INTEROFFICE MEMORANDUM — MEMORANDUM INTERIEUR

To: Mr. Gurpur Kumar   Date: 22 July 2011
A: Deputy Director and Officer-in-Charge
        New York Audit Service
        Internal Audit Division, OIOS

                                                     Ref.: DoA/11/07/0163

From: Doreen Bongoy-Mawalla, Director
De: Division of Administration

Subject: **Assignment No. AN2011/710/01 – Audit of selected conferences in ECA**
Objet:

    With reference to the above subject, I am grateful to receive the audit report on ECA conferences. I should also thank the OIOS team for their efforts in identifying the areas for concerns and for providing clear recommendations to improve the co-ordination and management of ECA conferences.

    The divisions responsible for the recommendations responded to each of the recommendation after comprehensive study of the audit report.

    ECA accepts all the recommendation except recommendation under paragraph 18 (report on establishing clear linkage between conferences and programme activities and outcomes), advising ECA to link conferences which was referred as output to the sub-programme's Expected Accomplishments. After careful study of your report, ECA came to the conclusion that this recommendation is already in line with the current ECA system where conferences have clear linkage to the objectives and expected accomplishment of the responsible sub-programme and we request to be deleted.

    In this regard, please find attached an Annex providing a detailed plan on the implementation of your recommendations. I am pleased to report that some of these recommendations have already been implemented, while others are in-progress.

    Thank you.

cc: Mr. Abdoulie Janneh, Executive Secretary, ECA
       Mr. Adeyemi Dipeolu, Chief of Staff, ECA
       Ms. Amy Wong, Programme Officer, Internal Audit Division, OIOS

ANNEX I
SUMMARY OF RECOMMENDATIONS
Audit of selected conferences in ECA

Para no.	Recommendation	Accepted? (Yes/No)	Implementation Date	Client Comments
18	ECA should formulate its programme activities and outcomes establishing clear linkage of conferences to the overall objective of sub-programmes under which they are organized OPM	No, Not accepted		All ECA conferences (referred to as Outputs) result from clear mandates and are firmly **linked** to the subprogramme's Expected Accomplishments, Objectives, as well as lower order results and Activities through the Logical Framework hierarchies developed within the Strategic Framework priorities. It may be noted that the Commission's LOGFRAME are development through RBM approach, and undergo stringent (in-house) validation by OPM, harmonization at PPBD and approval through various Committees (including CPC). The fact that African Development Forum is implemented by different sub-programmes (considered most appropriate to the theme), in itself is a proof that these conferences have clear linkage to the Objectives and Expected Accomplishments of the responsible sub-programme. Similarly Science with Africa-II held in 2010, resulted from the recommendation of the Science with Africa-I (held in 2008). The Output added at the discretion of the Secretariat contributes to the Expected Accomplishment#1 of the sub-programme (PPB-2010-2011), given below: *"Improved capacity of African countries to formulate, implement and evaluate inclusive and gender-sensitive national and sectoral information, communication and science, technology and innovation (STI) policies and strategies for development"*. Also please refer to the respective indicators of Achievement, which are directly related to the policies on Science.
21	ECA should include the Partnership and Technical Cooperation Section in the Steering Committee from the conference planning stage to tie up related extra - budgetary resources for conferences. OES/DES	Yes	December 2011	PATCO, being part of OES, becomes de-facto member of the conference steering committees. However, should have more active role from the planning stage of conferences

No.	Recommendation		Date	Comments
25	ECA should prepare comprehensive cost plans identifying all funding sources supporting the conferences to ensure accountability and enable the Partnership and Technical Cooperation Section to allot and monitor funds used from extra budgetary resources. DoA	Yes	October 2011	Preparation of a detail cost plans has always been part of the documentation required for any major workshops forums and meeting regardless of the funding source. ECA will send out a memo to all programme managers to remind them of the importance, and to ensure compliance.
28	ECA should strengthen controls to monitor donor agreements to ensure that substantive and financial reports are provided to donors in accordance with the terms of the agreements. PATCO/OES	Yes	Already implemented	This recommendation is already implemented. ECA as developed and put into use, the electronic technical cooperation system (e-TC). The system among other things, enables ECA to keep accurate records of all its ongoing partnership agreements. It helps to track and ensure that donor reports are prepared and submitted on time through its early warning system.
32	ECA should issue reports relating to the African Development Forum and the Science with Africa II conferences without further delay ensuring that the reports: (a) include clear recommendations and action points emerging from the discussions held during the conferences; and (b) are presented to the intergovernmental bodies of the substantive divisions concerned for their endorsement and programme direction. FSSD/ISTD	Yes	April 2011	The recommendations of the SWA were finalized the last day of the conference and were presented and adopted by participants. The Report of Science with Africa was finalized and includes recommendations and action points emerging from discussions held during the conference. The report is available at http://www.uneca.org/sciencewithafrica/docs/SWAII%20Final%20report.pdf The Report of Science with Africa was presented at ECA's Committee on development information and Science and Technology II held in May 2011 in Addis Abeba
36	ECA should establish a standard conference communication strategy to ensure greater publicity and increase the impact of conferences in Africa's economic and social development. ICS/OES	Yes	June 2012	ICS will take a lead to undertake comprehensive consultations and interactions with all stakeholders, partners and beneficiaries.

No.	Recommendation	Resp.	Accepted	Target Date	Comments
41	ECA should develop a conference manual as a guide to organize conferences and to ensure achieving their objectives.	PCMS/DoA	Yes	31st January 2012	PCMS in consultation with the Cabinet Office is working on the production of a Conference Manual.
46	ECA should strengthen controls to coordinate publication and conference management services to achieve services efficiency and to ensure quality of conference materials.	PCMS/DoA	Yes	31st January 2012	PCMS will work with ICS to ensure that the Publication Policy and the Conference Manual are published as tools to improve publication and conference management services.
51	ECA could consult all conference partners to help secure their input and support in the conference outcomes.	FSSD/ISTD	Yes		ISTD has been in discussion and consultation with SWA partners to implement SWA recommendations. Some of the concrete outcomes include: - Launch of the CREATIC Lab programme in collaboration with Spain based Research Center - Operationalizing the African Network for Drugs and Diagnostics Innovation (ANDI) - Assisting African countries in assessing their ecological footprint in collaboration with ICSU - Operationalizing the African technology development and transfer network in collaboration with WHO - Support of STI/ICT policies through the Cooperation programme with Finland - Support the African Union Commission through the African Ministerial Council on Science and Technology (AMCOST) - Launch of the Innovation Prize for Africa in collaboration with the African Innovation Foundation - Supporting African inventors and innovators through the African Science and Technology Endowment Fund (ASTIEF)