



**African Institute for Economic
Development and Planning (IDEP)**

58th Session of the IDEP Governing Council

December 10, 2020

Dakar, Sénégal



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**Report / Update on
Administrative Matters**

IDEP/58/2020/5.3

NOTE ON ADMINISTRATIVE MATTERS (2019, 2020)

1. The following note serves to provide an update to members of the Council on key administrative developments at the Institute for 2019 and 2020.
2. As a follow on from the administrative updates provided through the note submitted to the Council at its 57th session, this note provides updates on progress made since the last session on four key items namely: Deployment of Umoja ERP; the upcoming move to the UN House in Diamniadio Senegal; staffing; and the Covid-19 Pandemic:

IMPLEMENTATION OF UMOJA ENTERPRISE RESOURCE PLANNING TOOL

3. Members are invited to note that the transition project that was undertaken in 2019 led to the smooth and successful deployment of UMOJA at IDEP effective 1st January 2020.
4. The first half of 2020 has been utilized to ramp up the deployment through the continuation of both instructor-led staff training and subsequent mapping of assigned roles to work processes.
5. Staff are now fully competent in the usage of the system.
6. UMOJA is expected to significantly improve operational efficiency in the following areas: records management, payment mechanisms, financial management, supplier relationship management, assets (current, non-current) management, human resources management, travel management, procurement, and accounting. Most importantly, it will allow IDEP to utilize a harmonized operating structure in use by all other entities of the UN Secretariat and hence allow for interoperability as well as facilitating compliance with International Public Sector Accounting Standards (IPSAS). In addition, UMOJA is web-based and therefore accessible in real-time.

UN AGENCIES IN SENEGAL MOVING TO THE UN HOUSE IN DIAMNDIAO SENEGAL BY 2020

7. Members are invited to also note that construction of the UN House in Diamniadio Senegal by the Government had been progressing quite well and was scheduled to be handed over by March 2021. However, construction slowed down due to the Covid-19 pandemic and it is now expected that the premises will be ready by 30th June 2022 leaving UN entities up until the end of 2022 to move and occupy the premises.
8. The IDEP management continues to participate in the steering committee and key sub-committees to ensure that its secured interests are maintained throughout the development.
9. One pillar of the Secretary General's reforms requires the implementation of Common Back Offices for UN entities. The One-UN House in Senegal has provided an opportunity to actualize this principle and consultations have been had at different levels within UN system in Senegal. Full implementation is expected to coincide with the occupation of the house. The leadership shall keep the Council apprised of the developments and implications of this reform on its staffing component.
10. Management shall keep the Council informed of further key project developments in subsequent sessions until the project is completed.

KEY STAFFING CHANGES

11. Management is pleased to announce the completion of a lateral transfer process, in accordance with UN rules and regulations and in consultation with the ECA, of Ms. Flavia Domingas Mendes Ba who joined on 1st March 2020 and has taken up the role of Research Officer (P3) in the Training and Research Division. This position has been vacant for a while and is funded from the UN Grant. Ms. Ba previously worked in the Office of the Executive Secretary as Special Assistant. She brings with her a wealth of experience in the area of research and is expected to lead the research component of the IDEP offering.

COVID-19 PANDEMIC

12. The onset of Covid-19 in Senegal triggered the business contingency and continuity plan of the Institute, alongside all other UN agencies led by the Crisis Management Team (CMT) of the UN Country Team (UNCT), leading to a Phase 3 alert that necessitated telecommuting for all its staff from March till present.
13. During this period, staff have been provided with daily communication on the evolution of the situation in the country as well as any other information pertaining to all staff hygiene, Covid hotlines, and how to access psychological help.
14. Staff were also provided with mobile Wi-Fi hotspots and working equipment to ensure that they are able to discharge their duties. A WhatsApp group for all staff was created and staff were required to check-in on a daily basis. Furthermore, regular staff meetings and division meetings were held to ensure staff engagement.
15. The Leadership of the Institute participates in the UN Country Team, Operations Management Team, as well as the Business Contingency and Continuity Group in UN Senegal and has kept abreast of all developments and advised staff accordingly throughout this period.
16. More recently and due to rapidly decreased numbers of new infections in Senegal, the Crisis Management Team downgraded the alert level to Phase 2, paving way for UN staff to return to their offices on a rotational provided their entities have fully complied with the set conditions detailed in an action plan template devised by the CMT.
17. The Institute has prepared its plan, presented it to staff, and is currently addressing all conditions with a target date of 14th December for a return to the office for staff on a rotational basis.
18. So far, staff have been able to discharge their duties as best as possible and no cases of Covid-19 infections have been recorded amongst the Institutes staff and family members.
19. The Leadership shall continue to monitor the situation and react in accordance with its business continuity plan.