**To**: Members of the UN-Habitat Risk Oversight and Advisory Committee

**From:** Dr. Aisa Kirabo Kacyira

Assistant Secretary General and Deputy Executive Director,

Chair, UN-Habitat Risk Oversight and Advisory Committee

**Subject: Minutes of the Fourth Meeting of UN-Habitat Risk Oversight and Advisory Committee**

Date: Wednesday 2nd March 2016 (2:45pm – 4:15pm) Venue: Nairobi Meeting Room

**In attendance:**

**Chair:** Dr. Aisa Kirabo Kacyira,

1. Assistant Secretary General and Deputy Executive Director, UN-Habitat

**Members:**

1. Andrew Cox, Chief, OED
2. Thomas Melin, Head Ag, External Relations Office, Office of the Executive Director
3. Doudou Mbye, Regional Office for Africa (Regional Representative)
4. David Evans, Risk Reduction and Rehabilitation Branch (Branch Representative)

**Observers:**

1. Saidou Ndow, Head of Legal Officer
2. Martin Barugahare, Head of Evaluation Unit

**Secretary of the Committee**

1. Mohamed Robleh, Methods & Oversight Officer, Management and Operations Division

**Absent:**

1. Alioune Badiane, Director  Programme Division

**Opening remarks and Adoption of the agenda for the meeting**

1. The meeting was chaired by the Deputy Executive Director, Dr. Aisa Kirabo. The agenda of the meeting was adopted without changes.

**Agenda item 1: Review and approval of the agenda, minutes of the previous meeting and update on follow up actions adopted in previous meeting (17 November 2015)** (follow up actions for review)

1. Mohamed Robleh gave highlights of the minutes of the previous meeting held on 17 November 2015.
2. **Adopted action 1:** Minutes of the previous meeting were approved without changes
3. Progress on actions adopted in the last meeting:

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| **Actions adopted** | **Responsible officer** | **Progress status** |
| **Adopted action 1:** Minutes of the previous meeting were approved without changes | Mohamed | **Done.**  Uploaded in Intranet (risk section) |
| **Adopted action 2**: Programme Division was nominated to lead risk #1 (Realization and demonstration of results in line with UN-Habitat’s strategic plan and mandate) and Office of Management to lead risk #4 (Financing of the core budget). Each division is requested to regularly report on progress made on each of these risks. | Alioune and Programme Division: Risk #1 (Realization and demonstration of results in line with UN-Habitat’s strategic plan and mandate) | Lead divisions (Programme division and Management division) to give a report in the next meeting |
| Andrew Cox and Management and Operations Division: Risk #4 (Financing of the core budget). |
| **Adopted action 3**: The ERM Computer-based training currently available in Inspira will be mandatory to all professional staff and optional to GS staff. | Mohamed | **Done**. A memo from DED was sent out reminding all staff to undertake the online ERM training available in Inspira with a deadline of 31 March 2016 made – see paragraph 7 below for more details.. |
| **Adopted action 4**: monthly meetings for the first 2 months and then quarterly | Mohamed | **Done.** Next meeting scheduled for January 2016 |
| **Adopted action 5**: Audit of UN-Habitat DRC Project Office | Mohamed | **Done.** Mohamed has received the final OIOS internal audit workplan and has alerted Jane and Rocio to expect an audit.  Review and approval of the audit work plan and the proposal of changes should be done by the Senior management board. |
| **Adopted action 6:** Develop a basis and evidence to support fraud and corruption and activities of implementing partners to include as top risks. | Mohamed and Saidou | Mohamed and Saidou should do a preliminary assessment and give a justification report in the next meeting on why Fraud and corruption should be included as a top risk. The report should include what should be tackled and by whom. |
| **Adopted action 7:** The Risk Committee will be acting as the steering committee overseeing the implementation of the Accountability Framework |  | It was agreed that there should be one committee for both the accountability framework and |

**Agenda item 2: Fraud and Corruption Risk** (management responses to consultant benchmarking report for review)

1. Mohamed reported that the donor, SIDA, asked for both the consultant’s report on benchmarking and recommendations and the management’s response. He presented a draft management response for comments. It was agreed that Mohamed will circulate the draft response to the DED, and Heads of External Relations and Programme Division for review and approval. If need be it will then be presented to the Senior Management Board.
2. **Adopted action 2:**  Mohamed to circulate the draft response to the DED, and Heads of External Relations and Programme Division for review and approval.

**Agenda item 3: Emerging risks:** ERSO, WLAT, etc. (key remaining risks for review)

The agenda item was postponed to the next meeting

1. **Adopted action 3:** Ananda from the Urban Economy Branch should provide an update for the next meeting.

**Agenda item 4: Status of implementation of audit recommendations and investigation cases** (for information).

1. Mohamed explained that for the first time in six years the implementation of audit recommendations was below 80%. This was due two main reasons: the ongoing finalization of the secretary general’s bulleting (SGB) on the Organisation of UN-Habitat and the ongoing global service delivery model initiative delaying the ICT audit recommendations.
2. The audit focal point asked for managements support for the follow up of the recommendations which were older than three years.
3. **Adopted action 4:** Mohamed Robleh to present in next meeting a report highlighting pending recommendations, responsible staff and expected actions

**Agenda item 5: Implementation of the Accountability Framework** (draft Action Plan for discussion)

1. Implementation of the Accountability Framework is an urgent recommendation in the OIOS evaluation of 2015.
2. Mohamed and Andrew should do a preliminary analysis of the current situation and also check what was mentioned in the management’s response with regards to the implementation time frame. Mohamed and Andrew should do consultations and come up with a final implementation plan for the Committee to endorse before it is presented to the Senior Management Board.
3. **Adopted action 5:** Mohamed and Andrew to do to do consultations and come up with an action plan for the implementation of the Accountability Framework.

**Agenda item 6: Implementing partners’ risk management policy** (draft policy for discussion)

1. The agenda item was postponed to the next meeting

**Agenda item 7: AOB**

1. **Emerging risks:** It was noted that ERSO, WLAT, and LFF needed to be discussed and acted upon.
2. As suggested by the DED, the members agreed that a comprehensive update of the scenarios should be presented in the next meeting.
3. **Adopted action 7:** Ananda from the Urban Economy Branch should provide an update for the next meeting.
4. Next meeting to be held in the first week of May.