

Software tip: Aconex – ICA Review

The Internal Control Assessment (ICA) review process utilizes the “Document” and “Workflow” modules in Aconex, as outlined below.

Step 1: UNHCR uploads the draft ICA report in the Document Register, as follows:

- i. Select “Add/Update Documents” from the “Documents” tab and then drag and drop the draft ICA report.
- ii. Select “Assessment Report” for the document Type.
- iii. Select “Internal Control Assessment” for the Assessment Report Type.
- iv. Choose the overall risk rating from the drop-down menu.
- v. Set the revision number to zero (“0”) and select the status of “Not started”.
- vi. Click “Register” and the document is immediately stored in the Document Register.

Step 2: UNHCR sends the draft ICA report to the partner, as follows:

- i. Select the draft ICA report from the Document Register and transmit it on a workflow by using the “Formal Partner Review” workflow template.
- ii. In the workflow wizard, edit the workflow name to include the partnership agreement contract number, assign participants to the workflow steps and enter the step deadlines.
- iii. Click “Submit” to initiate the workflow.

Step 3: The partner reviews the draft ICA report and sends it back to UNHCR, as follows:

- i. Receive the workflow transmittal, open the “Partner Review” workflow step and download the draft ICA report.
- ii. Enter any feedback and upload the modified file in the workflow step as the replacement file.
- iii. Complete the workflow step by selecting either “Draft” or “Final” for the review outcome.

NB: It does not matter which review outcome the partner selects because the workflow will always proceed to the second step.

Step 4: UNHCR opens the “UNHCR Finalization” workflow step, downloads the draft ICA report and addresses the partner’s feedback.

- a) If no further consultation is required with the partner, UNHCR uploads the final agreed ICA report, selects the review outcome of “Final” and completes the workflow step. The partner receives the final version of the ICA report and the workflow ends.

OR:

b) If not in agreement with the partner's feedback (major concerns) and the entire workflow review period needs to be reset, UNHCR enters concerns in the downloaded file, uploads the modified ICA report in the workflow step and selects the review outcome of "Draft". The workflow ends and UNHCR returns to **step 2**.

OR:

c) If consultations are required with the partner that can be achieved within the deadline of the "UNHCR Finalization" workflow step, UNHCR enters concerns in the downloaded file, uploads the modified ICA report in the workflow step and transmits it on a "Partner Sub Workflow" to reach agreement with the partner, as follows:

- i. Within the sub workflow, the partner selects either "Proceed", if in agreement with UNHCR's changes/requests, or "Revise & resubmit" if the partner does not agree with the proposal from UNHCR.
- ii. If the partner selects "Revise & resubmit", UNHCR can initiate another new "Partner Sub Workflow" until there is mutual agreement on the ICA report.
- iii. Once agreement is met with the partner, the sub workflow(s) end and the final version of the file is automatically sent to the parent "UNHCR Finalization" workflow step that still needs to be completed [return to **step 4a**].

NB: The sub workflow timing does not extend the review of the parent workflow step ("UNHCR Finalization") and falls within the deadline of this parent workflow step.