



HCISR
Procurement Policy and Procedures

Date of issue: August, 2025

HCISR Public Statement on Procurement Ethics and Transparency

Hellenic Center of Interdisciplinary Studies and Research (HCISR)

Date of Issue: August 2025 Place of Issue: Athens – Headquarters

This document outlines the core principles and commitments that govern the acquisition of all goods, services, and works required for the operation and fulfillment of the HCISR mission. This policy applies to and binds all directors, managers, employees, volunteers, and members involved in any purchasing process.

1. Foundational Mission and Scope

HCISR is a Greek non-profit civil company (AMKE) established in Athens in 2025, dedicated to advancing interdisciplinary education, study abroad programs, academic collaborations, and cultural initiatives in Greece.

The purpose of this Procurement Policy is to establish the ethics, procedures, and provisions related to the acquisition of all resources necessary for HCISR's programs, projects, collaborations, and daily functions.

2. Core Principles of Procurement

HCISR's procurement framework is governed by strict principles designed to ensure ethical, lawful, and responsible practices:

- **Cost-Effectiveness and Efficiency:** We continuously strive for the most cost-effective and efficient provision of services in line with HCISR's statutory purposes.
- **Value for Money:** We pursue sustainable value-for-money over the lifecycle of goods, services, and works.
- **Transparency and Fairness:** Procurement processes must be fair, transparent, and credible, fully aligned with national, European, and international standards relevant to non-profit organizations and donor-funded programs.
- **Competition:** We uphold fair and effective competition rules and encourage the participation of qualified vendors.
- **Accountability:** All practices must be able to withstand public scrutiny at any time.

3. Ethical Conduct and Conflict Management

HCISR staff and representatives involved in procurement must adhere to a mandatory code of conduct:

- **Impartiality and Good Faith:** All processes shall be conducted with impartiality, confidentiality, good faith, and cooperation, adhering to lawful and ethical trade practices.

- **Conflict Avoidance:** We strictly require the avoidance of conflicts of interest between professional duties and personal interests.
- **Misconduct:** Any staff member must promptly report alleged abuse or misconduct, including fraud or corruption, to the Administrative Council. Upon verification, HCISR will take disciplinary measures, which may include exclusion of the vendor or withdrawal from the contract, and will promptly inform partners and funders.

4. Governance and Oversight

The HCISR Board of Directors holds ultimate responsibility for oversight and accountability:

- **Policy Control:** The Board of Directors issues, revises, supervises, and oversees the planning and implementation of the Procurement Policy, ensuring that all staff and representatives comply with it.
- **Authorization:** The Board retains the sole authority to grant justified exceptions to standard procurement procedures, including monetary thresholds. Any exception must be formally recorded in the Board's official minutes and made available to donors, partners, or auditors if requested.
- **Segregation of Duties:** The policy enforces controls to ensure integrity, including the rule that the same person cannot both authorize a purchase and approve the related payment.
- **Signing Authority:** Only the President of the Board (or the Vice-President in substitution) has the legal authority to sign contracts and represent HCISR before third parties.

5. Vendor Engagement and Transparency

HCISR is committed to transparent dealings with its suppliers and partners:

- **Open Tendering:** For high-value procurements (above €20,000 net of VAT), a formal competitive bidding process is required. Details of the tender (including scope, requirements, and evaluation criteria) will be published on the official HCISR website and may use other relevant channels to ensure adequate visibility.
- **Evaluation Criteria:** The award criteria for a tender must be specified in advance as either the lowest offered price or the principle of best value for money.
- **Vendor Requirements:** Vendors and suppliers engaged by HCISR must be informed about and agree to comply with HCISR's procurement policy at every stage of the process.
- **Supplier Code of Conduct:** HCISR may establish a standalone Suppliers' Code of Conduct, which will be made publicly available through official channels, and vendors are encouraged to adhere to its principles.

- **Support for Local Economies:** In certain cases, vendors from the local community may be preferred—provided they fulfill all required qualifications—to support the local economies hosting HCISR projects. A price differential of up to 15% may be allowed for local goods/services, based on documented comparative analysis.

6. Documentation and Record Keeping

All procurement actions are supported by robust documentation:

- **File Retention:** For each procurement, a separate file is maintained by the Finance & Audit function of HCISR, including all relevant bids, minutes, and supporting documents, for a minimum of seven years.
- **Inventory and Assets:** HCISR maintains a Fixed Assets Register to ensure accountability for all property and equipment purchased or donated, which is used exclusively for organizational purposes. An annual verification of assets is conducted to reconcile records.

For further information on the policy, please contact via email: info@hcisr.com

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