

UNISHKA

International Anti-Corruption Associates

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UNISHKA Granted Trademark for “Systems Integrity Development™”



On March, 13, 2018, the U.S. Patent and Trademark Office recognized UNISHKA's unique approach to reducing corruption and enhancing governance by issuing a U.S. federal trademark for **Systems Integrity Development**. The trademark, which covers anti-corruption and international development, appears in the Official Gazette under serial number 87435727. UNISHKA looks forward to integrating Systems Integrity Development into organizational processes around the world as part of its anti-corruption and good governance initiatives.

UNISHKA and INTEGRITY WATCH AFGHANISTAN to Release SIA



UNISHKA has completed a Systems Integrity Assessment™ on the procurement process at the Afghan Ministry of Interior. The SIA evaluated the robustness of the MOI's procedures, manuals, policies, and systems as well as adherence to those systems in the procurement process. The SIA is expected to support the National Unity Government and Interior Minister Wais Barmak in their struggle to reduce corruption in the security sector.

Identified Cost Savings Yield \$2,400 Per Year



Finance Specialist **Camila Coonjohn**, who is currently working on her MBA at the University of Alaska, put her skills to work on the UNISHKA budget and identified legacy expenditures and redundant services that were costing UNISHKA approximately \$2,400 per year. Her perseverance and dedication to efficiency, further streamlined UNISHKA's operations. The identified expenditures were immediately terminated with no loss of operational capacity. Good job Camila!

UNISHKA Joins UN Global Compact



On March 29, 2018 in a [letter to H.E. Antonio Guterres](#), Secretary-General of the United Nations, UNISHKA committed to support the UN Global Compact and carryout its obligations under the compact. On April 20, 2018, the United Nations recognized UNISHKA's commitment and obligations and set April 20, of each year as the date of UNISHKA's official filing of its progress.

The UN Global Compact aims to mobilize a global movement of sustainable companies and stakeholders to create a better world. In an effort to make this happen, the UN Global Compact supports companies who:

Do business responsibly by aligning their strategies and operations with the ten (10) principles on human rights, labor, environment and anti-corruption

Take strategic actions to advance broader societal goals, such as the UN Sustainable Development Goals, with an emphasis on collaboration and innovation

<https://www.unglobalcompact.org/what-is-gc/participants/132284>

Recognizing Kindness



Although World Kindness Day is internationally recognized on November 13, **Monalee Teves**, one of UNISHKA's long-standing consultants, practices kindness the year-around. Monalee lives in the rural community of Ilio-Ilio Philippines. Although she does not come from wealth, she was able to leave her village and get a Master's Degree in Organizational Development from the University of Arizona thanks to a scholarship by Rotary International. Rotary International is a service organization whose purpose is to join business and professional leaders in order to provide humanitarian services, encourage high ethical standards and advance goodwill and peace around the world. As Rotary International's first Global Grant Scholar from the Philippines, Monalee embodies these ideals. She has organized multiple Community Outreach Missions, including a one-day *Pediatric Medical Clinic* for rural communities; building community toilets in Ilio-Ilio, and enhanced economic development by coordinating the processing of Organic Bamboo Salt by local women. Despite working tirelessly for UNISHKA, Monalee continues to poor herself and her resources into her community; demonstrating her dedication to providing humanitarian services and advancing goodwill across the globe. ☺

Recognizing Administrative Professionals



As a result of World War II, a shortage of skilled administrative personnel plagued the nation. In 1942 National Secretaries Association was founded to promote, recognize, and attract workers to the administrative field. In 1952, U.S. Secretary of Commerce Charles W. Sawyer created "National Secretaries Week". For the first several years, Secretaries week was held in June; In 1955 however, the observance date of National Secretaries Week was moved to the last week of April, with Wednesday designated as Administrative Professionals Day. Since 2000, "Secretaries Week" has been renamed "Administrative Professionals Week" to encompass the ever growing responsibilities and job titles of administrative support staff in the modern economy. With respect to their long professional heritage, UNISHKA would like to recognize its administrative professionals who truly keep the company moving forward! Thank you!

UNISHKA's Diversified Workforce

General Statistics --Age



UNISHKA's greatest asset is its workforce. Owing to its altruistic and dedicated staff, UNISHKA has grown into a highly successful worldwide alliance dedicated to fostering ethics and integrity in government, business and society. Today UNISHKA has has over 80 ideological invested professionals from across the Middle East, Central Asia, Europe and Africa who collectively offer our clients unparalleled access to government agencies, organizations and businesses at the highest echelons.

SBA Training



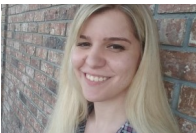
During the first week of March 2018, UNISHKA staff participated in a training conducted by the Small Business Administration (SBA) through its partner, KSG Consulting. Participants included the core administrative and executive staff. The SBA training focused on information to support UNISHKA's business development, accounting, contract management and compliance, and marketing efforts for 2018-2020.

As part of the training, the executive and administration teams were asked to identify the strengths of the company. Notable strengths recorded included: outstanding work ethic, highly qualified and motivated employees, eclectic knowledge base, abilities to problem solve, technical expertise, a cadre of subject matter experts (SME's), solid business model, and a large global presence.

A large portion of the training was centered on Strategic Development for 2018-2020. The training resulted in Strategic Development goals for each department; departments that were given specific goals include: Management, Operations, Finance/Accounting, Business Development, Marketing/ outreach, and Human Resources. The noted departments have already begun to utilize resources, plans, and goals outlined during the training to further develop and solidify UNISHKA's organizational development.

UNISHKA's Business Development Team has already requested additional SBA training for 2018. As further trainings are conducted the administrative and executive teams will continue to implement strategic development within the company.

Human Resources Reinvigorated with New HR Specialist



Hilary was graduated with her BA from the University of Alaska Fairbanks in December 2017. She has continued her education by completing several online trainings and seminars focusing on HR and Project Coordination. She has devoted much of her time to developing the UNISHKA HR Department while simultaneously implementing ATLAS as the project coordinator. Hilary is also the UNISHKA VA Representative and has been instrumental in contract compliance.

Introducing Employee Outreach



This Quarter UNISHKA's Human Resource Department has launched their Employee Outreach Newsletter. Employee Outreach is implemented through a variety of activities that encompass interactions with all employees and specific groups of an organization to engage every individual in the corporate community through creating and maintaining mutually beneficial and sustainable relationships between workers and the organization. Our employees are our most valuable assets we hope our developing Employee Outreach Program will demonstrate just how highly they are valued.

As UNISHKA's Employee Outreach Program grows, look for newsletters and email briefings noting holiday's, nationally observed acknowledgment days, employee training and education opportunities, corporate promotions, new benefits and much more.

UNISHKA Projects \$1.2M in Revenue for 2018

During the first quarter of 2018, the security situation in several countries diminished considerably. This adversely effected both contract implementation as well as contract award. Additionally, UNISHKA continued to suffer from understaffing in strategic development areas. Consequently, UNISHKA restated its projected revenue for the year to \$1.2M, down from \$1.9M. Notwithstanding, UNISHKA will exceed its growth plan; equally as important, 2019 is shaping up to deliver another significant increase to overall revenue. As part of its Business Plan, all profits for the first several years are being pushed back into the company to sustain its growth objectives.

UNISHKA Corporate Conversion

January 1, 2018 brought change to the UNISHKA name and structure. Instead of UNISHKA Research Service LLC, we are now UNISHKA Research Service, Inc. Corporate Conversion documents were filed with the State of Alaska, Division of Corporations by Baxter, Bruce & Sullivan on behalf of UNISHKA. This conversion is part of UNISHKA's planned development and employee benefits program. By 2020, UNISHKA plans to provide stock options and other cafeteria-style benefits to employees.

Audits Completed for 2017



In January of 2018, Altman, Rogers & Co, Certified Public Accountants, completed a financial audit of UNISHKA's internal controls and financial statements. With only one deficiency noted in IRA distributions process, UNISHKA received glowing comments for its financial discipline and recordkeeping. Likewise, UNISHKA also undertook a cybersecurity audit conducted by Subgraph. This audit followed UNISHKA's conversion to Microsoft 365. With UNISHKA's assistance, Subgraph noted several challenges the company can expect to face in the cyberworld; weaknesses in UNISHKA's cybersecurity were identified and mitigation initiatives undertaken. Finally, UNISHKA retained **Kevin Krispin** to conduct a Compliance Review of UNISHKA's internal controls and contract obligations. Overall, UNISHKA was highly successful for a company of its size and age; however, multiple recommendations were made to strengthen UNISHKA's internal structures. Consequently, UNISHKA appointed a Permanent Compliance Committee who will oversee implantation of recommendations as well as future obligations such as the UN Global Compact.

Compliance Committee Established



In accordance with the recommendations of UNISHKA's Compliance Review conducted in the first Quarter of 2018, a Permanent Compliance Committee was established to implement recommendations in annual financial audits, annual compliance reviews, annual cybersecurity audits and the UN Global Compact. Additionally, the committee will address internal control concerns of the company as they arise.

Kris Humbert Promoted to Corporate Secretary



Since the founding of UNISHKA, **Kris Humbert** has trained and mentored an exemplary team of administrative professionals. With the conversion to a corporate structure; however, Kris will be taking on a new role as Corporate Secretary. Her duties will largely focus on Compliance, Audits, Records Management, Manuals Management and general oversight; however, Kris will also guide UNISHKA's Mentor-Protégé Program. This new role is in addition to the many roles Kris plays in keeping UNISHKA the highest performing anti-corruption company in the world.

Strategic Alliance with "Mine the Gap"



To enhance gender equality in UNISHKA and in our projects, UNISHKA is collaborating with Mine the Gap to promote gender equality both internally and in our projects. UNISHKA commitment evidenced by the Vulnerable Populations Assessment incorporated into every Systems Integrity Assessment completed. Equally as important, UNISHKA and **Kristin Haffert** and **Jessica Grounds** founders of Mine the Gap, plan to conduct research and collaborate on projects concerning the nature and nexus between gender and corruption.

Business Development and Strategic Marketing Plan



With assistance from **Kesi Stribling** of KSG Strategic Consulting, UNISHKA's Director of Business Development **Dan Ganz** and Marketing Specialist **Camila Coonjohn**, developed a Strategic Marketing and Social Media Plan to enhance business development. With a primary objective of making UNISHKA the "go to" organization for sustainable anti-corruption, the draft Marketing Plan is heavily focused on Systems Integrity Development and pre-eminent consultants. Additionally, Dan developed a BD Tracker to follow opportunities and ensure adequate scheduling to enhance UNISHKA proposal opportunities.

New Policies and Manuals



Several of UNISHKA's Manuals and Policies were updated and implemented throughout the last quarter including:

- UNISHKA's Cybersecurity Manual
- UNISHKA's Workplace Safety Program
- UNISHKA's Affirmative Action Policy
- UNISHKA Employee Handbook

For more information or copies of UNISHKA Manuals please contact Kris Humbert at khumbert@unishka.com

UNISHKA Signs MOU with University of Ljubljana and R.U.R.



Over the course of this Quarter a Memorandum of Understanding (MOU) between UNISHKA, R.U.R. and the Faculty of Economics at the University of Ljubljana (FELU) was finalized. The MOU will facilitate advanced educational opportunities for CSO representatives, activists, and integrity professionals from emerging economies around the world. This MOU will provide scholarships for long, and short-term courses, administrative fees, expenses, logistics and support associated with training at the University of Ljubljana.

Travel Section Takes Off in Q1!



Travel Coordinator/IT Specialist and all around cool dude, **Cody Coonjohn** has now taken firm grasp of the UNISHKA Travel Section. Working with the Fly America Act, the Joint Travel Regulations and the Federal Travel Regulations, Cody is working full-time as-well as attending school full-time at UAA. He will be awarded his AA next month in Philosophy. Cody has been instrumental in both project implementation as well as IT. He completed the UNISHKA Cybersecurity Manual while implementing travel coordination for ATLAS and UNISHKA.

Upcoming Holidays and Other Fun Acknowledgment Days



APRIL 2018: National Stress Awareness Month

Today, April 25: Administrative Professionals Day

Saturday, April 28: World Day for Safety and Health at Work

MAY 2018: National Mental Health Awareness Month

Tuesday, May 1: Global Love Day / May Day

Saturday, May 3: World Press Freedom Day

Sunday, May 13: Mother's Day

Saturday, May 15: International Day of Families

Monday, May 28: Memorial Day (U.S.)

JUNE 2018: National Safety Month

Friday, June 1: World Narcissistic Abuse Awareness Day

Monday, June 5: World Environment Day

Sunday, June 12: World Day Against Child Labour

Thursday, June 20: World Music Day

Friday, June 22: National Take Your Dog to Work Day

Saturday, June 23: World Whistleblowers Day

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