

# Follow-up audit of main recommendations

## MeteoSwiss

### Key facts

---

In 2016, the Swiss Federal Audit Office (SFAO) audited the procurement practices at MeteoSwiss.<sup>1</sup> The findings of the audit showed considerable gaps and potential for improvement. At that time, all the recommendations made were accepted by the auditee. This follow-up audit examined the state of implementation of these recommendations.

Since 2016, MeteoSwiss has made numerous improvements and established a new procurement culture. Specifically, the management has defined the responsibilities, organised training and raised user awareness about procurement. Of the original eight recommendations, the SFAO has been able to close six. Two recommendations remain open, as the required measures have not yet been fully implemented.

#### **The procurement process will be supplemented and document storage will be revised**

MeteoSwiss's procurement processes do not yet feature relevant points such as risk-reducing key controls. The BPM2020 (business process management) project is currently in the implementation phase. It is aimed at renewing and developing process documentation. As part of the project, MeteoSwiss will supplement the processes with the relevant points. At present, at least 58% of procurements (65% of contract volume)<sup>2</sup> are conducted through the central procurement offices. This may reduce the risk of incomplete process descriptions, but it is nonetheless necessary to supplement the documentation.

As the audit sample showed, the filing structure for procurement dossiers is not yet efficient. MeteoSwiss has recognised this and will be reorganising the filing system as part of the Acta Nova project. Under the Ordinance on Electronic Business Administration in the Federal Administration (GEVER Ordinance), the new classification system requires consistent systematisation and prohibits the parallel management of business-related data.

#### **MeteoSwiss has outsourced procurement powers**

MeteoSwiss currently involves external service providers in all WTO procurements. On behalf of the central procurement offices or the responsible MeteoSwiss offices, the external service providers ensure the quality of the documents to be submitted. This kind of outsourcing is useful only if it achieves cost savings of at least 20%. Before MeteoSwiss outsources any further contracts, it should examine whether savings are actually achieved, or whether it might be more cost-effective to perform such tasks in-house.

**Original text in German**

---

<sup>1</sup> "Procurement with analysis of selected transactions" (audit mandate 16611), available on the website of the SFAO ([www.sfao.admin.ch](http://www.sfao.admin.ch))

<sup>2</sup> Relevant for and under the purview of the PPA/PPO