

**REGIONAL DIRECTOR 2018 LETTER OF REPRESENTATION**  
**(to be returned to ACT by 18 February 2019)**

**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 2018.

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, that adequate internal controls are in place and that organization-wide policies and procedures are applied consistently in the region.

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 2018 **Internal Control Framework Self-Assessment Checklist** (CRE email 26 November 2018). I have reviewed responses from the Internal Control Self-Assessment Checklist in my region and there are no major weaknesses or issues raised by Budget Centre Managers (please refer **Annexure-1**).
2. The quality of **risk identification** by all Budget Centres has been reviewed and critical risks have been highlighted to me together with the risk mitigation strategy (please refer **Annexure-2**).
3. SEAR completion of accounts for 2018 has been carried out in accordance with the **ACT closure instructions** issued on 21 Sep 2018 and all steps of the closure instruction for regional office action have been fully implemented.
4. The status of all **cash, bank and Imprest** account reconciliations has been reviewed and reported to ACT/FNM (all Imprest reconciliations were completed by 25 January 2019). In summary, all SEAR Imprest accounts have highest reconciliation rating 'A', except one Imprest Account of WCO-DPRK, as listed in the attached summary. Like earlier years, this is due to insufficient funds available with WCO-DPRK to make disbursements against payments instructions received from GSC, because of international sanctions (please refer **Annexure-3**).
5. All **general ledger accounts** under SEAR responsibility have been reconciled and any issues have been highlighted during the accounts review and are summarized in the attached summary (please refer **Annexure-4**).

On the basis of information received from WR-Sri Lanka, I consider the recovery of Rental Security Deposit of LKR 3,312,000 (USD 18,163 approx.) made by WCO-Sri Lanka with the Landlord of previous WCO premises, Mr G.R. Pathmaraj, and currently lying in the Organization's GL for this purpose 106.1001.000000.00000.177101.0000 as "doubtful" and we continue to make the best possible efforts to obtain the refund of this Deposit.

6. **Expenditure** for 2018 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 2018 were **US\$ 189.8 million**. 2018 expenditure has been compared to 2017 (by expenditure item type and by budget centre) and any significant variations are explained (please refer **Annexure-5**).

7. I have highlighted the importance of following the **procurement policies and procedures**. I have reviewed 2018 open encumbrances and my region is ensuring that all open **encumbrances** are current and valid. All **receipts** of goods and services upto 31 December 2018 have been entered in GSM by 8 January 2019 so that the accrual can be made for uninvoiced goods and services. Any additional necessary accruals were raised to GMG/GSC/GFI by 18 January 2019 (please refer **Annexure-6**).
8. I have highlighted that all **travel** funded by WHO must be necessary for the achievement of programme objectives, appropriately planned in advance and in full compliance with WHO travel policy and procedures.
9. I have highlighted the importance of adherence to **safety and security procedures** to all staff in my region, including obtaining and maintaining basic security training and that security clearance through United Nations Department of Safety and Security TRIP system is requested for all official travel.
10. I have highlighted the importance of accurately recording **annual leave** for 2018 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.
11. Staff **overtime request** for 2018 were reviewed and approved as per timeline set in the 2018 closure instructions.
12. I have emphasized the importance in reviewing staff charged to budget centres/offices of my region throughout 2018 to ensure that **staff costs** for my region are correctly stated.
13. **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. There are no issues to be highlighted in this regard. All amounts receivable have been reviewed to ensure the funds are collectible (please refer **Annexure-7**).
14. The **Fixed Assets** database in GSM accurately reflects WHO equipment currently providing service potential in the Region. Capitalized equipment has been physically verified and reconciled to GSM during the year, and an equipment impairment review was conducted (and GSM updated) for all equipment with a carrying values of \$5,000 or more (please refer **Annexure-8**).
15. The **Premises portal** has been updated to accurately reflect all premises rented by WHO and/or premises provided at no cost to WHO for 2018. (please refer **Annexure-9**).
16. No **Premises Expenditure** was incurred on construction in progress, capital improvement to existing properties and purchases of new properties during 2018 (please refer **Annexure-10**).
17. Pursuant to the reconstruction strategy agreed to with the Government of India and endorsed by the Member States, WHO SEARO building was vacated in May 2018 and the staff has been relocated to temporary premises. WHO SEARO building was retired from GSM as of 31 May 2018. From May 2018, the building was being prepared for hand-over to Government of India. There is no other WHO owned premises in the Region. Hence, **impairment review** is not applicable (please refer **Annexure-11**).

18. The GSM Inventory Module (GIMS) accurately reflects the details of **WHO Inventory** in the Region (medicines, vaccines and humanitarian supplies). A physical verification of each warehouse has been conducted and GSM updated accordingly. The certified GIMS generated stock situation report has been submitted to HQ/OSS/AMG by 30 November 2018. (please refer **Annexure-12**).
19. There are no **intangible assets** with a unit value over \$100,000 in the region.
20. 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 2019.
21. I confirm that there are no cases of **Fraud** during 2018. However, there was one incident of **loss of cash** where cash amounting to USD 18,389 was stolen from WCO Timor-Leste's official vehicle. This was duly reported to the Comptroller and relevant details are attached (please refer **Annexure 13**).
22. There is one case of **write off** approved in 2018 for loss of cash amounting to USD 18,389 as per para 21 above. Relevant details are attached (please refer **Annexure 14**).
23. There were no **administrative waivers** in 2018.
24. There were no **ex-gratia payments** in 2018.
25. Details of all **Missing, stolen or lost** items for 2018 are attached (please refer **Annexure 15**).
26. There are no **material events subsequent** to 31 December 2018 that have an impact on the 31 December balances.

Yours sincerely,



Dr Poonam Khetrapal Singh  
Regional Director

Date: 15 February 2019