

12-00305

United Nations  Nations Unies
INTEROFFICE MEMORANDUM MEMORANDUM INTERIEUR

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

DATE: 16 April 2012

REFERENCE: Confidential

THROUGH:
S/C DE:

FROM: B. Lynn Pascoe
DE: Under-Secretary-General for Political Affairs

SUBJECT: **Assignment n. AP2011/560/03:**
OBJET: **Audit of the Electoral Assistance Division [Revised Annex]**

1. I am grateful for the consultations between your office and EAD to clarify comments provided on 5 April 2012 to the recommendations contained in the draft audit report.
2. I am pleased to attach a revised Annex; which adds or amends actions in Para 2, 4 & 7.
3. Once again, my sincere thanks for the draft report and its helpful observations and recommendations. We look forward to your continued support and assistance in bettering DPA and UN efforts in electoral assistance.

cc: Mr. Jenness
Ms. Wong

AUDIT RECOMMENDATIONS

Audit of the Electoral Assistance Division

Rec. no.	Recommendation	Critical/important	Accepted? (Yes/No)	Title of responsible individual	Implementation date	Client comments
1	The Department of Political Affairs (DPA) should propose that the Secretary-General revise the Bulletin on the Organization of DPA to be in-line with recent General Assembly resolutions on electoral assistance of the United Nations to member states	Important	Yes	EAD Director	December 2012	
2	The Department of Political Affairs should ensure that the Electoral Assistance Division (EAD) periodically reviews the status of implementation of the work plan, making adjustments when necessary to guide the work of EAD in achieving its goals and objectives.	Important	Yes	EAD Deputy Director	30 June 2012	Every six months, in conjunction with epas cycle evaluation and other relevant managerial and administrative activities.
3	The Department of Political Affairs should ensure that the Electoral Assistance Division finalize the terms of reference	Important	Yes	EAD Director	2013	The terms of reference of the Inter-Agency Coordination

<p>for the Inter-Agency Coordination Mechanism for United Nations Electoral Assistance and a policy framework for the cooperation and coordination of United Nations entities involved in the provision of electoral assistance.</p>					<p>Mechanism for United Nations Electoral Assistance have been finalized and adopted by USG Pascoe on 14 February 2011.</p>
<p>4 The Department of Political Affairs should ensure that the Electoral Assistance Division, as chair of the Inter-Agency Coordination Mechanism for United Nations Electoral Assistance (ICMEA), regularly holds ICMEA meetings in accordance with the terms of reference and consistently prepares and files meeting minutes.</p>	<p>Important</p>	<p>Yes</p>	<p>EAD Director</p>	<p>30 June 2012</p>	<p>ICMEA is meeting on a monthly basis. EAD intends to continue convening regular meetings as per adopted ICMEA terms of reference. A directors level meeting will be convened by 30 June, 2012.</p>
<p>5 The Department of Political Affairs should establish an effective communication mechanism with the United Nations Development Programme (UNDP), by which the Bureau of Development Policy, UNDP or any other implementing partner who receives direct donor funding</p>	<p>Important</p>	<p>Yes</p>	<p>EAD Director</p>	<p>In progress</p>	<p>EAD will continue to use the ICMEA forum to seek improvements in information sharing among UN partners (particularly UNDP), including on the issue of donor funding for</p>

<p>would keep the Focal Point informed of all projects initiated outside the aegis of the Note of Guidance. Additionally, assurance should be provided to the Secretary-General that such mechanism to ensure effective coordination is operating effectively.</p>					<p>projects falling outside the aegis of the Note of Guidance.</p>
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6	<p>The Department of Political Affairs should ensure that the Electoral Assistance Division develop and finalize the identified set of United Nations system-wide policy documents by the end of 2012, as well as the Needs Assessment Mission Guidelines, and appropriately distribute them to all of the main partners involved in the provision of United Nations electoral assistance.</p>	Important	Yes	EAD Director	End of 2012	<p>A certain number of policy documents have already been drafted and submitted to UN partners for comments through ICMEA. Their adoption by end of 2012 will depend also on the availability of partners to provide timely and constructive comments during this consultation process.</p>
7	<p>The Department of Political Affairs should follow-up issues of non-compliance with the requirements laid out in the Note of Guidance regarding</p>	Important	Yes	EAD Director	31 October 2012	<p>EAD will continue to pursue discussions with UNDP regarding compliance with the Note of</p>

	<p>quarterly reporting and the involvement of the Electoral Assistance Division in evaluation missions.</p>					<p>Guidance, particularly regarding quarterly reporting and evaluations, but further discussions are needed to fully resolve the issue. However, compliance is not always in the exclusive control of EAD and requires the overall commitment of the United Nations partners to disseminate and comply with the precepts of the Note of Guidance.</p>
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