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United Nations Nations Unies

INTEROFFICE MEMORANDUM MEMORANDUM INTERIEUR

TO: Ms. Asha-Rose Migiro
A: Deputy Secretary-General

DATE: 3 April 2009

FROM: Patricia O'Brien
DE: Under-Secretary-General for Legal Affairs
The Legal Counsel

SUBJECT: **Task Force on investigations**
OBJET:

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EXECUTIVE OFFICE
OF THE SECRETARY-GENERAL

1. I refer to your memorandum of 31 March 2009 requesting the names of focal points to assist the Task Force on investigations in carrying out its work.

2. For this purpose, I hereby designate Mr. Edric Selous, Senior Legal Officer in the General Legal Division of OLA, as focal point for this exercise.

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INTEROFFICE MEMORANDUM MEMORANDUM INTERIEUR

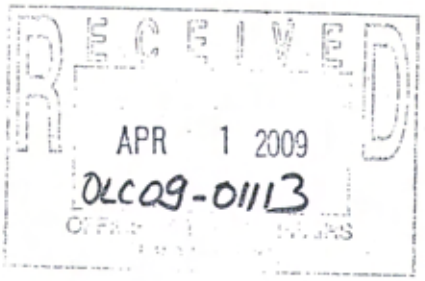
TO: All Heads of Departments and Offices
A: (See distribution list)

DATE: 31 March 2009

REFERENCE

THROUGH:
S/C DE:

FROM: Deputy Secretary-General
DE:



SUBJECT: **Task Force on investigations**
OBJET:

1. In its resolution 62/247, the General Assembly requested the Secretary-General to prepare, for its consideration and approval, in close cooperation with the Office of Internal Oversight Services, a report providing detailed information on Terms of Reference (TORs) for a comprehensive review of investigative function of the United Nations system. In order to complete this important task, the Secretary-General has instructed me to set up a Task Force, which will be composed of the heads of the following Department and Offices: Department of Field Support, Department of Management, Department of Peacekeeping Operations, Department of Safety and Security, Office of Internal Oversight Services, Office of Legal Affairs, Office of Human Resources Management; Office of Programme Planning, Budget and Accounts; and Ethics Office

2. The main role of the Task Force will be to review all types of investigations being conducted in the Secretariat, make suggestions on the need to improve systems, examine the steps that would be required to implement changes and determine the TORs, which have been requested by the General Assembly in its resolution 62/247.

3. In order to expedite this important task, I would like to seek your cooperation in designating appropriate focal points in your Department/Office, who will assist the Task Force to carry out the work ahead. For ease of reference, a draft outline of the Task Force's TORs is attached.

4. In the interest of moving expeditiously forward on this matter, please communicate the names of your focal points directly to Mr. Tuvako Manongi (manongit@un.org) and Alexandra Barahona (barahonaposada@un.org) in my Office by Friday, 3 April 2009.

I thank you for your prompt attention to this matter.

29-03464

Distribution list:

Ms. Inga-Britt Ahlenius, Under-Secretary-General for Oversight Services
Ms. Angela Kane, Under-Secretary-General for Management
Mr. Alain Le Roy, Under-Secretary-General for Peacekeeping Operations
Ms. Susana Malcorra, Under-Secretary-General for Field Support
Ms. Patricia O'Brien, Under-Secretary-General for Legal Affairs
Mr. David Veness, Under-Secretary-General for Safety and Security
Ms. Catherine Pollard, Assistant Secretary-General for Human Resources Management
Mr. Jun Yamazaki, Assistant Secretary-General for Programme Planning, Budget and Accounts
Mr. Robert Benson, Director, Ethics Office

cc: Mr. Nambiar
Mr. Kim

DRAFT

TASK FORCE ON INVESTIGATIONS

Terms of Reference

Objective: To review all types of investigations being conducted in the Secretariat, make suggestions on the need to improve systems, examine the steps that would be required to implement changes and determine the Terms of Reference (TORs) which have been requested by the General Assembly in its resolution 62/247.

Composition:

Chair: The Deputy Secretary-General

Membership: USG/OIOS – Ms. Inga-Britt Ahlenius
USG/DM- Ms. Angela Kane
USG/DPKO – Mr. Alain Le Roy
USG/DFS – Ms. Susana Malcorra
USG/OLA – Ms. Patricia O'Brien
USG/DSS - Mr. David Veness
ASG/OHRM – Ms. Catherine Pollard
ASG/OPPBA – Mr. Jun Yamazaki
Director/Ethics Office – Mr. Robert Benson

Scope of work:

- Review the legislative mandates covering the investigation functions and status of investigating entities within the Secretariat;
- Review the type and scope of investigation conducted in the Secretariat;
- Identify the number of staff and other resources dedicated to these functions;
- Assess volume of the current caseload of investigative entities;
- Identify and review all practices and procedures for conducting investigations, including appropriate due process protections;
- Identify and review all processes leading to the development and issuance of investigation reports to authorities and bodies;
- Identify and review decision-making processes and action on investigation reports;
- Elaboration of draft TORs with respect to the proposed comprehensive review of investigations pursuant to General Assembly resolution 62/247;
- Elaborate a report on the functions and reporting procedures of the Office of Internal Oversight Services (OIOS) pursuant to paragraph 16 of General Assembly resolution 59/272.

Working methods: to be determined at first meeting, including:

- Regularity of meetings;
- Submission of progress reports;
- How meeting will be serviced (i.e. a small technical group comprising officers);
- Expected date of delivery of the review and TORs: Friday, 31 July 2009.
- Any other issues.