

Project ID: 00082744

Cecilia Pauu

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**From:** Dale Kacivi  
**Sent:** Tuesday, 21 October 2014 8:47 a.m.  
**To:** Gregory Fakaia  
**Cc:** Tirnesh Prasad; Cecilia Pauu  
**Subject:** RE: Asset Disposal - Year End Asset Management  
**Attachments:** img-X201541-0001.pdf

Hi Gregory,

Find attached the signed document.

Thanks

Dale

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**From:** Gregory Fakaia  
**Sent:** Wednesday, October 15, 2014 9:31 AM  
**To:** Dale Kacivi; Tirnesh Prasad  
**Cc:** Cecilia Pauu  
**Subject:** RE: Asset Disposal - Year End Asset Management

Noted with thanks Dale. Kind regards, Greg

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**From:** Dale Kacivi  
**Sent:** Wednesday, 15 October 2014 8:10 AM  
**To:** Gregory Fakaia; Tirnesh Prasad  
**Cc:** Cecilia Pauu  
**Subject:** RE: Asset Disposal - Year End Asset Management

Morning Gregory,

Please note the docs are still with Elena. She has requested that she discuss first with Cecelia on some of the items before signing.

Regards

Dale

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**From:** Gregory Fakaia  
**Sent:** Tuesday, October 14, 2014 8:43 PM  
**To:** Tirnesh Prasad  
**Cc:** Dale Kacivi; Cecilia Pauu  
**Subject:** RE: Asset Disposal - Year End Asset Management

Thanks Tirnesh,

Can you follow with Dale on our request for disposal of PSP assets. He just need to forward me signed copy. Thanks, Greg

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**From:** Tirnesh Prasad  
**Sent:** Tuesday, 14 October 2014 7:39 PM  
**To:** Gregory Fakaia

**Cc:** Dale Kacivi; Cecilia Pauu  
**Subject:** FW: Asset Disposal - Year End Asset Management

Hi Gregory,

The email below from Dale also applies to Solomon Sub Office.

**Kind Regards**

United Nations  
Development Programme



*Empowered lives.  
Resilient nations.*

**Tirnesh Kishore Prasad**  
Procurement & Travel Services  
Team Leader

Tel : (679) 331 2500 Ext 748  
Tel : (679) 322 7748 Direct Dial  
Fax : (679) 330 1718 / 330 3131  
Mobile : (679) 995 6966  
Email : [tirnesh.prasad@undp.org](mailto:tirnesh.prasad@undp.org)  
Website : [www.undp.org.fj](http://www.undp.org.fj)

Level 8  
Kadavu House  
414 Victoria Parade,  
Private Mail Bag, Suva, Fiji

FSM, Fiji, Kiribati, Marshall Islands, Nauru, Palau  
Solomon Islands, Tonga, Tuvalu & Vanuatu

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**From:** Dale Kacivi  
**Sent:** Tuesday, October 14, 2014 3:30 PM  
**To:** Magnus Prasad; Farzeen Khan  
**Cc:** Tirnesh Prasad; Tevita Cokanasiga  
**Subject:** Asset Disposal - Year End Asset Management

Dear Magnus/Farzeen,

Just thought to send you this friendly reminder of your list for asset disposal.

As usual the first phase of our asset management exercise is the disposal process. As such grateful if you could start identifying the assets for disposal and forward the list to me before end of the month.

Thank you and look forward to your continuous support.

Vinaka

Dale

United Nations Development Programme

Honiara Sub-Office, Multi-Country Office in Fiji



23 September 2014

To: Mr. Celsus Talifilu, Parliament Strengthening Project (PSP) Manager,

Through: Akiko Suzuki, Deputy Resident Representative, Solomon Sub-Office,

Cecilia Pau'u, PIU Manager, Solomon Islands Sub office,

From: Gregory Fakaia, Operation Team Leader (Asset Focal Point)

**SUBJECT: OBSOLETE AND LOST ASSETS**

In reference to the memo dated 27<sup>th</sup> June 2014 that outlined your justifications for the project assets that went missing, we will dispose them once Resident Representative Approval is granted.

I would like to highlight UNDP policies on loss of assets for your references.

- (a) Any loss of assets shall be reported to the Assistant Administration, Bureau of Management, who may, after full investigation, authorize the writing off of assets deemed to be irrecoverable, except that proposals to write off amounts in excess of \$100,000 shall be submitted to the Administrator for approval
- (b) An investigation shall determine the cause of the loss of assets, including the responsibility of the staff members or others. Such staff members or others may be required to reimburse the loss either partially or in full. The final determination as to all recoveries to be made against staff members or others as the result of losses will be made by the Assistant Administrator, Bureau of Management.
- (c) The amount authorized for waiver of investigation, reporting and write-off is \$1,000USD.

In compliance with the above policy, you are hereby advised that any future losses of the project assets will be dealt with accordingly.

You must also take note that the day-to-day management of the project assets are vested on the Project Manager therefore it's your full responsibility to ensure that project assets are properly kept.

Yours Sincerely,

CC: Taeasi Sanga  
Clerk to National Parliament of Solomon Islands  
P O Box G19, Honiara Solomon Islands  
Telephone: 677-22732


## NOTE TO FILE

Friday, June 27, 2014

To: Mr. Gregory Fakala, Asset Focal Point, UNDP Sub-office, Honiara Solomon Islands

 04/7/2014

From: Celsus Tajifilu, Parliament Strengthening Project (PSP) Project Manager

 04/9/2014

SUBJECT: OBSOLETE AND LOST ASSETS

The note to file memo serves as an explanation to the missing equipments under PSP. After carefully assessing and working with NPO ICT officers who have conducted the asset verification the following conclusions are made.

### Lost Assets

First phase of the project was implemented back in 2005 which most of the assets were procured under the project.

### **Reasons for assets being lost or missing**

- There was no proper management of the project assets as it was evident through lack of an asset register being put in place both by the sub office and project. Without the asset register it was difficult to monitor the assets movement and staffs whom the assets were delivered to them.
- There was no proper transfer of the assets from phase 1 to 2 in 2011. As such, there was a high possibility that some of the projects assets may have been lost over the years or were untraced.
- The sub office only came up with the asset register for the project in early 2011 which most of staff have been identified with assets under their custody. In 2012, these staff were separated from the project and transferred to government as public servants. During the transition, only two staff members remained as service contractors under UNDP contract. The understaffing resulted in project assets not properly monitored and continuous to be a problem till today. Subsequently this lack of closer monitoring of the assets led to items being lost.
- Most of the items not sighted are UPS. Some of them have leaded out (lead/acid) chemicals and we have to dispose them off permanently without delay, our failure is that we were caught up with parliament work that we did not have time to properly record them and update the asset register.

### Obsolete assets

The obsolete assets are ones that are being obsolete or damaged or irreparable.

- As stated earlier, most of the assets were procured back in 2005 or towards the end of the first phase. These assets have passed their economical life and to repair them will be costly to the project. We believe these were the assets identified as non functional during the recent 2014 bi-annual asset verification carried out on the project. Subsequently we highly recommend that they would be written off and taken out of the project register.
- According to the audit report produced recently on the project, one of the recommendations on assets was to write off the obsolete assets. The auditors sighted this as an issue because none was done over the first two phases. We believe this was never been done due to understaffing experienced by the sub office particularly the operation unit.

### Solomon Islands Government assets

Apart from the project procured assets, we also discovered 9 items that were procured from Solomon Islands government fund. These items therefore belongs to the government of Solomon Islands thus should not be captured in the project asset register. To address this issue, these items should be taken off the register after the verification.

I hope this information is sufficient for your purposes.

Yours faithfully,



Celsus Talifilu  
National Project Manager (PSP)



United Nations Development Programme

Honiara Sub-Office, Multi-Country Office in Fiji



30 June 2014

To: Ms, Akiko Suzuki, Officer in Charge, Solomon Islands Sub Office,  
Through: Cecilia Pau'u, PIU Manager, Solomon Islands Sub office,  
From: Gregory Fakaia, Operation Team Leader (Asset Focal Point)

**Writing off of Obsolete and losses of Parliament Strengthening Project Assets**

Dear Ms Akiko Suzuki,

In compliance with established requirements for bi-annual physical verification of PP&E, the operation staffs of Solomon Islands sub office have conducted the midyear 2014 physical verification on all United Nations Development Programme (UNDP) development projects PP&E in June 2014.

As far as Parliament strengthening Project (PSP) is concerned, a total of 51 assets were identified to be missing. These include uninterrupted power supply (UPS), monitors, keyboards, laptops, desktops and furniture. A justification note was submitted by the current Project Manager Explaining the possible reasons for their lost.

In terms of obsolete assets, there are 29 items in total that were identified to be obsolete. These include desktops, monitors, uninterrupted power supply (UPS) and a copier.

These assets whereby deemed lost or obsolete as required under the asset management policy must be written off through the RAD form which is also attached with rest of the documents. Furthermore the policy requires any loss of UNDP assets must be submitted to ACP, regardless of the value of the lost assets. However the fact they have passed their useful economic life means they have zero book value because they were procured back in 2005. Based on this scenario, the process of submitting the case to ACP is not necessary.

In pursuing the disposal, we are hereby seek your approval in order for us to proceed with the write off of the obsolete and lost assets. Please note disposal of these assets were also recommended by the recent audit.

Yours Sincerely,

Gregory Fakaia  
Operations Team Leader  
United Nations Development Programme  
Honiara. Solomon Islands



**COUNTRY OFFICES REQUEST FOR  
ASSET DISPOSAL (RAD FORM)  
FOR ITEMS UNDER \$2500**  
(see section 1.0 of the CAP Userguide)

CO-RADC No: \_\_\_\_\_

To be Completed by Submitting Office	
Submitting Country Office: UNDP SUB OFFICE-HONIARA	Date of Request: 03 <sup>RD</sup> JULY 2014
Signature of Asset Focal Point:  Name: GREGORY.FAKAIA	Signature of ICT Focal Point (Technical Clearance):  Name: TANGOLO HIVU

1. Description (item name/model/manufacture)	Serial Number (Not applicable for furniture)	Atlas Asset ID (Atlas generated number)	Atlas Tag ID (UNDP bar-coded label)	Location (Current location in ATLAS)	Year of Purchase	Atlas Purchase Value	Net Book Value of Asset	Disposal Method
Copier	20ED9515 (Obsolete)	N/A	N/A	Parliament	2005-2006	Not known	\$0.00	Discard/Recycle
Hard Drive	1GB7JIS (Obsolete)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Hard Drive	4GB7JIS (Obsolete)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Hard Drive	BGB7J1S (Obsolete)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Hard Drive	CFB7J1S (Obsolete)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Hard Drive	CGB7J1S (Obsolete)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Hard Drive	BJ87J1S (Obsolete)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Monitor	9GB7JIS (Obsolete)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Monitor	CN-0KC139-46633-5BH-2R9U (Obsolete)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Monitor	CN-0KC139-46633-5BH-2RNU (Obsolete)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Monitor	CNOWR979641 807A5-B3RS (Obsolete)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Monitor	0G255H-74261-8BK-2D1L (Obsolete)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Monitor	0KC139-46633-5BH-2R7U (Obsolete)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle

Monitor	CN-0KC139-46633-64L-2ARU (Obsolete)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
UPS	200913887 (Obsolete)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
UPS	2008114525 (Obsolete)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
UPS	2008310474 (Obsolete)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
UPS	2008310475 (Obsolete)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
UPS	2008310732 (Obsolete)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
UPS	2008310735 (Obsolete)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
UPS	10075070412 (Obsolete)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
UPS	10075080412 (Obsolete)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
UPS	10117050508 (Obsolete)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
UPS	10117590508 (Obsolete)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
UPS	2008113779 (Obsolete)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
UPS	AFD3202G (Obsolete)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
UPS	AS0815141051 (Obsolete)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
UPS	JE035A1212 (Obsolete)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
UPS	JE035A1222 (Obsolete)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Cabinet - Elite Built x 3	N/A (Lost)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Computer table & workstation	N/A (Lost)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Computer table & workstation	N/A (Lost)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Computer table & workstation	N/A (Lost)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Computer table & workstation	N/A (Lost)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Desk Top Hard Drive	C3SG05J (Lost)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle



HARD DRIVE	558G05J (Lost)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
HARD DRIVE	JXHLK1S (Lost)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Keyboard	0U473D4475 (Lost)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Keyboard	820-001717 (Lost)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Keyboard	820101717 (Lost)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Keyboard	CN-0DJ331-71616-8AIC-0494 (Lost)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Keyboard	CN-0U473D-44751-926-026B (Lost)	N/A N/A	N/A N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Keyboard	E145614 (Lost)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Keyboard	J1500YE2 (Lost)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Keyboard	J1500YSX (Lost)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Keyboard	J1500YUL (Lost)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Keyboard	J1500YWI (Lost)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Keyboard	J1502AX3 (Lost)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Keyboard	J1502AY0 (Lost)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Keyboard	J1601756 (Lost)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Keyboard	J16025DP (Lost)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Keyboard	J16025DQ (Lost)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Keyboard	J16025DR (Lost)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Keyboard	J16025ID (Lost)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Keyboard	J16025IE (Lost)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Keyboard	J1602AJ5 (Lost)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Keyboard	LZ909BS0GNH (Lost)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle

Keyboard	MY-0J4628-16 (Lost)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Keyboard	OU473D (Lost)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Keyboard	U473D (Lost)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Laptop	907456693 (Lost)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Laptop	FK39KK1 (Lost)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Laptop	ID412754R (Lost)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Monitor	2GB7J1S (Lost)							
Monitor	CN-0G448N-74261-07G-OVCH (Lost)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Monitor	CN-OK139-46633-5BH-2RDU (Lost)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Monitor	0G448N-74261-07G-0UNH (Lost)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Monitor	0G448N-74261-07G-0V1H (Lost)	N/A	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Monitor	0KC139-46633-5BH-2RVU (Lost)	N/A		Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Monitor	81SG05J (Lost)	N/A		Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Monitor	CN-0C730C-71623-86B-9466 (Lost)	N/A		Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Monitor	CN-0G302H-74261-873-28EA-A00 (Lost)	N/A		Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Monitor	CN-0G302H-74261-87J-2R5A (Lost)	N/A		Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
Newspaper holder	N/A (Lost)	N/A		Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
SERVER	GN82Z1S (Lost)	N/A		Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
UPS	0G255H-74261-8BK-2CYL (Lost)	N/A		Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
UPS	20001881104 (Lost)	N/A		Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle

UPS	JD473AO351 (Lost)	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle
UPS	AFDE3201Z (Lost)	N/A	Parliament	2005-2006			
HARD DRIVE	GFB7J1S (Lost)	N/A	Parliament	2005-2006	Not Known	\$0.00	Discard/Recycle

Total Value of Assets Disposed (enter \$ in value column)

\* Insert rows if you need more space to list disposal items.

<p>2. Nature of Survey Case:</p> <p><input type="checkbox"/> Wear/Tear</p> <p><input type="checkbox"/> Exceed Lifespan/Minimum Standards</p> <p><input type="checkbox"/> Scheduled Replacement</p> <p><input type="checkbox"/> Surplus</p> <p><input checked="" type="checkbox"/> Loss</p> <p><input type="checkbox"/> Damage</p> <p><input type="checkbox"/> Theft</p> <p><input type="checkbox"/> Vehicle Accident</p> <p><input type="checkbox"/> Inventory Discrepancy</p> <p><input type="checkbox"/> Other (Specify)</p>	<p>3. Recommended Disposal Method</p> <p>a. <input type="checkbox"/> Donation</p> <p>b. <input type="checkbox"/> Discard/Recycle</p> <p>c. <input type="checkbox"/> Re-Use of Parts</p> <p>d. <input type="checkbox"/> Trade-In (Estimated Value) USD _____</p> <p>e. <input type="checkbox"/> Competitive Sale Value USD _____</p> <p>f. <input type="checkbox"/> Other (Specify)</p>	<p>4. Recommended Financial Responsibility</p> <p><input type="checkbox"/> UNDP</p> <p><input type="checkbox"/> Staff Member</p> <p>Other (Specify) <u>No recommendation for financial responsibility. Refer Note to File attached for justification.</u></p>
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5. Summary of Case:

The above items were either lost or obsolete thus requires write-off or dispose by discarding or recycling method;

To be Completed by Secretary of CAP/ACP

Meeting Number: N/A

Date of Meeting: N/A

Case Number: N/A

6. Recommendation by CAP/ACP:

Date: N/A

Signature and Title: \_\_\_\_\_

7. Authorized by RR &/or CPO (UNDP Solomon Islands Sub office)

Date: 20/10/14

Signature and Title: \_\_\_\_\_

Name: \_\_\_\_\_

8. Asset has been disposed as per approved disposed method.

Donated (Acknowledge letter is attached.)

Date: \_\_\_\_\_

Discard/Recycled ( Certification letter is attached from Vendor)

Date: \_\_\_\_\_

Other (Specify) Write off of items deemed lost.

Competitive Sale Value USD \_\_\_\_\_

4. Sale invitation, E-bay quote, Signed sale form and Checks have been forwarded to Treasury Section.


Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Summary of Disposal:

Assets were believed to be procured back in 2005/2006 and most of them deemed lost or obsolete therefore need to be written off and discarded.

Date: 15/10/14

Signature and Title: \_\_\_\_\_



Operation Manager, (Elena Wakolo): \_\_\_\_\_

## Contracts, Asset and Procurement Committee

### 1.0 Description

A Contracts, Asset and Procurement Committee (CAP) should be established by the RR in each UNDP Country Office to render written advice to the RR on procurement actions. CAPs may also be established at Headquarters by Bureau Directors or Office Directors to seek advice on the following procurement actions:

- any contract to be entered with a single contractor with respect to a single requisition for a specific project/purpose or a series of related requisitions received and processed for a specific project/purpose in a calendar year – beginning January 1 and ending December 31 – valued at USD 30,000 or more.
- any amendment, modification or renewal of a contract previously reviewed by the CAP, where the contract amendment or a series of amendments in the aggregate either increases the total contract amount by 20 percent or more, or valued at USD 30,000 or more, whichever is less.
- any amendment, modification or renewal of a contract not previously submitted to the CAP, where the revised total contract amount is valued at USD 30,000 or more.
- proposed contract of any value, which could reasonably lead to a series of related contracts, the total is valued at USD 30,000 or more.
- where the following cases lead to the disposal, write-off or transfer of goods and/or property with an asset value USD 2,500 or more per item:
  - disposal by sale or donation of supplies, equipment or other property which are in surplus to the operating requirements of the Country Office or unserviceable through obsolescence or normal wear and tear;
  - write-off of equipment, supplies and other property lost, damaged or stolen;
  - disposal of project equipment, including equipment obtained for NEX projects for which title of ownership is still maintained by UNDP;
  - all vehicle accidents involving UNDP and project vehicles where gross negligence is not the cause.
- procurement of services as related to individual consultants under a SC or RLA in a contract amount valued at USD 30,000 or more or in aggregate exceeding USD 30,000 or more