

**UNITED NATIONS POPULATION FUND**

**ANNEXES TO THE REPORT ON AUDIT AND INVESTIGATION FOR 2014**

**Table of Content**

ANNEX 1 – INTERNAL AUDIT REPORTS ISSUED IN 2014 .....2

ANNEX 2 – GOOD PRACTICES AND IMPROVEMENT OPPORTUNITIES IDENTIFIED  
IN COUNTRY OFFICE AUDITS .....3

ANNEX 3 – RECOMMENDATIONS UNRESOLVED FOR 18 MONTHS OR MORE  
AS AT 31 DECEMBER 2014 .....9

ANNEX 4 – ADDITIONAL INFORMATION ON OPERATING FUND ACCOUNT MANAGEMENT  
CONTROLS AND NATIONAL EXECUTION AUDIT RESULTS .....12

ANNEX 6 – DETAILED SUMMARY OF INVESTIGATION REPORTS ISSUED IN 2014 .....14

ANNEX 7 – UPDATED STATUS OF ACTION ON 2013-ISSUED INVESTIGATION REPORTS .....18

ANNEX 5 – STATUS OF THE 15 RECOMMENDATIONS FROM REPORT DP/FPA/2011/5

The status of these recommendations is included in a file separate from this one.

## ANNEX 1 – INTERNAL AUDIT REPORTS ISSUED IN 2014

Ref.	Type	Report No.	Title	Rating
<b>Country offices</b>				
▪ <b>Arab States</b>				
1	Full scope audit	JOR-101	Audit of the Jordan country office	Partially satisfactory
2	Full scope audit	SOM-101	Audit of the activities funded by the Common Humanitarian Fund in Somalia	Partially satisfactory
▪ <b>Asia and the Pacific</b>				
3	Full scope audit	NPL-101	Audit of the Nepal country office	Unsatisfactory
▪ <b>East and Southern Africa</b>				
4	Full scope audit	MWI-101	Audit of the Malawi country office	Partially satisfactory
5	Full scope audit	NAM-101	Desk Audit of the Namibia country office	Unsatisfactory
▪ <b>Latin America and the Caribbean</b>				
6	Full scope audit	GTM-101	Audit of the Guatemala country office	Partially satisfactory
▪ <b>West and Central Africa</b>				
7	Full scope audit	NGA-101	Audit of the Nigeria country office	Unsatisfactory
<b>Joint audit</b>				
8	Full scope audit	1247	Joint audit of Delivering as One in Pakistan	Partially satisfactory
<b>Corporate processes</b>				
9	Full scope audit	OED-117	Audit of the user provisioning and Authentication process	Partially satisfactory
10	Limited scope review	-	Review of the financial statements for the year ended 31 December 2012	Advisory – not rated

## ANNEX 2 – GOOD PRACTICES AND IMPROVEMENT OPPORTUNITIES IDENTIFIED IN COUNTRY OFFICE AUDITS

The table below presents the more prevalent good practices and improvement opportunities identified in country office audits, the latter categorized as either newly reported, identified only at certain locations ('some offices'), 'recurring' (similar level of occurrences identified in 2014 compared to previous years), 'improving' (fewer occurrences identified in 2014), or not noted in 2014. The table is organized by standardized areas and major processes.

Area /Process	Issues Identified	Prevalence	Recommendations
<b>GOVERNANCE</b>			
<b>Good practices</b>			
	Clear and relevant office management plans	Some offices	Reinforce guidelines for the development and tracking of the office management plan upon release of the OMP module of the Strategic Information System
	Improved understanding of programme and operations staff of key UNFPA policies and procedures	Some offices	Encourage "Friday afternoon" and brown bag refresher / training sessions to improve country office staff understanding of key policies and procedures
	Regular programme and operations staff meetings for information sharing, programme implementation monitoring and better coordination	Recurring	Encourage regular joint programme and operations staff meetings as a useful mechanism to share information, enhance coordination, bring down silos and integrate operations
<b>Improvement opportunities</b>			
<b>Office management</b>	Limited supervision of operational activities	Improving	Develop guidelines and an information scorecard, under the umbrella of the Strategic Information System, for an enhanced and more consistent supervision of operational activities by country office management
	Inaccurate or unsupported information reported in country office annual reports	Recurring	Implement an assurance process over the information included in business unit annual reports
<b>Organizational structure and staffing</b>	Lack of completion of mandatory and recommended training	Recurring	Monitor compliance with mandatory and recommended training
	High vacancy rates in key management and programme and operations positions	Recurring	Implement processes to monitor and accelerate the status of recruitment processes
	Insufficient corporate oversight of offices impacted by extended vacancies	Recurring	Increase the level of support and supervision by regional offices and headquarters of offices impacted by extended vacancies
	High level of dependency on service contract holders	Recurring	Periodically review the organizational structure and staffing of business units to

Area /Process	Issues Identified	Prevalence	Recommendations
	Organizational structure and personnel not regularly reviewed for alignment to programme delivery needs	Recurring	ensure adequacy and alignment to programme delivery needs
	Lack of completion of mandatory and recommended training	Newly reported	Monitor the regular completion of mandatory training by country office personnel
<b>Risk management</b>	Lack of regular completion / update of fraud and operational risk assessments	Recurring	Prepare annual fraud and operational risk assessments Integrate the risk assessment process with other relevant tools, such as the office management plan
	Lack of well-defined processes to identify, assess and log risks and define and implement risk mitigation actions	Recurring	Develop clear corporate guidelines and training to enable an effective risk assessment process Develop a process and tools to facilitate the logging, tracking and reporting of risks, for instance through a web-based application
<b>PROGRAMME MANAGEMENT</b>			
<b>Good practices</b>			
	Improved workplan management and budgeting practices	Some offices	Leveraging on the implementation of the Global Programming System, document and share good practices and templates used for a more effective management workplan management and budgeting
	<i>Use of locally developed systems / tool for annual work-plan activity implementation tracking</i>	<i>Not noted in 2014</i>	<i>Assess tools developed by country offices to determine whether their use could be replicated to supplement the functionality provided by the newly released Global Programming System</i>
	Use of locally developed templates and tools for submission of cash advance requests and expenditure reports by implementing partners	Newly reported	Assess templates and tools developed by country offices to determine whether their use could be replicated
<b>Improvement opportunities</b>			
<b>Programme planning, implementation and monitoring</b>	Late finalization of key programme documents (e.g., country programme actions plans) and workplans, leading to delays in project implementation	Recurring	Monitor the timely completion of key programme documents and workplans, as well as actions taken by country office management to manage the impact of delays
	Inadequate system set-up of annual workplans and budgets	Recurring	Assess workplan management improvements following the implementation of the new global programming system; develop additional guidelines and training, as appropriate
	Incomplete, unclear or outdated annual workplans and budgets	Improving	

Area /Process	Issues Identified	Prevalence	Recommendations
	Insufficient monitoring of programme implementation and results due to lack of staff, processes and tools	Recurring	Increase the scope and frequency of monitoring activities Provide additional tools and resources to build the monitoring capacity of country offices
	Weak programme financial management and budgetary controls	Recurring	Provide training and tools, as well as improve supervision to ensure more accurate and better supported programme budgets, as well as the regular review and reconciliation of actual expenditures to workplan activity budgets
	Use of programme coordination and assistance (PCA) projects and funds for programme and institutional budget costs	Recurring	Provide refresher training course on the proper use of PCA projects and funds Increase scope and frequency of monitoring of significant charges to PCA projects
<b>Inventory management</b>	Delays in inventory clearance and/or distribution by country offices and implementing partners	Recurring	Clarify the roles and responsibilities of inventory focal points
	Lack of or insufficiently documented inventory receiving and handover controls	Recurring	Provide training on good inventory management practices Strengthen tracking and monitoring of commodity shipments and stocks
	Deficiencies in warehouse facilities and warehouse management controls	Recurring	Enhance inventory receiving and inspection as well as handover controls and the documentation thereof Enhance inventory controls at UNFPA and implementing partner warehouses;
	<i>Quality problems affecting medical equipment shortly after delivery</i>	<i>Not noted in 2014</i>	Regularly monitor commodity inventories held by implementing partners and their timely distribution to beneficiaries; as well as commodity availability and stock-out levels at service delivery points
	Insufficient monitoring of commodity inventories, distribution and availability	Recurring	Include the value of commodities provided to implementing partners within the scope of NEX audits
	Excessive freight and custom clearance costs	Recurring	Improve tracking and control of inventory through the use of general ledger control accounts

Area /Process	Issues Identified	Prevalence	Recommendations
<b>National execution (NEX)</b>	Insufficient assessment of implementing partner capacity	Recurring	<p>Perform more rigorous assessments of implementing partner capacity to select the most appropriate implementation and cash-transfer modalities; identify capacity building needs and determine the frequency and scope of monitoring</p> <p>Provide training course and guidelines on good implementing partner capacity assessment practices</p> <p>Integrate the capacity assessment tools currently used</p> <p>Standardize and document the results of capacity assessments and track the execution of capacity building activities, for instance using a web-based tool</p>
	Delays in project initiation and funding to implementing partners	Improving	<p>Ensure earlier completion, approval and signing of letters of understanding and annual work-plans</p> <p>Enhance controls regarding submission, review, approval and timely payment of funding requests</p>
	Insufficient monitoring of implementing partner activities	Recurring	Increase scope and frequency of of implementing partner monitoring (programmatic and financial)
	Funding to implementing partner for programme activities provided outside the OFA process, through the issue of purchase orders or accounts payable vouchers	Some offices	Introduce appropriate supervisory controls by country office management and the Finance Branch to ensure that funding to implementing partners is provided through the OFA process
	Expenditures incurred by implementing partners recorded as direct execution by UNFPA instead of NEX	Some offices	Expand the scope of NEX audits to cover expenditures incurred by implementing partners that received funding outside the OFA process, or where expenditures were erroneously recorded as UNFPA direct execution
	<i>OFA write-offs processed without Finance Branch authorization</i>	<i>Not noted in 2014</i>	<i>Maintain regular monitoring of OFA adjustments to provide assurance that unauthorized write-offs have not taken place</i>
	Lack of reconciliation of OFA balances to Funding Authorization and Certificate of Expenditures forms	Improving	Implement supervisory controls to enforce compliance with OFA balance reconciliation controls
	<i>Inadequate accounting for pool-funded contributions</i>	<i>Not noted in 2014</i>	<i>Maintain an up-to-date list of pool funded contributions and monitor their proper accounting on a regular basis</i>

Area /Process	Issues Identified	Prevalence	Recommendations
<b>OPERATIONS MANAGEMENT</b>			
<b>Good practices</b>			
	<i>Use of local micro-credit companies and/or banks to manage payments of daily subsistence allowances to training participants (reducing the risk of handling cash and of unauthorized payments)</i>	<i>Not noted in 2014</i>	<i>Gather information about the extent of use of finance companies / banks to manage daily subsistence allowance payments and the cost-effectiveness and replicability of this practice</i>
<b>Improvement opportunities</b>			
<b>Human resources management</b>	Deviations from policies and procedures regarding selection and award of service contracts and special service agreements	Recurring	Strengthen the composition and role of recruitment panels and other country and regional office supervisory controls to improve compliance with the applicable consultant recruitment policies and procedures
	Weaknesses in the leave management process (e.g. no systematic use of Atlas) and inaccurate Atlas leave balances	New	Implement supervisory controls to enforce compliance with the new leave management policy
<b>Procurement</b>	Deviations from procurement policies and procedures as regards bidding	Improving	Strengthen monitoring and supervisory controls by country office and regional office management, and the Procurement Services Branch to ensure compliance with procurement procedures
	Inadequate procurement planning and lack of monitoring of the execution of procurement plans	Recurrent	Strengthen the procurement planning process and tools Integrate the procurement planning process into the Atlas procurement process
	Deviations from procurement policies and procedures as regards contract awards (submission to contract review committees)	Recurrent	Implement automatic access and workflow controls in Atlas to enforce submissions to contract review committees
	Limited use of long-term agreements to improve procurement transaction cost effectiveness	Recurring	Increase use of long-term agreements for high volume and lower cost/risk goods and services procurement, preferably at inter-agency level
	Limited documentary evidence of receipt and inspection of goods and services before payments are made to vendors	Recurring	Complete and formalize receipt and inspection procedures for all goods and services procured before payments to vendors are approved
<b>General administration: asset management</b>	<i>Incomplete and/or inaccurate fixed asset records</i>	<i>Not noted in 2014</i>	<i>Maintain regular monitoring of the timely Atlas capitalization of assets procured for Office use and follow-up on the results of physical inventories to provide assurance that all inventory differences have been reconciled and adjusted</i>
	<i>Inadequate physical inventory procedures and/or lack of reconciliation of inventory results to asset records</i>	<i>Not noted in 2014</i>	

Area /Process	Issues Identified	Prevalence	Recommendations
<b>Financial management</b>	Recording of transactions in the wrong project, activity, fund and general ledger account codes	Recurring	Enhance supervisory controls, including Finance Branch expense reviews, to ensure accurate and timely recording of financial transactions
	Inadequate management and accounting of value-added tax payments and reimbursements	Recurring	Ensure that reimbursable value-added tax is accounted for in accordance with applicable guidelines and that reimbursement claims are timely submitted and tracked, up through collection of funds
<b>Information &amp; communications technology management</b>	Limited disaster recovery capability	Recurring	Ensure that disaster-recovery plans are developed and tested for operating effectiveness



**ANNEX 3 – RECOMMENDATIONS UNRESOLVED FOR 18 MONTHS OR MORE  
AS AT 31 DECEMBER 2014**

<b>Governance</b>	
<b><u>Organizational structure and staffing</u></b>	
1	Clearly define the role and activities of regional offices and establish a common set of goals, indicators and activities for tracking the successful implementation of regionalization ( <i>headquarters, high, 2011</i> ). [a]
<b>Programme management</b>	
<b><u>Programme planning, implementation and monitoring</u></b>	
2	Enhance programme financial management mechanisms, including a clearer definition of the roles, responsibilities and accountability of programme managers and budget holders as regards financial monitoring controls ( <i>headquarters, high, 2011</i> ).
3	Provide additional tools and training to build up the monitoring capacity of country offices, and periodically evaluate the support and management oversight provided by Regional Offices and Headquarters to ensure that they contribute to high quality monitoring across UNFPA ( <i>headquarters, high, 2011</i> ).
4	Consider the most appropriate model for the Global and Regional Programme or any other programme that may replace it beyond 2013 to help UNFPA achieve the goals of its Strategic Plan, ensuring that the issues related to programme design; programme governance and management; and programme execution identified by the (GRP) performance audit are addressed in an effective and sustainable manner ( <i>headquarters, high, 2013</i> ).[b]
<b><u>National execution (NEX)</u></b>	
5	Track the completion, submission and implementation of compliance plans (i.e., action plans to address issues identified through implementing partner audits) by HACT compliant countries ( <i>headquarters, high, 2011</i> ) [c]
6	Establish a process to ensure that FACE forms are timely submitted by the IPs on a quarterly basis and reviewed and approved both by the Programme Officers and the IOM ( <i>country office; high, 2010</i> ).
7	Implement a quarterly review process to identify funding to IPs outside of the NEX/OFA and ensure that the corresponding IPs are subject to a NEX audit ( <i>country office; high, 2013</i> ).
8	Complete IP capacity assessments; register them in IPIMS before the next programming cycle starts and, from 2013 onward, record related programme implementation expenditures as NEX ( <i>country office; high, 2013</i> ).
<b><u>Management of non-core resources</u></b>	
9	Prior to entering into any new funding agreements or at the time extensions are requested, perform a thorough assessment of the most significant risks to be managed and the incremental Office and IP ( <i>country office; high, 2013</i> ).

<b>Operations management</b>	
<b><u>Human resources</u></b>	
10	Clarify the delegation of recruitment authority to Regional Directors and Country Representatives ( <i>headquarters, high, 2011</i> ).
11	Develop a system for the monitoring and control of the recruitment and use of service contracts and special service agreements by country offices ( <i>headquarters, high, 2011</i> ).
12	Implement supervisory controls to facilitate and enforce compliance with consultant selection and award procedures ( <i>country office; high, 2013</i> ). [d]
13	Ensure that all staff members complete any outstanding mandatory training courses ( <i>country office; high, 2013</i> ).
<b><u>Procurement</u></b>	
14	More clearly document the contract management process (especially the guidance on the end user management) and the related controls in the policies and procedures manual and the Internal Control Framework ( <i>headquarters, high, 2011</i> ).
15	Implement and integrate (with Atlas) the contract management system ( <i>headquarters, high, 2011</i> ).
16	Implement automated access and workflow controls to enforce contract review committee submissions ( <i>headquarters, high, 2011</i> ).
17	Provide more substantive guidance on contract management activities and build staff capacity as regards good practices in this area ( <i>headquarters, high, 2011</i> ).
18	Implement more stringent accounts payable controls at headquarters ( <i>headquarters, high, 2011</i> ).
19	Enforce compliance with vendor performance assessment requirements ( <i>headquarters, high, 2011</i> ).
20	Award, ideally at UN inter-agency level, LTAs for services procured on a regular basis, such as printing and publications, audiovisual productions and hotel accommodations ( <i>country office; high, 2013</i> ).
21	Minimize the use of advance payments to vendors; when used, document the justification in the related contract or purchase order, and record advances in the prepayment accounts ( <i>country office; high, 2013</i> ).
<b><u>Financial management</u></b>	
22	Request all IPs to apply for a VAT exemption by the end of 2013, and implement FACE form review procedures designed to ensure that VAT charges are not reimbursed unless the IPs can demonstrate to UNFP ( <i>country office; high, 2013</i> ). [d]
23	Confirm, in collaboration with the United Nations Country Team (UNCT), whether UNFPA's VAT exemption applies to purchases made by IPs. Should that not be the case, assist IPs to apply for their own VAT exemption ( <i>country office; high, 2013</i> ). [d]
24	In collaboration with the Finance Branch, implement a more systematic and fair method for the allocation of office indirect costs to programmatic activities ( <i>country office; high, 2013</i> ).

**Operations management (continued)****ICT management**

- |    |  |
|----|--|
| 25 | Develop an information technology governance and control framework ( <i>headquarters, high, 2010</i> ).  |
| 26 | Implement appropriate governance and project management mechanisms over the document management system (IRIS) implementation project, should a decision be made to continue with this project ( <i>headquarters, high, 2011</i> ). |

Notes

- [a] The information provided in brackets for each recommendation indicates the location for which it was issued, its priority and year of issuance (this annotation is only included after the first recommendation and is not repeated afterwards).
- [b] Follow-up by OAIIS of the implementation of this recommendation is taking place in 2015. A follow-up review will be completed before the second annual session of the Executive Board for 2015.
- [c] Implementation of this recommendation was deferred pending the implementation of the revised HACT framework, which is taking place as from 2014 (on a pilot basis).
- [d] The recommendation was closed subsequently to 31 December 2014 (3 recommendations).

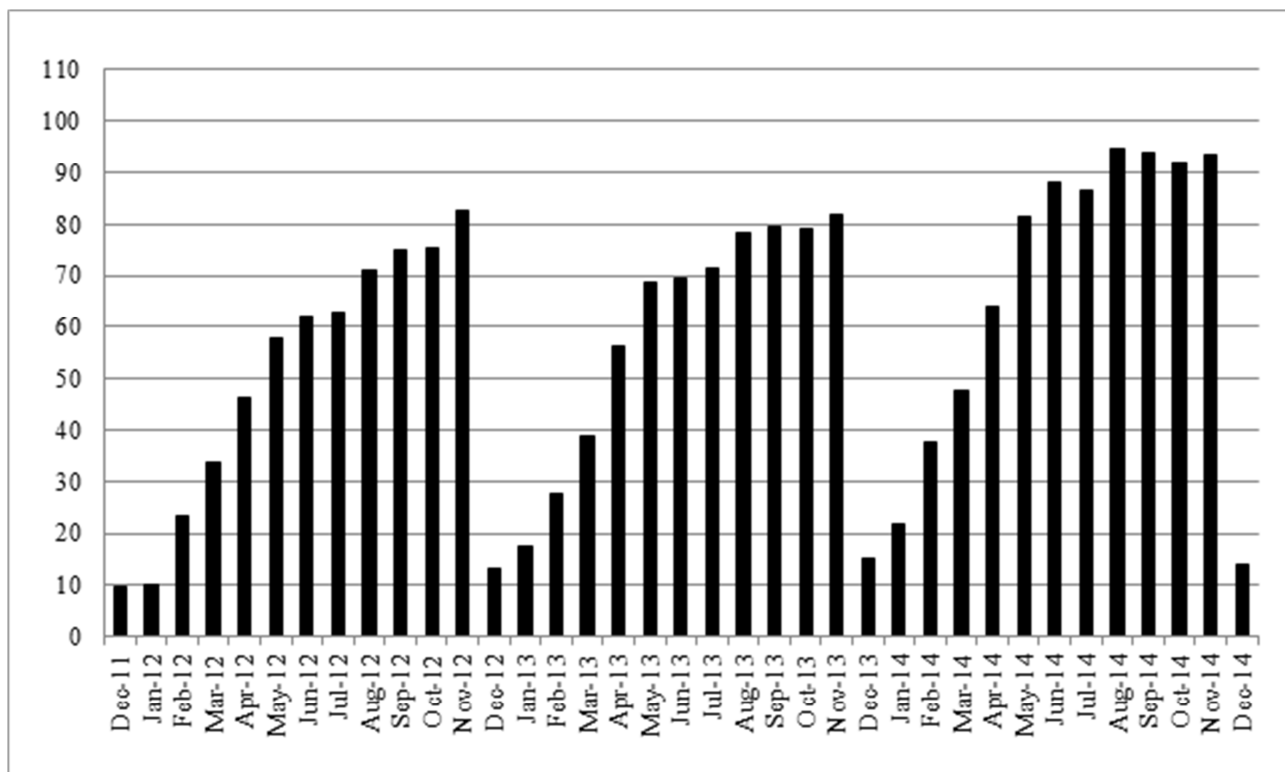
**ANNEX 4 – ADDITIONAL INFORMATION ON OPERATING FUND ACCOUNT  
MANAGEMENT CONTROLS  
AND NATIONAL EXECUTION AUDIT RESULTS**

Operating fund account

1. During 2014 UNFPA continued to improve controls over funding provided to implementing partners and the operating fund account (OFA) balances, which resulted in a lower number of audit observations in this area. The controls in place include: (i) regular monitoring of advances and OFA balances by the Finance Branch; (ii) periodic reconciliation by field offices of OFA balances to the amounts reported by implementing partners; and (iii) enhanced monitoring of compliance with the OFA management policy, which limits the disbursement of additional advances to implementing partners with qualified audit opinions or unsupported NEX expenditures or un-cleared advances from previous years.

2. In spite of the above, it has not yet been possible to fully address the root causes, of programmatic nature, that result in significant advances to implementing partners and the accumulation of large OFA balances in the third and fourth quarter of each fiscal year, and their liquidation over a short period at the end of the year, as shown in figure 1 below.

Figure 1 - Evolution of OFA balances - 2012 / 2014  
Millions of United States dollars



Assurance provided by national execution audits

3. The significant improvements achieved in the national execution (NEX) audit process over past years were sustained in 2014. As shown in Table 1 below, NEX audits allowed UNFPA to obtain a high level of audit coverage of its 2013 NEX expenditures, with fewer qualified, modified or adverse opinions, a lower level of unsupported expenditures and an improved level of on-time submission of audit reports than in the two previous years.

Table 1 - National execution audit performance

Indicator	2011	2012	2013
<b>Audit coverage</b>			
▪ Expenses audited (\$ millions)	188	160	165
▪ Percentage of total NEX expenses	85.9%	85.6%	81.7%
<b>Qualified, modified or adverse opinions</b>			
▪ Number of reports	71	49	32
▪ Percentage of audits performed	7.9%	7.5%	5.3%
<b>Unsupported expenses reported in NEX audits</b>			
▪ Amount (\$ millions)	4.7	2.2	2.0
▪ Percentage of audited NEX expenses	2.5%	1.4%	1.2%
<b>Percentage of NEX audit reports submitted late</b>	7%	7.9%	4.0%

4. Unsupported expenditures reported by the NEX audits for 2011 and 2012 were cleared either by obtaining appropriate supporting documentation or through reimbursement of the funds by the concerned implementing partners. Unsupported expenses reported in NEX audits performed for 2013 had been reduced to USD 0.2 million as at the end of 2014; management has represented that full recovery is expected. In addition, to ensure that corrective actions are put in place to address the issues identified through NEX audits, each country office has to submit a “compliance plan” and certify its implementation by the end of each fiscal year.

## ANNEX 6 – DETAILED SUMMARY OF INVESTIGATION REPORTS ISSUED IN 2014

(This list includes only the reports of substantiated cases, all submitted to the Executive Director)

OAIS Reference Number	Regional Office	Type of Wrongdoing	Type	Description	Estimated Loss to UNFPA	Action Taken as at 15 Apr 2015
0001-14	East and Southern Africa	Fraud	Internal	Staff member claimed and retained DSA for official travel the staff member did not undertake (reimbursed the Organization after being cited as a Subject of Investigation).	No financial loss	Staff member demoted.
		Other misconduct	Internal	Staff member was absent from place of work or duty without authority.	To be determined by DHR	
0002-14	Eastern Europe and Central Asia	Other misconduct	Internal	Staff member misrepresented facts in official UNFPA documentation.	No financial loss	Staff member charged after resigning; report and comments placed on staff member's file.
0004-14	Eastern Europe and Central Asia	Other misconduct	Internal	Staff member entered into an unauthorized agreement with a vendor.	No financial loss	Staff member separated from service.
		Financial irregularities	Internal	Staff member misused UNFPA funds for an unauthorized purpose (Staff member reimbursed the Organization prior to conclusion of investigation)	No financial loss	
0008-14	Eastern Europe and Central Asia	Financial irregularities	Internal	Staff member used UNFPA fuel cards for personal use (Staff member reimbursed Organization prior to conclusion of investigation)	No financial loss	
0004-14(2)	Headquarters	Favoritism	Internal	Staff member requested a subordinate, and potential candidate, to draft terms of reference and rank candidates for a position for which the subordinate was applying.	No financial loss	Staff member reprimanded.

OAIS Reference Number	Regional Office	Type of Wrongdoing	Type	Description	Estimated Loss to UNFPA	Action Taken as at 15 Apr 2015
0007-14	West and Central Africa	Favoritism	Internal	Staff member selected and recruited a consultant without fair and transparent competition	No financial loss	Staff member contract ended prior to finalization of the Investigation Report; staff member was provided with the report and submitted comments thereto; a note to file has been placed on the staff member's personnel file.
		Favoritism	Internal	Staff member requested a subordinate, and potential candidate, to draft terms of reference for a position for which the subordinate was applying.	No financial loss	
0010-14	East and Southern Africa	Fraud	Internal	Staff member claimed and retained home leave entitlements for dependents who were not residing in the duty station.	\$18,783.66	Charges to be issued against staff member.
0011-14	Latin America and the Caribbean	Other misconduct	External	Service Contractor failed to disclose outside employment held concurrently as his/her contract with the Organization.	No financial loss	Country Office did not renew the service contract; service contractor was provided with report and management is awaiting comments. A note to file has been placed in the contractor file.  <i>OAIS determined that the allegation is unsubstantiated</i>
		Other misconduct	External	Service Contractor misrepresented facts in official UNFPA documents.	No financial loss	
0012-14	Latin America and the Caribbean	Fraud	External	UNFPA vendor and private sector donor engaged in collusive practices.	No financial loss	Management action pending
		Fraud	External	UNFPA vendors engaged in collusive practices.	No financial loss	
		Other misconduct	External	Contravention of national law.	No financial loss	
0013-14	Asia and the Pacific	Other misconduct	Internal	Possessing and viewing pornographic material on UNFPA ICT resources.	No financial loss	Management action pending
		Fraud	Internal	Engaging in collusive practices with an UNFPA vendor.	No financial loss	

OAIS Reference Number	Regional Office	Type of Wrongdoing	Type	Description	Estimated Loss to UNFPA	Action Taken as at 15 Apr 2015
0014-14	Asia and the Pacific	Fraud	Internal	Vendor engaged in collusive practices with an UNFPA staff member.	No financial loss	Management action pending
0015-14	Latin America and the Caribbean	Fraud	External	Private sector donor engaged in collusive practices with vendor.	No financial loss	Management action pending
		Financial irregularities	External	Private sector donor sold goods for profit in breach of the co-financing agreement with UNFPA.	No financial loss	
		Other misconduct	External	Private sector donor misused UNFPA's name and emblem.	No financial loss	
		Other misconduct	External	Violation of national law.	No financial loss	
0017-14	Asia and the Pacific	Fraud	External	Service Contractor forged authorized signature and thereby misrepresented facts in official documents.	No financial loss	Management action pending
0019-14	East and Southern Africa	Harassment and abuse of authority	Internal	Staff member used harassing and inappropriate language towards subordinate and created a hostile work environment.	No financial loss	Management action pending
<b>TOTAL ESTIMATED FINANCIAL LOSS</b>					<b>\$18,783.66</b>	

\* All reports were submitted to the Executive Director



Type of Wrongdoing	External	Internal	Total
Other misconduct	21%	17%	38%
Fraud	17%	17%	33%
Favoritism	0%	13%	13%
Financial irregularities	4%	8%	13%
Harassment and abuse of authority	0%	4%	4%
<b>Total</b>	<b>42%</b>	<b>58%</b>	<b>100%</b>

## ANNEX 7 – UPDATED STATUS OF ACTION ON 2013-ISSUED INVESTIGATION REPORTS

OAIS Reference Number	Regional Office	Type of Wrongdoing	Description	Estimated Loss to UNFPA	Status of actions taken – as at 15 Apr 2015	Funds recovered – as at 15 Apr 2015
0001/13	East and Southern Africa	Other misconduct	Staff member failed to report two motor vehicle accidents, involving UNFPA vehicles that the staff member was driving, to appropriate authorities	No financial loss	Staff member resigned after being charged and did not respond to charges; charge letter placed in staff member's Official Status File.	
		Other misconduct	Staff member failed to exercise reasonable duty of care over subordinates	No financial loss		
		Other misconduct	Staff member gave unlawful instruction to subordinate to backdate official UNFPA documentation	No financial loss		
		Financial irregularity	Staff member claimed dependency allowance for the staff member's employed spouse, who was earning above the permitted threshold, and failed to inform the organization of the spouse's employment status and earnings	\$14,142.68		
		Entitlement fraud	Staff member claimed reassignment grant travel for the staff member's dependents who did not relocate with the staff member to the duty station	\$30,099.00		
		Entitlement fraud	Staff member claimed and received education grant travel for a dependent child who did not travel	\$1,236.99		
		Entitlement fraud	Staff member claimed and received home leave travel for dependents, starting from the duty station when they were not living in the duty station	\$13,812.05		

OAIS Reference Number	Regional Office	Type of Wrongdoing	Description	Estimated Loss to UNFPA	Status of actions taken – as at 15 Apr 2015	Funds recovered – as at 15 Apr 2015
0001/13 (continued)	East and Southern Africa	Entitlement fraud	Staff member claimed and received home leave travel for dependents, starting from the duty station when they were not living in the duty station	\$18,807.00		
		Entitlement fraud	Staff member claimed and received home leave travel for dependents, starting from the duty station when they were not living in the duty station	\$15,330.00		
		Other misconduct	<i>Several allegations of reckless and grossly negligent driving</i>	--		
		<b>Total estimated losses</b>			<b>\$93,427.72</b>	
0003/13	East and Southern Africa	Entitlement fraud	Staff member claimed dependency allowance for the staff member's employed spouse, who was earning above the permitted threshold, and failed to inform the organization of the spouse's employment status and earnings	\$33,586.08		
		Other misconduct	Staff member and dependents, on two occasions whilst on home leave, did not spend seven days or more whilst in country of home leave.	To be determined by DHR		
		Financial irregularity	Staff member claimed home leave travel for self and dependents on three occasions, based on sourced air tickets, when they actually travelled by road.	To be determined by DHR		
		Entitlement fraud	Staff member claimed education grant travel for two dependent children on two occasions when they did not travel.	\$1,638.99		

OAIS Reference Number	Regional Office	Type of Wrongdoing	Description	Estimated Loss to UNFPA	Status of actions taken – as at 15 Apr 2015	Funds recovered – as at 15 Apr 2015
0003/13 (continued)	East and Southern Africa	Fraud	Staff member claimed and retained DSA on four occasions for official travel that the staff member did not undertake.	\$1,249.61	Staff member separated from service.	
		Other misconduct	Staff member misused official vehicles for personal benefit on various occasions without reimbursing UNFPA	unknown		
		Abuse of authority	Staff member made, on two occasions, the UNFPA driver drive the staff member and family for sightseeing, whilst the driver was on annual leave	No financial loss		
		Other misconduct	Staff member gave subordinate instructions, on various occasions, to falsify UNFPA vehicle log sheets so as to conceal the former's unauthorised, private use of said vehicles	No financial loss		
		Favoritism	Staff member grossly violated UNFPA's internship policy on various occasions in hiring interns and affording them preferential treatment due to favoritism	No financial loss		
		Other misconduct	Staff member violated fiduciary obligations by paying interns on various occasions	\$19,654.06		
		Other misconduct	Staff member violated fiduciary obligations by incurring a pending debt for UNFPA	\$236.13		
		Other misconduct	Staff member violated recruitment policies in the hiring of consultants on two occasions	No financial loss		
		Other misconduct	Staff member gave subordinate instruction to falsify official UNFPA documentation	No financial loss		

OAIS Reference Number	Regional Office	Type of Wrongdoing	Description	Estimated Loss to UNFPA	Status of actions taken – as at 15 Apr 2015	Funds recovered – as at 15 Apr 2015
0003/13 (continued)	East and Southern Africa	Other misconduct	Staff member attempted to obstruct the investigation by tampering with a material witness	No financial loss	OAIS determined that these allegations were unsubstantiated	
		<i>Abuse of authority</i>	<i>Staff member created a hostile work environment through intimidation and coercion.</i>	--		
		<i>Other misconduct</i>	<i>Staff member exacted funds from a colleague for personal benefit</i>	--		
		<i>Other misconduct</i>	<i>Staff member was absent from place of work or duty without authority</i>	--		
<b>Total estimated losses - before DHR determination</b>				<b>\$56,128.74</b>		<b>\$41,255.05</b>
0004/13	East and Southern Africa	Entitlement fraud	Staff member claimed and received rental subsidy payments in respect of a property owned by the company of the staff member's spouse	\$27,792.47	Staff member separated from service.	
		Conflict of interest	Staff member failed to disclose facts material to the lease of the property for which the staff member received rental subsidy payments from the Organization; whereas said property was owned by a company owned by the staff member's spouse	No financial loss		
		Entitlement fraud	Staff member claimed dependency allowance for the staff member's employed spouse, who was earning above the permitted threshold, and failed to inform the organization of the spouse's employment status and earnings	\$17,595.98		
		Fraud	Staff member claimed and received re-assignment travel reimbursement for the staff member's spouse who was already living in the duty station	\$1,254.22		

OAIS Reference Number	Regional Office	Type of Wrongdoing	Description	Estimated Loss to UNFPA	Status of actions taken – as at 15 Apr 2015	Funds recovered – as at 15 Apr 2015
		Fraud	Staff member attempted to defraud the Organization in the amount of \$22,364.84 by claiming security related costs that the staff member did not receive, was not entitled to and did not incur	No financial loss		
<b>Total estimated losses</b>				<b>\$46,642.67</b>		<b>\$38,444.12</b>
0005/13	Latin America and the Caribbean	Harassment	Staff member used racist, discriminatory and abusive language against other staff members on numerous occasions	No financial loss	Staff member separated from service.	
		Other misconduct	Staff member made inappropriate and derogatory comments against homosexuals	No financial loss		
		Other misconduct	Staff member attempted to instigate subordinates to harm the reputation of another staff member when completing the Global Staff Survey	No financial loss		
		Other misconduct	Staff member removed official files from the Country Office without authority.	No financial loss		
		Other misconduct	Staff member breached confidentiality of an ongoing DOS investigation	No financial loss		
		Other misconduct	<i>Staff member breached IT security and confidentiality by requesting staff to provide their usernames and passwords to their official computers</i>	--	<i>OAIS determined that the allegation is unsubstantiated</i>	
<b>TOTAL ESTIMATED FINANCIAL LOSS</b>				<b>\$196,199.13</b> <i>(100%)</i>	<b>Recovered funds -</b> <b>as at 15 Apr 2015</b>	<b>\$164,181.76</b> <i>(84%)</i>
of which		Fraud		<b>\$162,402.39</b>		
		Other financial irregularities		<b>\$34,032.87</b>		