

## 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 Human Resources	85/2016	58. In paragraph 85, the Board recommended that UNFPA: (a) ensure compliance with the salary advance policy and strengthen conditions for recovery of advances from staff, especially in situations where the staff member with outstanding advances separates from UNFPA; and	<b>Q4-2019</b>
			(b) continue the review of the outstanding advances to establish the respective causes and recovery mechanisms to ensure that the advances are recovered and cleared from active and separated staff	
2	Information Technology Solutions Office	100/2016	In paragraph 100, the Board recommended that UNFPA put in place a mechanism for monitoring the adoption of software policies and procedures and ensure their compliance across the entity	<b>Q1-2020</b>
3	Division for Management Services & Office of the Executive Director	16/2017	In paragraphs 16, the Board stated that it is of the view that the formalization of the enterprise risk management policy is necessary to increase staff awareness of the entire corporate risk management process. The policy document will provide guidance on the general rule for adherence to risk assessment and mitigation procedures.	<b>Q1-2020</b>
4	Division for Communication and Strategic Partnership	40/2017	In paragraph 40, the Board recommends that UNFPA ensure that country offices: (a) build the capacity of its staff in resource mobilization to enhance the effectiveness of their resource mobilization function; and (b) develop donor mapping and donor management profiles, in accordance with their strategies to enhance and encourage donor contributions	<b>Actions Completed</b>
5	Procurement Services Branch	45/2017	In paragraph 45, the Board recommends 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>Actions Completed</b>
6	Technical Division	59/2017	In paragraph 59, the Board recommends that UNFPA monitor the distribution process to ensure that the inventory is handed over to the intended beneficiaries by the implementing partners and get assurance on whether inventory has been utilized as intended	<b>Q4-2019</b>

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7	Division for Human Resources	69/2017	In paragraph 69, the Board recommends that UNFPA establish a policy on handling staff with disabilities to demonstrate non-discriminatory and inclusive working environment for staff members	<b>Actions Completed</b>
8	Division for Human Resources	75/2017	In paragraph 75, 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 individual consultant's information in the tool on time and prior to the issuance of an individual consultant contract; (b) ensure that final payments to individual consultants are made at the end of the contract period and after the assessment of the performance of the individual contracts; and (c) include a field in the tool's system which allows the distinction of individual consultant fees based on either output delivery or working days	<b>Actions Completed</b>
9	Division for Human Resources	81/2017	In paragraph 81, the Board recommends that UNFPA (a) ensure that all salary advances are requested and approved through the e-service application for easy monitoring and follow up by heads of office, (b) issue instructions to the heads of office to create awareness on the use of the salary advance's e-service application and to ensure that all staff use the e-service application; and (c) establish a guidance note to govern the procedures for granting salary advances to service contract holders	<b>Q1-2020</b>
10	Division for Management Services	87/2017	In paragraph 87, the Board recommends that UNFPA establish an enterprise resource planning 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>Q1-2021</b>

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11	Information Technology Solutions Office	93/2017	In paragraph 93, the Board recommends that UNFPA (a) conduct a review and configure the active directory regularly to remove all separated staff; (b) enforce the domain password policy in accordance with the ICT security policy and add all computers that are not in the active directory; (c) establish a mechanism to ensure that the Management Information Services Unit conducts a periodic survey of the country offices to review the adequacy of outsourced ICT support services; and (d) establish procedures for the governance of the active directory infrastructure, its security and design	<b>Q1-2020</b>
12	Information Technology Solutions Office	98/2017	In paragraph 98, the Board recommends that UNFPA: (a) incorporate the requirements for ICT security awareness training in the existing policies; and (b) make it mandatory and establish an enforcement mechanism for all staff members to complete information security awareness training.	<b>Q1-2020</b>
13	Division for Management Services	17/2018	In paragraph 17, the Board recommends that UNFPA strengthen, document and standardize clear guidelines of revision, including a timely revision of procedures, in accordance with the internal control framework policy, also making efforts to improve the supervision and its documentation	<b>Actions Completed</b>
14	Division for Management Services	22/2018	In paragraphs 22, the Board recommends that UNFPA perform a timely review of the assigned profiles in Atlas and modify the privileges in the cases that are not in line with the segregation of duties established in the policy, and strengthen periodical monitoring of user access and the exception profiles in the Atlas system, documenting such cases in accordance with the policies and procedures manual	<b>Actions Completed</b>
15	Division for Management Services	29/2018	In paragraph 29, the Board recommends that UNFPA make efforts to improve the proactive, effective and timely review of spot checks of the implementing partners' programmes, as established in the assurance plan	<b>Q1-2020</b>

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16	Programme and Strategy Division	36/2018	In paragraph 36, the Board recommends that UNFPA strengthen the capacity building of its personnel for the effective application of Global Programming System (GPS) principles.	<b>Q1-2020</b>
17	Programme and Strategy Division	37/2018	In paragraph 37, the Board recommends that UNFPA supervise the correct modification of the workplan carried out by the field offices, following the policy and procedures for preparation, management and monitoring of workplans.	<b>Q1-2020</b>
18	LACRO	43/2018	In paragraph 43, the Board recommends that UNFPA take action to strengthen the order, cleanliness and security in the warehouse, performing recurring monitoring of the condition of the warehouse, in order to guarantee compliance with the policy.	<b>Actions Completed</b>
19	LACRO	49/2018	In paragraph 49, the Board recommends that UNFPA insure its commodities, either by establishing a written agreement with UNHRD or signing an insurance, to comply with the supply policy, reducing the risk of loss or damage in case of catastrophe.	<b>Q4-2019</b>
20	Procurement Services Branch	50/2018	In paragraph 50, the Board recommends that UNFPA issue instructions to the heads of offices, in order to create awareness on the insurance policy uses and standard procedures.	<b>Q4-2019</b>
21	Procurement Services Branch	60/2018	In paragraph 60, the Board recommends that UNFPA strengthen its purchasing planning process so that the defined needs are considered when selecting the purchasing method in the project.	<b>Q2-2020</b>
22	Procurement Services Branch	61/2018	In paragraph 61, the Board recommends that purchases made by UNFPA comply with the established thresholds, as per the policy, and a periodic monitoring of the purchasing process is implemented.	<b>Q2-2020</b>

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23	Procurement Services Branch	66/2018	In paragraph 66, the Board recommends that UNFPA field offices request, in a timely manner, the pre-approval of the PSB for the purchase of medical supplies in future purchases and provide evidence that the approval was received by PSB.	<b>Q2-2020</b>
24	Division for Management Services	76/2018	In paragraph 76, the Board recommends that the UNFPA country office report as a preventive mechanism to OAIIS about the behaviour of any further situations that may be noticed in the future in order to comply with the UNFPA vendor review and sanctions policy.	<b>Q4-2019</b>
25	DED- Management office	81/2018	In paragraph 81, the Board recommends that UNFPA comprehensively review and update the policy of delegation of authorities, especially defining specific guidelines for senior positions in regional offices.	<b>Q4-2019</b>
26	Change Management Secretariate	87/2018	In paragraph 87, the Board recommends that UNFPA keep sight of efficiencies when restructuring its administrative support to the Panama country office and within the upcoming Secretary-General's reform initiatives.	<b>Q1-2020</b>
27	Information Technology Solutions Office	91/2018	In paragraph 91, the Board recommends that UNFPA take measures to prevent electrical risks inside and around the equipment rooms, with the purpose of protecting the facilities against threats, including natural or man-made disasters.	<b>Actions Completed</b>