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INTEROFFICE MEMORANDUM

MEMORANDUM INTERIEUR

INTERNAL AUDIT DIVISION · DIVISION DE L'AUDIT INTERNE

OFFICE OF INTERNAL OVERSIGHT SERVICES · BUREAU DES SERVICES DE CONTRÔLE INTERNE

TO: Ms. Sahle-Work Zewde, Director-General
A: United Nations Office at Nairobi

DATE: 18 December 2015

FROM: Eleanor T. Burns, Director
DE: Internal Audit Division, OIOS

REFERENCE: IAD: 15-00877



SUBJECT: **Internal audit work plan for 2016**

OBJET:

1. Our planning process for 2016 is now completed. Our planning is a risk-based process, applying our limited resources to the highest risk areas and activities across the organization where we anticipate that internal audit review may add the most value. In completing this process we have also taken into account the views and requests of clients.

2. Although the plan for 2016 is presented as attached, it is subject to change due to the evolution of the organization, emerging risks or unexpected staff movements. I would also appreciate your immediate advice if you identify any other issues which you feel warrant prompt audit attention.

3. The attached schedule identifies those audits ongoing at the end of 2015 which will all be completed in 2016, audits expected to commence and be completed in 2016, and audits which we expect will commence in 2016 but will be completed in 2017.

4. Please do not hesitate to contact the Service Chief named below if you have any queries or comments regarding the attached plan.

cc: Mr. Gurpur Kumar, Deputy Director, Internal Audit Division
Ms. Mariya Essajee, Oversight Focal Point, UNON

INTERNAL AUDIT DIVISION
Audit assignments planned for 2016 – UNON

Ongoing audits (to be completed in 2016)	
1	Audit of administrative arrangements for the provision of common services by UNON to other entities
2	Audit of provision of translation and editorial services at UNON

Audits to commence and be completed in 2016	
1	Audit of facilities management at UNON
2	Audit of Umoja implementation in the Nairobi-based entities: UNON, UNEP and UN-HABITAT

Audits to commence in 2016 and be completed in 2017	
1	Audit of management of benefits and allowances at UNEP, UN-Habitat and UNON