



L.R. CHARPENTIER ASSOCIATES

Memorandum to: Members of the Academic Council

From: Louis Charpentier
L.R. Charpentier Associates

Date: February 20, 2018

Re: **Discussion Drafts of Proposed *Contract Management and Signing Authority Policy, Procedures and Signing Authority Register***

In preparation for your meeting on February 27th, I have attached consultation drafts of three documents for your review and consideration:

- (1) *Contract Management and Signing Authority Policy*,
- (2) *Contract Management and Signing Authority Procedures*, and
- (3) *Signing Authority Register*, which is an appendix to (2).

The draft documents incorporate elements of UOIT's current policies and procedures, as well as additions modelled on policies and procedures from other Canadian universities. With the three of them, I have attempted to address the major themes that emerged in my early consultations with the Chair and various members of the Board, members of the Senior Leadership Team, and the decanal group. The themes included concerns about clarifying authority and accountability expressed in the current policy and procedure framework, the separation of policy and procedure, and possible gaps in or misinterpretation of either policy or procedure. The proposed register, while embedding components of the current Registry, is significantly more detailed and, with the inclusion of appropriately stratified monetary thresholds, will become even more comprehensive.

The initial drafts were discussed at a meeting of the Senior Leadership Team on November 27th and subsequently revised with members' detailed input. The attached drafts incorporate SLT's advice, as well as that arising from a subsequent discussion with the Chair of the Board and the President prior to the holiday break in December. With their agreement and that of the Interim President and President-Designate, a series of consultations on the proposed policy and procedures began in January with the intent of bringing forward a request for the proposed policy's approval at the May meeting of the Board of Governors.

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Focussing on currently-scheduled meetings of various bodies, the intended steps are:

- (1) Policy Advisory Committee (January 23 – Consultation)
- (2) Finance and Audit Committee (February 21 – Consultation)
- (3) Academic Council (February 27 – Consultation)
- (4) Research Board (February 27 – Consultation)
- (5) Board of Governors (March 7 – Update)
- (6) Administrative Council (March 13 – Consultation)
- (7) Academic Council (March 20 – Recommendation for approval)
- (8) Audit & Finance Committee (April 26 – Deliberation)
- (9) Board of Governors (May 9 – Approval)

While the latest date to request the Board’s approval would, ideally, be May 9th, we will explore options for streamlining the timing of (1) through (8) of the planned consultations.

For each of the consultation and deliberation sessions, we agreed that the three drafts should be presented together in order to provide complete context for the conversations. At the November SLT meeting, the Chief Financial Officer was charged with leading a small working group to develop the detailed contents of the proposed Signing Authority Register. It is expected that the draft register will be more fully developed for subsequent consultations.

The Contract Signing Authority Committee was formed in January 2018, composed of a cross-section of stakeholders including, in addition to the Chief Financial Officer, one Planning and Budget Officer, one Administrative Director, one Manager of Treasury and Financial Operations, one Executive Administrative Assistant, and one Legal Counsel.

The Committee will be reviewing and updating the signing authority registry to:

- a) Clarify authority and responsibility with regards to various types of contracts,
- b) Make the registry more user-friendly, and understandable for stakeholders,
- c) Provide more detail that captures a wider range of potential contract types, and
- d) Ensure signing authority levels are appropriate for the size and scale of activities at UOIT.

The Committee has been working on determining and defining the various categories of contracts to be included in the Registry. The team is being guided by the attached “Draft” registry, and by “best practices” from other institutions and the university sector.

Once the categories have been established the Committee will then look at the levels of authority to be assigned to each category, with the most appropriate user-friendly formats to display the information. The Committee is targeting February 27 to have a draft register for discussion at Academic Council and Research Board.

Our intent for the discussion on the 27th is to:

- hear your specific suggestions for improving these first drafts.

Following our conversation, the drafts will be revised to incorporate your suggestions and those of the Policy Advisory Committee. The latter refinements, currently being drafted, will largely be clarifying language about research grants and their administration.

I look forward to your feedback and advice.

Attachments.



Classification	LCG xxxx
Framework Category	Legal, Compliance and Governance
Approving Authority	Board of Governors
Policy Owner	General Counsel
Approval Date	2018
Review Date	2020
Supersedes	Contract Management Policy, Signing Authority Policy, Signing Authority Registry and Approval Procedures
Last Updated	

CONSULTATION DRAFT – FOR DISCUSSION ONLY

January 12, 2018

CONTRACT MANAGEMENT AND SIGNING AUTHORITY POLICY

PURPOSE

1. This Policy, in support of Contract Management at UOIT,
 - applies to all types of contracts,
 - defines the responsibilities of individuals who negotiate, approve, or sign contracts on behalf of the University, and
 - specifies who has the authority to sign a contract on behalf of the University.

This Policy is intended to ensure:

- that there is sound stewardship of the University's resources and assets through a University-wide framework of contract signing authority and delegation of that authority where appropriate,
- that risk management processes are in place to support effective and informed decision-making,
- that roles and responsibilities are clarified so that administrators and others can manage their respective areas of responsibility effectively, efficiently and transparently,
- that there is consistent accountability and reporting throughout the University, and
- that all contracts undergo authorized review and approval prior to execution.

Every individual signing a contract on behalf of the University must understand that, in doing so, the individual is binding the University, not a department, a Faculty or an administrative unit.

DEFINITIONS

2. For the purposes of this Policy the following definitions apply:

“Contract” means any document that establishes, or any other evidence of, an intention to establish a binding legal relationship between the University and one or more third parties.

Such documents or evidence include, but are not limited to, letters of intent, memoranda of agreement, memoranda of understanding, leases, licenses, donor agreements, deeds and grants.

“Contract Implementer” (“CI”) means the individual or department designated by the Signing Authority to be responsible for initiating and negotiating a Contract, receiving or providing a good, service, or other benefit, pursuant to the Contract, and/or meeting obligations under the Contract. A Contract may have multiple CIs.

“Contract Life Cycle” is the period of time commencing upon initiation of a Contract and ending the day after all University obligations have been fulfilled or have expired.

“Contract Management” means the set of activities required to properly manage contractual commitments to and from third parties and includes the management of pre-Contract diligence, negotiation, and implementation activities.

“Designated Signing Authority” (“DSA”) means the individual(s) with direct or delegated authority to sign a Contract in accordance with the UOIT Contract Management and Signing Authority Procedures.

“Financial Review” means an analysis of a draft Contract by the University’s Chief Financial Officer or delegate to ensure that, prior to signing a proposed Contract:

- The Contract Implementer understands the financial implications of a proposed Contract;
- The terms of the Contract are supported by the University’s budget, and are sustainable in the University’s long-term fiscal forecast.

“Legal Review” means a review of a draft Contract by the University’s General Counsel or delegate to ensure that, prior to signing a proposed Contract:

- The Contract Implementer is made aware of the legal obligations and associated risks a proposed Contract entails;
- The terms of the Contract will not subject the University to an unacceptable level of liability or risk; and
- The Contract does not contain legal commitments that are unacceptable to the University.

“Sponsor” means the provider of funds for research activities, including both external and internal sources.

SCOPE AND AUTHORITY

3. This Policy applies to all types of Contracts and extends to all members of the University community.
4. The General Counsel, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

POLICY

5. Under the *University of Ontario Institute of Technology Act, 2002*, the Board may delegate to the President, Vice-Presidents, or other employees of the University signing authority and responsibility for matters necessary for the University's day-to-day operations.
6. Contracts will be in writing and signed by the Designated Signing Authority or permitted delegate.
7. Each Contract will have at least one designated Contract Implementer assigned by the Designated Signing Authority. Where a Contract Implementer is not assigned, the Designated Signing Authority becomes the Contract Implementer for the purposes of this Policy.
8. All Contracts are to be entered into in the name of the Board of Governors of the University of Ontario Institute of Technology.
9. All persons who negotiate, approve or sign Contracts on behalf of the University must comply with procedures issued by the President relating to the negotiation and execution of University Contracts, and developed and approved consistent with the University's Policy Framework as approved from time to time.
10. No person is authorized to sign any document that creates an obligation or undertaking on behalf of the University unless
 - 10.1. such Contract has been reviewed and approved in accordance with this Policy and its related procedures, or other applicable Board by-law, resolution or policy; and
 - 10.2. the individual has signing authority in accordance with this Policy and its related procedures, or other applicable Board by-law, resolution or policy.
11. The President is authorized to execute any Contract on behalf of the University except in the following circumstances:
 - 11.1. Where the President's authority to deal with the subject matter of the Contract is limited by Board by-law, resolution or policy; or
 - 11.2. Where the authority to execute the Contract has been specifically delegated in another Board by-law, resolution or policy.
12. The President may delegate this signing authority to other University employees but shall remain accountable to the Board of Governors for all Contracts executed by such delegates. The nature and scope of such delegation from the President, including approval requirements, shall be set out in procedures issued by the President as described in section 9 above.
13. The President and Vice-Presidents may sub-delegate temporarily the signing authority given to them under any Board by-law, resolution or policy for the duration of any absences from the University, or permanently according to criteria set out in the procedures issued by the President. Holders of restricted funds (research, endowment spending and other trust funds) may temporarily delegate signing authority.
14. Publication of the operating budget (with the exclusion of the Series 'A' Debenture), as approved by the Board of Governors of the university, confers authority upon Vice-President, deans, chairs or directors of faculty/departments to make expenditures within the amounts and scope of the accounts allotted to them in the budget. The Chief Financial Officer is responsible

for establishing and overseeing the application of procedures for effective financial management and control to enable senior administrators and others with financial responsibility to execute their responsibilities appropriately. ***[Note to draft: Section 2 of the current Signing Authority Register and Approval Procedures would comprise such procedures.]***

15. It is the responsibility of the President to bring to the attention of the Board of Governors or appropriate Board committee any proposed Contract, regardless of value, which, in the President’s judgement, presents an unusually high level of risk to the University, that brings the activities of the University under scrutiny; or that involves precedent-setting or controversial issues or issues might reasonably be seen to have an effect on the University beyond its normal operations.
16. Contracts will be developed and managed in accordance with applicable University policies and procedures.

MONITORING AND REVIEW

17. This Policy will be reviewed as necessary and at least every three years. The Policy Analyst and Compliance Officer, or successor thereof, is responsible to monitor and review this Policy.

RELEVANT LEGISLATION

18. University of Ontario Institution of Technology Act, 2002, S.O. 2002, Chapter 8, Schedule O, as amended from time to time.

RELATED POLICIES, PROCEDURES & DOCUMENTS *[Note to draft: List to be updated.]*

19. Contract Management Framework
 - Contract Authority Policy
 - Contract Authority and Approval Procedure
 - Legal Review of Contracts Policy (under development)
 - Policy on the Internal Use of Research Funds
 - Procurement Policy
 - Procurement Procedures
 - Expenses Policy and Procedures



Classification	LCG xxxx
Parent Policy	Contract Management and Signing Authority Policy
Framework Category	Legal, Compliance and Governance
Approving Authority	President
Policy Owner	General Counsel
Approval Date	2017
Review Date	2020
Supersedes	Signing Authority Registry and Approval Procedures
Last Updated	

CONSULTATION DRAFT – FOR DISCUSSION ONLY

January 12, 2018

Note to draft: This document does not use UOIT's standard policy instrument template. With further input and agreement on content from planned consultations, the text will be re-formatted to be consistent with the normal template.

CONTRACT MANAGEMENT AND SIGNING AUTHORITY PROCEDURES

PURPOSE

1. The purpose of these Procedures, issued by the President pursuant to the *Contract Management and Signing Authority Policy*, is to define the processes by which contracts are managed, reviewed, approved and signed. Appendix A, attached hereto, comprises the Signing Authority Registry (SAR) which specifies the delegated signing authorities by category of contract. Individual positions identified in the SAR are authorized to enter into contracts on behalf of UOIT.

The Procedures apply to all acquisitions, contracts and agreements involving the use of university operating, capital, ancillary, research and all other funds held in trust or at its disposal. All acquisitions shall be compliant with provincial and federal laws, trade agreements and related university policies, procedures and guidelines.

DEFINITIONS

2. For the purposes of this Policy the following definitions apply:
“Contract” means any document that establishes, or any other evidence of, an intention to establish a binding legal relationship between the University and one or more third parties. Such documents or evidence include, but are not limited to, letters of intent, memoranda of agreement, memoranda of understanding, leases, licenses, donor agreements, deeds and grants.

“Contract Implementer” (“CI”) means the individual or department designated by the Signing Authority to be responsible for initiating and negotiating a Contract, receiving or providing a good, service, or other benefit, pursuant to the Contract, and/or meeting obligations under the Contract. A Contract may have multiple CIs.

“Contract Life Cycle” is the period of time commencing upon initiation of a Contract and ending the day after all University obligations have been fulfilled or have expired.

“Contract Management” means the set of activities required to properly manage contractual commitments to and from third parties and includes the management of pre-Contract diligence, negotiation, and implementation activities.

“Designated Signing Authority” (“DSA”) means the individual(s) with direct or delegated authority to sign a Contract in accordance with the UOIT Contract Management and Signing Authority Procedures.

“Financial Review” means an analysis of a draft Contract by the University’s Chief Financial Officer or delegate to ensure that, prior to signing a proposed Contract:

- The Contract Implementer understands the financial implications of a proposed Contract;
- The terms of the Contract are supported by the University’s budget, and are sustainable in the University’s long-term fiscal forecast.

“Legal Review” means a review of a draft Contract by the University’s General Counsel or delegate to ensure that, prior to signing a proposed Contract:

- The Contract Implementer is made aware of the legal obligations and associated risks a proposed Contract entails;
- The terms of the Contract will not subject the University to an unacceptable level of liability or risk; and
- The Contract does not contain legal commitments that are unacceptable to the University.

“Sponsor” means the provider of funds for research activities, including both external and internal sources.

NEGOTIATING CONTRACTS

2. The Designated Signing Authority has overall responsibility for Contract Management within his/her organizational area. Such responsibility includes:
 - 2.1. Establishing the goals, objectives and/or requirements giving rise to a potential Contract.
 - 2.2. Verifying that entering into a Contract is the best path to the fulfilment of the goals, objectives or requirements identified.
 - 2.3. Ensuring that the Designated Signing Authority has the requisite authority to enter into contract negotiations.
 - 2.4. Reviewing relevant University policies to determine if approvals or reviews are required from the Board of Governors, a Board committee, Academic Council or an officer of the University prior to initiating negotiations.

- 2.5.** Assigning a Contract Implementer and providing direction to the Contract Implementer throughout the Contract Life Cycle.
- 2.6.** Negotiating the terms and conditions of the Contract to ensure it is favourable to the University and meets the identified objectives. In so doing, the Designated Signing Authority is to be satisfied that:
- the proposed terms are sufficiently clear and accurately reflect the current state of negotiations, meet the University's program or operational requirements, and comply with all applicable legislation, regulatory requirements, Sponsor terms and conditions, and University policies;
 - the potential risk associated with the Contract has been assessed adequately in order to: identify clearly the risks that will need to be mitigated in the Contract or otherwise; and determine whether the potential benefits and/or liabilities are reasonable given the purpose of the Contract.
 - the University maintains the required insurance coverage and the other party has provided acceptable proof of coverage;
 - the University can fulfill its obligations within the terms of the Contract;
 - the other party(ies) is/are reasonably likely to meet its/their obligations; and
 - the Contract is in the best interests of the University.
- 2.7.** Identifying and completing any diligence required, including assessing the likely impact of the Contract on other units of the University and ensuring that appropriate and timely consultation takes place with any units that might be affected by the Contract.
- 2.8.** Ensuring that all necessary reviews of the Contract are carried out, including:
- A financial review;
 - An insurance review;
 - A legal review;
 - A liability and indemnity review; and
 - A personal information and privacy protection review.
- 2.9.** Ensuring that, regardless of the value of the Contract, Contracts:
- with unusually high risk, or
 - that bring the activities of the University under public scrutiny, or
 - that involve any controversial matter,
- must be brought to the attention of the President, in the case of Vice-Presidents, or the appropriate Vice-President's office by the Designated Signing Authority prior to the contract being signed. The President is responsible for seeking the advice and/or approval of the Board as needed.
- 2.10.** Managing the execution and administration of the Contract to ensure all obligations under the Contract are effectively met.

LEGAL REVIEW

3. The steps defined below are intended to support the Designated Signing Authority in identifying whether a legal review is required and ensuring that it has been obtained prior to the Contract being approved.

Required Legal Review: The Designated Signing Authority will obtain a legal review where the terms of a Contract present risk in one or more of the following ways:

- **Financial** where the total value (cash and in kind consideration) of the Contract is in excess of \$500,000.
- **Reputation** where a potential Contract:
 - Involves the transfer, storage or use of personal information;
 - Raises questions of significant legal or regulatory compliance.
- **Assumption of liability or indemnity by the University** where:
 - The University is agreeing to take on liability greater than \$500,000; and/or
 - Agrees to indemnify another party the costs of which may exceed \$500,000;
- **Contract length exceeds five years and/or requires automatic renewal;**
- **Risk to property and person** where the Contract contains significant risk factors and/or potential for injury to individuals or property.

Discretionary Legal Review: In the following circumstances, the Designated Signing Authority may determine whether or not a legal review is required, based on his or her assessment of the nature and extent of the risk presented:

- **Financial** where the total value (cash and in kind consideration) of the Contract is less than \$500,000.
- **Reputation** where a potential Contract may:
 - Not align with the goals and values of the University;
 - Bring the activities or decisions of the University under public scrutiny;
 - Have an impact on any of the University's strategic relationships;
 - Involve matters considered controversial;
- **Assumption of liability or indemnity by the University** where:
 - The University is agreeing to take on liability less than \$500,000; and/or
 - Agrees to indemnify another party the costs of which will not exceed \$500,000;
- **Intellectual Property (IP)** where the University is considering transferring, sharing or acquiring IP or obligations related to IP.

Exceptions to Legal Review: The Designated Signing Authority may presume that a legal review will not be required where:

- A Contract that has previously undergone Legal Review is being renewed, provided it is not being modified in any substantive way.
- A Contract is developed from a pre-approved, University template that has not been modified in any substantive way.
- The General Counsel, or delegate, waives the requirement for legal review.
- The Contract value (cash and in kind consideration) is nominal.

Where there is any specific concern regarding the provisions of a Contract, the Contract Authority may request a legal review, even if one is not required under these Procedures.

Requesting a Legal Review: Where the Contract Authority determines that a Legal Review is required in accordance with these Procedures, he or she will submit the draft Contract to the Office of the General Counsel through legal@uoit.ca.

Contract Authorities are encouraged to consult with the Office of the General Counsel as early as possible in the Contract Management process. Requests for Legal Review should normally be submitted at least 15 working days in advance.

When submitting a draft Contract for Legal Review, the Contract Authority should provide the following information:

- Outline of the objectives and/or requirements giving rise to the Contract;
- Summary of the perceived risks and/or concerns;
- Supporting documents, as applicable; and
- Timeframe in which input is required.

Upon reviewing the draft Contract, the General Counsel, or delegate, has the authority to determine if the assistance of outside legal counsel is required.

Outcome of a Legal Review: When the Legal Review is complete, the General Counsel, or delegate, will inform the Contract Authority of any issues that, in his or her opinion:

- Should be addressed or negotiated by the Contract Authority prior to the Contract being approved; or
- Present a substantial risk to the University that cannot be mitigated through revision or negotiation of the Contract and which will require additional approval.

FINANCIAL REVIEW

Note to draft: This section is to be developed with the Chief Financial Officer to provide guidance similar to that for a legal review. It would incorporate, as appropriate, excerpts from existing

procedural documents, as well as updated provisions consistent with the University's financial control and oversight environment.

4. The steps defined below are intended to support the Designated Signing Authority in identifying whether a financial review is required and ensuring that it has been obtained prior to the Contract being approved.

Required Legal Review: The Designated Signing Authority will obtain a financial review where the terms of a Contract have financial implications for the University, either in kind or cash.

APPROVING CONTRACTS

5. Individuals who are required to approve a contract prior to signature must satisfy themselves that the requirements set out above under "Negotiating Contracts" have been met. Approval of a contract indicates that the individual is satisfied that all necessary steps have been taken to ensure that the form and content of the contract are satisfactory, and that the individual recommends that the contract be signed on behalf of the University.

SIGNING CONTRACTS

6. The Signing Authority will approve the content of all Contracts prior to execution of the Contract on behalf of the University. All such individuals authorized to sign contracts on behalf of the University must satisfy themselves that the requirements set out above under "Negotiating Contracts" have been met and that all required reviews and approvals have been obtained.

RETENTION OF CONTRACTS

7. The original copy of the contract and signature page, along with supporting documentation indicating that appropriate reviews have been completed shall be maintained by the Signing Authority's office. The custodians of contracts must ensure that they are kept secure and retained for the stipulated retention period specified in the University's Records Classification and Retention Schedule.

ASSOCIATED POLICIES, PROCEDURES AND GUIDELINES [Note to draft: List to be updated.]

All procurement activities must adhere to standards and procedures as outlined in the associated procedures and guidelines, which include the following: [insert links]

- Purchasing Procedures
- Academic Staff Employment Policy
- Conflict of Interest in Research Policy
- Gift Acceptance Policy and Procedures
- Health and Safety Policy and Procedures

- Radiation Safety Manual
- Biosafety Manual
- Animal Care and Use Policies and Guidelines
- Investment Policy
- Procedures for the Determination of Contractor Status
- Risk Management Policy (under development)
- Signing Authority Registry and Approval Procedures
- Signing Authority Registry
- Supply Chain Code of Ethics
- Travel Expense Reimbursement Procedure
- Whistleblower Policy

External procedures and guidelines:

- Supply Chain Guidelines, Ontario Ministry of Finance

REVIEW

The procedures and associated rates and schedules will be reviewed from time to time, and may be adjusted as required by the university policies and broader regulatory requirements.



Classification	LCG xxxx
Framework Category	Legal, Compliance and Governance
Approving Authority	
Policy Owner	
Approval Date	
Review Date	
Supersedes	
Last Updated	

CONSULTATION DRAFT – FOR DISCUSSION ONLY

October 31, 2017

CONTRACT MANAGEMENT AND SIGNING AUTHORITY POLICY

Contract Management and Signing Authority Procedures

Appendix A – Signing Authority Register

NOTE: The contract types (major headings and sub-headings) are intended as examples only and are to be refined through consultation. In addition, for several contract types, there will likely be a number of ranges/thresholds.

Contract Type	Dollar Threshold	Approval Requirement	Signing Authority	Retaining Office	Applicable Policy
1. Academic Programs (Agreements relating to student education or training)					
Affiliation agreements					
Educational partnerships					
Student placements					

Agreements regarding co-op, internships, service learning					
Student Exchanges					
Inter-institutional collaborations					
Non-degree programs / courses					
2. Advancement					
Gift Agreements					
Estate Administration					
Affinity Contracts					
3. Advertising, Sponsorships, Commercial Activities					
4. Ancillary Services / Hospitality Services					
Contracts regarding					

normal operations					
5. Banking and Financial Transaction Matters					
Banking Agreements					
Banking Resolutions					
Banking Signing Authorities					
Capital Borrowing					
Guarantees					
Investments					
Lines of Credit					
6. Employment					
President					
Executive					

Collective Agreements					
Pensions					
Letters of appointment					
7. Construction and Maintenance Projects					
Contracts with architectural, engineering or design consultants					
Contracts for construction or maintenance projects					
8. Consultants and Other Service Providers					
External Auditors					
Investments					
Legal Services					

9. Continuing Education					
Contracts regarding normal operations					
10. Disposal or Sale of University Assets					
Contracts regarding sale or disposal of surplus assets					
Contracts regarding sale or disposal of other assets					
11. Lease of University Facilities					
Leases for long-term use and related operating agreements					
Leases for short-term use and related operating agreements					
Renewals of leases and operating agreements					

Conferences					
12. Legal Settlements					
Settlement agreements					
13. Licenses to use University Name and Marks					
Licensing contracts					
14. Procurement of Goods and Services					
Contracts regarding acquisition of goods and services (purchase, rental or lease), including service, licensing and maintenance agreements / warranties					
Insurance contracts					
Software licences					

15. Real Estate					
Acquisition of property					
Sale of property					
Lease of property – short-term					
Lease of property – long-term					
16. Research Related Grants, Contracts and Agreements					
Applications for research funding					
Sponsored research funding agreements for grants, contracts and service					
Intellectual Property					
Partnership / collaboration agreements					

17. Service Contracts					
Contract for provision of a professional, administrative, technical or educational service, program or product to an external entity.					
18. Sports and Recreation Services					
19. Use of University Facilities					
Short-term use of general University facilities.					
20. Utilities					
Contracts with suppliers – short-term					
Contracts with suppliers – long-term					

21. Other Contracts					
Miscellaneous contracts					
Contracts not covered elsewhere in the Register					