



Forty-first Regular Meeting of the Executive Committee

**Election of a member of the
Audit Review Committee (ARC)**

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San Jose, Costa Rica
28-29 June 2021

AUDIT REVIEW COMMITTEE NOMINATIONS FOR THE 2022-2027 PERIOD

Article 3.k of the Rules of Procedure of the Executive Committee and Article III of the Statute of the Audit Review Committee (“ARC Statute”) stipulate that the Executive Committee is responsible for electing the members of the Audit Review Committee (“ARC”), which was established to coordinate the examination of the accounts of the Institute by the Member States.

Pursuant to the ARC Statute, the ARC comprises three members, none of the same nationality, who serve six-year terms¹. At least one of the three members of the ARC shall be elected from among the candidates proposed by the six Member States that are the largest contributors to IICA’s Regular Fund, and at least one member shall be elected from among candidates nominated by the other Member States.

On 31 December 2021, Mrs. Carla Pike, a national of St. Kitts and Nevis, will complete her term on the ARC. Thus, the election of her successor is on the agenda of the Executive Committee’s upcoming regular meeting, convened for 28 – 29 June of this year.

On this occasion, the new member will occupy the position reserved for someone elected from among the candidates proposed by all the Member States, with the exception of the six Member States that are the largest contributors², and, according to the Statute of the ARC, “...shall be a high-ranking official of the office or entity responsible for examining the accounts for the public administration of the Member State of which he [or she] is a national.”

Accordingly, the Director General asked the eligible Member States to nominate potential candidates to sit on the ARC from 1 January 2022 to 31 December 2027. In response to that request, one nomination has been received:

St. Lucia: Yvonne James

Attached is the nomination and curriculum vitae of the candidate.

¹ The six-year period begins on the 1st of January of the first year and ends on the 31st of December of the final year.

² The six largest contributors are Argentina, Brazil, Canada, Mexico, the United States of America and Venezuela.



GOVERNMENT OF SAINT LUCIA

**Ministry of Finance, Economic Growth, Job Creation,
External Affairs and Public Service
Department of External Affairs**

*Communication on this subject
should be addressed to:*

The Permanent Secretary

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April 22, 2021

Mr. Gregg Rawlins

IICA Representative in the Eastern Caribbean States

P O Box 1223, Castries

Saint Lucia, LC04 101

Dear Sir,

Nomination (Saint Lucia) - Inter-American Institute for Cooperation on Agriculture (IICA) - Election of a Member of the Audit Review Committee (ARC)

The Department of External Affairs refers to your correspondence dated March 12, 2021, regarding the nomination and election of a member of the Institute's Audit Review Committee (ARC), during the Forty-first Regular Meeting of the Executive Committee of the Inter-American Institute for Cooperation, to be held on June 28 – 29, 2021.

In that regard, the Department informs that Ms. Yvonne James, Director of Audit has been nominated as Saint Lucia's candidate for the aforementioned position for the period January 01, 2022 to December 31, 2027.

Please find attached Ms. James's Curriculum Vitae for your consideration

Sincerely,

**Adria Sonson
PERMANENT SECRETARY**

Attach.

/mjb

Yvonne James CGA
Office of the Director of Audit,
Conway Business Centre
Castries, St. Lucia, West Indies
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Email: Yvonne.James@govt.lc

Strategic Skills:

- Responsible for setting Strategic Direction of the Office
- Responsible for ensuring budgetary allocations are sufficient for the functioning of the Office
- Ensuring business operations align with strategic plan
- Reporting annually on the work of the office including challenges

Management Skills:

- Responsible for all staff with direct supervision of Deputy, Management, Administration and Accounting units
- Supervising work done by management team in order to take correction action and to give appropriate feedback
- Conducting interviews including audit and Human resource recruitment
- Conducting management and staff meetings

Planning Skills:

- Planning Annual Work Plan for Organization
- Responsible for Planning and organizing of Audits to be carried out by the Audit teams; re: Financial, Compliance and Special Audits
- Review of Audit Plans, Working Papers and audit management letters

Research Skills:

- Gathering information to be used to conduct Audits of Special Projects requested by Head of Departments, World Bank or Caribbean Development Bank.
- Gathering information to document systems of entities and to determine sample sizes to be used in audits.
- Designing and administering Internal Control Questionnaires (ICQs) with the aim of assessing the adequacy of the controls employed by the audited entity.
- Gathering information to develop operation manuals and handbooks for the Audit office.

Communication Skills:

- The preparation of reports to be sent to the Managers/Head of Departments of Government Ministries and Statutory Bodies.
- Preparation of reports to be sent to the World Bank and the Caribbean

- Development Bank.
- Chairing management meetings.
- Conducting external meetings on the business of government
- Preparation of annual report and financial statement audit report of the accounts of the Government of Saint Lucia.

Computer Skills:

- Working Knowledge of Microsoft Office.
- Use of Microsoft Office on a daily basis in the preparation of reports
- Experienced in use of the Internet.
- Use of Caseware, IDEA

Other Abilities:

- Work well without supervision
- Ability to prioritize and remain focused on the essence of an issue
- Works well within a team structure
- Skilled at learning new concepts quickly while working well under pressure

Nationality: *Saint Lucian*

Experience:

2017 – Current	Director of Audit (Office of the Director of Audit, Conway Business Centre)
2016 – 2017	Deputy Director of Audit (Office of the Director of Audit, Conway Business Centre)
2014 – 2016	Internal Audit Manager (Water and Sewerage Corporation Inc., L'Anse Road)
2009 – 2014	Audit Manager (Office of the Director of Audit, Conway Business Centre)
2005 – 2009	Auditor II (Office of the Director of Audit, Conway Business Centre)
(2003-2005) 2003 – 2005	Auditor I (Office of the Director of Audit, Conway Business Centre)
(2000-2003) 2000 – 2003	Professional Cadet (Office of the Director of Audit, Conway Business Centre)

Other Recognized Experience

- 2017-2019** Served on the OECS Secretariat's Internal Audit Committee
[Chair of Committee in 2017, member in 2018 -2019]
- 2021** Currently serving as a member on the CARICOM's Audit committee
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Education:

2014

- Transitioned to CPA, CGA

2011

- Certified General Accountant (CGA)

1997 - 2000

- B.SC Accounting (upper second class honors)
University of the West Indies
St. Augustine Campus,
Trinidad and Tobago (WI)

1995 - 1997

- GCE Certificate – A Levels (Associate Degree)
Sir Arthur Lewis Community College
Morne Fortune, Castries,
Subjects Taken: Accounting, Business Management, Economics and
General Paper

Selection of Courses Completed:

- Performance Audit of Debt training – April 2017
- Risk Based Approach to Financial Audit (RBAFA) September 9 – October 25, 2013
- Quick books training - August 2013
- CCAF Auditing for Wrongdoing, Fraud and Corruption and Preliminary Forensic Auditing held in St. Lucia February 21st – 25th, 2011
- IDI-CAROSAI Programme for Quality Assurance of Financial Audits held in Jamaica and Guyana 2009

- Report Writing held in St. Lucia July 06th – 10th, 2009
- Information Technology Audit held in Antigua July 2nd – 13th , 2007
- Audit of Project and Infrastructure Sector held in India. August 9th to September 8th, 2004.
- Financial Audit and Fraud Awareness held in Trinidad and Tobago November 10th -21st, 2003