

# Administrative Circular

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14/006

10 October 2014

**Subject: Responsible in charge of Institute during absence of Senior Management**

The Executive Director has ultimate responsibility for the Organization and the safety of its staff. In the absence of the Executive Director **the following staff (in the order provided in case of absence) will automatically assume responsibility** (but not signature authority discussed below) for the Organization. Such responsibility is limited to decisions in crisis situations that may arise and for providing leadership and guidance to other staff members in urgent work that requires Senior Management involvement:

1. Deputy Executive Director (currently Paula Bramel)
2. Director of Finance (currently Michael Koch)
3. Senior Scientist (currently Luigi Guarino)
4. Corporate Operations Manager (currently Layla Daoud)
5. Finance Manager (currently Janet Muir)
6. Genebank Programs Coordinator (currently Charlotte Lusty)
7. Scientist and Project Manager (currently Hannes Dempewolf)
8. Finance Officer (currently Anna Stolyarskaya)

In the absence of all of the persons named above, a Staff Member will be identified by the Senior Management Team (SMT) and communicated to staff.

**For signature authority, when travelling, SMT members and other staff members with signature authority will normally provide email approval or approval in the online ERP system where possible.** Email will be checked as regularly as possible. Staff members having urgent items for approval must send a message to the approving officer requesting the approval and providing adequate background information on which to base the approval. Where SMT members and other staff with signature authority know in advance that they will be unable to provide email approval, they will identify and delegate authority to an Officer-in-Charge who may approve items on their behalf. Such delegations may be limited in scope as determined appropriate by the approving officer.

Effective date

This administrative circular is effective immediately and replaces circular number 14/002.



Marie Haga

Executive Director