I.

II.

A.

4.
documentation of attendance and services; (b) negotiating with suppliers in order to include provisions in the agreement that establish the minimum documentation required when submitting invoices, and to include a more reasonable time frame for adjustment/confirmation of the number of participants; and (c) providing the details of required services when creating requisitions in Atlas, to facilitate proper accounting of actual quantities received against the estimates.

Inadequate data back-up policy and management (Issue 11)

The Office indicated that it relied on the use of UN Women OneDrive for the back-up of critical data; however, testing of five staff computers showed that the OneDrive set-up had not been completed for four computers. The Office had not issued or communicated a back-up policy to staff.

Recommendation: The Office should ensure the availability of critical data by: (a) coordinating with the Headquarters Information Systems and Telecommunications Unit to ensure that OneDrive is properly configured for all computers; (b) establishing guidelines to meet back-up requirements and reminding staff to back up their critical files to OneDrive; and (c) conducting periodic testing and restoration of back-up files.

“Corporate Issue” means action is required from a Headquarters bureau.

Management comments and action plan

The Country Representative and the Director of the Programme Division accepted all of the recommendations and are in the process of implementing them. Comments and/or additional information provided have been incorporated in the report, where appropriate.

Issues with less significance (not included in this report) have been discussed directly with management and actions have been initiated to address them.
I.

is in

5

s

p

C

5.

II.

room

s

a

a

's

three

N

h

E

D

E

E
Governance and strategic management

T

s c

to

of

could
Recommendation 1:

The office should strengthen governance by:

- Review all work and process flows as well as reporting lines and review/approval authorities to ensure adequate segregation of duties, oversight, and efficiencies in processing;
- Review job descriptions/terms of reference to reflect any changes made to clear backstopping responsibilities.

B. Gender mainstreaming in development coordination

[Text not legible due to image quality]
Recommendation 2:

The Office should strengthen gender mainstreaming in development coordination by:

- allocating resources and assigning appropriate responsibilities for mainstreaming and coordination
- the Gender Development Coordination Group and G-13 Gender Theme Working Group meetings.
Programme activities

Recommendation

The Office ensure that all project documents are prepared and submitted relevant Appraisal Committee for review before committing any resources.
Recommendation 4:

Establish an effective monitoring system and the timely initiation of the reporting process and allow ongoing monitoring and follow-up of report status.

- A tool
- 
- 
- 
- 

5: 

in
Recommendation 5: In collaboration with A, the necessary guidance to support successful implementation.
Recommendation 7:
The Office should strengthen its project management to ensure compliance with ________.

- Taking actions for the legal transfer of assets purchased under ________
- Establishing a monitoring system to ensure ________ timeliness release of advances ________
- Setting up risk mitigation measures to compensate for capacity weaknesses of the responsible parties.
D. Operations

1. Human resources management

Recommendation 8:
The Office should strengthen controls to ensure compliance with human resources management policies, developing and implementing a tool to ensure timely initiation and monitoring of recruitment processes, reviewing the human resources policy and internal processes to ensure all requirements are met and documented in the files.
2.

- e-req p
- m
- s
- o
- c
- 1
- re
- f
- enter
- p
- o
- e
- ( r
to
ts)

**Recommendation**

The Procurement Unit should Programme and creating requisitions and purchase orders in Atlas prior to finalizing procurements with vendors.

- E
  - s
  - logs
  - T
  - s

- T
  - p
Recommendation 10:

The Office should strengthen controls over external meetings and events by:

- Ensuring that programme personnel understand their responsibilities regarding control, oversight, verification, reconciliation and documentation of attendance and services;
- Including provisions in the agreement that establish the minimum documentation required when submitting invoices;
- Providing the details of required services when creating requisitions in Atlas, to facilitate proper accounting of actual quantities received against the estimates.
4. Information and communication technology management

1. A

ii) to

...
Recommendation 11:

The Office should ensure the availability of critical data by:

- Establishing guidelines to meet follow-up requirements and
- Periodic testing and restoration.

OAI Response

OAI acknowledges the action taken by management; this will be reviewed at a later stage as part of the standard desk follow-up process of OAI.