



ECONOMIC COMMISSION FOR AFRICA
COMMISSION ECONOMIQUE POUR L'AFRIQUE

INTEROFFICE MEMORANDUM — MEMORANDUM INTERIEUR

To: Mr. Gurbur Kumar, Deputy Director
A: Internal Audit Division, OIOS

Date: 11 June 2012

Ref.: DoA/12/06/0218


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

Subject: Assignment no. AN2011/710/03 – Audit of technical cooperation project on
Objet: information and communication technology between ECA and the Government of
Finland

1. Reference is made to your interoffice memorandum dated 29 March 2012, reference IAD: 00234 on the above subject.
2. Please find attached the title of individual/(s) responsible for implementation of the recommendations, as well as the target implementation dates.
3. We apologize for the delayed response.

Regards

Cc: Ms. Aida Opoku-Mensah, Director, information and Science and Technology Division, ECA
Ms. Felista Ondari, Chief of Staff for the Director, Division of Administration, ECA
Mr. Anthony Nwanze, Chief, Partnership and Technical Cooperation, Section, ECA
Ms. Amy Wong, Programme Officer, Internal Audit Division, OIOS

AUDIT RECOMMENDATIONS

Audit of technical cooperation project on the information and communication technology between ECA and Finland

Rec. no.	Recommendation	Critical ¹ important ²	Accepted? (Yes/No)	Title of responsible individual	Implementation date	Client comments
1.	ECA should clarify the distribution of projects tasks between regional advisors and Information and Science and Technology Development (ISTD) staff, and among ISTD staff to avoid duplication of efforts in managing the project	Important	Yes	Aida Opoku Mensah	June 30,2012	
2.	ECA should prepare detailed project cost plans and results-based work plans to properly justify allocation to different project activities and to avoid frequent budget revisions.	Important	Yes	Aida Opoku Mensah	June 30,2012	
3.	ECA should ensure that key project activities are reflected in the programme implementation plan of subprogramme 4.	Important	Yes	Aida Opoku Mensah	June 30,2012	
4.	ECA should document changes from stated project objectives and related outcomes in appropriate revisions to project documents.	Important	Yes	Aida Opoku Mensah	September 30,2012	
5.	ECA should ensure that the consultants hired by the project do not perform regular tasks and that their outputs relate to project	Important	Yes	Aida Opoku Mensah	September 30,2012	

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.

	objectives.					
6.	ECA should: (a) ensure that final grants are released only upon submission of final substantive and financial reports on completion of the project; (b) redesign the template for the Memorandum of Understanding to link the major milestones of the project with the stages of grant disbursements; and (c) ensure that Swaziland, Togo and Sierra Leone submit final substantive and financial reports for grants payments released to them.	Important	Yes	Aida Opoku Mensah	June 30,2012	
7.	ECA should establish a fundraising strategy that actively invites participation of donors in the Information and Science and Technology Development Division to expand the donor-base and that increases programmatic synergy with other divisions through an inter-divisional committee so that existing resources can be used more efficiently.	Important	Yes	Aida Opoku Mensah	November 30,2012	