DUE PROCESS

Due process during the course of an administrative investigation means fairness. This implies that:

● Before finalizing the investigation, investigators provide identified subjects with information about the reported misconduct and the investigative process; and
● Investigators give subjects reasonable opportunity to put forward their versions of the facts and present relevant documentary evidence, and witnesses.

Mala fide reporting to OIOS

The transmittal of information to ID/OIOS with knowledge as to its falsity or with wilful disregard of the truth or falsity shall constitute misconduct, for which disciplinary measures may be imposed (ST/SGB/273, para. 18 (e)).

Integrity, accountability and proper management are the basis of progress

Staff members should report all suspected misconduct to ID/OIOS.

In doing so, individuals help to foster the ideals of the Charter of the United Nations and assist in ensuring the highest standards of conduct required of international civil servants.

HOW TO REPORT MISCONDUCT

United Nations staff members and other persons who have information about possible violations of United Nations regulations, rules or other administrative issuances may report to ID/OIOS in person or via the following means:

● E-mail: investigationsOIOS@un.org
● Fax: +1 212 963 7774
● Tel.: +1 212 963 1111
● By letter to any ID/OIOS office location:

New York Headquarters
Dag Hammarskjold Convention Centre (DHCC)
P.O. Box 20114
New York, NY 10017, U.S.A.
Tel.: +1 212 963 1234
Fax: +1 212 963 7774

Vienna
Vienna International Centre
P.O. Box 500, A-1400
Vienna, Austria
Tel.: +43 1 26060 3127/5461
Fax: +43 1 26060 5831

Nairobi
United Nations Office at Nairobi
United Nations Avenue, Gigiri
P.O. Box 67578 00200
Nairobi, Kenya
Tel.: +1 254 20 762 4086/5202
Fax: +1 254 20 762 3570
WHAT IS ID/OIOS?

In 1994, the General Assembly of the United Nations established an independent Office of Internal Oversight Services (OIOS). It is an autonomous and independent office whose purpose is to assist the Secretary-General in fulfilling his internal oversight responsibilities. The four core functions of OIOS are internal audit, monitoring, inspection and evaluation, and investigation. OIOS submits reports to the Secretary-General providing insight into the effective utilization of the resources of the Organization and the protection of its assets.

Vision statement
To be a world-class oversight body, respected and trusted by stakeholders.

Mission statement
To promote good governance and accountability in the Organization by providing independent and objective oversight.

The Investigations Division (ID/OIOS)
ID/OIOS conducts administrative investigations into reports of possible misconduct and transmits to the Secretary-General the results of those investigations together with appropriate recommendations. These recommendations aim to guide the Secretary-General on jurisdictional or disciplinary action to be taken (ST/GSB/273, para. 16).

WHAT DOES ID/OIOS INVESTIGATE?


ID/OIOS can also undertake proactive investigations of high-risk operations or activities, especially with respect to fraud and corruption, and provide recommendations for corrective action to minimize the risk of commission of such violations (ST/GSB/273, para. 17).

ID/OIOS has a mandate to investigate reports of possible misconduct involving all persons engaged under the authority of the Organization (United Nations personnel and persons with contractual relations).

It must be remembered that separately administered funds and programmes have the primary authority to investigate reports of possible misconduct concerning their respective entities. As such, designated investigations units within the funds and programmes may be mandated to address these misconduct claims.

WHAT WILL ID/OIOS DO?

ID/OIOS will review reported misconduct, establish the facts and substantiate the findings with probative evidence.

How does ID/OIOS investigate?

- ID/OIOS fact-finding investigations are conducted ethically and in a professional and impartial manner.
- ID/OIOS has recommendatory authority only.
- Where the possible misconduct reported is not substantiated, ID/OIOS informs the staff member that the investigation is closed.

Retaliation

No action may be taken against staff or others making a report or disclosing information to, or otherwise cooperating with, ID/OIOS. Disciplinary proceedings may be initiated against any staff member who is proved to have retaliated against a staff member who assisted OIOS during the course of an authorized investigation (ST/GSB/273, para. 18 (f), and ST/GSB/2005/21).

Confidentiality

The investigation process is designed to protect the identities of staff who make suggestions and/or reports. ID/OIOS adopts strict systematic controls to prevent unauthorized disclosure of information.