
Acquisition of instruments and commission of construction/repair work

1) Guidelines for small individual credits (CHF 5000/2yrs)
Group leaders of the Department Council can make requests for individual small credits up to CHF 5'000 in a period of two years. The purchases are approved in consultation with the Coordinator of the TechGroup.

2) Guidelines for intermediate credits (below CHF 50’000)
Group leaders of the Department Council can make requests to any member of the TechGroup to purchase research instruments (budget instruments) and to commission construction or repair work (budget repair). The TechGroup has the policy to maintain current equipment and to replace broken instruments. The acquisition of any new instrument will be evaluated by the TechGroup. Technical Service will keep books about working hours that are used for construction or repair work for individual groups.

Requirements to be fulfilled before making any purchases for instruments or repair work:

0-2’999 CHF
The Technical Service Team decides whether instruments can be repaired or need replacement. The purchase of any new instruments or equipment needs consultation and agreement of a majority of four members in the TechGroup.

3’000-9’999 CHF
Purchase and repair work needs consultation and agreement of a majority of four members in the TechGroup.

10’000-49’999 CHF
For request of instruments or construction/repair work that cost CHF 10’000 or more official quotes have to reach the TechGroup at the latest 3 weeks before the Department Council monthly meeting. The TechGroup will work out recommendations and will present the requests at the Council meeting. The Council plenum will ultimately decide whether to proceed with the purchase, to abandon the request or whether further information (ie. more competitive offers) is required to make a decision.

Overview Procedure workflow

created be 20/10/2014, modified mg 05/02/2015, modified be 28/10/2016, modified be 27/11/2017
3) Guidelines for large credits for specialised equipment (over CHF 50’000):

The procedure for the acquisition of expensive specialised equipment includes four phases:

1. Group leaders of the Department Council can add any desired equipment to the four years long-term planning list by contacting members of the TechGroup. Instruments to be considered for one year should be added to the list by the end of the previous year. Instruments that cost over CHF 200’000 should be in the list two years in advance.

2. At the beginning of each financial year the list of desired equipment is reviewed and the TechGroup in collaboration with the Applicants and the Head of Finances proposes a priority list to the Department Council.

3. The applicants of the prioritised equipment for a given year have then time to organise demos and/or ask for additional funding (ie. R’Equip Grant or other Departments in the Faculty).

4. Once the funding scheme is in place and the specific configurations of the equipment are determined the Applicants in collaboration with the TechGroup presents the case to the Department Council. The Department Council might approve or reject the acquisition or ask the Applicants to revise the case.

Current members of the TechGroup (since 2015)

<table>
<thead>
<tr>
<th>Boris Egger (Coordinator)</th>
<th>Technical Services</th>
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<tbody>
<tr>
<td>Sven Bacher</td>
<td>Thomas Gruet</td>
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<tr>
<td>Markus Geisler</td>
<td>Jean-Daniel Niederhäuser</td>
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<td>Roger Schneiter</td>
<td>Alain Werro</td>
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