

**PROCEDURAL ACT
OF THE ENERGY COMMUNITY SECRETARIAT**

2024/08/ECS-EnC: On the adoption of the amended Annex I of the Financial Management Rules of the Energy Community

The Energy Community Secretariat,-

Having regard to PA 2019/08/ECS-EnC: On the adoption of the Financial Management Rules of the Energy Community;

Taking into account the changes in staff,

ADOPTS THE FOLLOWING PROCEDURAL ACT:

Article 1

The Director of the Energy Community Secretariat adopts the amended Annex I of the Financial Management Rules as attached.

Article 2

This Procedural Act enters into force on the day of its adoption.

For the Energy Community

A handwritten signature in black ink, appearing to read "Artur Lorkowski".

Artur Lorkowski
Director

Done in Vienna on 24 October 2024

Annex I: List of Authorizing Officers by Delegation

Mr. Artur Lorkowski, Director,

(Power of representation ex lege based on the power of representation in accordance with Procedural Act of the Ministerial Council of 30 November 2021)

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1. Mr. Andrii Khomenko, Head of Administrative and Financial Unit,
 2. Mr. Jon Dika, Executive Officer,
 3. Ms. Tetiana Zhmudenko, Procurement and Supply Officer.

(Power of authorization under Article 7(1) of the Rules)

*“Validated expenditures shall be authorized by two signatures (“**dual-control principle**”), one of which is to be made by the Director, and the other signature is to be made by an Authorizing Officer, listed in Annex I. In case the Director is absent, his/her deputy shall replace him/her. An expenditure may be authorized by the signature of two Authorizing Officers, from Annex I, other than the Director or the Deputy Director only in duly justified cases of urgency.”*

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1. Mr. Jon Dika, Executive Officer,
 2. Mr. Gerwin Leitner, Financial Officer,
 3. Ms. Heli Lesjak, Webmaster and Publications Officer,
 4. Mr. Vladimir Nikiforov, Senior Financial Officer,
 5. Ms. Alina Pokas, Administrative Officer,
 6. Ms. Tetiana Zhmudenko, Procurement and Supply Officer.

(Power to initiate expenditures under Article 3 of these Rules)

- “1. Any staff member of the Secretariat (with the exception of the Head of Administrative and Financial Unit in view of his/her duties related to verification) can initiate proposals for expenditures with the assistance of authorized staff members, as specified in Annex I.*
- 2. Any proposal for expenditure shall be justified by the initiator in writing and submitted to the Head of Administrative and Financial Unit for initiation of the expenditures. The Head of Administrative and Financial Unit shall develop templates for initiation of expenditures.*
- 3. Expenditures below EUR 600 do not need explicit justification.”*

The director can authorize the initiation of expenses to other personnel, as needed.