rights (power of attorney)

SG can delegate – in writing – part of their right to sign agreements and attest costs to Managers:

MANAGER LEVEL	Amount limit SEK incl VAT
Program Manager (International Operations)	100,000
Team Leader	250,000
Unit manager / operations manager RKC	250,000
Country representative (International Operations)	250,000
Head of Department	700,000

Agreements <700,000 SEK or beyond three years

Agreements involving a commitment of more than SEK 700,000 including VAT or that extend beyond three years from the date of the agreement must always be signed by two people with signatory rights:

President Vice Chairman Secretary General Head of Department

Staff contracts

Staff contracts are the exception to the <700,000 SEK rule. Staff contracts are signed by the recruiting Manager i.e., HoU (Head of Unit), HoD (Head of Department), or SG (Secretary General).

Management statements

Management statements must be signed by a person with a signatory right regardless of the amount. A management statement is required to be submitted by the auditors. President, Vice Chairman, Secretary General, or Head of Department.

International agreements <5,000,000 SEK

In international operations there is also an exception to the <700,000 SEK rule. In international operations agreements <5,000,000 SEK can be signed by individual signatories:

- SRC agreements with external donors (SIDA, Radiohjälpen, EU etc) for international aid operations
- SRC agreement with the International Federation of Red Cross and Red Crescent Societies (IFRC), the International Committee of the Red Cross (ICRC) and partner national societies for the implementation international aid operations and development
- SRC agreement with partner national societies regarding capacity building efforts.

These are signed individually by:

President Secretary General Head of the International Department
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The above includes “cash pledges” (requests) to donors and requisitions to make a payment from the donor within an existing agreement and related documentation.

Delegation of signatory rights within the international department The right to sign other documents, such as Applications, Financial Reports, Narrative Reports, Audit Reports, Management Responses, Engagement Letters, Cash requests, MoUs, lies with the HoD, who delegates as follows (unless donor requirements say different):

- Applications
 - Submission of Application approved in writing by HoD (Head of Department)
 - Application signed by the HoU (Head of Unit)
- Financial Reports, Narrative Reports, Audit Reports, Management Responses, Audit Engagement Letters are signed by HoU (Head of Unit)
- “Cash pledges” (request) to donors <5,000,000 SEK are signed by HoU (Head of Unit)
- “Cash pledges” (request) to donors >5,000,000 SEK are signed by HoD (Head of Department)
- MoUs are signed by HoD (Head of Department) since they usually constitute a long-term partnership commitment

Other documents requiring signature and not specified above are signed by HoD (Head of Department).

Approval of cost in OPTO

Approval of payments in OPTO or other can be delegated. The right to sign payments is delegated in writing by the Manager. Protocol and templates for delegation can be found on Rednet. Delegations are saved with the Finance Unit.

Quality check prior to signing

Any document that is to be signed is always to be assessed before signature in order to ensure compliance with rules and regulations as well as donor requirements. Support on quality checks can be provided by the Qarma unit.

e-Signatures and scanned copies

To avoid expensive and time-consuming delivery processes, as per June 2021, the decision has been taken by the SRC CFO and Head of Controlling, after consultation with E&Y, to accept scanned copies of signed documents for record keeping purposes. The process of physical signatures and delivery methods is still an option if circumstances require it.

Any agreement with a partner shall be signed by the partner first, and then scanned and sent back to SRC in an email directed to the SRC signatory’s official email address. SRC can countersign the agreement physically or digitally using the e-signature system “Verified”.

If a partner requires a physical signature, the digitally signed agreement can be printed locally and signed by any SRC representative following the correct digital signature.

e-Signatures and archiving via INT Admin

Any document to be signed digitally by SRC shall be emailed to the department administrator for processing. Signed agreements are archive in OPTO in the agreement database by the department administrator. A copy shall also be archived in PUFF under the relevant operational area for easy access by the responsible desk.

Miscellaneous

- **Separation of duties.** No staff can sign their own expenses or purchases.
- **Amendments** are signed by the same level of authority as the original agreement.

- **Budget revisions** not exceeding the total amount of the original agreement are not subject to agreement amendments. Budgets are revised in dialog with the partner and approved by the budget holder and when necessary approved by the back donor.