

Responses to allegations of impropriety made by former associate HR Officer of ISA				
Allegation number	Staff member implicated (anonymized)	Nature of allegation	Date of alleged irregularity	Response
1	SM1	Took 7 days of USL without explanation of family emergency prior to travel. The USL was utilized in between a period of quarantined for 14 days and before annual leave and Certified Sick leave	2022	Uncertified sick leave for family emergency properly approved by Director, OAS during COVID. Staff member left ISA on lateral transfer to UN in 2022.
2	SM2	Ex-HRO received relocation grant and 15 days DSA in respect of a spouse which was not recognized at her time of initial appointment	2015	SM re-married on 17 October 2015. Recognized spouse traveled to duty station in November 2015. Note to file by HR Officer approving payment of settling-in allowance. Staff member retired from ISA in 2017.
3	SM+ (5 staff members cited)	Children of staff members working at ISA as Individual Contracts	Unknown	The allegation is not specific but is directed at various now retired and current staff members. ISA believes this may relate to past incidents where it had come to light that relatives of national staff had been employed (on various occasions prior to 2020) as temporary conference officers during annual session.
4	SM4	Was granted 3 additional counts of mobility allowance for move from Nairobi to Kingston. Overpaid by \$10,875.	2019	Mobility Review Sheet on file dated 15 April 2019 confirms correct count of 7 based on assignments in UNIFIL, UNOMIG, ICTY, Cyprus, New York, Nairobi and Kingston.
5	SM5	Spouse of S/M was selected as a consultant for cost of living survey of Jamaica	2020	Spouse of SM selected by ICSC as pricing agent for the 2020 Place-to-Place Survey. Allegation does not seem to implicate ISA.
6	SM6	Spouse working as real estate agent in Jamaica without a work permit	Unknown	Staff member's dependency declaration properly completed and on file. ISA has seen no evidence to support this allegation.
7	SM7	Took 5 days CSL outside of duty station	2020	CSL duly approved by Director. No breach of any rule.
8	SM8	Granted exception to work as local staff with non-Jamaican nationality	2021	Staff member was a Croatian national, married to Jamaican national exempted from work permit requirement by Ministry of Labour and Social Security. No substance to this allegation. SM separated from ISA in May 2022.
9	SM9	Ex gratia payment made because HR could not locate her AETNA Life Insurance Application form	2021	Ex gratia payment of \$600 to compensate staff member for loss caused by administrative oversight in order to enable SM to purchase life insurance at same cost than was supposed to be available to them if administration had not lost application form.
10	SM9	Improper payment of rental subsidy worth \$1,369.	2021	Payment instruction prepared by HR and approved by Director, Office of Administrative Services in accordance with rental subsidy threshold.
11	SM9	Exceeded year of importation and deadline to import vehicle	2019	Importation of personal vehicle approved by the Ministry of Foreign Affairs and Foreign Trade and the Commissioner of Customs of Jamaica in November 2018. Vehicle shipped in February 2019. No breach of any rule and no substance to this allegation.
12	SM9	Post re-advertised to facilitate interview of a family member	2021	Post re-advertised owing to not enough candidates during first round. The person interviewed (but not hired) shared the same surname as the staff member, but was not a family member or related in any way. The staff member was not a member of the interview panel. No substance to this allegation.
13	SM9	Retroactive payment of 11 months of common security cost which should be part of the rent	2019	Payment instruction by HR Officer and approved by D/OAS confirms that payment represented reimbursement of the approved cost of common security under the prevailing Residential Security Measures as legitimate staff entitlement.
14	SM9	Travel of child and spouse paid for travel prior to holding FTA	2019	Reimbursement approved by D/OAS after an internal review of interpretation and application of existing ISA policies related to staff member entitlements. No substance to allegation.
15	SM9	Paid for 56 kilos extra,	2020	Payment for excess shipment approved by D/OAS on an exceptional basis owing to an excessive delay in shipping due to COVID, beyond ISA and SM control.
16	SM9	Education grant of \$24,786 beyond bachelor's degree.	2019/2020	Payment was made for third year of Bachelor of Science degree. No substance to this allegation. Staff member qualified for payment of education grant up to 4 years post-secondary education
17	SM9	Travel should have been paid economy and not business class. Ticket was purchased without comparative quotations	2021	Ticket purchased through approved ISA travel agency. Travel KGN-LGW qualified for business class under applicable rule.
18	SM9	Reimbursement for restaurant fees, DSA should have covered	2021	Reimbursement approved by D/OAS as per applicable policy and legitimate expense.
19	SM9	Staff member was converted from P-4 to P-5 and should be at P-5 step 3, was granted 2 additional steps P-5 step 5 without the recognized experience.	2019	On 23 January 2019, the SM was offered by D/OAS a fixed-term appointment of two years at P-5 level Step V. No substance to allegation.
20	SM9	Discontinued in Feb. 2019 but spouse was working before	2019	Dependency declaration duly completed and on file. ISA has seen no evidence that spouse was working. After the SM declared a new professional activity of the spouse in February 2019, and asked for the allowance to be discontinued, the allowance was immediately discontinued. No substance to allegation.
21	SM9	Staff member is granted training without due process through the Learning and Advisory board	2020	Staff individual learning and development activities were properly approved in the context of staff performance and management. There is no substance to the allegation.
22	SM10	5 years experience at GS-5 was given step 6	2022	Allegation is misconceived. SM has 15 years of working experience, not 5 years. No substance to allegation.
23	SM11	Improper payment of DSA on official travel.	2022	Itinerary for the official travel to New York KIN-MIA-EWR-MIA-KIN, with residence in Kingston, Jamaica. DSA properly paid. No substance to allegation.
24	SM11	Improper payment of housing allowance	Unspecified	No housing allowance paid. SG provided with official residence under conditions applicable since 1996. No substance to allegation.
25	SM11	Improper payments on appointment	2017	Relevant entitlements cleared by D/OAS and paid in line with the rules of ISA and as applicable to previous incumbents. No substance to allegation.

26	SM12	Candidate selected and recruited without being endorsed by the Appointment and Promotion Board	2022	Correct. APB endorsement did not take place formally because interview panel had same composition as APB. SM left ISA in 2023.
27	Consultant	Waiver given by SG for grant of a consultancy contract for headhunter.	2022	Waiver duly given under Financial Regulation 6.10 (exceptions to formal methods of solicitation). This is not a waiver for the grant of a contract, which still required and received review and approval by Contracts Review Committee prior to award of contract. No substance to this allegation.
28	SM13 and 14	Exception given to provide local medical insurance to an IC	2021-2022	Two national individual contractors (IC) were inadvertently included in group medical insurance policy for national staff members when they were not entitled to coverage. One IC expired in 2021. Matter was corrected when it came to light in 2022.
29	SM15	Was granted 2 additional counts of mobility allowance on move from Brindisi to Kingston.	2019	Records show that mobility incentive was reviewed in November 2020 and confirmed to maintain the mobility matrix at the A-5 position. correctly calculated and approved. Staff member left ISA on lateral transfer in 2022.
30	SM15	Ex-HRO removed official status files from the HR filing room and brought them home	2020	Records show that staff member took two official status files home over one weekend. The files were returned and she was issued with a letter of reprimand by Director.
31	SM15	Double dipping home leave allowances when spouse was also UN staff (serving in Guinea-Bissau)	2019	Entitlement from ISA was correctly paid. ISA has no evidence of spouse improperly claiming from employing agency. If any breach, it would be a matter for employing agency.
32	SM15	Spouse in Guinea Bissau travel on staff member's entitlement of Family Visit in 2018 and Home Leave 2019 and reported to his organization that he was travelling on rest and recuperation which entailed a double dipping of entitlements on both parts.	2018	Entitlement from ISA was correctly paid. ISA has no evidence of spouse improperly claiming from employing agency. If any breach, it would be a matter for employing agency.
33	SM16	S/M was granted 18 days of annual leave during ISA session, contrary to policy.	2022	Internal policy is not to allow annual leave during ISA sessions, except with specific approval of Director. This leave was duly approved in order to facilitate the GS staff member to participate in a certified Public Accountant Exam. There is no breach of any rule.