

Confidential

TO: Ms. Eleanor Burns, Chief, Peacekeeping Audit Service
A: Internal Audit Division, OIOS

DATE: 16 December 2011

REFERENCE:

THROUGH:

S/C DE:

FROM: Anthony Banbury, Assistant Secretary-General
DE: for Field Support



SUBJECT: **Draft OIOS report on the audit of the Base Support Service of the**
OBJET: **United Nations Logistic Base (UNLB) – Assignment no. AP2011/615/01**

1. I refer to your memorandum dated 5 December 2011, regarding the above-mentioned audit. We note that OIOS has substantially taken into account UNLB's comments provided on 23 November 2011. DFS does not have any further comments.
2. The title of the responsible individual and the target implementation dates of the recommendations are in the attached matrix.
3. Thank you for the opportunity to comment on the draft report. We stand ready to provide any further information that may be required.

cc: Mr. Perkins
Mr. Rodopoulos
Ms. Wong

AUDIT RECOMMENDATIONS

Audit of the Base Support Service of the United Nations Logistics Base (UNLB)

Rec. no.	Recommendation	Critical/ ¹ / important ²	Accepted? (Yes/No)	Title of responsible individual	Implementation date	Client comments
1	UNLB should ensure that contracts with adequate terms of reference for the engagement of individual contractors (ICs) are executed in a timely manner and information pertaining to the identification and selection of candidates for ICs is adequately documented.	Important	Yes	Director, UNLB	31 January 2012	UNLB proposes to issue instructions to the Human Resources Section in order to comply with this recommendation and ensure that no contracts are signed prior to verification that these actions have taken place.
2	UNLB should map the activities and processes performed by each unit and section in the Base Support Service and establish mechanisms to record, monitor and report on process efficiency and performance in service delivery.	Important	Yes	Director, UNLB	31 December 2012	The UNLB Base Support Service will shortly commence mapping out the processes. UNLB expects that this activity will be ongoing in nature and may require several audit updates on the status of implementation.
3	UNLB should work closely with the respective divisions of the Department of Field Support to align the global administrative support functions already performed by the Base Support Service with compatible Department of Field Support functions that are transferred to avoid the potential for duplication and to maximize economies and efficiencies in operations.	Important	Yes	Director, UNLB	1 July 2013	The UNLB/Global Service Centre has already commenced work on this with the DFS Field Personnel Division and will work with the other DFS Divisions to build synergy in product services rather than duplication.

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.