

OIG Investigations Stakeholder Engagement v 2.0

Total Time 30 weeks (Not including Stage 1)

Stage 1 Allegations intake and screening

48h

Stage 2 Assessment, research & planning

Weeks 1-4

Stage 3 Investigation

Weeks 5-11

Stage 4

a. Closure by Case Closure Memo

Weeks 12-17

or

b. Drafting and review of findings for report

Weeks 12-17

Stage 5 Facts and accuracy check

Weeks 18-19

Stage 6 Report consolidation

Weeks 20-24

Stage 7 Checking context, tone and balance

Weeks 25-27

Stage 8 Report Finalized

Weeks 28-30

Stage 9 Agreed Management Actions Tracking

ongoing

	OIG	Secretariat	In country
	The screening process checks if allegation is within OIG mandate, if it is specific, and verifiable with material implications	When necessary, Country Team or technical experts may be contacted directly for more information	When necessary, Local Fund Agents, Country Coordinating Mechanisms and whistle-blowers may be contacted directly for more information
	Initial desk-based research resulting in Investigation Plan	When appropriate advance notice given to Country Team of impending missions	When appropriate advance notice given to Country Coordinating Mechanisms, grant implementers and Local Fund Agents of impending mission
Safeguard: Head of Investigations signs off on Investigation Plan (1 week)			
	Investigation of allegations	Country Team notified if substantive evidence of fraud or abuse	Implementers and suppliers collaborate with OIG regarding access to records, premises and meetings with employees
Safeguard: Secretariat notified of preliminary findings to mitigate immediate risk			
	Allegation will be closed by Case Closure Memo if investigation shows: 1. Allegation is unfounded 2. Evidence is inconclusive 3. Further intervention by the OIG would be disproportionate i.e. risk has been mitigated	Case Closure Memo can lead to agreed actions with the Secretariat	Whistle-blower informed if case is closed. When appropriate subject(s) also informed
Safeguard: Head of Investigations signs off on Case Closure Memo (1 week)			
Safeguard: Aggregated Case Closure Memo data are reported to audit committee and Board			
	OIG discuss findings and potential root causes with relevant senior Secretariat management Discussion on Agreed Management Actions starts Letter of findings is sent	Secretariat provides strategic information to OIG as needed Secretariat proposes Agreed Management Actions addressing the root causes.	
Safeguard: Review by Team Leader and Head of Investigations (1 week) and 72 hours heads up for Secretariat			
	Investigation findings are sent out to subjects in country	Secretariat may provide comments on relevant findings Draft Agreed Management Actions are completed	Implementer may provide comment on relevant findings
	Draft report written	Secretariat finalizes Agreed Management Actions	
Safeguard: Head of Investigations signs off on draft report (1 week) and 72 hours heads up for Secretariat			
	Draft report sent to Secretariat and Country Coordinating Mechanism / implementer	Secretariat has 2 weeks to review full report with finalized Agreed Management Actions for context, tone and balance within 2 weeks	Country Coordinating Mechanism has 2 weeks to review draft report with finalized Agreed Management Actions for context, tone and balance
Safeguard: Head of Investigations and Inspector General sign off on final report (1 week)			
	OIG finalizes 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 report 1 week before publication			
	Agreed Management Actions tracked and impact analyzed	Sanctions process followed if relevant	Referrals to National Authorities and anti-corruption bodies when necessary. Whistle-blower informed that case is now closed and report is published