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CLEAN PACIFIC 2012

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CIRCULAR

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TO: SPREP National Focal Points

Subject: **Update - SPREP Internal Audit Function**

Dear Members,

SPREP would like to update you all on the current status of the Internal Audit Function since the recruitment of the Management Accountant at the end of June 2012.

- The first four months of the Management Accountant (Internal Auditor) was spend on establishing the Internal Audit Unit as well as familiarization with the Secretariat current work processes. This includes writing up of the Charters for the Audit Committee and the Internal Audit Unit. Further work was required in reviewing the internal audit policy that was adopted in principle in April 2012 until the Internal Auditor was recruited.
- The Internal Audit policy is being fully endorsed by the Secretariat Management and has been circulated to the Audit Committee members
- The Internal Audit Charter which provides the mandate for the Internal Audit role to perform her duties in the Secretariat has been presented and approved by the Secretariat Management and the Audit Committee
- The Audit Committee Charter was presented to the management and to the Audit Committee members at their first meeting held in November, 2012. This document is now being approved by the Audit Committee.
- The audit committee is being established consisting of three (3) External Independent members namely - Mr. Jovilisi Suveinakama - representing member countries Small Island states, Mr. Stuart Horne - Deputy High Commissioner NZ representing other member countries; Mr. Tagaloa Su'a Faafouina who is the Chairman of the Audit Committee. Tagaloa is the principal partner of the Su'a & Associates Accounting Firm in Apia. Two non-independent members were selected from within SPREP namely Mr. Clark Peteru - Legal Counsel Advisor and Simeamativa Vaai - HR Adviser.
- Audit Committee held their first meeting on the 21st of November. The Director General and the Deputy Director General presented an overview of the strategic direction for the Secretariat and the change management process to the Audit Committee Members.

- The Internal Auditor presented an Audit Work plan for the July - December 2012 period as well as the key priority areas for the Internal Auditor in 2013. This was discussed in the management and will be used as a guide to the Internal Auditor in the new year.
- The Management Accountant name is now being changed to the Internal Auditor as the Secretariat Management noted that this better reflects the responsibilities now performed by the incumbent.
- The internal Auditor is continuously working with the Corporate Services in reviewing current systems in place and provide the necessary recommendations to Management for consideration on improvements proposed. Some of these areas relate to the procurement process in tender procedures to name a few.

SPREP would like to express its sincere gratitude and appreciation for your continuous support in SPREP's strive to strengthen its responses to governance related issues thus ensuring accountability, transparency and improved delivery of our services to you as the Member countries.

SPREP will continue to provide updates like this in the future to keep you informed.

We would like to take this opportunity to wish you all an enjoyable and successful 2013.

Yours sincerely,

Kosi Latu
Acting Director General

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