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05/02/2007

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11:51:56 AM

Login Name Marvin Cordova



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Title

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Container **S-0039-0001: EOSG - General**

Notes

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EXECUTIVE OFFICE OF THE SECRETARY-GENERAL  
CABINET DU SECRETAIRE GENERAL

REFERENCE:

6 October 2006

Dear Mr. Seligmann,

First of all, I would like to take this opportunity to express my appreciation for the constructive meeting we had on 1 September 2006. I very much benefited from learning your priority areas for the upcoming audit, and I look forward to working closely with you and your team in the days to come.

Second, the Secretary-General has requested me to cordially welcome you, on his behalf. He is very much looking forward to your visit and he has extended his own personal support to you and the team in conducting the audit.

In response to your email of 27 September 2006, forwarding a questionnaire to be completed by this office prior to the commencement of the audit team's work on 9 October 2006, I am pleased to submit herewith the required information.

In preparing the information below, and in the annexes, my office has attempted to retain the format and sequence of the 10 questions posed. We have been able to do so with one small exception which relates to the allocation of office space, which we are providing to you in aggregate figures per floor occupied.

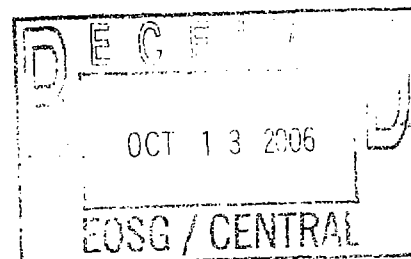
Kindly note that some of the annexes attached herewith reflect a redistribution of responsibilities within the Executive Office that took place at the beginning of 2006, and therefore do not entirely reflect earlier tables.

1. Organigram of the Executive Office of the Secretary-General.(EOSG)

Annex 1.A lists the "EOSG Organizational Structure and Post Distribution for the biennium 2006-2007". You will note that this structure lists posts that are financed from the regular budget and from the support account (the latter is listed as XB on Annex 1.A).

Mr. Renaud Seligmann  
Deputy Director  
Board of External Auditors  
New York

26-10395



Annex 1.B lists the actual distribution of the same number of posts. In that connection, I am sure you will appreciate that, at times, the EOSG organizational structure changes in order to address emerging requirements. As a result, posts and associated functions may be located at times in a different organizational unit, without changing the overall total EOSG posts.

Annex 2 lists the current allocation of responsibilities amongst the respective units of the EOSG. For ease of reference, it also lists the respective Officers and Assistants carrying out those responsibilities. You will note that Annex 2 resembles Annex 1.B in terms of posts and functions.

## 2. Overall Objective of the EOSG

The overall objective of the EOSG is to support the Secretary-General in his capacity as Chief Administrative Officer of the United Nations by assisting in the establishment of general policy and in the exercise of executive direction, coordination and expeditious performance of the work of the Secretariat and of the programmes and other entities within the Organization, as well as in contacts with Governments, delegations, the press and the public. The Office further assists the Secretary-General with strategic planning, political, economic and inter-agency affairs, peacebuilding strategies for Africa, and with protocol, liaison and representation functions. In this biennium, the Office is particularly committed to oversee the Organization's role in development financing and Millennium Declaration follow-up and provides guidance and coordination in the implementation of organization-wide reform efforts.

Annex 3 provides a breakdown of the objectives of each of the various units that form an integral part of the EOSG. Annex 3 also lists the activities and outputs associated with achieving these objectives.

## 3. Performance indicators and their applicable frequency

A number of major performance indicators apply to the Office. They include, but are not limited to, positive feedback from the Member States including the intergovernmental bodies on advice, reports and proposals related to activities within their sphere of competence; an increased number of activities carried out in collaboration with other entities of the United Nations system; increased participation in and support of the work of the United Nations; and the efficient utilization of resources and the timely implementation of the Secretary-General's reform.

For a detailed breakdown of the performance indicators and built-in quality control measures against which activities are being monitored at the unit levels, please also refer to Annex 3.

#### 4. Various tables

- Annex 4.A: number of posts authorized for current and past biennium.
- Annex 4.B: personnel present at the beginning of each year.
- Annex 4.C: budget authorized for current and past biennium.
- Annex 4.D: physical locations of the EOSG and their respective office space allocations, listed per floor, including total space occupied by EOSG on each floor.

#### 5. IT applications

Most of the applications used by the EOSG are standard, corporate applications used elsewhere in the Secretariat. In addition, some Units use specialized applications or they have designed special depositories for storing information:

- The Protocol and Liaison Service utilizes a data base of Missions and Observers that runs on Paradox. The Service is currently working together with ITSD to a different software that will be derived from the one being used by the Travel and Visa Service in the Secretariat
- The Strategic Planning Unit (SPU) utilizes a computerized registry of the Organization's mandates. This is a web-based registry resulting from the mandate review exercise called for by world leaders at the 2005 World Summit.

#### 6. List of audits, evaluations and reviews conducted since January 2002

In 2003, a review was undertaken of the functions carried out by the EOSG with the aim of identifying opportunities to improve efficiency and cost-effectiveness. Annex 5 provides a copy of this evaluation.

#### 7. Functional reviews undertaken over the past five years to identify risks and action taken to mitigate those risks

No such specific review has been undertaken but please see comments under 6 above and corresponding Annex 5.

8. Total amount of purchases on behalf of EOSG

For the biennium 2004-2005, a total of US\$ 2,778,343.69 was expended on purchases of goods and services on behalf of the EOSG. For 2006, this amount is, to date, US\$ 962,346.33.

Annex 6.A: top ten suppliers for the biennium 2004-2005.

Annex 6.B: top ten suppliers for the current year.

9. Number of Retreats and Seminars organized for the Staff of EOSG over past five years

None organized.

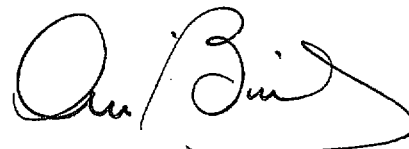
10. Posts currently vacant within EOSG

Post Number	Office	level	Effective Date
3215	EOSG/P&L	P-2	01/10/2006
3227	DSG	P-5	01/09/2006
3221	EOSG	P-4	02/07/2006
37884	EOSG	P-3	24/06/2006
32438	DSG	D-2	01/06/2006

I hope the above adequately addresses your first request for information. Should you have any additional requirements, or wish to receive further clarification on the information provided, please do not hesitate to contact me. Alternatively, you can contact Mr. Peter Van Laere who is the Audit focal point for this office, on extension 7-5086 or on his cell phone at 917 438 8830.

I look forward to working closely with you and your team over the next two weeks.

Yours sincerely,



Alicia Barcena  
Chef de Cabinet

United Nations Nations Unies

INTEROFFICE MEMORANDUM

MEMORANDUM INTERIEUR

(EOSG cc DSG)  
0105

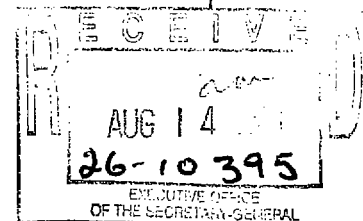
TO: Ms. Alicia Barcena  
A: Chef de Cabinet  
Executive Office of the Secretary-General

DATE: 3 August 2006

FROM: Swatantra Anand Goolsarran  
DE: Executive Secretary  
United Nations Board of Auditors

SUBJECT: Audit of the Executive Office of the Secretary-General (EOSG)  
OBJET: 9 to 20 October 2006

REFERENCE



I wish to inform you that an audit of the Executive Office of the Secretary-General will be carried out from 9 to 20 October 2006 by the audit team of Mr. Pierre Brouder, Director of External Audit, France. Three (3) auditors will undertake the assignment: Ms. Michelle Dayries (Team Leader), Mr. Benoit D'aboville and Mr. Jean-Christophe Potton.

I will appreciate if the necessary arrangements can be made to provide the auditors with office facilities, computers with MS Software, internet/intranet access, email (Lotus notes), telephone and fax facilities as well as access to IMIS during the period of the audit.

I shall be grateful for confirmation of the above arrangements<sup>1</sup>

cc: Mr. Christopher Burnham  
Ms. Inga-Britt Ahlenius  
Mr. Warren Sach  
Mr. Robert Orr  
Mr. Pierre Brouder  
Ms. Lilia Amores-Mantas  
Mr. Dagfinn Knutsen  
Mr. Jonathan Childerley

Caswell,

- Prepare a draft response for my signature.
  - Please add a request to Terms of Reference
  - entry + exit dates
- An Bun

<sup>1</sup> [daviesbd@un.org](mailto:daviesbd@un.org), [goolsarrans@un.org](mailto:goolsarrans@un.org)

14 - August - 2006