

**DIVISION V****OTHER MEMBERS OF THE PERSONNEL OF THE SECRETARIAT OF THE CONSEIL DU TRÉSOR**

**13.** A member of the personnel of the secretariat of the Conseil du trésor to whom the secretary of the Conseil du trésor has delegated the exercise of the functions of secretary under section 86 of the Public Administration Act (R.S.Q., c. A-6.01) to act as a property management officer is authorized, in the exercise of his or her powers, duties and functions, to sign

(1) acts or contracts of alienation of surplus movable property, subject to the Act respecting the Service des achats du Gouvernement and the Règlement sur la disposition des biens meubles excédentaires;

(2) construction contracts for less than \$10,000; and

(3) auxiliary services contracts for the transportation and handling of goods for less than \$10,000.

**14.** A member of the personnel of the secretariat of the Conseil du trésor to whom the secretary of the Conseil du trésor has delegated the exercise of the functions of secretary under section 86 of the Public Administration Act to act as a procurement officer is authorized, in the exercise of his or her powers, duties and functions, to sign shipping orders for less than \$1,000.

**15.** The associate secretary for public contracts is authorized to sign attestations issued to the secretary of a selection committee responsible for evaluating tenders for services, as prescribed by section 68 of the Regulation respecting supply contracts, construction contracts and service contracts of government departments and public bodies made by Order in Council 961-2000 dated 16 August 2000.

**16.** The associate secretary for public contracts and the head of the Service du fichier des fournisseurs are authorized, in the exercise of their respective powers, duties and functions, to sign

(1) attestations relating to the commitment to implement an equal opportunity program, issued to a Québec contractor or sub-contractor, pursuant to section 5 of the Regulation respecting supply contracts, construction contracts and service contracts of government departments and public bodies; and

(2) any decision made under section 176 of the Regulation respecting supply contracts, construction contracts and service contracts of government departments and public bodies, relating to the upholding or cancellation of a penalty imposed on a Québec supplier.

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Gouvernement du Québec

**O.C. 457-2003, 31 March 2003**

An Act respecting government services to departments and public bodies  
(R.S.Q., c. S-6.1)

**Signing of certain acts, documents or writings**

Regulation respecting the signing of certain acts, documents or writings by the personnel assigned to government services

WHEREAS, under section 30 of the Act respecting government services to departments and public bodies (R.S.Q., c. S-6.1), the Government shall designate the minister responsible for the administration of that Act;

WHEREAS, under Order in Council 58-2002 dated 30 January 2002, the Minister responsible for Administration and the Public Service is designated Minister responsible for the administration of that Act, subject to the application of Order in Council 1127-96 dated 11 September 1996, and responsible for the personnel, activities and programs devoted to its implementation and for the related appropriations;

WHEREAS, under Order in Council 1127-96 dated 11 September 1996, the Government has entrusted the positions relating to government information referred to in the Act and the responsibility for the appropriations granted to the Minister of Relations with the Citizens and Immigration;

WHEREAS, under section 6 of that Act, the Government shall designate the department or public body that shall put members of its personnel at the disposal of the Minister responsible for the application of the Act;

WHEREAS, under Order in Council 1171-94 dated 3 August 1994, amended by Order in Council 1128-96 dated 11 September 1996, the Conseil du trésor has been designated as the public body that shall put members of its personnel at the disposal of the Minister responsible for the application of the Act, except the positions relating to government information for which the Ministère des Relations avec les citoyens et de l'Immigration is the designated department;

WHEREAS, under section 8 of that Act, no act, document or writing is binding on the Minister or may be attributed to him unless it is signed by him, by the Deputy Minister of the department or the chief executive officer of the body designated under section 6 of the Act or by a member of the personnel of the department or body and, in the case of such a member, only to the extent determined by regulation of the Government published in the *Gazette officielle du Québec*;

WHEREAS, under section 28 of the Act, no act, document or writing is binding on the Official Publisher or may be attributed to him unless it is signed by him or by a member of the personnel of the department or body designated under section 6 of the Act and, in the case of such a member, only to the extent determined by regulation of the Government published in the *Gazette officielle du Québec*;

WHEREAS the Regulation respecting the signing of certain acts, documents or writings by the personnel assigned to government services was made by Order in Council 1433-94 dated 7 September 1994;

WHEREAS it is expedient to make a new Regulation respecting the signing of certain acts, documents or writings by the personnel assigned to government services to reflect the changes in the administrative structure of the secretariat of the Conseil du trésor;

IT IS ORDERED, therefore, upon the recommendation of the Minister responsible for Administration and the Public Service and Chair of the Conseil du trésor and the Minister of State for Population, Regions and Native Affairs and Minister of Relations with the Citizens and Immigration:

THAT the Regulation respecting the signing of certain acts, documents or writings by the personnel assigned to government services, attached to this Order in Council, be made.

JEAN ST-GELAIS,  
*Clerk of the Conseil exécutif*

## **Regulation respecting the signing of certain acts, documents or writings by the personnel assigned to government services\***

An Act respecting government services to departments and public bodies  
(R.S.Q., c. S-6.1, ss. 8 and 28)

### **CHAPTER I PERSONNEL OF THE SECRETARIAT OF THE CONSEIL DU TRÉSOR ASSIGNED TO GOVERNMENT SERVICES**

#### **DIVISION I GENERAL**

**1.** An associate secretary or a member of the personnel of the secretariat of the Conseil du trésor assigned to government services who holds, on a permanent or provisional basis, by interim or temporary designation, a position referred to in Chapter 1 is authorized to sign acts, documents or writings listed after his or her position.

A person referred to in the first paragraph may not, to exercise his or her powers, duties and functions, supplement the silence of this regulation by invoking a designation provided for in the Terms and conditions for signing certain acts, documents or writings emanating from the personnel of the secretariat of the Conseil du trésor made by Order in Council.

#### **DIVISION II ASSOCIATE SECRETARIES OF THE SECRETARIAT OF THE CONSEIL DU TRÉSOR**

**2.** Associate secretaries are authorized, in the exercise of their respective powers, duties and functions, to sign

- (1) supply contracts for less than \$25,000;
- (2) shipping orders;

\* The Regulation respecting the signing of certain acts, documents or writings by the personnel assigned to government services, made under the title Regulation respecting the signing of certain acts, documents or writings signed by the members of the personnel of the Conseil du trésor assigned to government services by Order in Council 1433-94 dated 7 September 1994 (1994, *G.O.* 2, 4173), was last amended by Order in Council 700-99 dated 16 June 1999 (1999, *G.O.* 2, 1683). For previous endorsements, refer to the *Tableau des modifications et Index sommaire*, Éditeur officiel du Québec, 2002, updated to 1 September 2002.

(3) services contracts, except an insurance contract or a services contract relating to the hiring of a labour relations negotiator or arbitrator, of an expert witness before the court or of a physician or a dentist in matters of medical assessment, entered into, as the case may be,

(a) with a partnership or a legal person established for a private interest, other than a non-profit partnership or legal person;

(b) with a public body or a non-profit organization, for less than \$250,000;

(c) with a natural person, for less than \$100,000; and

(d) for the supply of personnel, for less than \$100,000;

(4) sales or leasing contracts for movable property provided to client groups of a special fund established under an Act;

(5) leasing contracts for immovable property entered into pursuant to the Regulation respecting government contracts for the leasing of immoveable property made by Order in Council 809-85 dated 1 May 1985; and

(6) authorizations for out-of-court settlements, with or without consideration, discharges from any personal right and any act, document or writing relating to those discharges.

The secretary of the Conseil du trésor is authorized to sign an endorsement or an amending contract for the purpose of adding a supplement to a services contract signed by the delegates referred to in the first paragraph.

**3.** In addition to the delegation provided for in section 2, the associate secretary for the government information highway and information resources is authorized to sign construction contracts for communication sites.

### DIVISION III MANAGEMENT PERSONNEL WITHIN THE SECRETARIAT OF THE CONSEIL DU TRÉSOR

**4.** Directors general are authorized, in the exercise of their respective powers, duties and functions, to sign

(1) supply contracts for less than \$25,000;

(2) shipping orders for less than \$500,000;

(3) services contracts for less than \$100,000, or services contracts for less than \$25,000, when the contract is entered into with a natural person or is for the supply of personnel or travel services, except

(a) a services contract relating to the hiring of a labour relations negotiator or arbitrator, of an expert witness before the court or of a physician or a dentist in matters of medical assessment; and

(b) an insurance contract or a financial services contract, a banking services contract or a legal services contract;

(4) sales or leasing contracts for movable property or services contracts for less than \$500,000 provided to client groups of a special fund established under an Act; and

(5) authorizations for out-of-court settlements, with or without consideration, discharges from any personal right and any act, document or writing relating to those discharges.

The secretary of the Conseil du trésor or an associate secretary is authorized to sign an endorsement or an amending contract for the purpose of adding a supplement to a services contract signed by the delegates referred to in the first paragraph.

**5.** In addition to the delegation referred to in section 4, the director general of government computer services is authorized to sign professional services contracts relating to the development of information systems for less than \$250,000.

The secretary of the Conseil du trésor or an associate secretary is authorized to sign an endorsement or an amending contract for the purpose of adding a supplement to a services contract signed by the delegate referred to in the first paragraph.

**6.** In addition to the delegation referred to in section 4, the director general of the government air service is authorized to sign leasing contracts for immovable property entered into pursuant to the Regulation respecting government contracts for the leasing of immoveable property.

The secretary of the Conseil du trésor or an associate secretary is authorized to sign an endorsement or an amending contract for the purpose of adding a supplement to a leasing contract for immovable property signed by the delegatee referred to in the first paragraph.

**7.** In addition to the delegation referred to in section 4, the director general of telecommunications is authorized to sign

(1) construction contracts relating to communication sites for less than \$100,000;

(2) auxiliary services contracts relating to the maintenance of infrastructures and telecommunications networks for less than \$250,000; and

(3) leasing contracts for immovable property entered into pursuant to the Regulation respecting government contracts for the leasing of immovable property.

The secretary of the Conseil du trésor or an associate secretary is authorized to sign an endorsement or an amending contract for the purpose of adding a supplement to an auxiliary services contract relating to the maintenance of infrastructures and telecommunications networks signed by the delegatee referred to in the first paragraph.

**8.** Directors are authorized, in the exercise of their respective powers, duties and functions, to sign

(1) supply contracts for less than \$25,000;

(2) shipping orders for less than \$250,000;

(3) services contracts for less than \$25,000, or services contracts for less than \$10,000, when the contract is entered into with a natural person, except

(a) a services contract relating to the hiring of a labour relations negotiator or arbitrator, of an expert witness before the court or of a physician or a dentist in matters of medical assessment; and

(b) an insurance contract or a financial services contract, a banking services contract or a legal services contract; and

(c) a contract for the supply of personnel;

(4) sales or leasing contracts for movable property or services contracts for less than \$250,000 provided to client groups of a special fund established under an Act; and

(5) authorizations for out-of-court settlements, with or without consideration, discharges from any personal right and any act, document or writing relating to those discharges.

The secretary of the Conseil du trésor, an associate secretary or a director general is authorized to sign an endorsement or an amending contract for the purpose of adding a supplement to a services contract signed by the delegatees referred to in the first paragraph.

**9.** In addition to the delegation referred to in section 8, the director of specialized services is authorized to sign shipping orders for less than \$500,000.

**10.** Service heads are authorized, in the exercise of their respective powers, duties and functions, to sign

(1) supply contracts for less than \$10,000;

(2) shipping orders for less than \$50,000;

(3) services contracts for less than \$10,000, except

(a) a services contract entered into with, as the case may be, a natural person, a public body or a non-profit organization;

(b) a services contract relating to the hiring of a labour relations negotiator or arbitrator, of an expert witness before the court or of a physician or a dentist in matters of medical assessment; and

(c) an insurance contract or a financial services contract, a banking services contract or a legal services contract;

(4) sales or leasing contracts for movable property or services contracts for less than \$100,000 provided to client groups of a special fund established under an Act; and

(5) authorizations for out-of-court settlements, with or without consideration, discharges from any personal right and any act, document or writing relating to those discharges.

The secretary of the Conseil du trésor, an associate secretary, a director general or a director is authorized to sign an endorsement or an amending contract for the purpose of adding a supplement to a services contract signed by the delegates referred to in the first paragraph.

**11.** Division heads are authorized, in the exercise of their respective powers, duties and functions, to sign

(1) supply contracts for less than \$5,000; and

(2) shipping orders for less than \$25,000.

#### **DIVISION IV** MANAGEMENT PERSONNEL WITHIN THE DIRECTION GÉNÉRALE DE L'ADMINISTRATION

**12.** The administrative director general is authorized, in the exercise of the administrative director general's powers, duties and functions, to sign

(1) the acts and documents referred to in section 2, to the extent provided for in that section;

(2) acts or contracts of alienation of surplus movable property, subject to the Act respecting the Service des achats du Gouvernement (R.S.Q., c. S-4) and the Règlement sur la disposition des biens meubles excédentaires made by Decision 186095 of the Conseil du trésor dated 6 September 1994;

(3) construction contracts;

(4) insurance contracts;

(5) documents relating to the management of a special fund established under an Act;

(6) authorizations for out-of-court settlements, with or without consideration, discharges from any personal right and any act, document or writing relating to those discharges; and

(7) any declaration required when salary or wages are seized by garnishment under the Code of Civil Procedure (R.S.Q., c. C-25) or any other Act.

The secretary of the Conseil du trésor is authorized to sign an endorsement or an amending contract for the purpose of adding a supplement to a services contract signed by the delegatee referred to in the first paragraph.

**13.** The director of financial resources is authorized, in the exercise of the director's powers, duties and functions, to sign

(1) supply contracts for less than \$20,000;

(2) shipping orders for less than \$25,000;

(3) services contracts for less than \$25,000, or services contracts for less than \$10,000, when the contract is entered into with a natural person or is for the supply of personnel, except

(a) a services contract relating to the hiring of a labour relations negotiator or arbitrator, of an expert witness before the court or of a physician or a dentist in matters of medical assessment;

(b) a services contract with, as the case may be, a public body or a non-profit organization; and

(c) an insurance contract;

(4) sales or leasing contracts for movable property or services contracts for less than \$250,000 provided to client groups of a special fund established under an Act;

(5) financial services contracts or banking services contracts for less than \$25,000;

(6) documents relating to the management of a special fund established under an Act; and

(7) authorizations for out-of-court settlements, with or without consideration, discharges from any personal right and any act, document or writing relating to those discharges.

The secretary of the Conseil du trésor or the administrative director general is authorized to sign an endorsement or an amending contract for the purpose of adding a supplement to a services contract signed by the delegatee referred to in the first paragraph.

**14.** The director of human resources is authorized, in the exercise of the director's powers, duties and functions, to sign

(1) supply contracts for less than \$20,000;

(2) shipping orders for less than \$25,000;

(3) services contracts for less than \$25,000, except

(a) an insurance contract or a financial services contract, a banking services contract or a legal services contract; and

(b) a services contract with, as the case may be, a public body or a non-profit organization;

(4) authorizations for out-of-court settlements, with or without consideration, discharges from any personal right and any act, document or writing relating to those discharges; and

(5) any declaration required when salary or wages are seized by garnishment under the Code of Civil Procedure (R.S.Q., c. C-25) or any other Act.

The secretary of the Conseil du trésor or the administrative director general is authorized to sign an endorsement or an amending contract for the purpose of adding a supplement to a services contract signed by the delegatee referred to in the first paragraph.

**15.** The director of information resources is authorized, in the exercise of the director's powers, duties and functions, to sign

(1) supply contracts for less than \$25,000;

(2) shipping orders for less than \$250,000;

(3) services contracts for less than \$100,000, or services contracts for less than \$10,000, when the contract is entered into with a natural person or is for the supply of personnel, except

(a) a services contract relating to the hiring of a labour relations negotiator or arbitrator, of an expert witness before the court or of a physician or a dentist in matters of medical assessment; and

(b) an insurance contract or a financial services contract, a banking services contract or a legal services contract;

(4) authorizations for out-of-court settlements, with or without consideration, discharges from any personal right and any act, document or writing relating to those discharges.

The secretary of the Conseil du trésor or the administrative director general is authorized to sign an endorsement or an amending contract for the purpose of adding a supplement to a services contract signed by the delegatee referred to in the first paragraph.

**16.** The director of material resources is authorized, in the exercise of the director's powers, duties and functions, to sign

(1) supply contracts for less than \$25,000;

(2) shipping orders for less than \$250,000;

(3) construction contracts for less than \$75,000;

(4) insurance contracts;

(5) services contracts for less than \$100,000, or services contracts for less than \$10,000, when the contract is entered into with a natural person or is for the supply of personnel, except

(a) a services contract relating to the hiring of a labour relations negotiator or arbitrator, of an expert witness before the court or of a physician or a dentist in matters of medical assessment; and

(b) a financial services contract, a banking services contract or legal services contract;

(6) acts or contracts of alienation of surplus movable property, subject to the Act respecting the Service des achats du Gouvernement and the Règlement sur la disposition des biens meubles excédentaires; and

(7) authorizations for out-of-court settlements, with or without consideration, discharges from any personal right and any act, document or writing relating to those discharges.

The secretary of the Conseil du trésor or the administrative director general is authorized to sign an endorsement or an amending contract for the purpose of adding a supplement to a services contract signed by the delegatee referred to in the first paragraph.

**17.** The head of contracts services is authorized, in the exercise of his or her powers, duties and functions, to sign

(1) supply contracts for less than \$10,000;

(2) shipping orders for less than \$25,000;

(3) services contracts for less than \$10,000, except

(a) a services contract relating to the hiring of a labour relations negotiator or arbitrator, of an expert witness before the court or of a physician or a dentist in matters of medical assessment;

(b) a services contract with, as the case may be, a natural person, a public body or a non-profit organization; and

(c) an insurance contract or a financial services contract, a banking services contract or a legal services contract.

The secretary of the Conseil du trésor, the administrative director general or the director of material resources is authorized to sign an endorsement or an amending contract for the purpose of adding a supplement to a services contract signed by the delegatee referred to in the first paragraph.

## DIVISION V

### OTHER MEMBERS OF THE PERSONNEL OF THE SECRETARIAT OF THE CONSEIL DU TRÉSOR

**18.** A member of the personnel of the secretariat of the Conseil du trésor to whom the secretary of the Conseil du trésor has delegated the exercise of the functions of secretary under section 86 of the Public Administration Act (R.S.Q., c. A-6.01) to act as buyer, is authorized, in the exercise of his or her powers, duties and functions, to sign

- (1) supply contracts for less than \$25,000;
- (2) services contracts for less than \$10,000, except
  - (a) a services contract with a natural person;
  - (b) a services contract with a public body;
  - (c) a services contract for the hiring of a labour relations negotiator or arbitrator, of an expert witness before the court or of a physician or a dentist in matters of medical assessment; and
  - (d) a legal services contract, a contract for the supply of personnel, an insurance contract or a travel services contract, as well as a financial services contract or a banking services contract.

**19.** A member of the personnel of the secretariat of the Conseil du trésor to whom the secretary of the Conseil du trésor has delegated the exercise of the functions of secretary under section 86 of the Public Administration Act to act as a warehouse manager is authorized, for the purposes of re-supplying a warehouse under the responsibility of the secretariat of the Conseil du trésor, to sign

- (1) supply contracts for less than \$25,000;
- (2) shipping orders for less than \$25,000; and
- (3) auxiliary services contracts relating to the transportation and handling of goods for less than \$10,000.

**20.** A member of the personnel of the secretariat of the Conseil du trésor to whom the secretary of the Conseil du trésor has delegated the exercise of the functions of secretary under section 86 of the Public Administration Act to act as a property management officer is authorized, in the exercise of his or her powers, duties or functions, to sign

- (1) acts or contracts of alienation of surplus movable property, subject to the Act respecting the Service des achats du Gouvernement and the Règlement sur la disposition des biens meubles excédentaires;
- (2) construction contracts for less than \$10,000; and
- (3) auxiliary services contracts relating to the transportation and handling of goods for less than \$10,000.

**21.** A member of the personnel of the secretariat of the Conseil du trésor to whom the secretary of the Conseil du trésor has delegated the exercise of the functions of secretary under section 86 of the Public Administration Act to act as a procurement officer, is authorized to sign shipping orders for less than \$1,000, in the exercise of his or her powers, duties and functions.

## CHAPTER II

### PERSONNEL ASSIGNED TO POSITIONS RELATING TO GOVERNMENT INFORMATION

**22.** Public servants assigned to positions relating to government information referred to in the Act respecting government services to departments and public bodies (R.S.Q., c. S-6.1) and holding on a permanent or interim basis the positions referred to in this Chapter, within the limits of their respective duties, are authorized to sign, in the place and stead of the Minister responsible for the administration of that Act or the Québec Official Publisher, where applicable, and with the same effect, any act, document or writing listed after their respective positions.

**23.** An associate deputy minister or an assistant deputy minister is authorized to sign all contracts.

**24.** The director general of Administrative Services of the Ministère des Relations avec les citoyens et de l'Immigration is authorized to sign all contracts, except promises of subsidies.

**25.** The director general of government information is authorized to sign

- (1) services contracts entered into with natural persons for less than \$25,000;
- (2) contracts for the supply of personnel for less than \$50,000;
- (3) supply contracts for less than \$250,000;
- (4) professional services contracts for less than \$250,000;
- (5) purchase or leasing contracts for movable property or services contracts relating to information technologies for less than \$250,000;
- (6) financial services contracts for less than \$50,000;
- (7) legal services contracts for less than \$25,000;
- (8) acts or contracts of alienation of surplus movable property for less than \$25,000, subject to the Act respecting the Service des achats du Gouvernement and the Règlement sur la disposition des biens meubles excédentaires;
- (9) sales contracts, leasing contracts, loan contracts, exchange contracts, contracts for operating licences for goods and services, deposit contracts and consignment contracts for less than \$50,000;

(10) auxiliary services contracts for less than \$250,000;

(11) services contracts relating to telecommunications services for less than \$500,000; and

(12) contracts, in particular occupancy agreements, with the Société immobilière du Québec, whatever the amount.

**26.** Directors are authorized to sign

(1) services contracts with natural persons for less than \$25,000;

(2) contracts for the supply of personnel for less than \$25,000;

(3) supply contracts for less than \$25,000;

(4) professional services contracts for less than \$25,000;

(5) purchase or leasing contracts for movable property or services contracts relating to information technologies for less than \$50,000;

(6) sales contracts, leasing contracts, loan contracts, exchange contracts, contracts for operating licences for goods and services, deposit contracts and consignment contracts for less than \$25,000;

(7) auxiliary services contracts for less than \$25,000; and

(8) services contracts relating to telecommunications services for less than \$25,000.

**27.** The director of information highways and documented information is authorized to sign

(1) the writings referred to in section 25; and

(2) purchase or leasing contracts for movable property or services contracts relating to information technologies for less than \$100,000.

**28.** This Regulation replaces the Regulation respecting the signing of certain acts, documents or writings by the personnel assigned to government services made by Order in Council 1433-94 dated 7 September 1994.

**29.** This Regulation comes into force on the date of its publication in the *Gazette officielle du Québec*.

Gouvernement du Québec

**O.C. 471-2003, 31 March 2003**

An Act respecting the Société de promotion économique du Québec métropolitain (R.S.Q., c. S-11.04)

**Société de promotion économique du Québec métropolitain**

— **Terms and conditions of dissolution and succession**

Terms and conditions of dissolution and succession of the Société de promotion économique du Québec métropolitain

WHEREAS the Act respecting the Société de promotion économique du Québec métropolitain (R.S.Q., c. S-11.04) establishes a non-profit legal person under the name of “La Société de promotion économique du Québec métropolitain” (the “Société”);

WHEREAS, under section 2 of the Act, the territory in which the Société shall exercise its activities shall consist of the territory of the Communauté métropolitaine de Québec;

WHEREAS, under section 22 of the Act, the object of the Société shall consist in promoting, at the national and international levels, the economic development of its territory;

WHEREAS, in the new municipal, metropolitan and regional context, the Minister responsible for the Capitale-Nationale region and the mayor of Québec have proposed a new model to support economic development in the Québec metropolitan region;

WHEREAS the new support model provides for the creation of the Corporation de développement économique métropolitain (the “CODEM”) which will coordinate the functions essential to the economic development of the greater Québec region;

WHEREAS the new support model provides that the Société is to be integrated into the CODEM;

WHEREAS the CODEM was constituted on 9 October 2002, under Part III of the Companies Act (R.S.Q., c. C-38);

WHEREAS, under resolution 02-130 dated 26 November 2002, the board of directors of the Société recommended the integration of the Société into the CODEM and the repeal of the Act respecting the Société de promotion économique du Québec métropolitain;

WHEREAS the Société and the CODEM signed a memorandum of agreement dated 31 January 2003 for the smooth and efficient integration of the Société into the CODEM;