REGIONAL DIRECTOR 2016 LETTER OF REPRESENTATION
(to be returned to ACT by 21 February 2017)

Attention: Comptroller

This letter of representation is provided in connection with the completion and audit of the WHO financial statements for the year ended 31 December 2016.

In accordance with the Financial Regulations of WHO, I acknowledge as Regional Director my delegated authority for the efficient and effective management and use of resources in this region and that organization-wide policies and procedures are applied consistently in the region.

I am aware of the Internal Control Framework policy (November 2013) and the Accountability Framework (March 2015) and I recognize the importance in ensuring adequate internal controls are in place. All budget centres in my region have completed the 2016 Internal Control Framework Self-Assessment Checklist (CRE email 30 November 2016).

I confirm that to the best of my knowledge and belief, having made such inquiries as I considered necessary for the purpose of appropriately informing myself that:

1. All budget centres in my region have completed the 2016 Internal Control Framework Self-Assessment Checklist (CRE email 30 November 2016). I have reviewed responses from the Internal Control Self-Assessment Checklist in my region and no major weaknesses were raised by Budget Centre Managers.

2. The African Region completion of accounts for 2016 has been carried out in accordance with the ACT closure instructions issued on 27 September 2016 and all steps of the closure instruction for regional office action have been fully implemented.

3. The status of all cash, bank and imprest account reconciliations has been reviewed and reported to ACT/FNM (all imprest reconciliations were completed by 23 January 2017). In summary, all imprest accounts have an A rating, except one account (due to a technical issue) as listed in the attached summary.

4. All general ledger accounts under African Region responsibility have been reconciled and any issues have been highlighted during the accounts review and are summarized below or in the attached summary.

5. Expenditure for 2016 for the region is correctly stated. Spot checks have been performed to ensure expenses were coded to the correct expense category. Total expenses for the region for 2016 were US$ 761 million. 2016 expenditure has been compared to 2015 (by expenditure item type and by budget centre) and any significant variations are explained in the attached annex.

6. I have highlighted the importance of following the procurement policies and procedures. A review of 2016 open encumbrances has been undertaken and my region is ensuring that all open encumbrances are current and valid (refer to Information Note 18/2015). All receipts of goods and services have been entered in GSM by 6 January 2017 so that the accrual can be made for un invoiced goods and services. Any additional necessary accruals were raised to GMG/GSC/GFI by 18 January 2017.
7. I have highlighted the importance of accurately recording **annual leave** for 2016 to staff in my region and I note the financial impact of correctly recording leave. To the best of my knowledge I believe leave information is correctly entered in GSM. (Refer to Information Note 50/2015)

8. I have emphasized the importance in reviewing staff charged to budget centres/offices my region throughout 2016 to ensure that **staff costs** for my region are correctly stated.

9. **Awards** under regional office management as well as funds distributed to my region have been regularly reviewed to ensure they are implemented and reported according to donor requirements. Any issues to be highlighted are attached. All amounts receivable have been reviewed to ensure the funds are collectible. Any issues with payment of amounts due have been raised with the Department of Finance (FN/AMG) and are highlighted in the attached.

10. The **Fixed Assets** database accurately reflects WHO equipment currently providing service potential in the Region. Equipment has been physically verified and largely reconciled to the database during the year, reconciliation working is continuing in a number of budget centres. Due to reconciliation issues, the detailed list of equipment lost, stolen or damaged beyond repair will be forwarded to HQ/OSS/AMG by 31 March 2017, beyond the deadline of 25 January 2017 (refer to no. 91 of the closure instruction). (Refer OSS.SOP.XIII.002 – Asset Management)

11. The **Premises Summary** template for leased and granted premises has been accurately completed for 2016 and forwarded to HQ/OSS/AMG. (Refer OSS.SOP.XIII.003 Land and Buildings - Annex: Premises Summary template)

12. The **Premises Expenditure** templates detailing construction in progress, capital improvement to existing properties and purchases of new properties have been accurately completed for 2016 and forwarded to HQ/OSS/AMG. Refer to no. 26 of the closure instruction. (Refer OSS.SOP.XIII.003 Land and Buildings - Annex: Premises Expenditure template)

13. An **impairment review** of WHO owned premises and equipment over $5,000 in the Region was conducted in 2016, and the results forwarded to HQ/OSS/AMG. Refer to no. 15 of the closure instruction. (Refer OSS.SOP.XII.005 Impairment - Annex: Buildings Impairment template).

14. Complete and accurate details of **WHO Inventory** in the Region (medicines, vaccines and humanitarian supplies), together with the results of the physical verification have been reviewed and submitted to HQ/OSS/AMG, including details of all inventory items donated to WHO in 2016. (Refer to OSS.SOP.XIII.001 Inventory Management – Annexes II, III and IV).

15. There are no **intangible assets** with a value over $100,000 in the region.

16. For the purpose of the **Key Management Personnel (KMP)** confirmation which is now incorporated in the Declaration of Interest (DOI) exercise, I have completed and returned DOI by 15 January 2017.

17. I confirm there was one case of loss of cash for the region for 2016 that I am aware of to report, which is detailed in the attached annex. There were no reports of fraud. (Refer to manual XII.14.1 and SOP.OSS.002 – Loss and Thefts).
18. There were no write offs approved in 2016. (Refer to emanual XII.12.1)

19. There were was one administrative waiver in 2016 which was submitted to, and approved by the Comptroller. This is described further in the attached annex. (Refer to emanual XII.12.2)

20. There are no material events subsequent to 31 December 2016 that have an impact on the 31 December balances.

Yours sincerely,

[Signature]
Regional Director
Date 21/2/17