



Control	Actions	Responsibility	
1 Documentation Review	Calculate the % of available, on-time and complete data source records and reports that are expected to contain the number of shared services provided by WFP at each aggregation level (Site Level and WFP CO) for the reporting period. These documents or reports can include coordination meeting attendance records, the Logistics Cluster website or the Relief Item Tracking Application.	M&E Officer/Assistant or Logistics Cluster	🔄 Frequency Quarterly ★ ★ Highly Recommended
2 Recounting & Reaggregating	Recount and reaggregate the number of shared services and platforms recorded in tracking sheets and Logistics Cluster reports during the reporting period. Compare recounted/reaggregated numbers to the reported number of shared services and platforms, and identify possible reasons for the discrepancy, if any.	M&E Officer/Assistant or Logistics Cluster	🔄 Frequency Quarterly ★ Recommended
3 Recomputing Formulas	N/A	N/A	N/A
4 Reconciliation & Triangulation	Reconcile the number of shared services provided in COMET with the number of shared services provided as reported on in LESS.	M&E Officer/Assistant or Logistics Cluster	🔄 Frequency Quarterly ★ ★ Highly Recommended
5 Secondary Sources	Cross-check the reported value of the indicators in WFP Distribution Reports with secondary data sources such as OCHA reports to ensure that information corroborates and is consistent. Identify possible reasons for the discrepancy, if any.	M&E Officer/Assistant or Logistics Cluster	🔄 Frequency Quarterly ★ Recommended
6 On-Site Visits	N/A	N/A	N/A
7 Methodological Compliance	N/A	N/A	N/A