

MEMORANDUM

To : Heads of Department

C.c. : F. Gianotti, F. Bordry, E. Elsen, M. Steinacher, C. Warakaulle
D. Jacobs, K. Kershaw, N. Kos, H. Meinhard, A. Unnervik, R. Veness

From : T. Lagrange

Subject : **Adjudications for the Finance Committee meetings in 2020**
(adjudications higher than 750 kCHF or without competitive tendering above 200 kCHF)

Below you will find the planning for the preparation of the adjudication proposals in 2020.

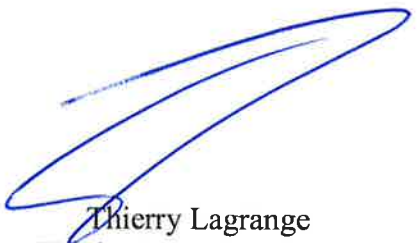
Please insure that all adjudication proposals are sent to Anders Unnervik from Industry, Procurement and Knowledge Transfer – Procurement & Industrial Services (IPT-PI), **at the latest** by the dates mentioned in the first column:

LATEST DATES for sending proposals to IPT-PI	Peers Review meetings	Approval by the Management	Finance Committee meetings
Monday 27 January	Thurs. 13 February	18 - 19 February	18 March
Monday 20 April	Thurs. 7 May	12 - 14 May	16 - 17 June
Monday 22 June	Thurs. 9 July	23 - 24 July	23 September
Monday 12 October	Thurs. 29 October	3 - 5 November	9 December

This planning will enable the documents to be finalised by IPT-PI group, to be presented to the Peers for review and to the Management for approval.

Failure to meet these dates may result in the proposals being postponed until the following Finance Committee meeting.

Thank you in advance for your cooperation.


 Thierry Lagrange
 Head of IPT Department