

OIG Audit Stakeholder Engagement Model v 2.0

Proposed Total Time: 29 weeks

Stage 1 Planning & audit scoping

Weeks 1-6

OIG	Secretariat	In country
Advance notice of upcoming audit sent to auditee and mission clarified through discussions with Secretariat	Secretariat notified of upcoming audit, and asked to provide documents and information Audit scope definition explaining purpose, goals and approach for upcoming audit sent to Secretariat	Implementers and Country Coordinating Mechanism notified of upcoming audit Implementers and suppliers collaborate with OIG regarding access to records, premises and meeting with employees during desk review and planning mission. Audit scope definition explaining purpose, goals and approach for upcoming audit sent to relevant implementers
Audit program carried out in country or within Secretariat. Auditee given debrief and information on progress	Secretariat facilitates access for fieldwork	Implementers provide necessary support and access to complete fieldwork

Stage 2 Fieldwork

Weeks 7-11

Safeguard: Debrief of findings in-country and to Secretariat

Stage 3 Drafting of report

Weeks 12-18

OIG discuss audit findings and potential root causes with relevant senior Secretariat management in Issues and Actions Meeting. Discussion on Agreed Management Actions starts First draft of report is prepared	Secretariat provides strategic information to OIG as needed Secretariat proposes Agreed Management Actions addressing the root causes.	
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1 week - Safeguard: Draft of Agreed Management Actions reviewed by Head of Audit

72 hours - heads up for Secretariat

Stage 4 Review of report for accuracy and context, tone and balance

Weeks 19-24

Draft report including findings, proposed Agreed Management Actions and Executive Summary sent to Secretariat	Secretariat provides feedback on report's findings, Agreed Management Actions and Executive Summary to OIG within 2 weeks	Implementers have 2 weeks to provide feedback to OIG on report's findings and Executive Summary
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1 week - Safeguard: Head of Audit reviews draft report taking into account feedback

1 week – Safeguard: OIG Ratings Panel assesses overall rating for consistency
Head of Audit signs off on draft report and 72 hours heads up for Secretariat

Stage 5 Final report reviewed

Week 25

Draft report including ratings sent to Secretariat, Country Coordinating Mechanism and implementers	Secretariat has 1 week to provide feedback	Country Coordinating Mechanism reviews draft report with ratings, finalized Agreed Management Actions for context, tone and balance Implementer receive the draft for information.
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Stage 6 Report finalized

Week 26-29

OIG finalizes report		
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48 hours - Safeguard: Head of Audit and Inspector General sign off on report

Management Executive Committee receives final report and has 1 week to provide feedback (in parallel with audit committee) which is considered by OIG

Final Safeguard: Audit committee reviews final report (1 week)

Final Safeguard: Board receives final report for information 1 week before publication

Stage 7 Agreed Management Actions tracking

Ongoing

Agreed Management Actions tracked and impact analyzed	Secretariat implement Agreed Management Actions	
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