



## FICPI Policy

### Retaining and Payment of Third Party Suppliers

- 1| This Policy applies in situations wherein FICPI does not have another policy which covers payments such as, for example, the reimbursement of travel expenses.
- 2| This Policy applies to present suppliers (i.e., situations in which an existing contract is already in place for the supply of services from a third party), as well as future contracts (i.e., situations in which an existing contract is not yet in place for the supply of services from a third party). Therefore, this Policy applies to the following existing contracts, and is to be applied with such modification as may be required to comply with the terms of these existing contracts:
  - a| Major existing contracts, such as those with professional congress organizers (e.g., the professional congress organizers for ExCo after London and the PCO for the CET meeting in 2021), The Hatcliffe Group and Bohest trademark renewals;
  - b| Existing projects wherein a supplier advises that they will incur additional expenses or requests an increase of the contract price (for example, The Hatcliffe Group, Catherine Danjal and Foster Interactive); and,
  - c| All contracts which are typically renewed every year (for example ATRIP, RGD Global Data and ICANN membership).
- 3| The "Decision Making Body" may be the Bureau, a Reporter in those cases in which a member is tasked with selecting a supplier or organizing an event, or an Officer of FICPI if the retention of a third party supplier is inherent within the mandate of the Officer while performing a function within the Officer's responsibility (for example, the President of the Communication Commission addressing improvements to the FICPI website, the President of TEC implementing webinar software, the President of CET organizing a CET meeting or seminar).
- 4| Limitation on the selection of a third party supplier:
  - a| A supplier may be known to, but not related to, a member of the Bureau.
  - b| If a proposed third party supplier is known to a member of the Decision Making Body, then that member must advise the Decision Making Body of this prior to a decision being made and recuse themselves from the decision making process.
- 5| FICPI has the following two categories of contracts for third party suppliers:
  - a| Category I: Contracts wherein the expected expense is anticipated to be less than € 10,000; and,
  - b| Category II: Contracts wherein the expected expense is anticipated to be more than € 10,000.
- 6| The following provisions apply to contracts wherein the expected expense is anticipated to be less than € 10,000:
  - a| No preapproval of the contract by the Bureau is required.



- b| Any one of the President, the Treasurer or the Secretary General (hereinafter the Category I Designated Members) may authorize the provision of a deposit if required.
  - c| Any one of the Category I Designated Members may authorize partial payment of the contract if the Category I Designated Member is satisfied that sufficient work has been performed to merit the partial payment.
  - d| Any one of the Category I Designated Members may authorize full payment or a final payment if:
    - i| the total contract amount is less than € 10,000; and,
    - ii| the Category I Designated Member is satisfied that the work under the contract has been completed pursuant to the terms of the contract.
  - e| If the total contract amount is in the Category II range, then the payment must be authorized by the Category II Designated Members and the provisions of Section 7 apply.
- 7| The following provisions apply to contracts wherein the expected expense is anticipated to be more than € 10,000:
- a| A minimum of two quotes must be obtained.
  - b| Preapproval of the contract by the Bureau is required.
  - c| The lowest quote need not be selected if there are other mitigating factors favoring the selection of a relatively higher quote. The reasons must be presented to the Bureau at its next regular meeting.
  - d| The Treasurer and one of the President and the Secretary General (hereinafter the Category II Designated Members) may authorize the provision of a deposit if required.
  - e| The Category II Designated Members may authorize partial payment of the contract if the Category II Designated Members are satisfied that sufficient work has been performed to merit the partial payment.
  - f| The Category II Designated Members may authorize full payment or a final payment if:
    - i| the total contract amount is within the agreed contract amount; and,
    - ii| the Category II Designated Members are satisfied that the work under the contract has been completed pursuant to the terms of the contract.