

Annex

BRIEF DESCRIPTION OF HOW INTERNAL OVERSIGHT IS CONDUCTED IN UNITED NATIONS SYSTEM ORGANIZATIONS

United Nations, Specialized Agencies, and IAEA

United Nations. The Office of Internal Oversight Services (OIOS) has responsibility for conducting all five elements of internal oversight. The Office is headed by an Under-Secretary-General, who reports to the Secretary-General. The Office consists of: the Audit and Management Consulting Division; the Investigations Section; the Evaluation Unit; and the Monitoring and Inspection Unit. The head of each reports directly to the Under-Secretary-General for OIOS. The Under-Secretary-General prepares an annual summary activity report that the Secretary-General submits to the General Assembly, with his own separate comments attached. The Under-Secretary-General also may make individual reports available to the General Assembly, again with the separate comments of the Secretary-General. The Office provides copies of its reports to the United Nations Board of Auditors and JIU, and each may comment, as appropriate, on them for the General Assembly.

ILO. The Bureau for Programming and Management has responsibility for conducting all five elements of internal oversight. The Bureau is headed by a D-2, who reports directly to the Director-General. Responsibility for oversight is divided among three units in the Bureau, with Internal Audit responsible for audits, inspection and investigations; the Programme and Project Evaluation Unit responsible for evaluations; and the Programme Planning Unit responsible for monitoring. While the Chief Internal Auditor is in the Bureau for administrative purposes, he has total autonomy and independence in his work and direct access to the Director-General. Monitoring activities are conducted by programme managers, with the Bureau responsible for coordinating and establishing relevant policy and guidance. The Internal Auditor submits an annual report on major findings to the Governing Body, and the Programme and Project Evaluation Unit provides regular reports to the appropriate committees of the Governing Body. In addition, the Bureau produces a number of reports and studies for review by legislative organs. The Bureau does not provide, per se, an annual oversight report to the ILO Governing Body. The Internal Auditor provides copies of individual audit reports to the external auditor, currently the Comptroller and Auditor General of the United Kingdom.

FAO. The Office of Inspector-General, headed by a D-2 Inspector-General who reports directly to the Director-General, is responsible for audit, inspection and investigation; the Office of Programme, Budget and Evaluation, headed by a D-2 who reports directly to the Director-General, is responsible for evaluation; and within the Technical Cooperation Department, the Senior Field Operations Inspector is responsible for conducting inspections. Responsibility for monitoring is shared by three units--the Office of Programme, Budget and Evaluation is responsible for overall programme and financial monitoring; the Technical Cooperation Department for overall field programme monitoring; and the Field Operations Division for field project operations monitoring. No formal mechanism coordinates all five elements of oversight in FAO; each unit relies on informal exchange of information where appropriate. The Inspector-General provides an annual summary of activities to the Finance Committee and the Evaluation Service in the Office of Programme, Budget and Evaluation provides evaluation reports to the Programme Committee, Council, and Conference. Copies of internal audit reports are made readily available to the external auditor, currently the Cour des Comptes de France, on request.

UNESCO. The Inspectorate-General, headed by a D-2, is responsible for audit, inspection and investigation; the Central Programme Evaluation Unit, headed by a D-1, is responsible for conducting evaluations and coordinating monitoring activities, which are conducted by programme managers. The Inspectorate-General reports directly to the Director-General, while the Director of the Central Programme Evaluation Unit reports to the Director of the Bureau of Studies, Programming and Evaluation. The Inspectorate-General coordinates all audit, inspection, and investigation activities, and coordinates with the Central Programme Evaluation Unit on an informal basis. The Inspectorate-General does not provide an annual summary of internal oversight activities to the governing body; however, the Central Programme Evaluation Unit does submit reports to the governing body. The Inspectorate-General provides copies of individual audit reports to the external auditor, currently the Office of the Auditor General of Canada.

ICAO. The Office for Programmes Evaluation, Audit, and Management Review is responsible for audit and evaluation. The head of the Office is a D-1, who reports directly to the Secretary-General. Responsibility for the oversight elements is divided among a) the Audit Officer responsible for conducting audits; b) the Evaluation Officer responsible for evaluation studies, as well as developing guidance and policy; and c) the Information Management Officer responsible for developing control standards for information systems and managing a system of internal evaluation of automation projects. Monitoring is conducted by programme managers subject to guidance from the Office. ICAO does not have units for conducting inspections or investigations. The Office submits an annual performance assessment report to the Secretary-General for transmittal to the ICAO Council. The Chief of the Office provides copies of individual audit reports to the external auditor, currently the Office of the Auditor General of Canada.

WHO. The Office of Internal Audit and Oversight is responsible for audit, inspection and investigation. The Office is headed by a D-1 who reports to the Director-General. The Unit of Development of Programme Evaluation is responsible for developing guidance and policy for harmonizing evaluation and monitoring efforts throughout the organisation, both of which are conducted by the various programme divisions. The head of the Unit is a P-6, who reports to the Director of the Division of Development of Policy, Programme and Evaluation. There is no formal mechanism for coordinating all five elements of oversight at the WHO. The Chief Internal Auditor (1) submits an annual summary activity report to the appropriate legislative organs, through the Director-General; (2) can request to send them any individual audit report, through the Director-General; and (3) provides copies of individual audit reports to the external auditor, currently the Office of the Auditor General of South Africa. The Unit of Development of Programme Evaluation also submits an annual summary activity report to the legislative organ.

UPU. A part-time internal auditor, who reports directly to the Director-General, is responsible for audits and, to a very limited degree, investigations. The Finance Unit is responsible for evaluations. UPU does not have a unit to conduct inspections. The Union has no monitoring system and relies upon a quarterly internal report for budget and programmes, as well as a “total quality management” programme, to conduct evaluations. There is no reporting of internal oversight activities to the legislative organ; the internal auditor provides copies of his reports to the external auditor, currently the Swiss Federal Audit Office.

ITU. The internal auditor (P-4), who reports directly to the Secretary-General, is responsible for audits, inspections and investigations. No unit has responsibility for establishing policy and procedures regarding evaluations and monitoring, which are conducted by general and project managers. The internal auditor does not provide an annual activity report to the legislative organ, but does communicate the results of his/her work to the external auditor, currently the Swiss Federal Audit Office.

WMO. The Internal Audit and Investigation Service was established recently (1997) and is responsible for conducting audits, inspections, and investigations. The Chief, a P-5, reports directly to the Secretary-General. Monitoring is the responsibility of individual programme managers. WMO does not have an evaluation unit. The Chief of the Internal Audit and Investigation Service is to submit an annual activity report to the legislative organ, through the Secretary-General who may attach his/her comments. Copies of internal audit reports are given to the external auditor, currently the Cour des Comptes de France.

IMO. The internal auditor (P-4), within the Office of the Secretary-General, is responsible for conducting audits; the Evaluation Unit, also within the Office of the Secretary-General, headed by a P-4, conducts evaluations. Coordination between the two is done within the Office of the Secretary-General. IMO has no units for conducting investigations, inspections and monitoring; however, as the need arises, the Secretary-General establishes an enquiry committee, on an ad hoc basis, to investigate and report to him. Programme managers, who report to the respective directors in charge of major programmes, are directly responsible for monitoring. The directors submit quarterly reports to the Secretary-General. Neither the internal auditor nor evaluation unit provides reports to the legislative organ. Copies of internal audit reports are made available to the external auditor, currently the Comptroller and Auditor General of the United Kingdom.

WIPO. In 1998, the Office of Internal Oversight and Productivity was established and has responsibility for conducting all five elements of oversight. The Office is headed by the Controller, a D-1, who reports to the Director-General and is also directly responsible to the Chairman of the WIPO General Assembly. The Office consists of: the Controller and Deputy Controller; the Internal Auditor, who performs audit, inspections and investigations; the Budget Section, which prepares the programme and budget documents and monitors implementation; and the Evaluation and Productivity Unit, which reviews the performance and efficiency of operations in all areas of the organization. The head of each unit reports directly to the Controller. The Budget Section and the Evaluation and Productivity Unit plan to prepare annual summary reports, for submission to the legislative organ. Currently, the Swiss Federal Audit Office is the external auditor.

UNIDO. The Office of Internal Oversight, headed by a D-1, conducts audits, investigations and inspections, and reports directly to the Director-General. (Audit and inspection are not clearly distinguished in UNIDO.) The Evaluation group, headed by a D-1, is responsible for evaluation, which is strategically guided by the Office of Internal Oversight. The Programme Monitoring unit, headed by a P-5, is responsible for monitoring activities, and reports to the Director of the Executive Office, who reports to the Director-General. The Office of Internal Oversight and the Executive Office work closely together on common issues. There are no formal means for coordination; coordination between the units responsible for conducting oversight is handled on an informal basis, as needed. The Office of Internal Oversight provides a summary of its audit, inspection and investigation activities to the legislative organ and copies of individual audit reports to the external auditor, currently the Federal Court of Audit of Germany. The Evaluation group provides a summary of its activities to the legislative organ, as well as reports on individual findings of programme evaluations initiated by the legislative organ. The Programme Monitoring unit provides to the legislative organ an individual annual summary report. These summaries are included as part of the Director-General's annual report.

IAEA. The Office of Internal Audit and Evaluation Support, headed by a D-1, is responsible for audits, inspections, and investigations, and reports directly to the Director-General. A unit within the Office, headed by a P-5, is responsible for co-ordinating all activities related to IAEA's Programme Performance and Assessment System, which is an integral part of the management system designed to monitor programme performance and impact through regular programme reviews and evaluations. Evaluation is conducted by several units. A specialized unit under the Division of Planning, Co-ordination and Evaluation, within the Department of Technical Co-operation, headed by a P-5, undertakes evaluations of technical co-operation projects. Another specialized unit, within the Department of Safeguards, headed by a P-5, under the Head of the Department, evaluates the effectiveness of the safeguards inspections. The Office of the Director General co-ordinates all oversight activities. The results of oversight activities are not reported to the legislative organs in a consolidated report. Instead the results of the technical co-operation evaluations are reported in summary form to the legislative organs and the results of the safeguards inspection evaluations are incorporated in the Annual Safeguards Implementation Report submitted to the legislative organs. The Office of Internal Audit and Evaluation Support does not present an annual activity report to the legislative organ, and instead submits reports to the Director General and copies of such reports are made available to the external auditor, currently the Comptroller and Auditor General of the United Kingdom.

United Nations Operational Funds and Programmes

International Trade Centre (ITC). OIOS has responsibility for providing audit, investigation and inspection services. The OIOS Audit and Management Consulting Division conducts audits; the OIOS Investigations Section conducts investigations; and the OIOS Central Monitoring and Inspection Unit conducts inspections. The Corporate Strategy and Quality Assurance Unit, within the Office of the Executive Director, is responsible for both evaluation and monitoring activities. There is no formal mechanism for coordinating all five elements of oversight at ITC. OIOS coordinates with the Division of Administration on audit matters, while the Corporate Strategy and Quality Assurance Section coordinates the evaluation and monitoring elements. Summaries of the audit, investigation and inspection activities conducted by OIOS are included in its annual report for the General Assembly. The results of evaluation activities are included in the Executive Director's annual report, and evaluation reports also are sent to donors. OIOS also shares audit reports with the United

United Nations Centre for Human Settlements (UNCHS/Habitat). Oversight is conducted by several internal units and OIOS. The OIOS Audit and Management Consulting Division provides audit services and the OIOS Central Monitoring and Inspection Unit provides inspections. An internal UNCHS panel, appointed by and reporting to the Executive Director, handles all investigations. A P-4 evaluation officer, within the Office of the Director, is responsible for conducting evaluations and monitoring. The Office of the Executive Director supervises all elements of internal oversight, and ensures functional coordination. Where appropriate, OIOS includes a summary of audit, evaluation, and inspection results in its annual report to the General Assembly. OIOS also shares audit reports with the United Nations Board of Auditors, the external auditor.

United Nations International Drug Control Programme (UNDCP). Oversight is conducted by several internal units and OIOS. The OIOS Audit and Management Consulting Division provides audit services and the OIOS Central Monitoring and Inspection Unit works with UNDCP's Programme Support Service in providing inspections. The Programme Support Service, headed by a D-1, reports directly to the Executive Director and is also responsible for investigations. Monitoring activities are conducted by various units, with the Planning and Evaluation Section responsible for developing and ensuring adherence to the policies for evaluation and monitoring performance and the Operations Branch responsible for monitoring, analysing and reporting on programme activities. The Office of the Executive Director coordinates the work of oversight. OIOS includes coverage of UNDCP audit work in its annual report to the General Assembly; both the Programme Support Service and Operations Branch provide reports to the Executive Director, but no reports are sent to the General Assembly. OIOS shares its audit work with the United Nations Board of Auditors, the external auditor.

United Nations Development Programme (UNDP). The Office for Audit and Performance Review is responsible for audit, inspection and investigation services. The Office is headed by a D-2, who reports directly to the UNDP Administrator. The Evaluation Office, headed by a D-2 and located within the Office of the Administrator, is responsible for conducting evaluations and monitoring. There are no formal means for structuring internal coordination of internal oversight activities; the units rely on informal exchanges of information. The Director of the Office for Audit and Performance Review submits an annual summary of activities to the Executive Board, while the Office of Evaluation prepares reports for both the Administrator and the Executive Board on evaluation and monitoring activities. (The Executive Board has requested a separate evaluation report.) The Office of Audit and Performance Review shares its reports with the United Nations Board of Auditors, the external auditor.

United Nations Environment Programme (UNEP). Oversight is conducted by OIOS and internal UNEP units. The OIOS Audit and Management Consulting Division provides audit services; the OIOS Investigations Section provides investigation services; and OIOS Central Monitoring and Inspection Unit provides inspection services. UNEP's Project Design and Evaluation Unit is responsible for providing evaluation services. The unit is headed by a P-5 who reports to the Deputy Executive Director. Monitoring, within UNEP, is conducted by various units and is structured along thematic lines. Specifically, the Accountability, Monitoring and Reporting Unit handles all programmatic monitoring; the Fund Programme Management Branch monitors all project finances, implementation of individual projects, and outputs; and the Programme Support Services monitors regular budget expenditures and programme support costs. The Chiefs of the Accountability, Monitoring and Reporting and the Fund Programme Management Branch report to the Executive Director. There are no formal means for coordinating internal oversight activities; the units rely on informal exchanges of information. OIOS includes in its annual report a summary of UNEP activities for which it is responsible, including audit, investigation and inspection services. The Project Design and Evaluation Unit prepares an annual evaluation report, which is submitted to the legislative organ. The Fund Management Branch provides reports to the legislative organ on a monthly basis and the Programme Support Services reports to the legislative organ on a monthly basis also. OIOS shares UNEP audit reports with the United Nations Board of Auditors, the external auditor.

United Nations Population Fund (UNFPA). The UNFPA Internal Audit Section of UNDP's Office of Audit and Performance Review provides audit, inspection and investigation services to UNFPA. The Section is headed by a P-5, who reports to the Director of the UNDP Office of Audit and Performance Review. The work of the Section is conducted by various units and supervised by the geographical divisions at headquarters and in the country offices. Coordination of internal oversight activities is done by the Executive Committee, which is constituted of all senior management, including oversight units. The UNDP Office of Audit and Performance Review submits an annual report covering UNFPA audit, investigation and inspection activities to the Executive Board. The Office of Oversight and Evaluation submits a biennial evaluation report to the Executive Board, and mid-term country programme reviews are submitted to the legislative organ by the geographical divisions. UNFPA audit reports are shared with the United Nations Board of Auditors, the external auditor.

Office of the United Nations High Commissioner for Refugees (UNHCR). The UNHCR Section of the OIOS Division of Audit and Management Consulting provides audit services. This Section, headed by a D-1, communicates audit results to the High Commissioner, but reports to the head of OIOS. UNHCR's Inspection and Evaluation Service, headed by a D-2 and located within the Executive Office of the High Commissioner, conducts investigations, evaluations and inspections. Monitoring is conducted by various units throughout the organization with responsibility assigned at the field level; therefore field staff play a major role in monitoring programme implementation and report to the headquarters divisions. UNHCR relies on an Oversight Committee, chaired by the Deputy High Commissioner, to coordinate internal oversight activities. All heads of internal oversight units are members of the Committee. A summary of audits is submitted to the legislative organ through the annual report of OIOS, which is a public document. The results of investigations are not reported to legislative organs, but only to the High Commissioner. The Inspection and Evaluation Service submits an annual activities report to the legislative organ. All monitoring reports are submitted to Executive Committee. In addition, the Inspection and Evaluations Service provides quarterly inspection and evaluation reports to the Standing Committee. The results of UNHCR audits are shared with the United Nations Board of Auditors, the external auditor.

United Nations Children's Fund (UNICEF). The Office of Internal Audit, headed by a D-2 who reports directly to the Executive Director, is responsible for audits, investigations, and inspections. The Division of Evaluation, Policy and Planning, headed by a D-2 who reports directly to one Deputy Executive Director, is responsible for formulating evaluation policies, procedures and methodologies, and for conducting thematic and strategic evaluations. Monitoring is conducted by programme officers and monitoring/evaluation officers in country and regional offices, and headquarters divisions who report to the Deputy Regional Directors and the Director of the Division of Evaluation, Policy and Planning. UNICEF relies on an Audit Committee, chaired by the Executive Director, to coordinate the work of internal oversight activities. This Committee is composed of the two Deputy Executive Directors and six division Directors, including the directors of oversight units. The Office of Internal Audit provides reports to the Executive Board in special circumstances, through the Executive Director, and will be issuing a summary of internal audit activities beginning in 1998. The Director of the Division of Evaluation, Policy and Planning submits an annual statement to the Executive Board and ad hoc reports. The Office of Internal Audit shares its reports with the United Nations Board of Auditors, the external auditor.

United Nations Institute for Training and Research (UNITAR). The OIOS Audit and Management Consulting Division provides audit services; the OIOS Investigations Section provides investigation services; and the OIOS Central Monitoring and Inspection Unit provides inspection services. UNITAR has no specific units for coordinating monitoring or conducting evaluations. A summary of UNITAR's audit, investigation and inspection activities are included in the annual report of OIOS submitted to the General Assembly. OIOS shares the results of UNITAR audit work with the United Nations Board of Auditors, the external auditor.

United Nations Office for Project Services (UNOPS). The UNDP Office of Audit and Performance Review conducts audits, investigations and inspections. Evaluation is decentralized to the level of the project/programme funding organization and monitoring is done by the Division of Planning, Policy, and Information and by the Division of Finance. The heads of both divisions report directly to the Executive Director. There are no formal means for coordinating internal oversight activities; units rely on informal exchanges of information. The Office of Audit and Performance Review submits an annual report of UNOPS audit, investigation and inspection activities to the Executive Board. There is no external reporting of monitoring and evaluation activities. UNOPS internal audit reports are shared with the United Nations Board of Auditors, the external auditor.

United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA). The Internal Audit Office, headed by a P-5 who reports to the Commissioner-General of UNRWA, provides audit, investigation, and inspection services. A Board of Inquiry, an ad hoc working group, or a joint disciplinary committee, also can be established, when appropriate, to deal with investigations. Monitoring and evaluation are conducted by programme managers; no central unit coordinates or establishes monitoring policy and guidance. There are no formal means for coordinating internal oversight activities; units rely on informal exchanges of information. There is no reporting to legislative organs on internal oversight activities.

United Nations University (UNU). The OIOS Audit and Management Consulting Division provides audit services; the OIOS Investigations Section provides investigation services; and the OIOS Central Monitoring and Inspection Unit provides inspection services. Evaluations are conducted by external experts; there is no unit for coordinating or establishing monitoring policy and guidance. There are no formal means for coordination between OIOS and external experts conducting evaluations. OIOS includes a summary of audit, investigation and inspection results in its annual report to the legislative organs and external experts submit their evaluation reports to the UNU Rector, who presents them to the UNU Governing Council. OIOS also shares audit reports with the United Nations Board of Auditors, the external auditor.

World Food Programme (WFP). The Office of Internal Audit, headed by a D-1 within the Executive Office of the Executive Director, conducts audits. The Office of Evaluations, headed by a D-1, within the Executive Office of the Executive Director, conducts evaluations. The Office of Inspections and Investigations, headed by a D-1 within the Executive Office of the Executive Director, conducts inspections and investigations. The regional bureaux conduct and coordinate monitoring activities. Functional coordination of the oversight units is achieved in that all oversight units are located within the Executive Office of the Executive Director and directly supervised by the Deputy Executive Director. The Office of Evaluations submits individual reports to the Executive Board, and the Office of Inspection and Investigation submits an annual summary of its activities to the Executive Board. There is no reporting to legislative organs by the Office of Internal Audit. Internal audit reports are shared with the Cour de Comptes of France, the external auditor. (WFP is a programme established jointly by the United Nations and FAO and therefore is distinguished from other operational funds and programmes.)