

Twenty-second meeting of the Council  
Abu Dhabi, 26-27 October 2021

## **Report of the Director-General Activities of the Internal Audit Office and Internal Audit Recommendations and Actions Taken**

### **I. Introduction**

1. This report is presented pursuant to Financial Regulation 11.4 (b) which provides that *“The Director-General shall report to the Council at each session on internal audit recommendations and actions taken”*. The report covers the period from 26 April 2021 to 25 September 2021.
2. Since the submission of the last report to the twenty-first meeting of the Council (C/21/6), the Internal Audit Office (IAO) implemented the following activities:
  - i. Performed an audit process maturity assessment and detailed gap analysis, as a part of a Quality Assurance Improvement Program (QAIP) required by the Institute of Internal Audit (IIA) standards and developed a plan for adherence to the IIA Standards.
  - ii. Initiated the implementation of various activities to enhance the IAO core foundation, based on the gap analysis performed, as mentioned above. Examples of activities initiated include, inter alia, updating the IAO Audit Charter, developing an Audit Manual outlining IAO’s audit methodology and processes for the entire audit lifecycle, developing a comprehensive risk-based audit universe, and defining the audit engagement rating methodology. The completed actions taken thereto will be reported to the Council at its twenty-third meeting.
  - iii. Initiated the development of an audit dashboard to keep track and periodically report to senior management on the progress of implementation of audit recommendations and actions taken.
  - iv. Initiated, in accordance with the Audit Plan for the Work Programme and Budget 2020-2021, the audit of Consultancy Services. The audit recommendations and actions planned to be taken will be reported to the Council at its twenty-third meeting.
  - v. Followed up on the status of implementation of internal audit recommendations related to the previous audit on the Human Resources (HR) Policy Manual, detailed in Section II of this report.

## II. Status of implementation of the internal audit recommendations

3. The “Report of the Director-General on the Activities of the Internal Audit Office, and Internal Audit Recommendations and Actions Taken”, contained in document C/21/6 presented to the twenty-first meeting of the Council, provided recommendations for reviewing and updating the HR Policy Manual and highlighted specific sections or provisions that are outdated and need further revision in line with the released HR directives.
4. Based on results of the validation procedures performed by the IAO, it has been noted that the Division for Administration and Management Services (AMS) has drafted the revised text that will be incorporated into the next version of the HR Policy Manual, upon the completion of the comprehensive review of the Manual to be initiated by a dedicated working group during the last quarter of this year. The proposed revisions covered the following sections: salary scale, education grant, special education grant for children with disability, Associate Professional Programme, staff attendance and leave working hours, special leave for studies or professional development, medical insurance, and repatriation grant.
5. With regards to revisions relevant to the sections of recruitment and selection, and of performance appraisal, it has been noted that the updated provisions will be drafted upon the completion and approval of the directives which are currently under review by senior management.