

Financial Regulation of REN21 Approved on 14/1/13

As outlined in Chapter 6 of the by-laws, financial regulations are hereby established for REN21 as follows:

1. General Principles

REN 21 shall be operated according to generally-accepted governance, management, operating and accounting practices under the laws of Germany.

Employees with responsibility for contracts and cooperation are responsible not only for the proper completion of the tasks but also for achieving the result defined in the contract. This includes observing the results of their actions and if necessary, adapting their approach in order to obtain the desired result.

2. Signing Powers (“4-Eyes Principle”)

The Executive Secretary shall be empowered to sign all contracts and transactions (for the avoidance of doubt including the writing of checks and the ordering of money transfers, as well as the deposition of funds in, and the withdrawal of funds from the REN21 accounts) up to EUR 1,000 alone.

The Executive Secretary may delegate his/her powers to sign contracts and transactions to a member of the Secretariat approved by the Bureau. The approval may be given in advance.

The delegation shall be in writing and limited in time and shall not exceed a period of one month. The Executive Secretary shall notify the Chair of the delegation before it takes effect.

Any transactions exceeding a volume of EUR 1,000 must be signed by the Executive Secretary jointly with another member of the Secretariat who has been approved by the Bureau.

The Bureau can issue a list of approved signatories which should be updated in regular intervals.

The signatories are responsible to ensure that applicable public procurement rules and approval requirements are duly complied with.

3. Public Procurement

REN21 follows in the procurement of goods and services the following principles:

- economic efficiency
- competitive tendering
- equal treatment of bidders
- transparency
- social and environmental compatibility.

In principle, REN21 shall apply the GIZ Procurement Guidelines as in force at the time of the procurement, unless a specific project requires following other Procurement Guidelines. The Secretariat shall be responsible to

- answer bidders' queries
- collect and open the incoming bids
- review the applications to participate from a technical and commercial point of view
- draw up a ranking of bids received
- make a recommendation to the Bureau for selection of bidder.

Direct purchases up to a value of EUR 1,000 can be undertaken by the Executive Secretary by way of direct order.

4. Approval of Material Transactions

Contracts with a volume exceeding EUR 20.000 require the approval of the Bureau. The Bureau shall approve a transaction by simple majority. The Executive Secretary is responsible for obtaining the approval prior to signing of the contract.

Any request for approval shall be accompanied by a summary of the relevant transaction or contract.

A member of the Bureau who has not objected to a respective request for approval within 5 business day as from receipt of the request shall be deemed to have abstained from the vote.

The Bureau may use electronic communication to make decisions provided for in these regulations.

5. Related Party Transactions

All contracts and transactions, irrespective of their volume, which are entered into between REN21 and a member of the Secretariat (to include the Executive Secretary) or the Bureau (to include the Chair) or any party in any way affiliated with them requires the Bureau's prior explicit approval, unless the respective contract or transaction is made in discharge of a contract or transaction which has been duly approved before.

Affiliated in the meaning of this section 4 are all natural persons who are a direct family member (parent, child, brother, sister) or spouse, and any companies or juridical persons in which the respective member of the Secretariat or Bureau has an interest exceeding 25% or which he or she effectively controls.

6. Reporting

The Executive Secretary shall issue accurate quarterly, annual and special financial reports in a timely manner as directed by the Bureau.

7. Revisions and Amendments

These Financial Regulations may be revised and amended from time to time by the Steering Committee.
