



## **INTERNAL AUDIT DIVISION**

**OFFICE OF INTERNAL OVERSIGHT SERVICES**

# **AUDIT REPORT**

---

## **Property Management at ICTY**

**9 January 2008**

**Assignment No. AA2007/270/02**

---

United Nations  Nations Unies  
INTEROFFICE MEMORANDUM MEMORANDUM INTERIEUR

INTERNAL AUDIT DIVISION · DIVISION DE L'AUDIT INTERNE  
OIOS · BSCI

TO: Mr. Hans Holthuis, Registrar  
A: International Criminal Tribunal for the Former Yugoslavia

DATE: 9 January 2008

REFERENCE: AUD- 4.1(08-00860 )

FROM: Dagfinn Knutsen, Director  
DE: Internal Audit Division, OIOS



SUBJECT: **Assignment No. AA2007/270/02 - Property Management at ICTY**

OBJET:

1. I am pleased to present the report on the above-mentioned audit, which was conducted from March to June 2007.

2. Based on your comments, we are pleased to inform you that we will close recommendations 2, 13, 14, 15, 16 and 17 in the OIOS recommendations database as indicated in Annex 1. In order for us to close the remaining recommendations, we request that you provide us with the additional information as discussed in the text of the report and also summarized in Annex 1.

3. Please note that OIOS will report on the progress made to implement its recommendations, particularly those designated as critical (i.e., recommendations 1, 4, 12, 18 and 21) in its annual report to the General Assembly and semi-annual report to the Secretary-General.

cc: Mr. F. Eppert, Chairman, Headquarters Property Survey Board  
Mr. K. St. Louis, Chief Administrative Officer, ICTY  
Mr. S. Goolsarran, Executive Secretary, UN Board of Auditors  
Mr. J. Childerley, Chief, Oversight Support Unit, Department of Management  
Mr. B. K. Min, Programme Officer, OIOS  
Mr. C. F. Bagot, Acting Chief, Nairobi Audit Service, OIOS

---

## INTERNAL AUDIT DIVISION

---

### FUNCTION

*“The Office shall, in accordance with the relevant provisions of the Financial Regulations and Rules of the United Nations examine, review and appraise the use of financial resources of the United Nations in order to guarantee the implementation of programmes and legislative mandates, ascertain compliance of programme managers with the financial and administrative regulations and rules, as well as with the approved recommendations of external oversight bodies, undertake management audits, reviews and surveys to improve the structure of the Organization and its responsiveness to the requirements of programmes and legislative mandates, and monitor the effectiveness of the systems of internal control of the Organization” (General Assembly Resolution 48/218 B).*

---

### CONTACT INFORMATION

**DIRECTOR:**

Dagfinn Knutsen, Tel: +1.212.963.5650, Fax: +1.212.963.2185,  
e-mail: [knutsen2@un.org](mailto:knutsen2@un.org)

**DEPUTY DIRECTOR:**

Fatoumata Ndiaye: Tel: +1.212.963.5648, Fax: +1.212.963.3388,  
e-mail: [ndiaye@un.org](mailto:ndiaye@un.org)

**ACTING CHIEF, NAIROBI AUDIT SERVICE:**

Christopher Bagot: Tel: +254.20.762.4097, Fax: +254.20.762.4125,  
e-mail: [Christopher.Bagot@unon.org](mailto:Christopher.Bagot@unon.org)

---

## **EXECUTIVE SUMMARY**

### **Property Management at ICTY**

OIOS conducted an audit of Property Management at the International Criminal Tribunal for the former Yugoslavia (ICTY) from March to June 2007. The overall objective of the audit was to assess the efficiency and effectiveness of arrangements for property management. The audit was conducted in accordance with the International Standards for the Professional Practice of Internal Auditing.

This audit focused on the arrangements put in place by ICTY for property management and covered activities occurring in the period January 2003 to December 2006. As at the end of 2006, ICTY records showed a balance of \$17.69 million for non-expendable property.

The overall conclusion is that property management is being conducted in compliance with United Nations rules and regulations and action taken by ICTY management since 2003 has improved asset management procedures and increased the level of inventory control consciousness among staff members. The combined impact of the measures in the areas of training, material security and administration have resulted in a turnaround and significant reduction in the number of assets that have gone missing or cannot be tracked. Some areas were identified for improvements and OIOS is pleased to note that action has been taken in most of the areas and six recommendations have been implemented. A summary of key issues is given below.

- To improve the effectiveness of property management, OIOS recommended an assessment of risks associated with the upkeep, operation and disposal of property/assets, which ICTY has agreed to implement by 31 March 2008.
- ICTY disagreed with OIOS that it needed to value and bar code its furniture, which had an acquisition value of approximately \$2 million at the time of the audit, because of their age. OIOS has left this recommendation open as ICTY indicated it will be complying with International Public Sector Accounting Standards (IPSAS), and as such, will need to have accurate records of the quantities and values of its furniture for its financial statements. It also needs to carry out this exercise to comply with United Nations' treatment of furniture as non-expendable property.
- ICTY has commenced deployment of computer equipment valued at some \$680,000 that had been in stock for about 18 months and agreed to review the toner inventory as it was carrying excess toner stock valued at approximately \$100,000.
- Items pending write off formed a significant portion of total assets at the time of the audit; this was partly related to problems involved in handling items which were parts of batches.

- OIOS raised five recommendations dealing with various aspects of the operation of the Local Property Survey Board (LPSB), including approval of procedures, increasing the level of detail in minutes and timelines for reporting theft or loss cases. All of these recommendations have been implemented and closed.
- To improve arrangements for asset disposal, ICTY agreed, over the next six to 12 months, to develop an asset disposal plan and to ensure that disposal action is properly documented so the justification for adopting a specific type of disposal action is evident from the records.
- For the majority of donation cases with acquisition cost in excess of \$1 million, ICTY had not obtained requisite Headquarters Property Survey Board (HPSB) and LPSB approvals. Since procedures for donations were lengthy and complicated, property was first written off and then donated, thereby sidestepping procedures. OIOS recommended that ICTY should operate in compliance with its delegated authority and ICTY responded that it was seeking an increase in its delegated authority.

## TABLE OF CONTENTS

Chapter	Paragraphs
I. INTRODUCTION	1-6
II. AUDIT OBJECTIVES	7
III. AUDIT SCOPE AND METHODOLOGY	8
IV. AUDIT FINDINGS AND RECOMMENDATIONS	
A. Governance	9-12
B. Control Environment	13-18
C. Control Activities	19-25
D. Property Management by the Information and Technology Services Section (ITSS)	26-43
E. Local Property Survey Board	44-58
F. Asset Disposal	59-68
G. Information and Communication	69-70
V. ACKNOWLEDGEMENT	71
ANNEX 1 – Actions needed to close audit recommendations	

---

## I. INTRODUCTION

1. The Office of Internal Oversight Services (OIOS) conducted an audit of Property Management at the International Criminal Tribunal for the former Yugoslavia (ICTY) from March to June 2007. The audit was conducted in accordance with the International Standards for the Professional Practice of Internal Auditing.

2. OIOS acknowledges the actions taken by ICTY since 2003 to improve property management procedures and increase the level of inventory control consciousness among its staff members. This includes the production of several Standard Operating Procedures (SOPs). In the opinion of OIOS, the combined impact of the measures taken in the areas of training, material security and administration have resulted in a significant reduction in the number of assets that have gone missing or cannot be tracked. OIOS is also pleased to note that ICTY prepared comprehensive guidance in the form of a “Lessons Learned Paper” which addressed internal control and other weaknesses identified in prior OIOS reports. Some areas of concern remain however, which are addressed in this report.

3. The Chief Administrative Officer (CAO) has overall responsibility for property management. The Chief, General Services Section (GSS) has direct oversight of the Property Control and Inventory Unit (PCIU), which is responsible for maintaining and managing the inventory records. The Information and Technology Services Section (ITSS) is responsible for the inventory and tracking of all Information and Communication Technology (ICT) assets.

4. There are two types of United Nations property: non-expendable and expendable property. Non-expendable property is property that has a useful life of five years or more and is valued at \$1,500 or more per item/unit. This category also includes special items of property or equipment (such as cameras, mobile phones, calculators, televisions, computers etc.) that are considered to be of an attractive nature and easily removable from the premises, cost a minimum of \$500 and have a serviceable life of more than three years. In addition, NEP also includes group inventory items such as furniture regardless of value. Expendable property is property that costs less than \$1,500, irrespective of its anticipated useful life, or costs \$1,500 (or more) but has a useful life of less than five years.

5. Table 1 represents the non-expendable property balances<sup>1</sup> over the previous four years:

**Table 1: Non-expendable property balances (\$)**

	2003	2004	2005	2006
Inventory balance at the beginning of the year	15,399,044	14,456,831	16,390,126	17,136,485
Acquisitions	1,283,278	2,717,902	1,603,720	1,936,112
Dispositions/write offs	(2,074,195)	(800,922)	(784,739)	(1,383,444)

---

<sup>1</sup> The inventory balances do not include some 4,464 items (non attractive) valued at some \$1.84 million as of 1 May 2007. The table includes values of only non-expendable property as defined in Administrative Instructions.

---

---

	2003	2004	2005	2006
Adjustments	(151,296)	16,315	(72,622)	4,060
<b>Balance at year end</b>	<b>14,456,831</b>	<b>16,390,126</b>	<b>17,136,485</b>	<b>17,693,213</b>

6. Comments made by ICTY are shown in *italics*.

## II. AUDIT OBJECTIVES

7. The overall objective of the audit was to assess the efficiency and effectiveness of arrangements for property management. This included:

- (a) Evaluating the adequacy, effectiveness and efficiency of internal controls;
- (b) Determining the reliability and integrity of the data available from information systems;
- (c) Assessing compliance with the United Nations Financial Regulations and Rules, and Administrative Instructions;
- (d) Assessing effectiveness and efficiency of operations; and
- (e) Examining whether ICTY had adequate procedures for the write-off, sale, or disposal of property (especially in view of its imminent closure) as well as procedures for lost, stolen or damaged items.

## III. AUDIT SCOPE AND METHODOLOGY

8. The audit, which focused on the arrangements put in place by ICTY for property management, covered activities occurring in the period January 2003 to December 2006. The audit included an assessment of property management internal control systems based on interviews with staff, analyses of applicable data, and reviews of relevant documentation available at the time of the audit.

## IV. AUDIT FINDINGS AND RECOMMENDATIONS

### A. Governance

#### Risk assessment

9. There was no property management plan that detailed the results or services which depended upon the entity's assets working well and that identified the asset-related risks likely to prevent or hinder the achievement of objectives. ICTY stated that at this stage in its life, decisions to undertake exercises in business planning must be balanced against reductions in staffing and the



---

operational time remaining. They drew attention to the lack of guidance and training within the United Nations. Nonetheless, ICTY has decided that over the next six to 12 months, the Transport Logistics and Supplies Unit (TLSU) would develop an asset disposal plan. The exercise would include data from the approved budget and involve the participation of the Local Property Survey Board (LPSB), Procurement and Finance Sections and the Asset Disposal Unit (ADU). In the view of OIOS, as ICTY is nearing the completion of its mandate, asset disposal is a critical risk area which needs to be examined.

#### **Recommendation 1**

**(1) The ICTY Administration should undertake an assessment of the risks associated with the upkeep, operation and disposal of inventory/assets to improve the effectiveness of property management.**

10. *The ICTY Administration accepted recommendation 1 and indicated that it would be implemented by 31 March 2008.* Recommendation 1 remains open pending receipt of a copy of the completed risk assessment.

#### Adoption of International Public Sector Accounting Standards (IPSAS)

11. ICTY is participating in IPSAS working groups and has just completed a workshop/training program for staff. Given that the planned implementation date of 2010 coincides with the completion of the ICTY mandate, OIOS is of the opinion that ICTY needs to assess whether the time and cost associated with the adoption of IPSAS is worthwhile.

#### **Recommendation 2**

**(2) The ICTY Administration should seek confirmation from the Controller that they are required to take part in the implementation of International Public Sector Accounting Standards (IPSAS) so as to ensure that the time and cost associated with introducing IPSAS into ICTY is a worthwhile investment.**

12. *The ICTY Administration accepted recommendation 2, stating that a letter asking for confirmation was sent to the Controller in August 2007. Confirmation has since been received (September 2007) from the Office of Programme Planning, Budget and Accounts, United Nations Secretariat that ICTY will be required to comply with IPSAS.* Based on action taken, recommendation 2 has been closed.

### **B. Control environment**

#### Assets and inventory database and reporting

13. A good set of arrangements was in place for tracking and reporting assets. ICTY maintained an Assets and Inventory Database (AIDB), and assigned

---

a tracking number to assets which enabled it to track items in a variety of ways including serial number, asset identification number, item, model, acquisition value and date. There were comprehensive reporting arrangements at the monthly, semi-annual and year-end phases and PCIU undertook periodic reviews to ensure data accuracy and integrity.

14. OIOS reviewed reports pertaining to the period 2003 to 2006 and found that they were generally complete, accurate and prepared in a timely manner, with the following exceptions:

- **Timeliness of data entry** - In some cases there were marked delays from the time that the assets were purchased to the time that they were entered in the AIDB.
- **Incorrect values of non-expendable property** - 17 inkjet printers costing \$608 each, acquired on 4 January 2006 were recorded as non-expendable property with a value of \$515. ICTY commented that this error occurred because the Euro value had been entered in the database as US Dollar value without conversion.
- **Value of assets recorded in the inventory** – According to ICTY instructions, assets should be recorded in the inventory database at initial purchase cost. Because this was not done, the inventory was overstated by \$20,996 by wrongly recording assets with an individual value of \$14,497 as \$24,995 each. ICTY commented that they had followed the usual practice of recording normal acquisition values for replacement purposes.
- **Basis for changes in classification and value** – Changes in value and nomenclature that took place in the database were not adequately supported or explained.

### **Recommendation 3**

**(3) The ICTY Administration should develop additional procedures covering the timeliness of data entry, definition of initial asset value, frequency of reviews, and arrangements for making changes to the value and classification of assets in the Assets and Inventory Database. The procedures should also include the introduction of a checklist outlining the basic checks which should be undertaken when reviewing and verifying data.**

15. *The ICTY Administration accepted recommendation 3 and stated that existing standard operating procedures incorporated specific integrity checks and that these would be further adjusted to incorporate OIOS comments by December 2007. Recommendation 3 remains open pending the implementation of additional procedures for ensuring the completeness and accuracy of inventory records.*

---

## Recording furniture in the PCIU database

16. The United Nations considers furniture as non-expendable property. ICTY has never treated furniture as a non-expendable property and hence has not valued, placed barcode labels and included them as part of the inventory. OIOS estimated that ICTY had furniture with an acquisition value of approximately \$2 million at the time of the audit. As ICTY prepares its completion strategy, it is essential that furniture is valued and entered into the inventory so that when final disposal action is initiated, indicative values are available for furniture to ensure that reasonable prices may be obtained.

### **Recommendation 4**

**(4) The ICTY Administration should value and place bar code labels on all furniture and report on these items as group inventory in the inventory reports and the financial accounts.**

17. *The ICTY Administration did not accept recommendation 4, stating that an exercise to inventory and place bar code labels on furniture was not warranted, as their residual values would be substantially lower than the initial value of \$2 million. The initial acquisitions for a large percentage of general office furniture were used items, purchased from the Tribunal's initial landlord. Much of the furniture was modular in nature and as such difficult to bar code. However, ICTY proposed to develop reference values for typical items (e.g. several standard desk configurations, cabinets, chairs, etc.) and, using the Facilities Management Unit's space allocation plans (including office furniture layouts), estimate overall quantities through extraction of attributes from those plans.*

18. OIOS does not agree that the residual value of furniture would be negligible. From 2002 to 2006, ICTY acquired furniture for an aggregate value exceeding \$1 million of which approximately \$450,000 was acquired in the preceding three years from 2004 to 2006. Furthermore, in view of the fact that ICTY will be complying with IPSAS, it is necessary to have accurate calculations of quantities and values of furniture for its financial statements. ICTY also needs to carry out the exercise to: comply with United Nations treatment of furniture as a non-expendable property; for property management purposes; and, to support disposal planning. For these reasons, ICTY should value and bar code its furniture. Recommendation 4 remains open pending confirmation that this has been done.

## **C. Control activities**

### Physical verification of inventory

19. There was a noticeable improvement in this area since the audit of information technology inventory in 2004. Adequate controls are now in place, which could be further strengthened by improving segregation of duties. The same persons who maintained the database were largely carrying out the physical

---

verification. ICTY was of the opinion that since the PCIU had only two staff members it was impossible to segregate the responsibilities of conducting the physical inventory and maintaining the database and that the integrity was reinforced by supervision and other processes. ICTY stressed that the 2006 physical verification by PCIU accounted for 100 per cent of assets and that the spot check by the Board of Auditors also confirmed the existence of assets. In the opinion of OIOS, combining the two functions increases the risk of errors in the database, which in turn could lead to misreporting. For this reason, the responsibility for physical verification should be entrusted to staff outside PCIU.

#### **Recommendation 5**

**(5) The ICTY Administration should ensure that the physical inventory process is overseen or supervised by someone other than the persons responsible for the maintenance of the inventory databases to minimize the likelihood of errors in the database.**

20. *The ICTY Administration accepted recommendation 5 stating that while it believed the existing procedures to be sufficient, in order to comply with the recommendation, segregation will be introduced and the physical verification will be performed by staff not directly connected with database management. Recommendation 5 remains open pending notification of who would be responsible for carrying out the physical verification.*

#### Designation of Property Records Custodians

21. According to ST/AI/2003/5, each head of department or office shall designate a Property Records Custodian (PRC) as the focal point who shall be responsible for keeping records of all property assigned to their department or area of responsibility. ICTY commented that while it has not formally designated property record custodians, the main record custodians for all of its assets are the two property clerks in the TLSU. In addition, ICTY has in the major asset holding departments, a contact person responsible for the custody of the assets. The concentration of controls for property management functions solely on the two PCIU property clerks does not provide for appropriate segregation of duties.

#### **Recommendation 6**

**(6) The ICTY Administration should ensure adequate accountability for assets within offices and to comply with ST/AI/2003/5, determine and designate property records custodians.**

22. *The ICTY Administration accepted recommendation 6 and stated that property records custodians would be appointed. Recommendation 6 remains open pending the designation of PRCs.*

---

## Vehicle management

23. The AIDB showed 88 vehicles with a cumulative value of approximately \$1.5 million. Twenty vehicles were located in The Hague, the remainder in field offices. The TLSU monitors vehicle use and maintenance data in order to rationalize deployment, taking into account factors such as age and composition of the vehicle fleet, and capacity for surge periods. In addition, a Vehicle Establishment Committee (VEC) has been set up to examine fleet related issues. Whilst acknowledging these initiatives, OIOS observed that the majority of vehicles at The Hague had low utilization rates, some as low as 200 to 800 kilometers a month. This suggested that either The Hague has more vehicles at its disposal than required, thus lowering the average utilization rates, or vehicles are being used inefficiently and are idle for significant periods. Also, where vehicles are underused, the possibility of drivers not being optimally used exists. In the circumstances, the TLSU should prepare plans for rationalization of vehicles to improve economy and efficiency of vehicle utilization.

24. OIOS also reviewed the trip requests and log books for some of the vehicles in The Hague. While the trip reports for vehicles under the TLSU were in order, others that were under the operational control of the Victims and Witnesses Section (VWS) and the Investigations Unit required improvements in record keeping. Some of the problems noted included: (a) destinations not being recorded; (b) time and kilometers run not recorded; (c) unexplained mileages; (d) incorrect carry over of previous balances of kilometers run; and (e) fuel receipts not recorded. The importance of recording such information accurately on the trip reports is evident. Also while there were trip requests for vehicles assigned to the TLSU, these were not seen for the VWS and Investigations Unit, where formal arrangements were not in place.

### **Recommendations 7 and 8**

**(7) The ICTY Administration should review the need for the existing vehicles and produce a report for the Registrar on whether the existing arrangements for the fleet need to be changed.**

**(8) The ICTY Administration should produce revised procedures for the periodic review and inspection of vehicle records.**

25. *The ICTY Administration accepted recommendations 7 and 8 and will initiate requisite action by 31 December 2007. Recommendation 7 remains open pending receipt of a copy of the report to the Registrar on whether the existing arrangements for the fleet need to be changed. Recommendation 8 remains open pending receipt of a copy of the revised procedures for the periodic review and inspection of vehicle records.*

**D. Property Management by the Information and Technology Services Section (ITSS)**

26. As of May 2007, ITSS was tracking 5,542 non-expendable Information Technology (IT) assets valued at \$13.9 million and 4,361 expendable items valued at \$1.65 million using the Communications Assets Tracking System (CATS). There was significant improvement in the arrangements for property management of the IT inventory since the last audit in 2004, which included measures such as new SOPs, training of staff, creation of secure storage areas and raising inventory control consciousness among staff. Areas where current ITSS arrangements could be strengthened are discussed below.

Life expectancy reports

27. OIOS was pleased to note the existence of life expectancy reports that indicate the number and value of inventory items that would become due for replacement in a particular year and report the length of time expendable and non-expendable property have been in storage (Table 2).

**Table 2: Duration of storage of IT property as at May 2007**

Duration of storage	Number of items		Total number	Value of non-expendable items \$
	Expendable	Non-expendable		
6 months to 1 year	42	25	67	89,744
1 year to 2 years	51	873	924	752,147
More than two years	58	47	105	119,222

28. Table 2 shows that the value of non-expendable items in stock is about \$960,000. If the value of expendable items is added, the total value of items in stock exceeds \$1 million. Where duration of storage exceeded two years, OIOS noted that of the 47 non-expendable items reviewed, 19 had been in stock for more than 750 days, 23 for more than 1,000 days, three for more than 2,000 days and two in excess of 3,000 days.

29. ICTY commented that the biannual ageing report (March 2007) reviewed all items in stock and identified 130 items for write-off, with the balance justified for retention either on the basis of being needed as a “strategic spare” or required to meet “unpredictable demand”. Some of the items under prolonged storage had in fact been issued but the issuance and use records were not updated and to this extent, the record maintenance was sub-optimal. ICTY felt that the management review process properly assesses the stock holdings in regard to strategic and organizational value, but that it was possible that these assessments were not adequately documented for later review. Concerning lifecycle management in general, ITSS explained that it has undertaken extra effort to provide the organization strategic value. It has established a database to monitor equipment life cycles and is committed to managing and extending equipment life cycle where possible, with the completion strategy clearly in mind. OIOS’ review has shown that despite having a policy, ITSS needs to do more to review these large

---

stock balances, and take a decision on the further course of action on a priority basis.

### **Recommendation 9**

**(9) The ICTY Administration should ensure that the Information and Technology Services Section reviews all items that have been stored for more than six months and justify their continued requirement.**

30. *The ICTY Administration accepted recommendation 9 and stated that they have developed methodology and policies to review items on a twice yearly basis and improved the process to include visual indications of the prior status in relation to the current status and that the recommendation had been addressed. Recommendation 9 remains open pending receipt of documentation pertaining to the ITSS review of all items in stores more than six months.*

#### IT equipment in stock for prolonged duration

31. In its 2005 audit report on IT management (AA2004/270/01), OIOS expressed concern at the number of items kept in stock for over one year. The present audit found that there were only marginal improvements. As of May 2007, some 836 new computers (desktops and laptops) and 24 scanners purchased in 2006 and valued at approximately \$679,000 were lying in stock for more than one year. Further breakdown showed that of the 640 (8172 P1E type computers) purchased in 2006, around 85 per cent were still in stock at the time of the audit and only 15 per cent were put to use. Most of the new items had been in the store for periods ranging from 424 to 442 days. ITSS explained that a conscious decision had been taken to extend the life of the computers from four to five years so that the existing stock could last until the ICTY closed down. OIOS considers that such prolonged storage runs a high risk of obsolescence for both the hardware and software components. Storage of new computers for 442 days means that nearly 30 per cent of its normal life cycle has already been spent on racks unused. Moreover, with costs of hardware steadily reducing, it does not make much economic sense to buy hardware just for storing.

32. OIOS inferred that the computers were purchased in advance of actual requirements and consequently a substantial portion of their useful life had been spent on the shelves. Overall, the CATS reports showed that as of 10 May 2007, 1,935 computers were in use and in addition, 938 were in stock, which seems unwarranted. Thus, the ratio of stock to total computers was some 32 per cent, which is much more than the five per cent stock holding mentioned in the SOPs.

33. ICTY stated that competing projects forestalled the deployment of the computers and management decided that strategic retention of the computers until such time as deployment resources were available conferred some advantages. This has had the positive effect of providing an operational end-of-life of 2011 for the most recently purchased personal computers, giving the ICTY a contingency buffer in case operations should extend after 2010, forestalling

---

significant investment deep into the Tribunal's life. Deployment of computers was envisaged by September/October 2007.

#### **Recommendation 10**

**(10) The ICTY Information and Technology Services Section (ITSS) should produce a paper for the Registrar outlining the planned use of the IT equipment in stock so as to assist ICTY in arriving at the optimum level of stocks which it requires for its remaining life. The paper should also outline the strategy for future replacement of computers, which should include consideration of whether benefits could be derived by leasing equipment.**

34. *The ICTY Administration accepted recommendation 10 and stated that ITSS already has produced a plan covering computers and printers, which represent large elements of their stock holdings. The plans will be updated to include projections and planning for other major categories of equipment as well. Recommendation 10 remains open pending receipt of the report to the Registrar outlining the planned use of the IT stock.*

#### Storage practices

35. The new computers in stock were kept in the main building, administration building and beach building. They were stacked on top of each other with just a plastic sheet covering them. These are less than ideal conditions as they have been removed from their cardboard cartons and as such are susceptible to damage. Prolonged storage in such conditions could make them prone to problems as the storerooms are not heated and can turn quite cold in winter. Also the damp and rainy conditions in the Netherlands could cause further problems. All these conditions could shorten the life expectancy of the computers. The ideal storage would be in the original box in which the equipment was purchased to avoid jarring and shocks that could loosen cards in the central processing unit. ICTY agreed that the storage conditions observed are not optimal. As it is expected that this is the last bulk acquisition of computers prior to closure, the issue of bulk storage will not recur. The computers currently stored in this manner are expected to be deployed by October 2007. ITSS and FMU will review the situation to see if further action is required in the interim period prior to deployment. OIOS agrees that this was a one-off situation which is unlikely to occur again within the remaining lifetime of ICTY, and accepts ICTY's assurance that the computers in question will be deployed soon.

#### Procurement, storage and tracking of toners

36. Current arrangements for procurement, storage and tracking of toners needed to be improved. ICTY presently buys toners in bulk in order to ensure adequate stocks meet demands and contingencies and avoid stock outs, and accordingly carries at any point in time, about three months stock in hand.



---

(a) **Incompleteness of records.** Following a physical verification of stock by OIOS, the list was revised for certain categories of toners. The explanation given was that several issues of toners had not been recorded and were only subsequently charged to the stock holdings.

(b) **Excess stock levels.** The stock on hand was adequate for several months and in some cases more than a few years. For instance, for one type of black toner, the stock on hand was enough for 11 years consumption based on 2006/7 consumption trends. For one type of printer of which there were only five machines, the stock on hand of 193 toners was enough for nearly ten years consumption. OIOS assessed the value of excess stock of these toners was about Euro 75,500 (\$100,000) and this value has been computed after making provision for one year's consumption as per past trends.

(c) **Unnecessary procurement and out of date stock.** Even though sufficient quantity of toners were in stock, ITSS continued to procure these toners in 2005 and 2006, leading to excess and possibly out of date stock in hand. OIOS understands that the toner cartridges generally have a shelf life of two years. Since the purchase dates are unknown, OIOS was unable to assess whether the slow moving stock has become obsolete.

(d) **Insufficient audit trail.** Work orders could not be located for all the issues shown in the stock register. There are two types of work orders, one for replenishing pool stock in various buildings and another for issues to requesting staff. The lack of clear distinction between the two also caused problems. Moreover, many of the work orders lacked pertinent details such as the name of the requesting person and location of printer.

37. ICTY commented that bulk procurement was undertaken to avoid stock outs even though ITSS would prefer a systems contract that places the exigencies of storage and stocking on the external supplier. However, due to the variability of production costs for toners, vendors have consistently been unwilling to lock prices into a systems contract type framework. Recently ICTY was successful in obtaining its first system contract for IT consumables, addressing some of the concerns raised by OIOS.

#### **Recommendation 11**

**(11) The ICTY Administration should update and correct stock records for toners, physically verify all stock and reconcile discrepancies, reassess future stock projections in accordance with past consumption trends and plan procurement accordingly, and dispose of or exchange toner stock that could become obsolete.**

38. *The ICTY Administration accepted recommendation 11 agreeing that there was room for improvement in the area of toner management. ICTY is*

reviewing the toner holdings, the management process and is updating its software and policies for tracking, issuing and monitoring toner consumption. Recommendation 11 remains open pending receipt of documentation explaining the actions taken to improve control over toners.

Items pending write off and write off procedures

39. At the time of the audit, the items pending write off formed a significant portion of the total assets in the inventory (Table 3). For the past three years, an average of 17 per cent of assets was in fact not usable or active.

**Table 3: Value of assets pending write off as per the financial accounts for 2004 – 2006 (in \$ million)**

Year	Value of items pending write off			End year balance of inventory	Percentage pending write-off
	Awaiting approval	Awaiting disposal	Pending write off		
2004	0.79	1.662	2.456	16.390	15%
2005	0.82	2.402	3.218	17.136	19%
2006	0.78	2.399	3.186	17.693	18%

40. For example, as per CATS on 11 May 2007 some 459 computers were pending write off. A significant number has been pending a final decision on write off/disposal since 2002 and during this time continued to be shown in the inventory. The same was true for 548 monitors that were still carried on the expendable items inventory. For a more accurate presentation, a new way of showing such cases separately in the accounts needs to be considered.

41. OIOS is aware that the decision to write off assets cannot be taken unilaterally by the asset holder or custodian but depends on approvals which in turn are based on thresholds. In some cases, the Headquarters Property Survey Board (HPSB) decision is required, which then substantially prolongs the time required for a decision. Also an asset is not written off until it has been physically removed from ICTY's possession either by sale, donation or by discarding. The result of these procedural requirements is that ICTY carries on its inventory a large quantity of equipment that could have been disposed of or have been non-operational for a number of years.

42. An additional complication was that where the cases have been treated as consolidated cases or batch cases, the whole batch remained open until all the items in the batch have been disposed of. For example label numbers 40370, 40392, 24044, 11379, 11384, 11383, 11185 and 40368 which had been sold/donated in 2005 to the International Commission on Missing Persons and Bosnian courts were still on the list of active assets (PT41 for the respective years). Even though the accounts do show the items as pending write off, the fact that these items remain on the list implies that assets that are no longer in ICTY's possession are still shown in the books resulting in overstatement of inventory by more than \$100,000 at the time of the audit, for just these items. With respect to the writing off of individual items in a batch, the ICTY agreed this would

---

improve the quality of the reports and it will explore ways of doing this, either through manual notation or modification of the software.

#### **Recommendation 12**

**(12) The ICTY Administration should ensure that units dealing with inventory management act in concert so that once Property Survey Board recommendations and requisite approvals are obtained, final decisions are expedited on the items pending write off and these are promptly removed from the inventory. A workable method for processing batch cases to ensure that written off items do not feature on the inventory list also needs to be considered.**

43. *The ICTY Administration accepted recommendation 12 conditionally and stated that ITSS will explore working on a modification which will enable partial batch cases to be closed. This would mean that individual items can be taken off the books without waiting for the entire batch to be closed. Recommendation 12 remains open pending receipt of evidence of expeditious clearance of items pending write off and modification in the software that enables closure of individual items in a batch and their removal from the database.*

#### **E. Local Property Survey Board (LPSB)**

##### Guidelines for the LPSB

44. At the time of the audit, the LPSB guidelines and related SOPs were in draft form and not yet approved and finalized. Since the guidelines have been in draft form since 2002, some of the information needs to be updated, especially some of the financial thresholds. At the time of issuing this report, ICTY was in the process of establishing processes with time frames and completion dates.

#### **Recommendation 13**

**(13) The ICTY Administration should ensure that the draft guidelines of its Local Property Survey Board (LPSB) and Standard Operating Procedures are approved. A mechanism should also be put in place to incorporate regular updates so that the LPSB operates in accordance with officially approved and up to date guidelines.**

45. *The ICTY Administration accepted recommendation 13 and stated that LPSB guidelines and related SOPs have been approved and are operational. Based on the action taken by ICTY, recommendation 13 has been closed.*

##### LPSB operation

46. From 2003 till end of 2006 the LPSB has convened on 30 occasions and taken decisions involving property write off, sale, etc. valued at some \$6.5 million. Current arrangements for the operation of the LPSB seemed to be

---

working well with the exception that the minutes of LPSB meetings were not sent on a semi-annual basis to the HPSB as per the delegation of authority dated 19 May 2005. In addition, OIOS was of the opinion that the minutes of meetings were occasionally not self explanatory and could often be understood only with reference to supporting documents. A little more of relevant detail in the minutes themselves might be useful to improve readability.

### **Recommendations 14 and 15**

**The ICTY Administration should ensure that:**

**(14) A mechanism is set in place to ensure that the Local Property Survey Board (LPSB) minutes are sent to the Headquarters Property Survey Board on a semi-annual basis; and**

**(15) The readability of the Local Property Survey Board (LPSB) minutes is improved by increasing the level of information recorded in the LPSB minutes, such as the acquisition/residual values of the assets, background on why the case has been presented to the LPSB and a clear reference to the envisaged mode of disposal.**

47. *The ICTY Administration accepted recommendations 14 and 15 and stated that the LPSB minutes will be sent to the HPSB on a semi-annual basis in January and July each year and confirmed that the July 2007 report has already been sent. The minutes of the LPSB meetings are also more detailed and include pertinent information. Based on the actions taken by ICTY, recommendations 14 and 15 have been closed.*

### Extent of delegation of authority to ICTY

48. The way that the delegation of authority for property management is structured, reference to the HPSB is mandatory for 'SB' category cases, which includes in its ambit regardless of value, such things as gifts, free transfer, sale at nominal price, and donations in addition to cases of financial assessment for loss of assets. Considerable administrative and procedural work precedes any sale and the transaction can be undertaken only after the recommendation of the HPSB. In addition to the time-consuming procedures, ICTY has experienced long delays in getting back the referred cases from the HPSB. For example decisions on several cases referred for HPSB recommendations in 2005 and 2006 have still not been received back.

49. In November 2005, ICTY sought advance approval for sales and donations by outlining a set of measures aimed at achieving expeditious disposal of assets. In essence, the proposals involved delegation to ICTY of authority to sell assets provided full residual value was obtained; delegation of authority to sell assets at public sale to the highest bidder and delegation of authority to donate assets provided certain conditions were fulfilled. The proposals also emphasized that the 'SB' category cases would continue to be reported to the

---

HPSB for their approval and that this would streamline the process besides saving considerable time. No decision by the Assistant Secretary-General for Central Support Services or the HPSB has yet been made on the above proposals.

50. ICTY again addressed the Controller (July 2007) on the need to delegate increased authority to field offices in the matter of property management. Based on the shortcomings identified in existing procedures and arrangements, OIOS supports the decision to seek greater delegated authority for the LPSB, provided areas presenting control weaknesses identified in this report are strengthened. In view of the impending closure of operations in 2010 a broader and enhanced delegation to LPSB would speed up the task of disposing of assets and inventory and make the process more efficient. As action is already underway, no recommendation is being raised.

#### Ex-post facto submissions to HPSB and LPSB

51. In some of the 'SB' category cases, reference to HPSB was made *ex-post facto*, that is, effectively after the determination on the assets had already been made and without awaiting HPSB final decision. Some cases that should have been processed after LPSB approval, also received the requisite clearances and approvals only after the asset had been disposed of or written off. OIOS also observed that in its 17<sup>th</sup> meeting dated 15 October 2003, the LPSB viewed with great concern the large number of *ex-post-facto* references made to it for cases under its purview. The LPSB was assured that as a result of new and tighter tracking procedures, such incidents would not recur. However, even after 2003 OIOS has observed recurrences, indicating that procedures need to be further strengthened.

52. ICTY stated that they were aware that in the past some submissions were made *ex-post facto* and that since 2003 new procedures and tighter controls have been put in place. For HPSB cases, the processing time is such that waiting for final approval has jeopardized potential sales and trade-ins. While the Tribunal makes every effort to obtain final approval in advance of disposal action, sometimes in emergent cases a decision is taken to process a disposal before approval has been received. OIOS takes note of these explanations but would emphasize that *ex-post facto* submissions to HPSB should be avoided.

#### Delays in submission of cases to LPSB

53. In 22 cases of theft or loss of assets, OIOS analyzed the time taken from the moment the loss/theft was reported to when the case was considered by the LPSB. The main stages were the actual date of loss, reporting of loss, completion of investigation, date of Provisional Condemnation Certificates (PCCs) and date of consideration by the LPSB. It was seen that in the 22 cases on average it took about 409 days from date of loss to consideration by the LPSB. In some cases there were delays in reporting the loss to ICTY; in general investigations were promptly conducted though there were marked delays in obtaining PCCs and the eventual submission to the LPSB. Delays have a knock on effect on the disposal of assets, which gets postponed as the requisite approvals are not available. As most delays are internal to ICTY, much remains to be done for expeditious

---

processing of cases. The LPSB in its 39th meeting held in June 2006 recommended that the CAO establish time lines for reporting of loss by staff member (48 hours of incident), completion of incident report (48 hours), completion of investigation by the Security Investigation Unit (two weeks), preparation of a PCC and dispatch to LPSB along with incident report (one week) and finally submission to LPSB at its next monthly meeting.

54. The CAO is yet to adopt the above guidelines suggested by the LPSB. In OIOS' assessment, considering the time actually taken in the 22 cases reviewed by OIOS, the relatively short deadlines envisaged by the LPSB are an ambitious target. Nonetheless, OIOS notes the efforts made by the LPSB in setting such thresholds that will help in faster processing of LPSB cases.

#### **Recommendation 16**

**(16) The ICTY Administration should consider and evaluate the feasibility of adopting the guidelines recommended by the LPSB and some thresholds implemented so that internal delays between various stages of investigating and reporting losses are reduced, which will allow for quicker and faster processing of cases.**

55. *The ICTY Administration accepted recommendation 16 and stated that the CAO has promulgated the timeline for reporting cases to the LPSB and timeline for LPSB to make recommendations.* Based on the action taken by ICTY, recommendation 16 has been closed.

#### Mobile phones

56. Fifteen of the 22 LPSB cases of loss/theft reviewed by OIOS pertained to the loss of mobile phones whose value ranged from \$200 to \$350. Under the *de minimis*<sup>2</sup> policy established by the Controller, no financial assessment shall be considered where the residual value or repair cost is less than \$500 and there is no evidence of gross negligence or repeated violations of United Nations instructions. As most mobile phones cost less than \$500, they are not considered as non-expendable items in the special attractive items category. OIOS noted that considerable time and attention were devoted to the process of following up on cases that were essentially *de minimis*. In OIOS' assessment, the various administrative processes involved in establishing responsibility and liability for *de minimis* cases are too onerous and do not represent an effective use of ICTY resources as they are not commensurate with the potential benefits. In OIOS' opinion, which ICTY supports, since these are all 'AW' category cases, the CAO is competent to make a final determination on such cases, without the need to make a reference to the HPSB.

---

<sup>2</sup> A shortening of *De minimis non curat lex* is commonly translated as "the law does not concern itself with trifles".

---

## Recommendation 17

(17) The ICTY Administration should ensure that *de minimis* cases are left to the Chief Administrative Officer to decide in keeping with instructions, provided these do not involve gross negligence or repetitive losses, so as to streamline and reduce the cumbersome processes associated with handling *de minimis* references.

57. The ICTY Administration accepted recommendation 17 and stated that instructions have been issued that the CAO will decide on *de minimis* cases without consulting the LPSB. Based on the action taken by ICTY, recommendation 17 has been closed.

### Absence of uniform standards in financial assessment

58. Current arrangements requiring an LPSB decision on whether or not financial assessment should be imposed in the event of loss of assets should be strengthened to ensure consistency of decision making. LPSB currently lacks guidelines to assist in reaching such decisions and it is possible (as observed by the HPSB) that 'like' assessments for 'like situations' may not always happen. In the interests of equity and justice it is essential that consistent standards are adopted by the LPSB in the determination of responsibility and imposition of financial assessment. OIOS noted that a legal officer was on hand to provide advice on intricate legal issues. Review of the available LPSB minutes also show that there is a certain amount of uncertainty when it comes to deciding on financial assessment of staff members. OIOS accordingly suggested that ICTY Administration should in the interests of ensuring equity and fairness seek guidelines from the HPSB on how to handle cases of financial assessment consistently. ICTY sought guidelines (July 2007) from the Controller and HPSB to promote uniform financial assessment, provide references of closed cases as legal precedents and indicate examples of appropriate financial assessment in relation to the circumstances. OIOS is satisfied with the action taken by ICTY in this matter.

## **F. Asset disposal**

59. Recognizing that the ICTY has a limited life span and at the end of its term many assets and property would require disposal, the ADU was created as "A responsible way of disposing of written off items, with a focus on obtaining the best value for the organization". The types of disposal action include transfer to other United Nations agencies, sale, trade-in, donation, discarding and destruction. The setting up of the ADU has focused attention on matters relating to asset disposals.

### Disposal planning and monitoring

60. The ADU needed to improve its current arrangements for planning and assessing the effectiveness of its disposal of assets. Planning for the eventual closure of the ICTY and the systematic disposal of assets is a primary area of

---

concern for the ADU. With assets totaling some \$17 million, the work involved will be intensive and needs to be preceded by detailed planning for various categories of assets. In general, this should include the establishment well in advance of a plan clearly identifying the tasks to be performed, as well as the time frame and responsibility for those tasks. A proper disposal strategy will ensure that effective returns are ensured for investments made on ICTY property and inventory.

### **Recommendation 18**

**(18) The ICTY Administration should undertake asset disposal planning in the light of the impending closure of the Tribunal, to identify assets requiring disposal and determine the net benefits from asset disposal whether in financial or other terms. The plan should focus on asset value optimization and incorporate inbuilt mechanisms for performance monitoring and should be in place well in advance of the anticipated closure.**

61. *The ICTY Administration accepted recommendation 18 and stated that over the next six to 12 months TLSU will develop an asset disposal plan. Information will be provided by asset holders on expected dispositions. The exercise will include data from the approved budget (downsizing) and include participation of the LPSB, Procurement, Finance and the ADU. Recommendation 18 remains open pending receipt of a copy of the asset disposal plan.*

### Consideration of alternative disposal options

62. HPSB in its meeting no. HPSB/04/08 did not accept ICTY proposal (in six consolidated cases) to discard assets/inventory worth some \$581,000 and instead advised ICTY to make efforts to sell the equipment at nominal price or donate it to some non governmental organization or non profit organization and only if these efforts failed, to discard the equipment. OIOS concluded that there was little evidence that demonstrated a proper consideration of alternative disposal options. Disposal decisions should be supported by an analysis of the various disposal options considered with relevant documentation being maintained. The absence of recorded arguments supporting the decision for disposal and why a particular method was chosen makes it difficult to properly analyze the process of arriving at a particular method of asset disposal. In the circumstances, such decisions were taken in an *ad hoc* manner that may not always have served the best interests of the ICTY. For evaluation of disposal measures for instance there could be an analysis of potential disposal activity results per different types of disposal activity, i.e. comparison of possible results depending on mode of disposal. Other measures could include a comparison between the number and value of assets for which cash was received versus total assets discarded or between assets donated versus assets discarded. ICTY indicated that the cases cited by OIOS occurred prior to the formation of the ADU and that since 2005 ADU gives full consideration to all aspects and methods of disposal, prior to disposal action.



---

## Recommendation 19

**(19) The ICTY Administration should for better asset disposal management ensure that whenever disposal action is to be initiated, the process is properly documented so that the records show why a certain type of disposal action was adopted.**

63. *The ICTY Administration stated that disposal action will be properly documented so that the justification for adopting a specific type of disposal action is evident from the records.* Recommendation 19 remains open pending receipt of a copy of the procedures clarifying the level of documentation required to support the type of disposal action adopted.

### Identifying assets for disposal

64. There was scope to strengthen arrangements for the identification of assets for disposal. Early identification of non-expendable property requiring disposal, or at least identification on a more regular basis, would enable greater financial or other returns to be achieved on disposal actions. This would also reduce the costs involved in holding and storing unused assets. There is a need to monitor the status of assets on a regular basis to assess their continuing contribution to operations and to promptly identify those items requiring disposal action so that better returns on disposal can be achieved and holding costs can be reduced. ICTY commented that it uses United Nations and, when not available, industry guidelines for the replacement of critical assets. However, due to the completion strategy, in recent years decisions have been taken to retain and maintain certain items for longer periods than customary.

## Recommendation 20

**(20) The ICTY Administration should use the life expectancy reports to identify assets nearing the end of their estimated useful lives and also obtain inputs from the asset holders and through physical verifications to additionally monitor assets which may require disposal action.**

65. *The ICTY Administration accepted recommendation 20 and stated that in many respects it has already been implemented. ITSS will ensure that TLSU is provided with its projections for assets nearing the end of their useful life, allowing closer coordination.* Recommendation 20 remains open pending receipt of documentation showing that life expectancy reports, inputs from asset holders and physical verification reports are being used to identify assets nearing end of their useful life.

### Approvals for disposals

66. In the majority of cases reviewed, requisite approvals were not obtained prior to the actual sale or donation. ICTY stated that the official route via the

---

HPSB would take considerable time and as the proposed means of disposal for most LPSB cases is by donation, this would mean that on average 60 cases per year would also have to go to the HPSB, which could clog the system completely. After teleconferences with New York Headquarters and a seminar in September 2006 it seemed to ICTY that the practices of asset disposal adopted were correct and transparent, especially as the HPSB is informed twice a year of all the actions done by the ADU and no negative comments have been received after sending these reports. In OIOS' opinion, the absence of feedback from HPSB should not be taken to imply tacit approval of such practices and all donation cases need to be approved by the HPSB as per the delegated authority.

67. In 2005 and 2006, ICTY reported in their annual accounts donations totaling to some \$227,982. OIOS assessed the figure to be \$1,041,571. The figure in the accounts for assets discarded during the same period was \$1,291,892, while the ADU figure for assets discarded was \$326,134. OIOS concluded that a large quantity of the items initially shown as having been discarded/written off, were subsequently donated. The procedures for donating United Nations property are time consuming so ICTY has written off property for which procedures are not so complicated and subsequently donated the items. In the process they have side-stepped procedures and avoided mandatory approvals for donation. The figures presented in the accounts do not therefore correspond with the actual inventory disposal transactions. ICTY stated that the sense of magnitude conveyed by the \$1 million figure referred to by OIOS was not accurate as this represented the initial acquisition value, whereas the residual values were significantly lower. In most locations, such IT equipment was merely discarded, whereas ICTY was donating these items for worthy causes in the Balkans.

#### **Recommendation 21**

**(21) The ICTY Administration should ensure that any disposal action including donations or sale of ICTY property is undertaken in accordance with the authority delegated to the Chief Administrative Officer by New York Headquarters. Exceptions to the rule should be justified in writing and *ex-post facto* approvals sought. The Asset Disposal Unit's reports should contain a reference to the LPSB/HPSB minutes as may be relevant and the manner of disposal correctly reflected in the accounts.**

68. *The ICTY Administration partially accepted recommendation 21 and stated that ICTY has in fact asked Headquarters for an increase in the delegated authority and requested for standardized treatment of certain cases and a reply is awaited.* OIOS is of the view that until increased delegation is approved by Headquarters, donation cases should be governed by the existing delegation of authority which is based on initial purchase values. Recommendation 21 remains open pending receipt of documentation showing that disposal actions including donations are carried out in accordance with authority delegated to the CAO by Headquarters.

---

## **G. Information and Communication**

69. In order to assess whether resources are being directed towards the achievement of corporate objectives, it is essential that effective information and communication channels are created. These also enable organizations to fulfill their accountability obligations in providing data for financial and other reporting obligations. The regular and unhindered flow of information is a key prerequisite for any efficiently functioning organization. As previously noted by OIOS, ICTY has several types of information systems (AIDB, CATS, life expectancy reports) that provide valuable inputs for decision making by capturing and processing data in meaningful ways. However, the mere existence or availability of data alone is not enough and such resources need to be actively and meaningfully used by management for better asset management. There should be regular communication between those responsible for managing assets and those dealing with disposal actions.

70. From the long delays in the process from when the assets get identified for disposal, the administrative processing, requisite approvals and the actual disposals, it is clear that communication lines need to be strengthened. ICTY agreed that they would make greater use of the information resources available to take informed decisions covering the entire life cycle of inventory/assets and pointed out that electronic record keeping technology (TRIM) has helped to organize and provide access to all aspects of property management records. In view of this, no recommendation is being made.

## **V. ACKNOWLEDGEMENT**

71. We wish to express our appreciation to the Management and staff of ICTY for the assistance and cooperation extended to the auditors during this assignment.

## STATUS OF AUDIT RECOMMENDATIONS

Recom. no.	C/O <sup>1</sup>	Actions needed to close recommendation	Implementation date <sup>2</sup>
1	O	Receipt of copy of the completed risk assessment.	March 2008
2	C	Action completed	Implemented
3	O	Implementation of additional procedures for ensuring the completeness and accuracy of inventory records	December 2007
4	O	Bar code and inventory furniture items and report these items as group inventory in the inventory reports and accounts	Not provided
5	O	Notification of who would be responsible for carrying out the physical verification	December 2007
6	O	Designation of Property Records Custodians	September 2007
7	O	Submission to OIOS of copy of report to the Registrar on the whether the existing arrangements for the fleet need to be changed.	December 2007
8	O	Submission to OIOS of copy of revised procedures for review and inspection of vehicle records.	December 2007
9	O	Submission to OIOS of documentation incorporating review of IT stock stored in excess of six months	December 2007
10	O	Preparation of paper for Registrar outlining planned use of IT stock and its submission to OIOS	December 2007
11	O	Submission to OIOS of documentation explaining the actions take to improve control over toners	December 2007
12	O	Submission to OIOS of documentation showing that items pending write-off are expeditiously dealt with and current arrangements for processing batch cases are reviewed	September 2007
13	C	Action completed	Implemented
14	C	Action completed	Implemented
15	C	Action completed	Implemented
16	C	Action completed	Implemented
17	C	Action completed	Implemented
18	O	Receipt of a copy of the asset disposal plan	Not provided
19	O	Submission to OIOS of documentation clarifying the level of documentation required to support the type of disposal action adopted	September 2007
20	O	Submission to OIOS of documentation showing use of life expectancy reports, inputs from asset holders and physical verification of assets to identify assets nearing end of useful life	Not provided
21	O	Submission to OIOS of documentation showing that disposal actions including donations are carried out in accordance with authority delegated to the CAO by Headquarters	Not provided

1. C = closed, O = open

2. Date provided by ICTY in response to recommendations.