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The Leiden University Executive Board

has decided,

in line with the Mandate Regulation for the Administration and Central Services and Expertise Centres,

to establish a mandate regulation for the Real Estate directorate, as follows

Article 1

The Executive Board (the Board) mandates to the Real Estate Director all managerial responsibilities assigned to the Administration and Central Services and Expertise Centres (Mandate Regulation) in line with Article 3, under (h) and (i) concerning the following:

- a. Lease and rental of real estate property.
- b. Entering into financial obligations and validating transactions involving invoices/claims for the construction, extension, and renovation of buildings, as well as entering into financial obligations and validating transactions involving invoices/claims in the context of lease/rental and lease constructions involving real estate property.
- c. Owner maintenance and where necessary replacement of real estate property.

Article 2

The Real Estate Director carries out this mandate with due observance of:

- a. The caveat referred to in Article 3, under (m), of the Mandate Regulation, stating that entering into contracts that are considered significant, that exceed a monetary value of € 450,000, or that involve existing or future intellectual property rights, is reserved to the Board.
- b. The budget allocated by the Board (financial obligations may only be entered into if they are covered by the budget), and
- c. The regulations, including the internal regulations, established by the Board. In such cases, the Real Estate Director is responsible for the correct implementation of the applicable regulations for Dutch and European contracting of works, supplies and services.

Article 3

The Real Estate Director is budget holder for the equipment costs of the Real Estate Directorate, the working budget of the Housing department, and the working budget of the Area Development department. The Board allocates a budget to the Real Estate Director by:



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- a. Approving individual budgets and the Leiden University contributions to operational costs included therein.
- b. Approving a budget for investment projects included in the general budget that do not exceed € 1,000,000. The total amount for these investment projects included in the budget approved by the Board is the maximum amount that the Real Estate Director is allowed, under this mandate, to expend on this category of investment projects in the relevant budget year.
- c. Establishing a project budget for investment projects, including projects for real estate development, that require a budget in excess of € 1,000,000, with the following distinction:
 - i. If the budget required for the project exceeds € 1,000,000 but is less than € 2,500,000, the Executive Board will allocate a budget on the basis of the project plan prior to the start of the project.
 - ii. If the budget required for the project exceeds € 2,500,000, the Executive Board will allocate a budget based on a phased project plan that distinguishes at least the following phases: initiation phase, preparatory phase, and implementation phase. In applying for the implementation phase budget, the Real Estate Director must specify in an explanatory note the expected impact on investments and exploitation costs of the expertise centres involved in the project.

Article 4

- a. The Real Estate Director is responsible for implementing investment projects as referred to in Article 3, paragraph c, in line with the project plan and within the budget allocated by the Executive Board.
- b. If, in the course of implementing the project plan, it becomes apparent that the funding required to adequately implement the investment project is greater than originally allocated by the Board, the Real Estate Director must submit an application to the Executive Board for a budget adjustment.
- c. In every Quarterly Report, the Real Estate Director reports on the progress of projects with a budget in excess of € 1,000,000.
- d. For projects with a total budget exceeding € 5,000,000, the Real Estate Director must, when establishing the project budget, submit a proposal to the Board for the composition of a steering group to monitor the preparation and implementation of the investment project under the control of the Real Estate Director. In addition to the Real Estate Director (Chair of the steering group), the steering group should include a representative of current and future users, the project leader appointed by the Real Estate Director, and a representative of the Administration Directorate. The member of the Executive Board responsible for the real estate portfolio, as well as representatives of the expertise centres involved, may be invited to attend a steering group meeting, if there is reason to do so.
- e. The Real Estate Director will provide the steering group with a financial report of the project's progress on a regular basis.



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- f. The Real Estate Director prepares the documents concerning the project's implementation to be submitted to the Executive Board in consultation with the steering group.

Article 5

Twice a year, at times specified in the plan for establishing the Framework Memorandum and budget, and in the context of establishing a multi-year business plan (MBP), the Real Estate Director will provide the Board with the following:

- Updated figures from the multi-year investment plan (MIP)
- Projected operating costs (Housing operating budget), and
- Expected investment expenditures, revenues, and deployment of the Real Estate Development operating budget

for the period covered by the MBP. In this context, any changes to previous versions of the figures will be adequately explained.

This regulation was adopted by the Executive Board in a meeting on 22 November 2011 and entered into force on 1 January 2012. This regulation was modified by decision of the Executive Board on 26 May 2015 and 4 October 2016.