



Pursuant to section 59 paragraph 1 and section 62 of the Law on Mines and Minerals no. 03/L-163 and pursuant to the Administrative Instruction/MEF No. 21/2009, on Management of Government Asset, the Board of the Independent Commission for Mines and Minerals, on date 13.07.2011, issues this:

ADMINISTRATIVE INSTRUCTION

(ICMM NO. 002/2011)

On Management of ICMM Assets

Section 1 Purpose

- 1.1 This instruction shall determine the inventory, evaluation, alienation of ICMM asset, as well it shall verify the state of all assets found in inventory date, no matter that the asset being inventoried belongs to ICMM or it is located in ICMM, by another reason. This instruction shall determine also the manner of keeping the asset evidence and the procedures of evaluation, inventory, alienation of asset in use from ICMM.
- 1.2 Also this instruction shall intend to achieve more effective management of the ICMM asset.

Section 2 Assets Meaning

- 2.1. It means all assets controlled by ICMM and have financial value.

Section 3 Master assets registry

3.1. The master Assets Registry of ICMM shall contain database that it is ICMM property and that it is used for the management of ICMM assets. Database elements are as following:

- 3.1.1. Institution name
- 3.1.2. Assets designation being registered and that it was registered
- 3.1.3. Assets description
- 3.1.4. Serial number
- 3.1.5. Barcode number
- 3.1.6. Date of receipt
- 3.1.7. Location
- 3.1.8. Category

- 3.1.9. Source of Funding
- 3.1.10. Original or assessed value
- 3.1.11. Depreciation in current year and accumulated depreciation
- 3.1.12. Value in books
- 3.1.13. Date of alienation
- 3.1.14. Reference number of commitment and payment order

Section 4
Assets Evaluation Commission

- 4.1 Assets evaluation commission shall be created by ICMM Director and it shall be:
 - 4.1.1. An ad hoc body established by ICMM.
 - 4.1.2. Have no less than three members
 - 4.1.3. The commission members shall be ICMM employees.

Section 5
The responsibilities of the assets evaluation commission

- 5.1 Evaluation of assets of non-transferred value
- 5.2. Evaluation of damaged assets
- 5.3. Evaluation of requests for assets alienation
- 5.4. Present evidence for asset evaluation

Section 6
Activities preceding the evaluation of ICMM asset

- 6.1. Decision of asset evaluation
- 6.2. Appointment of evaluation commission

Section 7
Assets Inventorying Commission

- 7.1 Asset Inventorying Commission shall be an ad hoc body established by ICMM.
- 7.2 Asset Inventorying Commission shall be appointed by ICMM director.
- 7.3 ICMM is obliged once in every end of the fiscal year to physically count or carry out inventory for all assets that are in its possession.

Section 8
Composition of Inventorying Commission

- 8.1 Commission consists of three members
- 8.2 The commission members shall be ICMM employees

Section 9

The responsibilities of the assets inventorying commission

- 9.1. To prepare an inventory of all assets controlled by ICMM
- 9.2. To identify the assets of non-transferred value
- 9.3. To identify damaged and decommissioned assets
- 9.4. The commission after completion of its work within 10 days shall prepare the report on inventorying, the written report shall be submitted to ICMM director.
- 9.5. Inventorying commission shall prepare the reports on inventorying.
- 9.6. The ICMM Director shall review the report received by commission and he shall submit it to the Board for final approval, on proposals given by the inventorying commission on depreciation and alienation of depreciated assets.

Section 10

Other instruction on inventory

- 10.1 The asset officer, before the inventory starts, shall update the master asset register, shall prepare the adequate register sheet and sufficient for inventory of non-financial assets. In order to facilitate the inventory work, it is desirable to prepare the list on assets inventory according to accountable persons-employees.
- 10.2 With inventory (according to functional state of non-financial assets) it is included non-financial assets in use, in stocks and decommissioned assets.
- 10.3 With inventory (based on location) it is included non-financial asset in the ICMM headquarters and ICMM regional offices.
- 10.4 Certainly, the asset shall be inventoried in special lists for the asset in use and decommissioned asset, in order to propose to Director to take a decision on the depreciation of this asset.
- 10.5 The asset which is depreciated, in compliance with applicable Regulations, shall be removed from location, to alienate it, to sold it as old iron or any other variant in order that in the next year not to be registered as the asset in use or decommissioned asset.
- 10.6 The ICMM Director, in the presence of the Head of inventorying commission and the members of inventorying commission, the Head of Administration Department, the Head of Finance Department and Assets Officer, shall review the report received by the commission and he finally decides on the proposals given by inventorying commission.

Section 11

Assets Officer

- 11.1. Assets officer shall be responsible for registration, supervision and maintenance of master assets registry containing all information required in provisions.
- 11.2. Assets officer shall duly register all assets in the master assets registry and in accounts registry based on the invoices, assets receipts.
- 11.3. Assets officer shall not have a right to be one of the members of:
 - 11.3.1 Assets Evaluation Commission.
 - 11.3.2. To decide on issues related to asset alienation.
 - 11.3.3. Be a member of assets inventorying commission
- 11.4. Assets officer will be under authority of Finance Department in ICMM, after preliminary written appointment by ICMM Director.

Section 12
Alienation of ICMM Assets

- 12.1 In case when considered as appropriate, the head of a department in ICMM can request for alienation of assets that is under his control.
- 12.2 Assets Evaluation Commission in ICMM will decide on the request for alienation of assets.
- 12.3 For capital assets purchased with central government funds of grants or purchased with donor's fund, approval for alienation has to be issued also by the Ministry of Finance
- 12.4 Commission will ensure that alienation process will be transparent, effective, economically reasonable for ICMM.
- 12.5 In cases when asset will be on sell, ICMM will ensure a transparent process for assets to be sold though open, impartial and transparent process.
- 12.6 For all decisions issued, Commission will notify Assets Officer and will submit a copy of all documentations in regard to this process.

Section 13
Entry into force

- 13.1. When there is uncertainty and inconsistency between this Instruction and Administrative Instruction No. 21/2009 on Management of Government Asset – MEF, Administrative Instruction No 21/2009 on Management of Government Asset – MEF shall be valid.

This Administrative instruction shall enter into force 8 days after its publication in the Official Gazette.



Ahmet Tmava
The Chairman of Board
Independent Commission for Mines and Minerals