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INTEROFFICE MEMORANDUM MEMORANDUM INTERIEUR

OFFICE FOR THE COORDINATION OF HUMANITARIAN AFFAIRS

TO: Gurpur Kumar, Deputy Director, Internal Audit Division
A: Office of Internal Oversight Services

DATE: 09 April, 2012

REFERENCE: IAD: 12-00224

FROM: Valerie Amos
DE: Under-Secretary-General for Humanitarian Affairs
and Emergency Relief Coordinator

SUBJECT: **Comments to OIOS draft audit reports on OCHA's Management of the Haiti**
OBJET: **Emergency Relief and Response Fund (ERRF) and OCHA's Regional Office for Latin America and the Caribbean (ROLAC).**

1. Thank you for sharing draft audit reports for OCHA's Management of the Haiti Emergency Relief and Response Fund, and OCHA's Regional Office for Latin America and the Caribbean. Thank you also for seeking comments from my office.

2. The finding and recommendations of these two draft reports were thoroughly reviewed. Attached, you will find detailed comments on both reports.

3. We stand ready to provide you with any additional clarifications, if needed.

cc: C. Bragg
Kelly David
Ali Buzurukov
Julia Messner

ANNEX I

AUDIT RECOMMENDATIONS

Audit of OCHA's Regional Office for Latin America and the Caribbean (ROLAC)

Rec. no.	Recommendation	Critical[1]/ important[2]	Accepted? (Yes/No)	Title of responsible individual	Implementation date	Client comments
1	OCHA should undertake a study of the use of National Disaster Response Advisors to determine their sustainability as a regional model in building the capacity of the national authorities on disaster-preparedness and emergency response.	Important	Yes	Evaluation and Guidance Section, Policy Development and Studies Branch	30 April, 2013	As per results report comments: In 2012, OCHA will conduct an independent evaluation of its role and activities in emergency preparedness.
2	ROLAC should make arrangements for offsite backup of its databases without delay to ensure that its databases could be retrieved when necessary.	Important	Yes	ROLAC	31 July, 2012	No comments
3	ROLAC should develop a fund-raising strategy to generate funds for its operations and support.	Important	Yes	ROLAC	31 December 2012	No comments
4	OCHA should obtain clarification on the policy regarding the eligibility of a performance bonus for its staff under service contracts.	Important	Yes	ASB	Quarter 2, 2012	OCHA will seek clarification from UNDP during the second quarter of 2012 regarding the eligibility of OCHA staff holding UNDP-administered service contracts to receive performance bonuses. OCHA will work with UNDP to ensure uniform implementation of the outcome of these consultations across OCHA's field offices.

[1] Critical recommendations address significant and/or pervasive deficiency or weakness in governance, risk management or internal control processes, such that reasonable assurance cannot be provided regarding the achievement of control and/or business objectives under review.

2 Important recommendations address important deficiencies or weaknesses in governance, risk management or internal control processes, such that reasonable assurance may be at risk regarding the achievement of control and/or business objectives under review.