

DOCUMENT ADMINISTRATION

VERSION NUMBER	APPROVAL PROCESS	DATE
1.0	Prepared by: Governance	
	Approved by: Gavi Alliance Board	2-3 June 2009
2.0	Revised by: Law and Governance Team	March 2011
3.0	Revised by: Governance	October 2020
	Reviewed by: Governance Committee	10 December 2020
	Approved by: Gavi Alliance Board	17 December 2020

1. Purpose

- 1.1 Pursuant to the Gavi Alliance Statutes, the Board may delegate powers to the officers of Gavi Alliance (“Gavi”) for the administration and management of the organisation.
- 1.2 This document is the Delegation of Authority Policy referenced in Section 17 of the Board and Board Committee Operating Procedures (“Operating Procedures”).

2. Definitions

- 2.1 **“Officers”**: Section 24 of the Operating Procedures defines the officers of Gavi as including its Chief Executive Officer, a Treasurer and a Secretary. The Officers shall perform the functions listed in the Operating Procedures (Sections 25, 26 and 27) and other responsibilities that may be assigned to them by the Board from time to time.

3. Standing delegations

- 3.1 Standing delegations within this policy are subject to Article 14 of the Gavi Statutes which states that “powers delegated by the Board will be exercised under the authority and direction of the Board and any such delegation may be rescinded by the Board at any time.”
- 3.2 All powers that the Officers have shall be accorded to the Deputy Chief Executive Officer.

Legal instruments

- 3.3 Subject to the limitations set out in paragraph 3.4, Officers and the Deputy Chief Executive Officer have the authority to sign legal instruments on behalf of the Gavi Alliance.

Expenditures

- 3.4 Subject to Board approved budgets, financial commitments, and the Budget Variance Policy, Officers and the Deputy Chief Executive Officer have the authority to perform the following:
 - Country programmes, Investment cases and financial commitments:
 - Enter into underlying single or multi-year agreements.
 - Disburse programme funds.
 - Business plan:
 - Enter into single or multi-year agreements, including for the procurement of goods and services, with appropriate parties in the delivery of the business plan.
 - Capitalised items:
 - Enter into agreements for capitalised items of over USD 1 million only after review by the Audit and Finance Committee and approved by the Board.

Corporate policies and procedures

- 3.5 Subject to Board approved budgets, the Chief Executive Officer has the authority to adopt, as and when necessary, such internal policies and procedures related to human resources and the business operations of the Secretariat for the effective day-to-day management of the organisation.

4. Further signatory authority delegations

- 4.1 The Chief Executive Officer and the Deputy Chief Executive Officer have the joint authority to establish further signatory authority delegations from time to time as necessary for Gavi's business needs. Either one of them acting together with the Treasurer or the Secretary also have such authority. Further signatory authority may be for purposes of opening bank accounts, establishing signature authorities in connection with such bank accounts and as necessary to execute contracts, certifications, and such other documents as are required for the operation of the organisation.

5. Effective date and review of policy

- 5.1 This policy comes into effect as of 17 December 2020.
- 5.2 This policy will be reviewed and updated as and when required, and such amendments are subject to Gavi Board approval.