




MEMORANDUM



A/TO: Mr. Christopher F. Bagot, Chief
Geneva Audit Service
Internal Audit Division, OIOS

REF: IAD:11-03159

DE/FROM: Gianni Magazzeni, O-i-G 
Field Operations and Technical Cooperation Division
Office of the High Commissioner for Human Rights

DATE: 28 June 2011

OBJET:
SUBJECT: Audit of OHCHR Regional Office for Southern Africa

Reference is made to the audit report of 28 April 2011. Please find OHCHR's comments in the attached form, with apologies for the delay. The comments are submitted later than the indicated deadline in order to incorporate the latest available information.

With best regards.

cc. Ms. Jennifer Worrell, Chief, Policy, Planning, Monitoring & Evaluation Service (PPMES)
Mr. Kyle Ward, Chief, Programme Support and Management Services (PSMS)

ANNEX I
SUMMARY OF RECOMMENDATIONS
Audit of OHCHR Regional Office for Southern Africa

Para no.	Recommendation	Accepted? (Yes/No)	Implementation date	Client comments
20	The OHCHR Field Operations and Technical Cooperation Division, in consultation with the Policy Planning Monitoring and Evaluation Service, should establish training or briefing sessions and a checklist to assist desk officers and section chiefs in the review of field office planning documents.	Yes	Ongoing; implementation completed by 31 Dec. 2011.	Trainings for desk officers and FOTCD staff in general are being conducted by the Policy Planning Monitoring and Evaluation Section in June 2011. A checklist is being developed. Training of field office staff is taking place and will be continued until the end of 2011.
24	The OHCHR Regional Office for Southern Africa, in consultation with the Field Operations and Technical Cooperation Division, should pursue efforts to establish arrangements for coordination and sharing of strategy or planning documents between ROSA and the United Nations Development Programme Regional Office for Southern Africa.	Yes	N/A	An implementation date cannot be set. OHCHR has in the past shared its AWP with the UNDP regional office and attempted at several instances in 2010 to meet the regional director for joint planning. Unfortunately, UNDP neither shared their planning documents nor were they available for a planning meeting. OHCHR will reinitiate contacts with the new regional director, once appointed.
31	The OHCHR Regional Office for Southern Africa should revise its expected accomplishments and indicators framework to include more specific and achievable expected accomplishments and define targets and baselines where appropriate.	Yes	Sept. - Dec 2011	ROSA will use the upcoming planning cycle to revise its expected accomplishments and indicators per OIOS' recommendations.
35	The OHCHR Field Operations and Technical Cooperation Division should review the Standard Operating Procedure on monthly reports including the format, frequency and deadlines for submission of the reports.	Yes	Ongoing; implementation completed by 31 Dec. 2011.	The SOP is currently being reviewed with a view to bringing the monthly reporting requirements in line with the format of the country/sub-regional notes.
39	The OHCHR Field Operations and Technical Cooperation Division should review and clarify the requirements for approval of travel for heads of regional offices and amend the related Standard Operating Procedure accordingly.	Yes	Ongoing; implementation completed by 31 Dec. 2011.	FOTCD is reviewing the approval requirements in particular in light of assigning authority to the Chiefs of Branches.

43	<p>The OHCHR Regional Office for Southern Africa, in consultation with the Programme Support and Management Services, should put in place adequate arrangements to fully comply with the established procedures for performance appraisals, verification of the charges of the United Nations Development Programme, travel, filing, vehicle management and computation and approval of compensatory time off.</p>	Yes	Ongoing; implementation completed by 31 Dec. 2011.	<p>ROSA has started discussions with the UNDP office in South Africa. ROSA will submit the results to PSMS for further advice and prepare relevant administrative instructions, in consultation with UNDP and PSMS.</p>
46	<p>The OHCHR Regional Office for Southern Africa, in consultation with the Programme Support and Management Services, should consult with United Nations Development Programme (UNDP) to establish a Service Level Agreement with UNDP, to supplement the UN wide agreement with UNDP.</p>	Yes	TBD	<p>Consultations have already been initiated at the level of Pretoria. This will also be affected by considerations at HQ level regarding standard SLA templates to globally address the local support issues in more detail. The timeframe for this higher level discussion has not yet been agreed.</p>
49	<p>The OHCHR Regional Office for Southern Africa, in consultation with the United Nations Development Programme, should pursue with the Republic of South Africa's Government and suppliers, the need for direct Value Added Tax exemption from suppliers.</p>	No	N/A	<p>This issue is put regularly on the agenda of the OMT and the UNCT by the OHCHR Regional Representative. However, as OHCHR/ROSA does not have a host country agreement with South Africa, it is not in a position to negotiate such an agreement. The initiative remains with UNDP.</p>