

INTERNATIONAL ORGANIZATION FOR MIGRATION

Document Title: Charter of the Office of the Inspector General (OIG)

Document Type: Instruction

Character: Compliance with this Instruction is **mandatory**

Control No.: IN/74 Rev.1

Document Owner: OIG

Status: Active

Date of Entry Into Force: 1 December 2015

End Validity Date:

Replaces: IN/74

Summary: Charter of the Office of the Inspector General

Keywords: internal audit, evaluation, investigation, inspection, monitoring, internal oversight

Location: <https://intranetportal/Pages/ControlNo.aspx?controlNo=IN/00074>

Initiated: OIG
Coordinated: OIG/LEG
Authorized: DGO
Distribution: All Missions Worldwide, All Departments at HQ



Charter of the Office of the Inspector General (OIG)

1. OVERVIEW

1.1. Office of the Inspector General mandate

- 1.1.1 The Office of the Inspector General (OIG) provides the Director General with independent, objective assurance, systematic review and advice to add value and improve programme/project design, delivery and operations.
- 1.1.2 The consolidated internal oversight mechanism provided by OIG covers internal audit, monitoring, evaluation, investigation and inspection.

2. DEFINITIONS

- 2.1 **Evaluation** is “a systematic and objective assessment of an on-going or completed project, programme or policy, its design, implementation and results. The aim is to determine the relevance and fulfilment of objectives, development efficiency, effectiveness, impact and sustainability.”¹ An evaluation should provide information that is credible and useful, enabling the incorporation of lessons learned into the decision-making process of both recipients and donors.
- 2.2 **Inspection** is an independent review of an organizational unit, system, process or practice perceived to be at risk of meeting its objectives in an efficient and effective manner or to improve measures and systems of control that would pre-empt wrongful acts.
- 2.3 **Internal auditing** is “an independent, objective assurance and consulting activity designed to add value and improve an organization’s operations. It helps an organization to accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.”²
- 2.4 **Investigation** is a formal fact-finding inquiry to examine allegations of misconduct and other wrongdoing in order to determine whether they have occurred and if so, the person or persons responsible.
- 2.5 **Monitoring** is “a continuing function that uses systematic collection of data on specified indicators to provide management and the main stakeholders of an ongoing development intervention with indications of the extent of progress and achievement of objectives and progress in the use of allocated funds.”³

¹ As defined by the OECD’s Development Assistance Committee, Working Party on Aid Evaluation, “Glossary of Key Terms in Evaluation and Results Based Management”, 2010.

² As defined by the Institute of Internal Auditors.

³ As defined by the OECD’s Development Assistance Committee, Working Party on Aid Evaluation, “Glossary of Key Terms in Evaluation and Results Based Management”, 2010.

3. POLICIES

3.1. Standards

- 3.1.1. OIG carries out its audit functions in accordance with the International Professional Practices Framework of the Institute of Internal Auditors. This framework includes mandatory elements consisting of the Definition of Internal Auditing, the Code of Ethics and the *International Standards for the Professional Practice of Internal Auditing*.
- 3.1.2. OIG performs evaluations in accordance with the United Nations Evaluation Group (UNEG) Norms and Standards for Evaluation in the UN System as a set of guiding principles to regulate the conduct of evaluation. OIG also adheres to the UNEG ethical guidelines and code of conduct for evaluations.
- 3.1.3. Investigatory work shall, subject to IOM's specific requirements, reflect generally accepted investigation standards for international organizations as laid down in the "Uniform Principles and Guidelines for Investigations", adopted by the 10th Conference of International Investigators and with due regard to the jurisprudence of the International Labour Organization Administrative Tribunal.

3.2. Financial regulations

- 3.2.1. Financial Regulation 10.1 (d) on Internal Control provides: "The Director General shall maintain an internal financial control and internal audit which shall provide for an effective current examination and/or review of financial transactions in order to ensure:
 - (i) the proper receipt, custody and disposal of all contributions made in cash, in kind or in services;
 - (ii) that obligations are incurred only with appropriate written authority;
 - (iii) that obligations incurred and expenditures made are within the approved budget and within the purposes and rules related to trust funds, reserves and special accounts;
 - (iv) the most economic and efficient use of all the resources of the Organization; and
 - (v) the orderly accounting and the completeness and accuracy of records."

3.3. Audit and Oversight Advisory Committee (AOAC)

- 3.3.1. The work of OIG is reviewed by the Audit and Oversight Advisory Committee (AOAC), which provides recommendations to the Director General and reports annually to the IOM Standing Committee on Programmes and Finance (SCPF). Its terms of reference in relation to internal oversight are to:
 1. "review the functioning, operational independence and effectiveness of the Office of the Inspector General (OIG) as the main internal oversight body, including its Charter, strategies, priorities, financing and work plans, and submit relevant recommendations to the Director General; and
 2. review risk management issues concerning the work of OIG or that may be identified through OIG's oversight activities and to monitor the compliance of the Organization with the implementation of OIG's recommendations."⁴

⁴ See IN/170 rev 1 – "IOM Audit and Oversight Advisory Committee (AOAC) – Terms of Reference"

4. ROLES, AUTHORITIES AND ACCOUNTABILITIES

4.1. OIG scope of work

4.1.1. OIG seeks to determine whether the Organization's framework of risk management, control and governance processes, as designed and implemented by management, is adequate and functioning in a manner which ensures that:

- (i) programmes/projects are designed and implemented to produce results that are consistent with established objectives of the Organization;
- (ii) programmes/projects are delivered effectively, planned results achieved and that lessons arising from their implementation are learned, disseminated and included into subsequent policy development, programme and project planning;
- (iii) risks are appropriately identified and managed;
- (iv) performance, financial, and operating information is accurate and timely;
- (v) resources are acquired economically, used efficiently and adequately protected;
- (vi) continuous qualitative improvements are included in the Organization's processes;
- (vii) employees' actions are in compliance with policies, standards and procedures;
- (viii) significant legislative or regulatory issues impacting the Organization are recognized and addressed properly; and
- (ix) allegations of irregularities (fraud, waste, abuse of authority and other misconduct) are assessed and, where warranted, are investigated.

4.1.2. OIG provides, on request advisory services, seeking to add value by improving the Organization's programme delivery and operations.

4.2. OIG authority

4.2.1. The IG may delegate the following authorities to OIG staff or other persons conducting assignments on behalf of OIG, where appropriate:

- (i) complete and unrestricted access to all records, documents, personnel and physical assets relevant to the subject under review at Headquarters, in Administrative Centres and in the regional and country offices⁵;
- (ii) the right to communicate directly with all levels of staff and management;
- (iii) the right to request any staff member to furnish all information and explanations that OIG deems necessary; and
- (iv) the right to determine scopes of work, apply techniques and allocate resources within budget authorities, including the engagement of specialized consultants.

4.2.2. The Inspector General shall have unrestricted access to the AOAC Chairperson.

⁵Accessing of digital data for investigative purposes is subject to the provisions of IN/123 – "IT Policies and Guidelines"

4.3. OIG responsibility

4.3.1. OIG is required to:

- (i) submit an oversight strategy and work plans, including risk-based and flexible annual audit plan and a biennial evaluation plan, to the Director General through the AOAC;
- (ii) implement the strategy and work plans and issue timely reports;
- (iii) regularly inform the Director General and the AOAC of the status and results of the oversight strategy and work plan, including progress reports on the actions taken by management in response to the recommendations made by OIG;
- (iv) adopt best practices in oversight functions, keeping management and the AOAC informed of emerging trends;
- (v) use professionals with sufficient knowledge, skills, experience and any other competencies needed to fulfil the mission of OIG and to maximize the efficiency and effectiveness of the used resources;
- (vi) safeguard all IOM records, documents and physical property retained during the course of OIG's work;
- (vii) liaise with representatives of the External Auditor to foster a cooperative and professional working relationship; optimise audit coverage; and share information such as strategies, work plans and all reports produced by both the OIG and the External Auditor;
- (viii) establish a quality assurance and improvement programme that covers all aspects of OIG activities, continuously monitor its effectiveness and assure conformity with applicable Standards and Guiding Principles (see Paragraph 3.1 above); and
- (ix) provide advisory services, within OIG capacities and areas of expertise, to assist management in meeting its objectives.

4.4. OIG accountability and independence

- 4.4.1. The Inspector General is appointed by the Director General, who shall consult with the AOAC on the required qualifications for the candidates. The Inspector General reports to and is accountable directly to the Director General. OIG operates independently from other parts of IOM. Apart from providing advice, OIG is not involved in the management of any programmes, operations or functions. It shall remain free from any interference in the communication of its results. The Director General ensures that OIG is provided with the necessary resources in terms of appropriate staffing, adequate funds and appropriate training to fulfil its mission and maintain its independence.
- 4.4.2. An annual report is prepared by the Inspector General for the Director General and shared with the AOAC summarizing significant oversight activities, conclusions, recommendations and action taken in response, with due regard for confidentiality of non-public information. This annual report is presented by the Inspector General to the Standing Committee on Programmes and Finance.

4.5. OIG recommendations

- 4.5.1. IOM management officials are responsible for considering OIG reports issued to them for action and, where appropriate, providing timely responses to OIG and implementing agreed action plans. Where management officials and OIG are unable to agree on action plans in response to OIG reports, the matter will be communicated within the IOM hierarchy for resolution.

- 4.5.2. OIG is responsible for monitoring the implementation status of its recommendations and periodically reporting the status to the Director General and to the AOAC, with particular attention to timely communication of conditions resulting in high risk exposure.

5. CONFLICTS OF INTEREST

- 5.1. In the performance of their oversight work, the Inspector General and his/her staff shall avoid perceived or actual conflicts of interest. The Inspector General shall report any significant impairment to independence and objectivity, including conflicts of interest, for due consideration to the AOAC.
- 5.2. Notwithstanding the foregoing, where allegations of misconduct concern the staff of OIG, the Inspector General shall inform and seek the advice of the Director General on how to proceed.
- 5.3. Allegations of misconduct against the Inspector General shall be reported to the Director General, who shall inform the Chair of the AOAC and may, in consultation with the Chair, decide to refer the matter to an independent external investigative authority.