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REFS & ICT

ASSET MANAGEMENT PROCEDURES

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1. PURPOSE OF THE PROCEDURES

The purpose of this document is to define the procedures for the safeguard of assets which the ICT Service and the REFS (Real Estate and Facilities Service) make available to the EUI community to carry out its institutional activities. These assets include those with a purchase value over the threshold defined by the Accounting Officer, and that are subject to specific rules contained in President's Decision No. 20/20, of 20 May.

2. DEFINITION OF ASSETS

Assets are defined as resources controlled by the Institute as a result of past events and from which future economic benefits or service potential are expected to flow to the Institute.

An asset is an item intended for long-term use, held for use in the production or supply of goods and services or for administrative purposes, and which is expected to be used during more than one reporting period. Assets are divided into the following categories:

Under the responsibility of the REFS:

- A2000 Land
- A2100 Buildings
- A3000 Laboratory Equipments
- A3100 Tools
- A3200 Lifting eq. Lifting & mechanical handling equipment
- A3300 Pumping/vacuum eq. Compression/vacuum/pumping eq./motors
- A3400 Power supply eq. Eq. for supply and treat. of electric power
- A3500 Electric eq. Specific electric equipment
- A4001 Cupboards
- A4002 Tables
- A4003 Chairs
- A4004 Other furniture, other office, laboratory and workshop furniture
- A4100 Electrical office equipment (excluding ICT Service-managed items).
- A4200 Printshop and postroom equipment
- A4300 Kitchen eq. Eq. for garden/kitchen/canteen/restaurant
- A4400 Motorised outdoor equipment
- A4500 School/crèche Furn. & eq. for schools/crèches/childcare
- A4600 Furniture for restaurant/cafeteria/bar area
- A4700 Cash registers and card acceptor devices
- A4800 Antiques, artistic works, collectors' items
- A4900 Transport eq. (vehicles and accessories)
- A6200 Computer books

- A6300 Science book
- A6400 Health/Safety eq.
- A6500 Security eq.
- A6600 Medical eq.
- A6700 Improvements
- A7200 Leased buildings

Under the responsibility of the ICT Service:

- A1000 Software for personal computers and servers
- A5001 Network equipment and servers
- A5002 Central units
- A5003 Portable computers
- A5004 Palmtop computers
- A5005 Monitors
- A5006 Printers
- A5007 Computer accessories and data transfer equipment
- A5100 Copying & digitising eq.
- A5101 Scanners
- A6000 Telecom equipment
- A6001 Fax machines
- A6002 GSM (mobile telephones)
- A6003 Desktop telephones
- A6100 Audiovisual equipment

3. PURPOSE OF THE ASSETS

The assets constitute a significant part of the Institute's infrastructure to enable the carrying out of institutional activities.

4. ASSET ALLOCATION AND INVENTORY SURVEY

Assets may be allocated to either contractual end-users within the EUI, or to specific departments or services, wherein they will be utilized to support the EUI's activities. It is important to note that contracts of duration less than one year, or academic affiliations such as external collaborations or visiting fellows/professors, are not eligible for personal assignment of ICT portable assets.

The departments and services, and specifically their Coordinators, will receive from the Services responsible for the procurement of these item/s (ICT and REFS) a list of all the assets assigned to them so that any anomalies found can be reported to the aforementioned services. The Rules

of President's Decision No. 20/20 ("Establishing the EUI Fixed Assets Management and Control Framework") lay down the general principles for the physical inventory of all the assets registered in the EUI financial statements.

The objective of conducting a physical inventory is to confirm the presence and conditions of equipment and ensure the accuracy of accounting records. More specifically, this procedure helps maintain an accurate record of the following: the physical location of the asset, the serial number (if applicable to the asset), the designated user (if relevant), and the accuracy and existence of the EUI inventory label. During the inventory, both the exact location and the condition of the asset will be checked.

Departments and services receive every time a change occurs (addition, disposal, transfer, etc.) and at least once every three years, the list of assets assigned to them.

Whenever the assets relate to IT and/or software:

- As a general rule, this type of assets are assigned to the end-user.
- In exceptional cases, where an asset is shared among (a group of) users, it will be registered in the inventory as assigned to the relevant (line) manager, Unit or Project Manager (whichever applies). If this is the case, the (line) manager or Unit/Project Manager is entirely accountable for the equipment/software allocated.

5. ASSET USE

While equipment remains the property of the EUI, the user is responsible for its care. Users, departments and services that have been assigned an asset are required to keep said asset in good condition and must not:

- Damage the item/s supplied;
- Use the item for other purposes than the official business;
- Handle the asset or move it from the place where it has been assigned without prior authorization from the competent service;
- Carry out physical modifications;
- Object to repairs and maintenance to the asset allocated.
- Leave the item/s unattended in public places;
- Allow use by anyone other than the assigned individual (exceptions apply for authorized shared equipment);

Users shall be liable for damage, loss or theft due to negligence, unless it can be proved that all precautionary and safety measures to avoid the incident were taken.

Please note that for pieces of IT equipment, users:

- Must not leave equipment unattended while it is switched on;
- Must protect their equipment at all times with a password/PIN in order to avoid unauthorized access;
- Must update the antivirus software of their equipment on a regular basis;
- Must ensure that their systems are updated and backed up periodically, using the tools supplied by the EUI.
- Must not change the configuration of hardware and software supplied by the EUI in ways which might jeopardize the applicable security policy;
- Must not use the software and hardware for unauthorized purposes (e.g. commercial use, etc.).
- Must return or redeem the asset supplied to him/her on the termination of his/her official collaboration at the EUI;
- Must make available the equipment whenever requested by the EUI, for purposes of upgrading or inventory;
- Must ensure adequate measures to protect the equipment against theft, damage, data leakage/breach, and unauthorized usage.
- Must read, sign and date acknowledgment of the Terms of Use upon receipt of the equipment/software.

1. Unit and Project Managers are responsible for:

- Reviewing the ongoing requirement/eligibility for each piece of equipment or software assigned that has been funded by the ICT Service and/or a Project budget;
- Immediately informing the ICT Service of any user changes;
- Seeking authorization from the ICT Service when re-allocating previously assigned equipment/software.

For inquiries, the following email addresses can be used:

- refs.inventario@eui.eu for assets provided by the REFS
- icts.inventory@eui.eu for assets provided by the ICT Service

6. DAMAGE TO ASSETS

Any user who accidentally damages an asset, whether partially or totally, must send an email to the addresses indicated in the previous point describing the incident and attaching a photo of the label with an alphanumeric barcode affixed to the asset.

In the event that the damage has been caused by carelessness, incompetence, or negligence, the Institute reserves the right to charge the cost of the damage to the user. If the damaged asset cannot be repaired, the user will be required to pay the residual value of the asset registered in the inventory.

A user who, at the beginning of his or her activity, notices partial or total damage to an asset must open a ticket via the EUI Helpdesk (<https://helpdesk.eui.eu/>) telling what has been found, and attaching a photo of the label with an alphanumeric barcode affixed to the asset.

For pieces of IT equipment:

- Equipment that is destroyed, broken beyond repair, or for which a repair is deemed by the ICT Service as not cost-effective, shall be properly disposed of by the EUI.
- Such equipment should be handed over to the ICT Service (via the local ICT User Support Office) which shall take care of disposing of the asset and removing it from the EUI property inventory.
- Pursuant to the Storage Disposal Policy, any storage media (e.g., hard disks from a laptop, flash drives, etc.) shall be previously wiped or destroyed before disposal.

7. ASSET THEFT

Notification of lost or stolen equipment must be notified via the EUI Helpdesk (<https://helpdesk.eui.eu/>) detailing the type of asset. In the case of theft, users should follow the instructions provided by the Security Officer in order to claim insurance reimbursement, if applicable. Reimbursement for stolen equipment by the EUI's insurance company may apply. In this case, it is mandatory to submit a report to the local Authorities, and have a certified copy issued for the Insurers. This report must indicate:

- the methods used to commit the offence (breaking of locks, etc.);
- a list of the damage suffered (theft from drawers, damage to vehicles, etc.);
- a list of the items removed with an indication of any ID codes (*EUI Inventory Number, Serial Number and/or IMEI Number*). This information can be provided by the relevant Service.

The insurance company might not reimburse items for which a valid Police Report (i.e., "*Denuncia di Smarrimento/Furto*") is not included, or if no means of identification are specified (inventory number, serial number, etc.) therein.

The responsible service for the asset shall take care to remove the asset from the EUI property inventory.

8. DONATIONS

Donation of obsolete items is governed by Article 46 of President's Decision No. 20/20 of 20 May 2020 "Establishing the EUI Fixed Assets Management and Control Framework".

Before any donation, storage media (e.g., hard disks from a laptop, flash drives, etc.) must first be wiped and restored to their factory settings.

The EUI's administration shall be responsible for removing the asset from the EUI property inventory.

9. OBSOLESCENCE

An asset may be considered obsolete when its net book value is equal to 0.

For pieces of IT equipment, obsolete items may:

1. remain assigned to the staff member (who shall be accountable for them), but shall no longer be maintained by the relevant Service
2. be returned for re-allocation
3. be returned for donation or disposal

In cases 1) and 2) the asset will remain in the EUI property inventory, while in the other cases will be removed from the inventory.

In cases 2), 3) any storage media (e.g., hard disks from a laptop, flash drives, etc.) must be previously wiped before re-allocation.

10. REDEMPTION

Personnel may request to redeem personally assigned assets based on their residual value upon leaving the EUI if they meet the following requirements:

The asset was purchased more than one year prior.

The personnel has had a continuous employment relationship at the EUI for more than one year, governed by a remunerated contract.

To redeem an assigned item, personnel must notify the relevant service:

- For assets provided by the ICT Service, email icts.inventory@eui.eu.
- For assets supplied by the REFS, email refs.inventario@eui.eu.

The decision to approve or deny the redemption request lies solely with the competent service (ICT or REFS). They will consult the staff member's Unit Director/Manager when applicable. The decision will be based on the following criteria:

- Source of funding used to purchase the asset.
- Obsolescence of the asset.
- Potential re-allocation of the asset to other staff members.

For IT equipment (e.g., mobile phones, laptops, tablets), redeemed items must be restored to their factory settings.