

## Recommendation implementation summary

Serial Number	Responsible BU	Para reference	Recommendations ) with parts	Target date of completion Q1-First Quarter; Q2 - Second Quarter; Q3-Third Quarter; Q4 - Fourth Quarter
1	Division for Management Services	32/2016	<p>In paragraph 32, the Board recommended that UNFPA (a) strengthen control over micro assessment reports from the service providers to ensure that the reports are supported by details of the work done and with clear basis of conclusions; and</p> <p>(b) ensure that implementing partners are micro assessed and establish plans to follow up on the findings and recommendations of the micro assessment with the UNFPA implementing partners or implementing partner shared with other agencies</p>	<b>Q2-2019</b>
2	Division for Management Services	36/2016	<p>In paragraph 36, the Board recommended that that UNFPA (a) consider providing adequate training to spot checkers on how to conduct spot checks so as to improve the quality of spot checks;</p> <p>(b) ensure that implementation of micro-assessment recommendations are followed up during spot checking and evidence to that effect be maintained by the spot checkers so as provide supported assurance to UNFPA, and</p> <p>(c) ensure that the spot check activities are conducted effectively and efficiently as per established Guidance</p>	<b>Q2-2019</b>
3	Procurement Services Branch	45/2016	<p>In paragraph 45, the Board recommended that UNFPA ensure that country offices provide information on annual supplier performance, business volume and savings achieved to the lead UN agencies for all Long Term Agreements piggybacked with other agencies so that evaluation can be conducted.</p>	<b>Actions Completed</b>
4	Procurement Services Branch	50/2016	<p>In paragraph 50, the Board recommended that that UNFPA field offices adhere to procurement plans when making procurements and ensure that all the procured items are included in the procurement plans to facilitate monitoring of procurement activities and efficiency in the use of resources.</p>	<b>Actions Completed</b>

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5	Division for Human Resources	52/2016	In paragraph 65, UNFPA agreed with the Board recommendation to (a) establish a mechanism that will enable the organization to capture the leave points balances as at the reporting date and not at payroll finalization date in order to report the accurate leave days and liability; and	<b>Actions Completed</b>
			(b) strengthen its internal controls over leave approval process by introducing the time limit on approval of leave request to ensure timely and realistic capturing of leave points by the reporting date	
6	Division for Human Resources	85/2016	In paragraph 85, the Board recommended that The Board recommends that UNFPA (a) ensure compliance with the salary advance policy and strengthen conditions for recovery of advances from staff especially when the staff member with outstanding advances separates from UNFPA; and	<b>Q1-2019</b>
			(b) review the outstanding advances to establish the respective causes and recovery mechanism to ensure that the advance are recovered and cleared from active and separated staff.	
7	Division for Management Services	90/2016	In paragraph 90, the Board recommended that UNFPA (a) ensure that the Country Offices obtain authorization from the Head Office for all Project Cash Advances which are above the threshold as stated in the Policy,	<b>Actions Completed</b>
			(b) set the time limit of holding the project cash advance per activity per staff in the Policies and Procedures of Project Cash advance to minimize prolonged project cash advances balances, and	
			(c) strengthen supervisory and monitoring controls at the level of country offices to ensure compliance with the established policies and procedures.	

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8	Information Technology Solutions Office	100/2016	In paragraph 100, the Board recommended that that UNFPA put in place mechanism for monitoring the adoption of software policies, procedures and ensure their compliance across the entity.	<b>Actions Completed</b>
9	Division for Management Services and the Office of the Executive Director	16/2017	In paragraph 16, UNFPA agreed with the Board's recommendation to formalize the enterprise risk management policy to guide staff at country offices and supplement the guidance in place for managing the enterprise risks.	<b>Q2-2019</b>
10	Division for Management Services and the Office of the Executive Director	21/2017	<p>In paragraph 21, the Board recommended that (a) UNFPA establish a preliminary quality review process to ensure that reduction of risks rating at country offices and the application of risk mitigation measures are done properly and documented,</p> <p>(b) country offices establish the bases for risk reduction and ensure that the supporting documents for risk mitigation measures are available and aligned strategically with the risk action plans; and</p> <p>(c) country offices establish action plans for the risks which were identified as high.</p>	<b>Actions Completed</b>
11	Division for Management Services	25/2017	<p>In paragraph 25, the Board recommended that UNFPA (a) strengthen control over the IPs micro assessment process done by the service providers to ensure that the micro assessment reports are supported by details of the work done and provide a clear basis for their conclusions;</p> <p>(b) conduct micro assessment of all IPs who are required to be micro-assessed; and</p>	<b>Q2-2019</b>

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			(c) establish a field in Implementing Partners Assurance System module that could enable the follow up on implementation of the micro assessments recommendations.	
12	Division for Management Services	29/2017	In paragraph 29, the Board recommended that UNFPA country offices ensure (a) spot checkers follow up implementations of previous micro assessment recommendations during spot checking and maintain evidence to confirm the follow up so as to provide assurance to UNFPA; and	<b>Q2-2019</b>
			(b) the spot check activities are conducted effectively and efficiently, in accordance with established guidance including clearly documenting criteria and how samples of transactions are determined	
13	Division for Management Services	30/2017	In paragraph 30, the Board further recommended that UNFPA (a) improve the spot check test tool in terms of content to include separate sheet for verification of assets, and	<b>Q2-2019</b>
			(b) spot checks are conducted as per established assurance plan and that spot checks reports are uploaded in IPAS in a timely manner.	
14	Programme Division	34/2017	In paragraph 34, the Board recommended that UNFPA country offices (a) ensure that work plans are created, operationally reviewed and printed from Global Programming System (GPS) before being signed by implementing partners to avoid discrepancies between signed work plans and GPS data; and	<b>Actions Completed</b>
			(b) update the budget information in the GPS when changes arise.	

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15	Division for Communications and Strategic Partnerships	40/2017	In paragraph 40, the Board recommended that UNFPA ensure country offices (a) build capacity of its staff on resources mobilisation to enhance the effectiveness of its resource mobilization function; and	<b>Q2-2019</b>
			(b) develop donor mapping and Donor Management Profile in accordance with their strategy to enhance and encourage donor's contributions	
16	Procurement Services Branch	45/2017	In paragraph 45, the Board recommended that UNFPA consider developing an integrated contract management application to enable country offices and units to register and maintain contract files and related documents for effective contract management and administration.	<b>Q2-2020</b>
17	Procurement Services Branch	49/2017	In paragraph 49, the Board recommended that UNFPA The Board recommends that UNFPA (a) adhere to the procurement plans when making procurements and ensure that all the relevant procured items are included in the procurement plans to facilitate monitoring of procurement activities and efficiency in the use of resources; and	<b>Q2-2019</b>
			(b) in collaboration with Procurement Service Branch, continue monitoring local procurement plans against actual procurement.	
18	Technical Division	54/2017	In paragraph 54, the Board recommended that UNFPA country offices (a) collaborate with the appropriate stakeholders to enhance needs assessments on regular commodities in the country for proper and effective planning, and	<b>Q4-2019</b>
			(b) increase the office involvement in the forecasting analysis of reproductive health commodities to identify actual needs of inventories.	

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19	Technical Division	59/2017	In paragraph 59, the Board recommended that UNFPA monitor the distribution process to ensure that the inventories are handed over to the intended beneficiaries by the Implementing Partners and get assurance on whether inventory has been utilized as intended.	<b>Q2-2019</b>
20	Technical Division	65/2017	In paragraph 65, the Board recommended that UNFPA Country Offices implement and enforce the introduced policy to ensure that receipt and inspection of inventories at the point of entry are monitored and receipt and inspection reports are prepared to comply with the inventory management policies and procedures.	<b>Q2-2019</b>
21	Division for Human Resources	69/2017	In paragraph 69, the Board recommended that UNFPA establish a policy on handling staff with disabilities to demonstrate non-discriminatory and inclusive working environment for staff members.	<b>Q1-2019</b>
22	Division for Human Resources	75/2017	<p>In paragraph 75, the Board recommended that The Board recommends that UNFPA (a) strengthen controls over Country Offices to ensure effective utilization of the launched Consultant Monitoring Tool by uploading all required ICs information in the CMT on time and prior to the issuance of an individual consultant contract;</p> <p>(b) ensure that final payments to IC are made at the end of the contract period and after the assessment of the performance of the ICs; and</p> <p>(c) include a field in the CMT system which allows the distinction of IC fees based on either output delivery or working days</p>	<b>Q1-2019</b>

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23	Division for Human Resources	81/2017	In paragraph 81, the Board recommended that UNFPA (a) ensure that all salary advances are requested and approved through e-service application for easy monitoring and follow up by Head Office,	<b>Actions Completed</b>
			(b) issue instructions to the Heads of Office to create awareness on the use of salary advance's e-service application and to ensure that all staff use e-service application; and	
			(c) establish a guidance note to govern the procedures for granting salary advances to Service Contract holders.	
24	Division for Management Services	87/2017	In paragraph 87, the Board recommended that The Board recommends that UNFPA establish ERP solution which will have a global travel and expenses module at all country offices to facilitate the travel management activities and reporting including reporting of travel data globally in real time.	<b>Q2-2020</b>
25	Information Technology Solutions Office	93/2017	In paragraph 93, the Board recommended that UNFPA (a) conduct review and configure the active directory regularly to remove all separated staff,	<b>Actions Completed</b>
			(b) enforce domain password policy in accordance with ICT Security Policy and add all computers that are not in the active directory,	
			(c) establish mechanism to ensure that the Management Information Services (MIS) unit conducts periodic survey to the country offices to review the adequacy of outsourced ICT support services; and	

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			(d) establish procedures for the governance of the active directory infrastructure, its security and design.	
26	Information Technology Solutions Office	98/2017	<p>In paragraph 98, the Board recommended that UNFPA (a) incorporate the requirements for ICT security awareness training in the existing policies; and</p> <p>(b) make it mandatory and establish enforcement mechanism for all staff members to complete information security awareness training.</p>	Q1-2019