



AUD II-7-30 (AE 559/04)

1 November 2004

TO: Mr. Sergei Ordzhonikidze, Director-General
United Nations Office at Geneva

FROM: Egbert C. Kaltenbach, Director
Internal Audit Division II
Office of Internal Oversight Services

SUBJECT: **OIOS Audit of UNOG Committee on Contracts (AE2004/311/02)**

1. I am pleased to submit the final report on the audit of the UNOG Committee on Contracts, which was conducted from March to June 2004 by Mr. Raja P. Arumugham, Ms. Sophie Deflorin and Ms. Doremieke Kruithof.
2. A draft of the report was shared with the Director of Administration, UNOG on 27 August 2004, whose comments, which were received in September 2004 are reflected in the final report.
3. I am pleased to note that most of the audit recommendations contained in this final report have been accepted and that UNOG Division of Administration has initiated their implementation. The table in paragraph 31 of the report identifies those recommendations, which require further action to be closed. I wish to draw your attention to recommendations No. 01, 02, and 04, which OIOS considers to be of critical importance.
4. I would appreciate if you could provide me with an update on the status of implementation of the audit recommendations not later than 31 January 2005. This will facilitate the preparation of the twice-yearly report to the Secretary-General on the implementation of recommendations, required by General Assembly resolution 48/218B.
5. Please note that OIOS is assessing the overall quality of its audit process. I therefore kindly request that you consult with your managers who dealt directly with the auditors, complete the attached client satisfaction survey form and return it to me under confidential cover.
6. Thank you for your cooperation.

Attachment: Client Satisfaction Survey Form

cc: Ms. C. Bertini, Under-Secretary-General for Management (by e-mail)
Ms. H. Featherstone, Executive Secretary, UN Board of Auditors
Mr. T. Rajaobelina, Deputy Director of External Audit (by e-mail)
Mr. B. Juppín de Fondaumière, Director of Administration, UNOG (by e-mail)
Mr. M. Tapio, Programme Officer, OUSG, OIOS (by e-mail)
Ms. C. Chavez, Chief, Geneva Audit Section, OIOS (by e-mail)
Mr. R. Arumugham, Auditor-in-Charge (by e-mail)
Mr. D. Tiñana, Auditing Assistant (by e-mail)



**United Nations
Office of Internal Oversight Services
Internal Audit Division II**



- **Report date: 1 November 2004**
- **Auditors: Raja P. Arumugham
Sophie Deflorin
Doremieke Kruithof**



Office of Internal Oversight Services
Internal Audit Division II

OIOS AUDIT OF UNOG COMMITTEE ON CONTRACTS (AE2004/311/02)

EXECUTIVE SUMMARY

Between March and June 2004, OIOS conducted an audit of the UNOG Committee on Contracts (CoC). The audit covered activities from January 2001 to December 2003. During that period, the CoC held 52 meetings and rendered advice on 156 cases amounting to some \$121 million. *The UNOG Division of Administration has accepted the recommendations made and is in the process of implementing them.*

Delegation of authority and Rules of Procedures

- The UNOG CoC was established based on the authority delegated to UNOG under the then UN Financial Rule 110.17(c). At the time of the audit, this authority had not yet been renewed as required under the new UN Financial Rule 105.13(b). Pending the issuance of a new ST/AI, UNOG should seek from the Assistant Secretary-General, Office for Central Support Services and the Controller confirmation of its authority to operate its CoC. *The delegation of authority was being finalized by HQs and should reach UNOG shortly.*
- UNOG's Office Instruction (OI) No.6/Rev.7 of July 1986 is outdated and the Rules of Procedures adopted in December 1993 do not provide adequate guidelines for the functioning of the CoC. *UNOG agreed to establish comprehensive Rules of Procedures as stipulated in Section 12 of the revised UN Procurement Manual upon receipt of the new delegation of authority.*

Membership and training

- The UNOG CoC is chaired by a D-2 and includes three D-1s and a P-5. Considering the relatively small number of cases handled by the CoC, and using the composition of the UN Headquarters Committee on Contracts (HCC) and of the UNOV CoC as benchmarks, OIOS believes that the UNOG CoC should be chaired by a staff member at D-1 level and composed of members at D-1 or lower levels. *UNOG agreed with the need to revise the membership of the Committee.*
- Currently, the DG makes the final decision whether to accept or reject, with recorded reasons, the recommendations made by the CoC. Subject to the recommended change in the CoC membership and the new delegation of authority for procurement under the new UN Financial Rule 105.13, UNOG should consider delegating the authority to approve the CoC recommendations to the Director, Division of Administration. *The Director-General*

concurred with the recommendation.

- Currently, the CoC consists mostly of staff members of the UNOG Division of Administration. To provide adequate representation, the CoC should be broader-based and include members from various Divisions or other entities that the CoC covers. Like the HCC membership, UNOG needs to limit the membership of the CoC, except the Chairperson, to serve a maximum term of three years, renewable once. *UNOG agreed in principle with the limitation of the duration of the membership.* There is also a need for a workshop or a short training programme for the CoC members on the revised UN Financial Regulations and Rules and the revised UN Procurement Manual and the source selection process. *The training would be conducted in coordination with the Chairman of the Committee on Contracts of New York Headquarters.*

Meeting schedule, attendance and minutes

- The Rules of Procedures of the CoC of December 1993 and the proposed Rules of Procedures of October 2002 fixed the meetings of the CoC on Tuesday afternoons, which was not actually observed. *UNOG stated that is ideal that meetings take place on the same day of the week. However, the Committee should show some degree of flexibility, as other members may not be available.* OIOS believes that the option of alternate members can be used effectively for scheduled meetings on pre-established days.
- OIOS is satisfied that the quorum was always maintained at the CoC meetings and that at least three members were present at all the meetings. Notwithstanding the quorum, the expert members or their alternates should be present at all the meetings of the CoC.
- The minutes of the CoC meetings only summarized the issues that were discussed during the meeting. They need to be more comprehensive and include a brief account of the various issues discussed to arrive at the recommendations of the CoC. The members also need to review the minutes before submission to the Chairperson for approval. *Since the audit the minutes were systematically circulated to the Committee members who were present at the meeting, for their comments, before they are submitted to the Chairperson for approval.*

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I. INTRODUCTION

1. From March to June 2004, OIOS conducted an audit of the UNOG Committee on Contracts (UNOG CoC). The audit was conducted in accordance with the Standards for the Professional Practice of Internal Auditing, promulgated by the Institute of Internal Auditors and adopted by the Internal Audit Services of the United Nations Organizations.

2. The UNOG Committee on Contracts (CoC) had been established under the then Financial Rule 110.17 (superseded by the New UN Financial Rule 105.13 effective January 2003), to advise the Director-General of UNOG whether all procurement actions in excess of \$150,000 or income of more than \$20,000, are in accordance with the United Nations Financial Regulations and Rules, administrative issuances and instructions. The number of CoC meetings and approved cases for the years 2001, 2002 and 2003 is given below:

Year	No. of Meetings	No. of Approved Cases	Total value (approx. \$ million)
2001	15	47	23.0
2002	18	46	33.0
2003	19	63	65.0
Total	52	156	121.0

3. A draft of this report was shared with the, Director of Administration of UNOG, on 27 August 2004, whose comments have been reflected in the report in italics. *The UNOG Division of Administration has accepted most of the recommendations made and is in the process of implementing them.*

II. AUDIT OBJECTIVES

4. The main objectives of the audit were to evaluate
- the efficiency and effectiveness of the structure and the composition of the CoC, its established procedures relating to its functioning;
 - the impact of the CoC activities on UNOG's procurement process; and
 - the compliance with UN Regulations and Rules.

III. AUDIT SCOPE AND METHODOLOGY

5. The audit covered the activities of the CoC from January 2001 to December 2003. The audit reviewed the delegated authority with an assessment of the composition of the CoC, its established procedures and guidelines relating to case submission, review and the recommendation by the CoC. The audit team reviewed the minutes of the CoC meetings and other relevant documents and historical records maintained by the CoC Secretary.

6. The audit team interviewed the Chairperson and the members of the CoC, the Secretary of the CoC and the Chief and other responsible officials of the Purchase and Transportation Section, UNOG. The discussions focused on the process and functioning of the CoC and their views were considered and included in the report. OIOS team also observed the proceedings of the CoC meeting held on 1 June 2004. OIOS compared the composition and functioning of the Headquarters Committee on Contracts (HCC) and the CoCs in UNHCR, UNON and UNOV to identify best practices and to establish benchmarks.

IV. AUDIT FINDINGS AND RECOMMENDATIONS

A. Mandate and Governance

(1) Delegation of authority

7. The UNOG Committee on Contracts (CoC) was established by the Director-General of UNOG in accordance with the then UN Financial Rule 110.17 (c), to render advice to him/her as to whether the proposed procurement action in excess of \$150,000 or contract involving income to the Organization of \$20,000, is in accordance with the UN Financial Regulations and Rules. Effective January 2003, Rule 110.17 (c) has been superseded by the new UN Financial Rule 105.13(b) and the authority to establish review committees, “at Headquarters and other locations,” has been vested in the Under-Secretary-General for Management. This authority has been further delegated under ST/AI/2004/1 to the Assistant Secretary-General for Central Support Services (ASG/OCSS), to be exercised in consultation with the Controller.

8. At the time of audit, UNOG had not sought a renewal of the authority for its CoC under the new UN Financial Rule 105.13 (b). OIOS has been informed that DM is currently preparing an ST/AI to that effect. In the meantime, to avoid operating without a formal legal basis, UNOG should seek from the ASG/OCSS and the Controller confirmation of its authority to operate its Committee on Contracts.

9. Furthermore, the revised UN Procurement Manual (Paragraph 3.2.4(4)) issued in February 2004, had established threshold levels for Offices Away from Headquarters (OAHs). The threshold levels for OAHs is \$200,000 or less, with different values delegated to different categories of Procurement Officers of equivalent ranks at UN Headquarters. According to the delegation under the old UN Financial Rule 110.17 (c), UNOG CoC considered all cases above \$150,000 without sending them to the UN Headquarters Committee on Contracts (HCC). Under the revised UN Financial Rules and revised the UN Procurement Manual, UNOG should obtain from the ASG/OCSS and the Controller, the applicable threshold levels to UNOG and seek confirmation of the existing system of deciding all the cases above these levels.

Recommendation:

- The Division of Administration of UNOG should seek from the ASG/OCSS and the Controller confirmation of the delegation of authority to establish the UNOG CoC and the applicable threshold levels in conformity with the new UN Financial Rule 105.13 (b) and the revised

UN Procurement Manual (Rec. 01)

10. *UNOG stated that the delegation of authority was being finalized by HQs and should reach shortly.* OIOS would record as implemented the recommendation on the receipt and verification of the delegation of authority.

(2) Composition of the Committee

11. UNOG Office Instruction 6/Rev.7 of 1986 stipulates that the CoC shall be composed of five members, i.e. the Director, Division of Administration (DOA)/UNOG as the Chairperson, the Chief, Budget Management Systems Service/UNOG (also the Alternate Chairperson), the Chief of General Services/UNOG, the Director, Programme Support Services Division of UNCTAD and the Principal Legal Officer/UNOG as members. Each member is required to designate to the DOA one or two alternates belonging to his/her service. The DG approved the nomination of the regular members and their alternates. However, periodic changes to the composition of the CoC were made on ad-hoc basis without formal notification and the OI of 1986 remained outdated. *UNOG stated that several attempts have been made since 1986 to review and update the membership and procedure of the Committee on Contracts, and the HCC was approached on several occasions for advice. These initiatives have not been successful.*

12. Currently, the CoC is composed of the DOA as the Chairperson, the Chief of FRMS/UNOG (also the Alternate Chairperson), the Head, Programme Planning and Assessment/UNCTAD, the Chief, Central Support Services (CSS)/UNOG and the Senior Legal Affairs Officer/UNOG, as members. The four alternates include: the Chief, Participation, Entitlements and Contributions Section/UNJSPF, the Chief of Finance Section/UNOG, the Chief of Claims Payment and Compensation Fund Administration/UNCC and the Chief, Buildings and Engineering Section/UNOG. OIOS noted that the UNOG CoC is chaired by a D-2 and includes three D-1s and a P-5. Considering the relatively small number of cases handled by the CoC and comparing the composition of the UNOG CoC with those of the HCC and of the UNOV CoC, OIOS is not convinced that the UNOG CoC requires such a number of senior staff members. The HCC, which handles a significantly higher number of cases and volume in financial terms, is chaired by a full time Chairman only at P-5 level, while the UNOV CoC is chaired by a staff member at the D-1 level and other members are at P-5 level. OIOS therefore believes that the UNOG CoC should be chaired by a staff member at the D-1 level with other members at D-1 or lower levels.

13. Furthermore, the current membership needs to be revised to be broader-based and to provide adequate representation to the various Divisions and other entities covered by the UNOG CoC. It reviews cases relating to UNCTAD, UNCC, ECE, OCHA, OHCHR, UNFCCC, UNCCD and so on. However, the current composition of the CoC included mostly staff members of the UNOG Division of Administration. During the audit, OIOS understood that the Chief, CSS had expressed his reservation about his membership of the CoC, given his direct supervisory authority for the UNOG Purchase and Transportation Section and given his role as one of the major requisitioners. In view of these responsibilities, he has not been attending the CoC meetings. OIOS concurs with his view and the proposed action by the DOA to replace his membership. In view of the above, in OIOS opinion, the composition of the CoC should be revised.

(3) Term of membership

14. While revising the CoC composition, UNOG needs to revise also the term of membership. Under the revised UN Procurement Manual (para 2.3.2 (2)) a member of the HCC, except the Chairperson, shall serve a maximum term of three years, renewable once. After two successive appointments, a member shall wait for at least a period of one year before being reappointed to the HCC. Since UNOG CoC is not a Local Committee on Contract (LCC) and has authority and responsibilities similar to those of the HCC, in OIOS opinion, UNOG should adhere to this stipulation.

Recommendation:

- The UNOG Division of Administration should revise the composition of its CoC to be broader-based and include members from various client offices at the D-1 level or below. Membership term should be aligned with the HCC term as stated in the revised UN Procurement Manual (Rec. 02).

15. *UNOG agreed with the need to revise the membership of the Committee and agreed in principle with the limitation of the duration of the membership. However UNOG underlined the fact that, in order to review properly the cases, the members of the Committee need to have a thorough knowledge of the Financial Regulations and Rules and of the principles governing procurement. In addition, individuals with the required background were sometimes reluctant to become members, lest their participation in the Committee's would jeopardize the performance of their regular functions.* OIOS will retain the recommendation for follow-up relating to the revision of the composition of the CoC.

(4) Approval of CoC recommendations

16. Currently, the recommendations of the CoC relating to the cases reviewed are submitted to the DG of UNOG for approval. The DG makes the final decision whether to accept or reject with recorded reasons, the recommendations made by the CoC. In OIOS opinion, with the implementation of the recommended revisions to the composition of the CoC, the Director, Division of Administration could discharge the responsibility to approve the CoC recommendations. This would also be in conformity with the new delegation of procurement authority envisaged in the new UN Financial Rule 105.13. At UNHQ, the ASG/OCSS on behalf of the USG/DM, makes the decision. At UNHCR, decisions are made by the Controller (D-2 level). At UNOV, the DG has delegated the authority to approve the recommendations of the CoC to the Director, Division for Management (D-2 level). On the same lines, OIOS believes that at UNOG the authority should be delegated to the Director, Division of Administration.

Recommendation:

- The Director-General, UNOG should consider delegating the authority to approve the CoC recommendations to the Director, Division of Administration, subject to the recommended change in the composition of the CoC and the new delegation of procurement envisaged in the new UN Financial Rule 105.13 (Rec. 03).

17. *UNOG stated that the Director-General concurred with the recommendation, which will be implemented upon receipt of the new delegation of authority. OIOS will retain the recommendation for a follow-up of the implementation.*

(5) The Secretary of the CoC

18. According to the draft revision of OI 6/Rev.8 of 1998, the DOA shall designate the Secretary of the CoC. The main functions of the Secretary are arranging and coordinating CoC meetings, circulation of documentation, drafting the minutes and recommendations and maintaining permanent record of all the minutes and case presentations reviewed by the CoC and so on. The Administrative Officer in the office of the DOA (the Chairperson) has been designated as the Secretary. For better coordination of CoC functions, UNOG while reconstituting the CoC as recommended in this report, should designate a new Secretary, preferably from the office of the new Chairperson. In accordance with the provisions of the revised UN Procurement Manual (para 2.5.4 (1)), the Secretary should have some procurement experience. Furthermore, since ad-hoc arrangements were made when the regular Secretary was not available, a regular Alternate Secretary of the CoC needs to be assigned to ensure continuity of the functions.

(6) Rules of Procedures

19. The DG of UNOG establishes the CoC through the issuance of Office Instructions (OI). The OI also provides brief guidelines regarding the composition, functions and the procedures for the CoC. OIOS reviewed OI/6/Rev.7 dated October 1986 and the subsequent draft revision OI/6/Rev dated 8 July 1998, which is an internal two-page document that summarizes who can be designated as CoC Chairman and members/alternates, CoC functions and procedures, and is limited to stating that the Secretary draws up of the minutes for approval by the Director-General. The draft OI also states that the Audit and Management Consulting Division (now the Internal Audit Division II) of OIOS shall be represented in the Committee as an observer, which is no longer the case as OIOS ceased to participate in the CoC deliberations.

20. In addition to the OI, the Secretary of the Committee through a memorandum in December 1993 established some procedures for the CoC. Subsequently, in October 2002, the present Secretary proposed a new set of brief Rules of Procedures, which does not appear to have been adopted by the CoC.

21. In OIOS' opinion, the Rules of Procedures needs to be more comprehensive to effectively guide the functioning of the CoC. They should clearly define the composition of the CoC, the roles and responsibilities of the Chairperson and members, various procedures and matters relating to the operations of the CoC, including convening of meetings, quorum, presenting and approval of cases, the role of PTS and the requisitioning offices, requirements for submission of cases, emergency and ex-post facto cases and so on. The Rules of Procedures should also clearly establish the delegation of authority from UNHQ. In OIOS' view, comprehensive Rules of Procedures would also enable the various user departments to have a better understanding and appreciation of the functions of the CoC. Moreover, a significant number of issues noticed during the audit could be addressed by establishing and publishing comprehensive Rules of Procedures along similar provisions of Section 12 of the revised UN Procurement Manual.

Recommendation:

- The UNOG Division of Administration, in consultation with the Chairperson of the Headquarters Committee on Contracts (HCC) should establish comprehensive Rules of Procedures for the functioning of the CoC (Rec. 04).

22. *UNOG agreed and stated that this recommendation would be implemented, alongside recommendations 2 and 3, upon receipt of the delegation of authority. OIOS will consider the recommendation as implemented on the receipt and verification of the new Rules of Procedures.*

(7) Training of members

23. It is essential that CoC members have a clear understanding of the revisions in the UN Financial Regulations and Rules as well as the UN Procurement Manual, as well as the impact of these revisions on the member's role in the CoC and the decision criteria for the CoC. Thus, the members of the CoC and their alternates should be given the opportunity to attend a workshop or a short training programme on the revised UN Financial Regulations and Rules governing procurement and the revised UN Procurement Manual in particular on the 'source selection' process. OIOS learnt that UNOG Purchase and Transportation Section is preparing a short presentation for the benefit of the members of the CoC. In addition, OIOS would suggest a comprehensive workshop or training for the members. OIOS recommended that UNOG should organise a short training programme or workshop on the revised UN Financial Regulations and Rules governing procurement and their implications on the functions of the CoC. *UNOG stated that the training should be conducted by the Chairman of the Headquarters Committee on Contracts.*

B. Operations of the CoC

(1) Planning the case submissions

24. Planning of the case submissions needs to be enhanced to help ensure their proper and timely review by the CoC. Most of the meetings were held in the months of November and December and a significant number of cases were rushed during the meetings at the end of the year. For example, out of the 19 meetings held in 2003, six (32 per cent) were held in November and December 2003. At these six meetings, the CoC considered 25 cases out of the total 63 cases (40 per cent) for the whole year. These rush cases provided only minimum time for scrutiny by the CoC members. Although the CoC has expressed its concerns time and again, the issue remains to be addressed. OIOS recognizes that the responsibility for timely submission mainly rests with the requisitioners. Nonetheless, the Chairperson of the CoC needs to reiterate to them the importance of appropriate procurement planning to give enough time for the CoC to properly review their cases on time. OIOS recommended that the requisitioners should be reminded to adequately plan its requirements in advance, so that the Procurement and Transportation Section could complete the procurement process and submit the proposals for timely review by the CoC. *UNOG stated that such a reminder was provided (verbally/in writing, informally/formally) on a regular basis to client offices.*

(2) Scheduling of meetings

25. According to the CoC Rules of the Procedures of December 1993 and the proposed

Rules of Procedure of October 2002, the meetings of the CoC would be held on Tuesday afternoons. However, this fixed schedule was not adhered to. During the review period, the meetings were organized “on need basis” on any day of the week. Although the caseload for the CoC may not warrant regular weekly meetings, in OIOS opinion, it would be effective if the CoC would meet on the Tuesday of the week on which the CoC meeting is organized. This would facilitate proper planning for the CoC members, staff members of PTS and the Secretary to organize, distribute and consider the cases. OIOS recommended that UNOG should re-establish the practice of meeting on a specific day to consider the cases. *UNOG stated that since members of the Committee have other functions, it was indeed desirable that meetings take always place on the same day of the week. This being said, and for the same reason, they may not always be available on the pre-established day. In addition, the Committee should keep in mind the interest of the Organization and show some degree of flexibility in order to avoid blocking projects for strictly procedural reasons.* OIOS believes that the option of alternate members should be used effectively for scheduling meetings on pre-established days.

(3) Attendance at the meetings

26. OIOS is satisfied that the quorum was always maintained at the CoC meetings and that at least three members were present at the meetings. OIOS is also satisfied that the representatives of the Purchase and Transportation Section and the representatives of the requisitioning offices were present during the meetings to provide clarifications or additional information on the cases. In 2001, the Chairperson and two committee members, the Chief, GSS and the Head, Programming, Planning Assessment/UNCTAD, attended most of the meetings. However, the attendance by the legal and the finance representatives was irregular. At some meetings in 2002 and 2003, both the regular and their alternate members did not attend the meetings. The frequent and ad-hoc changes in the membership during the review period were attributable to the lack of participation by some members and the alternates. As the CoC is composed to include various expertise that are needed to ensure proper and effective review of the cases presented, OIOS believes that the presence of expert members or their alternates is necessary at all CoC meetings. OIOS recommended that UNOG should ensure that the expert members or their alternates regularly attend the meetings. *UNOG clarified that it was indeed highly desirable that expert members attend the meeting but it is not always possible in view of their other professional commitments. UNOG also clarified that the Committee was free to suspend the consideration of any specific case and to refer it for legal or financial opinion, if deemed necessary.*

(4) Documentation to the CoC

27. OIOS found some shortcomings in the timeliness and the completeness of the documents submitted by the requisitioners and PTS to the CoC. According to the revised UN Procurement Manual and the Rules of Procedures the proposed cases should be distributed to the members at least 48 hours in advance. For the meeting on Tuesday afternoon, the cases should be distributed by Friday afternoon. During the discussions with the members, OIOS learnt that this 48-hour requirement was not adhered to on several occasions, when the cases were distributed only the day before the meeting, giving them minimum time to review the cases. OIOS would like to reiterate adherence to the minimum 48-hour requirement.

28. Regarding the completeness of the documents, OIOS noted that there were certain

inadequacies. There was no clear format for the submission of the cases and at times important information was not provided or the necessary documents like price evaluation was not properly clarified or the price comparison tables were not properly validated. During the discussions with the members, OIOS learnt that at times the members were given large volume of documents that were not adequately referenced, and the members had to spend time to get to understand the presentation and the price calculations. OIOS recommended that the Purchase and Transportation Section/UNOG should develop a standard format for the submission of cases and ensure that case presentations submitted to the CoC are concise and complete. All submissions should be distributed to the CoC members at least 48 hours in advance of the CoC meeting. *UNOG stated that PTS was in the process of establishing an electronic version of its standard report format to enhance the processing of cases.*

(5) Minutes of the meetings

29. The Secretary records, drafts and submits the minutes of the meetings to the Chairperson who signs them as approved. The Secretary then signs and forwards them to the DG for approval of the CoC recommendations. OIOS noted that the draft minutes were not circulated for review and comments of CoC members who attended the meeting. In OIOS opinion, it is important that the draft minutes are circulated to all the members so that they could verify and comment about the contents of the minutes. This would also avoid any misunderstanding and disagreement on the minutes. At the HCC and at the UNOV CoC, members review the minutes before submission to the Chairperson for his signature.

30. Regarding the contents, the minutes only summarized the issues that were discussed during the meeting. *UNOG stated that the minutes are a comprehensive summary of discussions and clarifications.* OIOS believes that the CoC Secretariat should ensure that the minutes include an account of the various issues discussed in arriving at the recommendation of the CoC. OIOS is satisfied that the minutes of the CoC were finalized within the stipulated days after the CoC meeting. OIOS recommended that the Chairperson of the CoC should ensure that before approval of the minutes of the CoC meetings, comprehensive and detailed draft minutes are prepared and reviewed by all the members present during the meeting. *UNOG confirmed the minutes are now systematically circulated to the Committee members who were present at the meeting, for their comments, before they are submitted to the Chairperson for approval.*

V. FURTHER ACTIONS REQUIRED ON RECOMMENDATIONS

31. OIOS monitors the implementation of its audit recommendations for reporting to the Secretary-General and to the General Assembly. The responses received on the audit recommendations contained in the draft report have been recorded in our recommendations database. In order to record full implementation, the actions described in the following table are required:

Rec. no.	Action/document required to close the recommendation
1	New delegation of authority from the ASG/OCSS and the Controller.
2	Revision of the CoC membership.
3	Revision of the CoC recommendation approving authority.
4	Revision of the Rules and Procedures.

VI. ACKNOWLEDGEMENT

32. I wish to express my appreciation for the assistance and cooperation extended to the auditors by the staff of UNOG Division of Administration and the members of the CoC.

Egbert C. Kaltenbach, Director
Internal Audit Division II
Office of Internal Oversight Services