

Guidelines in Conducting an Implementing Partner Integrity Check Using World-Check

PURPOSE

This document serves as a guide to follow when conducting an integrity check on an Implementing Partner in line with para 19 of the UN-Habitat Policy for Implementing Partners (January 2017).

CREDENTIALS

FOCAL POINT FOR USERNAME AND PASSWORD	
UN-Habitat HQ/ Administrator	Kamal Naim < kamal.naim@un.org >
ROAS	Ayoub Mebrahtu < ayoub.mebrahtu@un.org >;
ROAP	Hasyim Hasyim < hasyim.hasyim@unhabitat.org >
ROLAC	Ivanova Galan < ivanova.galan@un.org >

PART A: FREQUENTLY ASKED QUESTIONS (FAQ's)

Q. What is World-check search?

A. This is an integrity check on a prospective Implementing Partner organization and its senior officials

Q. Why should I perform the search?

A. The search is part of the IP assessment in the selection process to ensure that the organization or any of its senior officials are not in any UN, Country or other Entity's sanction list or associated with fraud, corruption, money laundering, terrorism or other criminal activities

Q. Who should perform the search?

A. Every Regional, Divisional, Branch or Country Office should select a focal point who will be performing the search

Q. Who has access credentials to world check?

A. Every focal point should contact the staff in the 'Credentials' table above for username and password based on the regional location

Q. How do I perform a search?

A. By following the steps in 'Part B' below

Q. What if the search shows; 'no matches found'?

A. This means the individual or organization does not have any criminal history and is eligible to be selected

Q. What if there are multiple search results?

A. Check on the matching strength - a green bar on the right side of each result. The fuller the bar the closer the result to the search criteria. If more details are known like country, etc. they can also help to narrow down the results

Q. Do I need to keep evidence of my search?

A. Yes. Take a screenshot of the results and attach it to the legal office submission

Q. Who should I contact for assistance?

A. For assistance contact Gladys Mwangi on gladys.mwangi@un.org

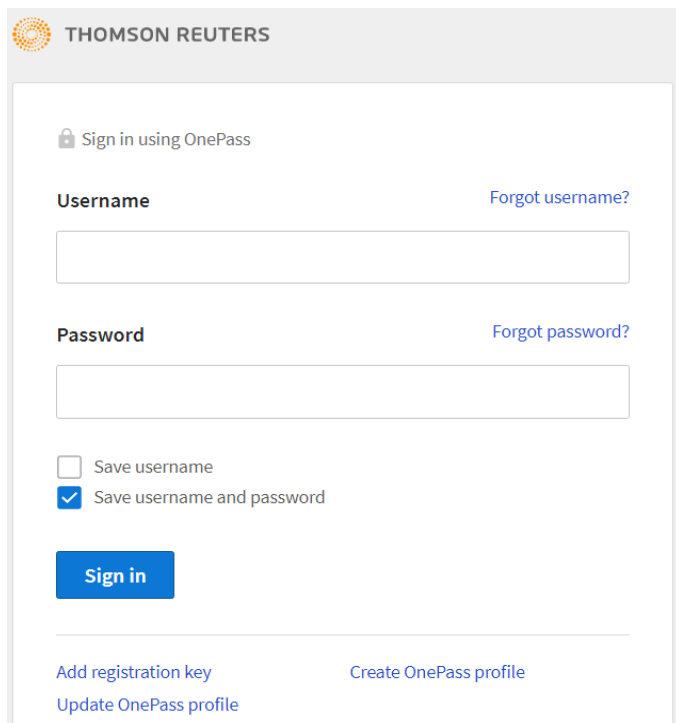
PART B: HOW TO SEARCH IF AN ORGANIZATION OR INDIVIDUAL HAS BEEN BLACKLISTED

1. Use the following link to log into world-check

<https://signon.thomsonreuters.com/?productId=MKTACC&returnto=https%3A%2F%2Fapp.accelus.com%2F%23login%2F%257B%2522redirect%2522%253A%2522accelus%252Fhome%2522%257D&bhcp=1>

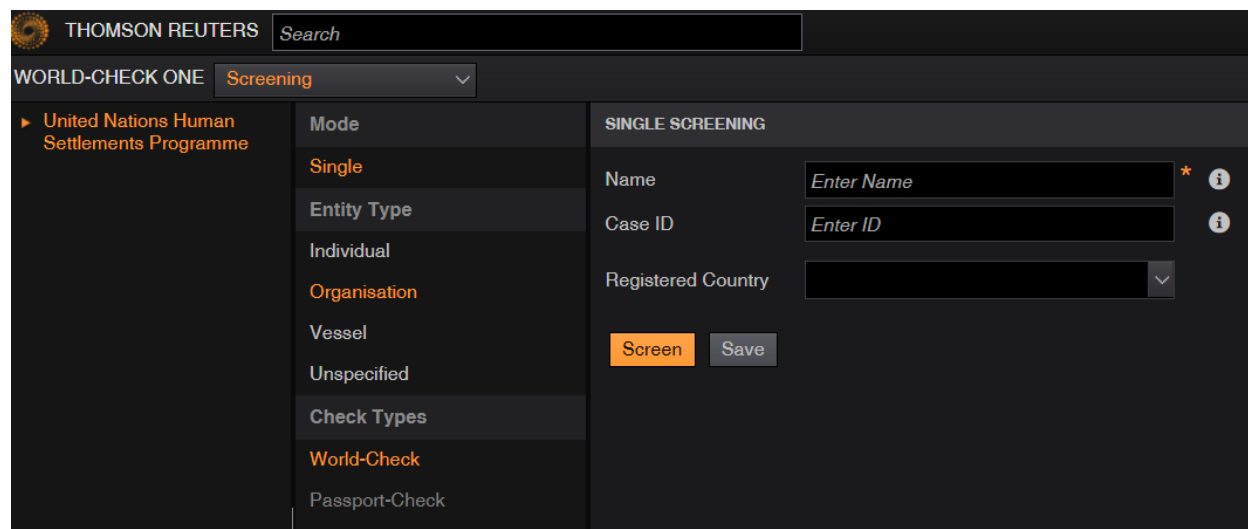
OR

<http://tmsnrt.rs/22Xro0M>



The screenshot shows the Thomson Reuters OnePass login interface. At the top left is the Thomson Reuters logo. Below it, there is a 'Sign in using OnePass' link. The main form contains two input fields: 'Username' and 'Password'. To the right of each field is a link for 'Forgot username?' and 'Forgot password?' respectively. Below the password field, there are two checkboxes: 'Save username' (unchecked) and 'Save username and password' (checked). A blue 'Sign in' button is positioned below the checkboxes. At the bottom of the form, there are three links: 'Add registration key', 'Update OnePass profile', and 'Create OnePass profile'.

2. Log in using the provided credentials



The screenshot displays the Thomson Reuters World-Check ONE 'Screening' interface. The top navigation bar includes the Thomson Reuters logo, a search bar, and the text 'WORLD-CHECK ONE'. Below this, a dropdown menu is set to 'Screening'. The main content area is divided into two columns. The left column, titled 'United Nations Human Settlements Programme', lists various 'Entity Type' options: 'Individual', 'Organisation' (highlighted in orange), 'Vessel', and 'Unspecified'. Below these are 'Check Types': 'World-Check' (highlighted in orange) and 'Passport-Check'. The right column, titled 'SINGLE SCREENING', contains three input fields: 'Name' (with placeholder 'Enter Name'), 'Case ID' (with placeholder 'Enter ID'), and 'Registered Country' (a dropdown menu). Below these fields are two buttons: 'Screen' (highlighted in orange) and 'Save'.

3. **Search for an Implementing Partner Organization** eg. Twente University and Global Relief Foundation. If known, you can enter more details like country and case ID as additional filters.

- i. Enter name of the organization and click on screen button. For Twente University, there are no matches meaning the organization has not been blacklisted as shown below. Save the screenshot and the search date since it will be proof of the integrity check.

The screenshot shows the 'WORLD-CHECK ONE' interface. At the top, it says 'Case' with a dropdown arrow. Below that is a search bar with '< Back to Screening' on the left and a search icon on the right. The main content area is divided into three columns. The left column shows details for 'Twente university', including Case ID (85d4eb03-a7ff-4c2d-b173-fa547f55ae91), Status (Unarchived), and User Activity (0). The middle column shows filter counts: UNRESOLVED (0), Positive (0), Possible (0), False (0), and Unspecified (0). The right column shows 'Showing 0 of 0 matches for Twente university' and a table with columns for STATUS, RISK LEVEL, and REASON. The table is empty, and a 'No matches found' message is at the bottom right.

To do another screen, click on the button 'Back to screening'

- ii. For Global Relief Foundation, there are 38 matches of organizations under that name which have been blacklisted from the various countries for terrorism as shown below

The screenshot shows the 'WORLD-CHECK ONE' interface with 38 matches for 'Global Relief Foundation'. The left column shows details for 'Global Relief Foundation', including Case ID (ea8ce7b9-60df-467a-899e-f92ac599963d) and Status (Unarchived). The middle column shows filter counts: UNRESOLVED (38), Positive (0), False (0), and Unspecified (0). The right column shows 'Showing 38 of 38 matches for Global Relief Foundation' and a table with columns for STATUS, RISK LEVEL, and REASON. The table is populated with 6 rows of data, each representing a match. The matches are for 'GLOBAL RELIEF FOUNDATION INC' in various countries: Palestine, Lebanon, Belgium, France, Somalia, and Serbia. The table also includes columns for Name, Matched Alias, Registered Country, Type, Category, and Match Strength.

STATUS	RISK LEVEL	REASON
Positive	Unknown	Select a Reason
Possible	High	
False	Medium	
Unspecified	Low	

Name	Matched Alias	Registered Country	Type	Category	Match Strength
GLOBAL RELIEF FOUNDATION INC	Global Relief Foundation	Palestine, State of	LE RE S	TERRORISM	██████████
GLOBAL RELIEF FOUNDATION INC	Global Relief Foundation	Lebanon	S	TERRORISM	██████████
GLOBAL RELIEF FOUNDATION INC	Global Relief Foundation	Belgium	S	TERRORISM	██████████
GLOBAL RELIEF FOUNDATION INC	Global Relief Foundation	France	S	TERRORISM	██████████
GLOBAL RELIEF FOUNDATION INC	Global Relief Foundation	Somalia	LE RE S	TERRORISM	██████████
GLOBAL RELIEF FOUNDATION INC	Global Relief Foundation	Serbia	S	TERRORISM	██████████

The matching strength shows how close the search result is to the search criteria. The fuller it is the better; in our case, it is full meaning an exact match. Based on the country of the organization e.g. USA, click on the organization name to view more information as below

The screenshot displays a detailed view of a screening profile for the Global Relief Foundation. The interface includes a sidebar with navigation options like 'Global Relief Foundation', 'Case ID', 'Status', 'User Activity', 'Summary', 'World-Check', and 'Audit'. The main content area is divided into several sections:

- Matching World-Check Profile:** Shows 17 matches out of 38.
- CURRENT STATUS:** Includes 'Resolution Status' (Unresolved), 'Risk Level', 'Resolution Remark', 'Review Comment', and 'Last Updated'.
- Resolution/Review:** Features a table with columns for STATUS (Positive, Possible, False, Unspecified), RISK LEVEL (Unknown, High, Medium, Low), and REASON (with a dropdown menu).
- COMPARISON DATA:** A table comparing 'Submitted Data' and 'Matched Data'.
- KEY DATA:** A table with 'SIRELE' status and 'World-Check ID: 48758'. It lists 'Organisation Name' (GLOBAL RELIEF FOUNDATION INC), 'Profile Update' (Entered Date: 15-Dec-2001, Updated Date: 12-Jan-2018), and 'Category' (TERRORISM).

More information about the organization can be accessed by clicking on further information, Aliases, keywords and connection/relationships. A list of information sources is also available. This IP should be rejected and discontinued from the selection process. Save the screenshot and the search date since it will be proof of the integrity check.

4. Search for an individual e.g. Alfred Thomson from Brazil

To screen an individual, click on individual on the screening page

The screenshot shows the 'SINGLE SCREENING' form within the 'World-Check ONE' interface. The left sidebar is set to 'United Nations Human Settlements Programme' and 'Individual'. The main form fields include:

- Mode:** Single
- Entity Type:** Individual
- Check Types:** World-Check
- Name:** Enter Name *
- Case ID:** Enter ID
- Gender:** Radio buttons for Male, Female, and Unspecified (selected).
- Date of Birth:** Dropdowns for Day, Month, and Year.
- Country Location:** Dropdown menu.
- Place of Birth:** Dropdown menu.
- Nationality:** Dropdown menu.

Buttons for 'Screen' and 'Save' are located at the bottom of the form.

- i. Enter name of the individual and click on screen button; you can enter more details if known e.g. country of origin and date of birth to narrow the search

Showing 11 of 11 matches for Alfred Thomson

STATUS	RISK LEVEL	REASON
Positive	Unknown	Select a Reason
Possible	High	
False	Medium	
Unspecified	Low	

Name	Matched Alias	Gender	Date(s) of Birth	Nationality	Country Location	Type	Category	Match Strength
Freddie THOMPSON		Female		United States	United States	PEP	INDIVIDUAL	100%
Freddie THOMPSON		Male	16-Dec-1980	Ireland	Ireland Spain	OB	INDIVIDUAL	100%
Freddy THOMPSON		Male	1964 1963	United States	United States	LE	CRIME - FINANCIAL	100%
Alfredo MASON		Male		Argentina	Argentina	PEP	INDIVIDUAL	100%
Fred Miles THOMPSON		Male	1958 1957	United States	United States	LE	CRIME - NARCOTICS	100%
Alan Alfred James THOMPSON		Male	20-Aug-1966	United Kingdom	United Kingdom	RE	INDIVIDUAL	100%
Scott A THOMPSON		Male	1964 1963	Canada	Canada South Arabia	PEP	INDIVIDUAL	100%

- ii. There are several people under that name but the one we are searching for is not part of the list thus has not been blacklisted. If you are not sure about the country of origin you can drill down to each person's profile and view the biography under further information as shown below. Save a screenshot of the search results and the search date since it will be proof of the integrity check and continue with the selection process

Matching World-Check Profile < 4 * > of 11

CURRENT STATUS

Resolution Status: Unresolved

Risk Level: Positive

Resolution Remark: [Redacted]

Review Comment: [Redacted]

Last Updated: [Redacted]

COMPARISON DATA

	Submitted Data	Matched Data
Name	✓ Alfred Thomson	Fred THOMPSON

FURTHER INFORMATION

Language: Original Language

World-Check ID: 1568536

BIOGRAPHY
Former owner of Adulturnation (reported Jul 2011).

REPORTS
Jul 2011 - reported to have previous convictions. Convicted for possession of counterfeit notes with intent to spend (GBP2,380). Sentenced to 6 months imprisonment. Aug 2013 - convicted of conspiracy to make, distribute and defraud customers by producing illegal DVD's. Sep 2013 - sentenced at Hull Crown Court to 18 months imprisonment, suspended for 2 years.

IDENTIFICATION
Trading as Fantasy Dome and Fantasy Dome Online.