





OUTGOING FACSIMILE

DATE: 19 July 2011

Reference: UNSOA/6717 F-0258

<b>TO:</b> Ms. Eleanor T. Burns Chief Peacekeeping Audit Service Internal Audit Division, OIOS	<b>FROM:</b> James Boynton Director, a.i. UNSOA 
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<b>SUBJECT:</b> UNSOA Response to Assignment No. AP/2011/638/02 - Audit of operations at Mombasa Support Base	
<b>Total number of transmitted pages including this page:</b> 3	
<p>1. Further to your fax dated 20 June 2011, with the above reference number, please find herewith, UNSOA response to the findings and recommendations of the audit.</p> <p>2. UNSOA accepts all recommendations detailed in the audit report, and an update is provided in the attached table, on progress to date and expected completion dates for all recommendations.</p> <p>Best regards</p>	
<b>Drafted by:</b> Teresa Cullip, Audit Focal Point	

**CONFIDENTIAL – DRAFT AUDIT REPORT FOR COMMENTS**

**RESPONSE AND IMPLEMENTATION OF RECOMMENDATIONS  
Following provision of SUMMARY OF RECOMMENDATIONS from  
Audit of UNSOA's operations in Mombasa Support Base.**

Para. no.	Recommendation	Accepted (Yes/No)	Implementation date	Client Comments
15	UNSOA should revise and right size the organizational structure of Mombasa Support Base to enable it to continue its operations in an efficient and effective manner.	YES	31 August 2011	Further MSB right sizing submission made to UNSOA executive dated 23 May 2011 seeking placement of key personnel from Human Resources (1 X FS), Procurement Section (1 x FS, 1 x NS), Contracts Management Unit (1 x PS) and Training Unit (1 x FS). Training officer deployed 15 June 2011 however other deployments are dependant on current budget under NY consideration. Effective staffing levels required to be at a total of minimum of 96 personnel.
24	UNSOA should ensure that the Movement Control Section complies with the standard operating procedures with regard to the approval of cargo movement requests and the manifests, as well as ensure that there is an adequate mechanism to track arrival of goods at the port and initiates the clearance procedures of its arrival.	YES	Implemented and for completion by 31 August 2011	IC/2011/08 titled Electronic Movement of Personnel and Cargo Movement Requests dated 21 April 2011 promulgated. UNSOA MOVCON SOP 01-11 titled UNSOA Contractor Cost Recovery – MOVCON process dated 31 May 2011 promulgated. UNSOA. Both documents and associated processes commenced in early May 2011 and are in the final implementation phase. This latest procedure will stabilize and allow replacement of manual CMR and MOP systems with more capable electronic processes both domestically in Kenya but also externally to Somalia. Local Mombasa Support Base tracking and clearance procedures have also been enhanced by this electronic capability.
29	UNSOA should establish a policy for the disposal of unwanted sea containers that occupy rented space at the support base and action on those sea containers that require recertification.	YES	Implemented and for completion by 30 September 2011	Current sea container stock management policy in Mombasa Support Base is closely managed through electronic and visual tracking processes in order to ensure reserve capacity to move designated shipments to Mogadishu. Container stocks in Mogadishu are also now being increased due to improved holding / storage areas available. Additionally, the UN procures sea containers with purchase of some commodities to avoid handling as well as demurrage charges, and to provide storage space until the commodities are shipped to Mogadishu. Some of these containers are not accepted by R&I given their poor condition. MSB has a resident sea container certification specialist who is awaiting Recertification testing for licensing in September 2011 and this will accelerate capacity for recertification at MSB. Currently 14 containers require minor repairs and this is being addressed however a long term solution is for the awarding of a general maintenance contract.
35	UNSOA should ensure that contracts are in place for critical services to ensure that the operations at Mombasa Support Base	YES	31 August 2011	Major of key operational contracts are in place. Focus is now for the following:- <ul style="list-style-type: none"> <li>Contract for shipping cargo is the responsibility of MovCon with input</li> </ul>

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	continue without disruptions.			<p>from Contracts Management. Full review presently underway for completion by 31 July 2011.</p> <ul style="list-style-type: none"> <li>• Maintenance and repair of MHE and vehicles - Requisitions raised 2 June 2011 and 10 June 2011 respectively. Still being finalised by Procurement and Transport Sections.</li> <li>• Fire extinguisher inspection, maintenance and service - Bidding exercise completed 25 June 2011 and with Supply Section from 29 June 2011 for technical evaluation.</li> <li>• Electric Fence replacement - Purchase Order issued and delivery / installation to commence from 12 July 2011.</li> <li>• Access Control Project – RFQ with Procurement closing 11 July 2011.</li> <li>• Maintenance and repair of containers / reefers. SOW submitted to Engineering Section, Nairobi 31 May 2011. Awaiting finalisation.</li> </ul>
42	UNSOA should better promote awareness and compliance with occupational safety standards at Mombasa Support Base.	YES	Implemented and for completion by 31 August 2011	<p>A number of initiatives have already commenced and are either completed or in progress.</p> <p>UNSOA IC 2011/004d titled Safety Measures at Mombasa Support Base (MSB) dated 31 March 2011 promulgated.</p> <p>MSB Security Section on the 23 March 2011 completed a Fire Safety survey recommending a number of initiatives for improvements. Currently being costed / evaluated for implementation by 31 July 2011. Development of a comprehensive MSB Fire Safety Plan is nearing full completion for 31 July 2011.</p> <p>MSB Fire safety training conducted for Fire Marshals on the 27 April 2011 and for all MSB staff on the 13-14 June 2011.</p> <p>MSB Fire extinguisher SOW finalised and bidding exercise completed 25 June 2011 and sent to Supply for technical evaluation 29 June 2011. Awaiting completion for awarding by 31 July 2011.</p> <p>MSB MHE handling completed 18-21 April 2011 by TPT to train and certify operators plus supervisors.</p> <p>MSB Security Section conducted in March 2011 a survey for facility access control to limit Non UN staff entry. EWO raised 18 March 2011 and RFQ issued by Procurement Section closing 11 July 2011.</p> <p>An Industrial Safety Survey was updated 29 June 2011 with Security and MSB logistics to further define and implement practices or measures to ensure and promote safety in the workplace.</p> <p>Various signage and other warning notices have been prepared and posted within MSB.</p>