

WIPO



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WORLD INTELLECTUAL PROPERTY ORGANIZATION
GENEVA

WIPO AUDIT COMMITTEE
Eleventh Meeting
Geneva, December 1 to 4, 2008

REPORT

adopted by the WIPO Audit Committee

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INTRODUCTION

1. The eleventh meeting of the WIPO Audit Committee (hereinafter referred to as “the Committee”) took place from December 1 to 4, 2008. Present were Messrs. Khalil Issa Othman (Chair), Pieter Zevenbergen (Vice Chair), Geoffrey Drage, Gong Yalin, George Haddad, Akuetey Johnson, Akeem Oladele, Igor Shcherbak and Gian Piero Roz.
2. The Committee adopted the draft Agenda (Annex I).
3. The Committee was briefed by the Chair on the Informal Consultations with Member States, which took place on October 21 and 30, 2008, and on other issues.
4. Election of Chair and Vice Chair
 - (a) The Committee elected by acclamation Mr. Pieter Zevenbergen as Chair and Mr. George Haddad as Vice Chair, starting January 1, 2009.
 - (b) The Committee paid tribute to the outgoing Chair, Mr. Khalil Issa Othman, for his chairmanship during the first three years of the life of the Committee.

AGENDA ITEM 1

MEETING WITH THE DIRECTOR GENERAL

5. The Committee was pleased to meet with Mr. Francis Gurry, Director General of WIPO.
6. The Chair of the Committee gave a brief account of issues and concerns under certain items of its Agenda including the linkage between the Organizational Improvement Program (OIP) and the Strategic Realignment Program, and the timing of consideration of, and action taken on Audit Committee reports and recommendations by Member States and the Secretariat.
7. The Director General responded and made a presentation on his vision and plans since he had been at the helm of WIPO. Topics included: Program and Budget; the process of setting the Organization on track; Strategic Realignment Program; Investigations; and, the potential impact of the global financial crisis on the Organization.
8. A thorough and extensive discussion followed. The Committee was informed that the Secretariat’s Organizational Improvement Program (OIP) had been replaced by the Strategic Realignment Program. However, the Committee was further informed that relevant observations and recommendations made in Desk-to-Desk review by the external consultant would be featured within the framework of the Strategic Realignment Program on a timely basis.
9. On logistical matters, the Director General agreed that hard copies of documents to be discussed by the Committee should be received by members not less than fifteen days prior to Committee meetings. The Committee was aware of the additional work the Secretariat had to

undertake to prepare for the Program and Budget Committee meeting in December 2008, as well as the short time span between back-to-back meetings of the Audit Committee.

10. The Committee is planning to meet again with the Director General at its next meeting in March 2009.

AGENDA ITEM 2

REVIEW OF THE WORK OF THE INTERNAL AUDIT AND OVERSIGHT DIVISION

11. The documents presented to the Committee under this Item appear in Annex II of this document.

12. Information and explanations were provided orally to the Committee by Mr. Nick Treen, Director, and Mr. Tuncay Efendioglu, Senior Internal Auditor, Internal Audit and Oversight Division (IAOD), as well as Mr. Niel Wilson, Director and Chief Information Officer, IT Division, Office of Strategic Planning and Policy Development and the WIPO Worldwide Academy. The Committee also met with other members of the Internal Audit and Oversight Division, namely: Mr. Georg Ladj, Chief Evaluation Officer; Mrs. Joan Connors, Senior Investigation Officer; Mrs. Julia del Carmen Flores Marfetan, Senior Evaluation Officer; and, Mrs. Silvia Nuñez, Secretary.

13. At its meeting with the Director and staff of IAOD, the Committee elaborated on the relationship between the Committee and IAOD, as well as with the External Auditor, each within its own mandate and terms of reference as the oversight bodies within WIPO. The Committee recalled that:

- (a) for IAOD as an internal oversight body:
 - (i) its main objective is to assist the Executive Head in fulfilling his/her managerial responsibilities and to provide advice on the adequacy of internal control and management practices, based on a systematic and independent review of the operations of the Organization;
 - (ii) IAOD is part of an organization but is not part of its management; and,
 - (iii) its operational independence is essential for its proper functioning.
- (b) for the Audit Committee as an external oversight body:
 - (i) it is accountable to Member States. It provides advice and recommendations to Member States and the management of the Organization;
 - (ii) it is an independent external review and advisory body; and,

- (iii) it has the authority to call upon any WIPO official for information and discussions.
 - (c) The External Auditor is the third component of oversight within WIPO.
14. The Committee discussed the tripartite nature of the interaction between the Audit Committee, the External Auditor and IAOD.
15. The Committee reviewed pending issues and recommendations from its tenth meeting (see document WO/AC/10/2, paragraphs 15 and 16) and sought clarification on follow-up action.
16. Observations:
- (a) Divisional Plans and Resource Utilization

Concerning audit planning, the Committee questioned the rationale of the planning methodology in the absence of an enterprise risk management system at WIPO. The Committee further observed that no provision had been made to undertake management audits in 2009. In order to link reporting better to planning resource utilization, the Committee was of the opinion that quarterly progress reports should include more appropriate information on the status of planned activities.
 - (b) Core and Non-core Activities within IAOD
 - (i) *Program Performance Report*

The Committee was informed that responsibility for the Program Performance Report had been assigned to the Program Management and Performance Section, Department of Finance, Budget and Program Management.
 - (ii) *Ethics System*

The Director of IAOD informed the Committee that lead responsibility for the setting up of an ethics system at WIPO had not yet been assigned. The Committee will review the issue of the setting up of an ethics system at WIPO under a separate agenda item on Ethics and financial disclosure at WIPO, at its next meeting in March 2009. The Committee noted that its previous recommendations for the issuance of ethics and financial disclosure policies had not yet been implemented.
 - (c) Establishment of a Proper Internal Control System at WIPO
 - (i) The Secretariat did not produce a progress report on the identification and elaboration of a proper internal control system for WIPO, as recommended by the Committee at its ninth meeting (document WO/AC/9/2, paragraph 9(d)).

- (ii) The Committee reviewed the IAOD draft terms of reference for an internal control gap assessment study, and was informed that work was still expected to begin before 2009. The Committee noted that the planned study primarily addressed financial controls and did not cover the program control aspects of the Organization's work.
 - (iii) The Committee will deal with establishment of an internal control system at WIPO as a separate agenda item at its next meeting in March 2009.
- (d) Internal Audit Reports

Status of Implementation of Audit Committee Recommendations concerning Procurement

The Committee was pleased to note that action had been taken by the Procurement and Contracts Division on certain recommendations made at its ninth meeting (WO/AC/9/2, paragraph 13 (b)), pending the issuance of an Organization-wide code of ethics. However, a "General Code of Conduct and Ethical and Professional Standards for WIPO staff, including those involved in Procurement" posted on the Procurement webpage had not been formally issued to all WIPO staff as an Office Instruction. Furthermore the meaning of "staff involved in procurement" had not been specified.

Audit Review of IT Security and Operations in WIPO

- (i) The Committee noted with great concern the serious IT security-related shortcomings identified by IAOD in its report on IT security and operations in WIPO, which could have a very negative impact on the operations of the Organization.
- (ii) The report contained 76 recommendations. Despite the IT management replies in the report indicating that all but one recommendation would be implemented by February 2009, the Committee was informed that this would not be the case due to resource limitations.
- (iii) The Chief Information Officer informed the Committee that the report contained no surprises since it corresponded to what had been also identified by the former Head of IT security (who separated in February 2008). The Committee could not understand why timely action had not previously been undertaken by the Secretariat.
- (iv) The Committee reminded the Chief Information Officer that replies to its previous recommendations concerning IT (see document WO/AC/7/2, paragraph 20) were still outstanding.

(e) Procedure in Audit and Investigation Cases involving the Director General and/or Other High-ranking Officials

The Committee reviewed language contained in a draft Investigation Policy on this matter. The Committee will review this matter again at its next meeting in March 2009.

(f) Status of Implementation of Oversight Recommendations

Due to the late submission of a document containing over 150 pages, the Committee was not in a position to undertake its periodic review of the status of implementation of oversight recommendations. Consequently, this breaks the periodicity of review. The Committee will review the documents provided for its tenth meeting at its eleventh meeting in March 2009, together with any updates provided to cover the period from the date of issue of those documents.

(g) Staffing

The Committee was informed that Mr. Georg Ladj, Chief Evaluation Officer had taken up his post as of December 1, 2008, and that a Chief of Internal Audit was expected to be in post by Easter 2009.

17. Recommendations:

(a) Divisional Plans and Resource Utilization

With respect to resource utilization, quarterly progress reports should include more appropriate information on the status of planned activities, including: an assessment of the effectiveness of implemented activities; reasons for non-implementation of planned activities; and, any modifications introduced to the plans.

(b) Establishment of a Proper Internal Control System at WIPO

- (i) In line with the recommendation made at the Committee's ninth meeting (document WO/AC/9/2, paragraph 9(d)), the Secretariat should undertake work on the identification and elaboration of a proper internal control system for WIPO, and submit a progress report to the Committee in time for its next meeting in March 2009.
- (ii) With respect to the internal control gap assessment study referred to in paragraph 16(c)(ii) above, the Director of IAOD should provide the Committee with the final terms of reference of that study, as well a progress report in time for its next meeting in March 2009. The study should not be limited to financial controls but should also cover program control aspects of the Organization's work.

(c) Internal Audit Reports

Status of Implementation of Audit Committee Recommendations concerning Procurement

A “General Code of Conduct and Ethical and Professional Standards for WIPO Staff” and a “Code of Conduct for WIPO Staff involved in Procurement” should be submitted for review by the Office of the Legal Counsel and Human Resources Management Division and, following the appropriate administrative process, be issued as official documents of the Organization. In particular the “Code of Conduct for WIPO Staff involved in Procurement” should be issued as an Office Instruction. Such Office Instruction should take into consideration United Nations best practice.

Audit Review of IT Security and Operations in WIPO

- (i) Management should give urgent attention to the security issues raised in the audit report and provide the necessary resources to ensure that all the audit recommendations be implemented as soon as possible, and on the basis that real progress can be reported to the Committee at its thirteenth meeting expected to take place in May 2009.
- (ii) Replies to recommendations made by the Committee at its seventh meeting (document WO/AC/7/2, paragraph 20) should be submitted to the Committee without further delay.

AGENDA ITEM 3

NEW CONSTRUCTION PROJECT

- 18. The documents presented to the Committee under this Item appear in Annex II of this report.
- 19. Information and explanations were provided orally to the Committee by: the Director General, Chair, Construction Committee; Ms. Boutillon, Secretary, Construction Committee; Mr. Favatier, Chief Financial Officer (Controller), Department of Finance, Budget and Program Management; Mr. Nick Treen, Director, Internal Audit and Oversight Division; Mr. Tuncay Efendioglu, Internal Audit and Oversight Division; Mr. Alfio Favero, Consultant, New Construction Projects Section, Buildings Division General Affairs and Administration Sector; and, Mr. Jean-Daniel Fehr, Project Director General, Burckhardt+Partner SA (“the Pilot”).
- 20. The Committee was informed of the following:
 - (a) Construction progress was such that completion of the new building was still expected in October 2010.

- (b) A final revised proposal from the General Contractor for incorporating the IT Data Centre into the new building was expected shortly.
- (c) Changes to the membership of the Construction Committee and its terms of reference now reflected the Director General assuming the role of Chair of the Committee.
- (d) In its September 19, 2008, audit of key risks relating to the New Construction Project, the Internal Audit and Oversight Division (IAOD) had concluded, *inter alia*, that:
 - (i) WIPO's ability to make timely decisions was still an issue; and,
 - (ii) documentation and security of information relating to the appointment of the General Contractor had not been satisfactory. An investigation of information handling was in progress.
- (e) Drawdown of CHF48 million of the bank loan facility had been deferred in agreement with the banks pending indication that the fall in LIBOR¹ (on which the loan interest rate was based) had reached a floor. Over the period concerned, LIBOR rates had already fallen from 3.5% to 1.62% and was expected to decline further. In the meantime, WIPO was drawing on its own liquid funds to meet construction costs.
- (f) A Construction Committee meeting was expected to be convened later in December 2008, and would address the responsibilities including Risk Nos. 2 and 3 on WIPO's risk register, concerning lack of back-up for: (i) the coordinator ("Project Manager") of the Internal Project Management Team; and, (ii) the representative of the Buildings Division in the Construction Committee.

21. The Secretariat undertook to provide the following items to the Committee in time for its consideration at its next meeting in March 2009:

- (a) risk registers amended to take into account:
 - (i) changes in responsibilities and related personnel (reference paragraph 20(f) above); and,
 - (ii) any amendment to the financial envelope for the New Construction Project as agreed by Member States.
- (b) an updated version of the Construction Charter;
- (c) a progress report on the introduction of key performance indicators ("KPIs") in the monitoring of the New Construction Project;

¹ LIBOR : London Interbank Offered Rate

- (d) a diagram showing the relationship structure for the organizing and project coordination of subcontractors (“agents”) (per Risk Item No. 13 on the Pilot’s Risk Register); and,
- (e) an English translation of Annex 2 to the External Auditor’s Report, document WO/PBC/13/8.

22. Recommendations

- (a) Future updates provided by the Secretariat to the Committee on the progress of the New Construction Project should:
 - (i) indicate clearly any material problems and issues; and,
 - (ii) integrate recommendations from reports from the Internal Audit and Oversight Division (IAOD) and the External Auditor, received by the Secretariat since their previous update to the Committee.
- (b) A revised cash flow projection should be prepared in time for the Committee’s next meeting in March 2009, showing on a scenario basis the impact of deferred drawdown of the bank loan.
- (c) The policy for drawing down the loan, including its deferral, should be supported by an appropriate risk appraisal model.
- (d) Documentation submitted by WIPO to the External Auditor should include the reports made by the Committee on the New Construction Project.

23. In reaching the above recommendations, the Committee took note that the following documents relating to the New Construction Project, whilst submitted to the Committee by the Secretariat, were neither presented to it by the Secretariat nor received by Committee members in time for proper review at its eleventh meeting:

- WO/PBC/13/5: “Progress Report on the New Construction Project”, dated November 10, 2008;
- WO/PBC/13/6: “Proposed Utilization of Available Reserves Overview and Background”, dated November 13, 2008;
- WO/PBC/13/6(a): “Proposal to Upgrade the Safety and Security Standards for the Existing WIPO Buildings”, dated November 11, 2008;
- WO/PBC/13/6(b): “Updated and Consolidated Budget and Financing for the New Construction Project”, dated November 10, 2008;
- WO/PBC/13/6(c): “Proposal for a New Conference Hall”, dated November 10, 2008; and,

- WO/PBC/13/8: New construction project: “Evaluation report of the external auditor on the new administrative building and additional storage construction project – Follow-up to the 2007 audit”, dated November 24, 2008.

24. Subject to updating by the Secretariat in the meantime, the Committee will review these documents at its meeting in March 2009.

AGENDA ITEM 4

PROGRAM PERFORMANCE REPORT AND FINANCIAL MANAGEMENT REPORT FOR THE 2006/07 BIENNIUM

25. The documents presented to the Committee under this Item appear in Annex II of this report.

26. Further explanations provided to the Committee orally by Mr. Philippe Favatier, Chief Financial Officer (Controller), Department of Finance, Budget and Program Management, General Affairs and Administration Sector; Mr. Joe Bradley, Head, Program Management and Performance Section, Department of Finance, Budget and Program Management; Mr. Nick Treen, Director, Internal Audit and Oversight Division; and Mrs. Julia del Carmen Flores Marfetan, Senior Evaluation Officer, Internal Audit and Oversight Division.

27. Observations:

Program Performance Report

- (a) The Committee noted that, in its present form, the Program Performance Report as an instrument of governance had limited usefulness for providing stakeholders with a reasonable assurance that the resources of the Organization were used effectively.
- (b) Following assignment of responsibility for preparation of the Program Performance Report to the Program Management and Performance Section, Department of Finance, Budget and Program Management (see paragraph 16(b)(i) above), the Committee noted that the role of the Internal Audit and Oversight Division would be to validate the authenticity and reliability of the information on program deliveries.
- (c) It was not clear to the Committee that the Secretariat had identified what would be the most appropriate performance reporting format and periodicity for stakeholders, on the one hand, and as an instrument of internal program control, on the other.

Financial Management Report

- (a) The Committee discussed document WO/PBC/13/2: “Financial Management Report for the 2006-2007 Biennium. Arrears in Contributions as of October 10, 2008”, dated November 12, 2008, and was briefed by Mr. Philippe Favatier, Chief Financial Officer (Controller).
- (b) The Committee noted with appreciation the attention given by the Secretariat to the recommendations of the External Auditor and was informed that all the recommendations would be implemented by the Secretariat.
- (c) The Committee will continue to monitor the implementation of recommendations of the External Auditor.
- (d) The Secretariat’s “Plan of Implementation of the External Auditors’ Observations and Recommendations” was distributed to the Committee at its meeting. The Committee will review this plan at its next meeting in March 2009.
- (e) The Committee took note of the report provided to Committee by the Secretariat on Arrears in Contributions as of October 10, 2008.

28. Recommendation

A progress report on identification of the structure and periodicity of performance reporting for stakeholders, on the one hand, and as an instrument of internal program control, on the other, should be prepared by the Secretariat in time for the Committee’s next meeting in March 2009.

AGENDA ITEM 5

OTHER MATTERS

(a) Assessment of the Work and Operations of the WIPO Audit Committee

29. In line with best practice, the Committee decided to undertake in 2009 an assessment of the results of its work and operations. Its conclusions will be submitted to the Program and Budget Committee.

(b) Next Meeting

30. The next meeting of the Committee is tentatively scheduled to take place from Monday, March 23 to Thursday, March 26, 2009.

31. Subject to further discussion by the Committee, the draft Agenda for that meeting is anticipated to include:

1. Meeting with the Director General (Strategic Realignment Program and Other Issues)
2. Internal Control System:
 - (a) Review of the work of the Internal Audit and Oversight Division
 - (b) Progress on the Establishment of a Proper Internal Control System at WIPO
 - (c) Progress on the Internal Control Gap Assessment Study
 - (d) Follow-up on Status of Oversight Recommendations
 - (e) IPSAS, Implementation of new Financial Regulations and Rules
3. New Construction Project
4. Follow-up on Action taken by the Secretariat on Ethics and Financial Disclosure
5. Assessment of the Work and Operations of the WIPO Audit Committee
6. Other matters

[Annex I follows]

WIPO



WO/AC/11/1

ORIGINAL: English

DATE: December 1, 2008

WORLD INTELLECTUAL PROPERTY ORGANIZATION
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WIPO AUDIT COMMITTEE

Eleventh Meeting
Geneva, December 1 to 4, 2008

AGENDA

adopted by the WIPO Audit Committee

1. Meeting with the Director General
2. Review of the Work of the Internal Audit and Oversight Division
3. New Construction Project
4. Program Performance Report and Financial Management Report for the 2006/07 Biennium
5. Other matters

[Annex II follows]

ANNEX II

LIST OF DOCUMENTS

AGENDA ITEM 1: MEETING WITH THE DIRECTOR GENERAL

Open Informal Consultations on the Revised Program and Budget for the 2008/09 Biennium, October 21 and 30, 2008

Agenda

“Outline of Proposals for the Revised 2008/09 Program and Budget. Document presented by the Director General”;

“Presentation on the Outline of the Revised Program and Budget 2008/09” (Powerpoint Presentation Slides); and,

“WIPO Employees as of September 30, 2008”.

AGENDA ITEM 2: REVIEW OF THE WORK OF THE INTERNAL AUDIT AND OVERSIGHT DIVISION

(a) Divisional Plans and Resource Utilization

“IAOD Quarterly Summary Progress Report: July – September, 2008”, with covering Memorandum, dated October 14, 2008, from Mr. Treen to the Director General;

“IAOD General Investigation Plan for 2009”, dated November 25, 2009, with covering Memorandum from N. Treen to the Director General;

“Report to the Audit Committee on IAOD’s Individual Staff Activities in 2008; and the Summary of detailed Work Plans (by staff) for 2009”, prepared by IAOD, dated November 24, 2008; and,

“Internal Audit Planning Package for 2009”, with covering memorandum “Detailed Internal Audit Planning 2009, dated November 25, 2008, from N. Treen to the Director General.

(b) IAOD Core and Non-core Activities

[No documents]

(c) Establishment of a Proper Internal Control System at WIPO

“Draft. IAOD Internal Control Gap Assessment and Review” dated September 1, 2008.²

² Document distributed at the tenth meeting of the Committee (October 6 to 9, 2008)

(d) Internal Audit Reports

(i) Status of Implementation of Audit Committee Recommendations concerning Procurement

Internal Memorandum entitled “Status of Implementation of the recommendations of the Ninth Meeting of the Audit Committee held from May 19 to 22, 2008, concerning procurement”, dated September 19, 2008, from Mr. Sevilla to Mr. Treen, with covering note dated October 7, 2008, from Mr. Treen to the Chair of the Audit Committee.¹

(ii) Audit Review of IT Security and Operations in WIPO

IAOD Audit Report No. IA/01/2008: “Audit Review of IT Security and Operations in WIPO”, dated September 19, 2008, with covering Internal Memorandum, dated September 19, 2008, from Nick Treen to the Director General.³

(e) Procedure in Audit and Investigation Cases involving the Director General and/or other High-ranking Officials

(Language included in draft Investigation Policy)

(f) Status of Implementation of Oversight Recommendations

Internal Memorandum “Oversight Recommendations Follow-up”, dated November 26, 2008, from N. Treen to the Chair of the Audit Committee and Internal Memorandum “List of Oversight Recommendations with Outstanding Implementation Status” from N. Treen to WIPO Officials, dated November 7, 2008;

“Part I: List of Open Recommendations with Outstanding Implementation Status”;

“Part II: List of Implemented WIPO Oversight Recommendations from 2002 to 2008”; and,

Table showing “Implementation Status of WIPO Oversight Recommendations as at 25 November 2008 by Oversight Body”.

(g) Staffing Situation

(Oral follow-up)

AGENDA ITEM 3: NEW CONSTRUCTION PROJECT

(a) Progress Reports

WO/PBC/13/5: “Progress Report on the New Construction Project”, dated November 10, 2008; and,

“Progress Report on the New Construction Project”, dated November 21, 2008, prepared by the Chair (Director General) and the Secretary (I. Boutillon) of the Construction Committee for the eleventh meeting of the WIPO Audit Committee.

³ Document first issued for AC/10 (October 6 to 9, 2008)

(b) Budget and Finance

WO/PBC/13/6: “Proposed Utilization of Available Reserves Overview and Background”, dated November 13, 2008;

WO/PBC/13/6(a): “Proposal to Upgrade the Safety and Security Standards for the Existing WIPO Buildings”, dated November 11, 2008;

WO/PBC/13/6(b): “Updated and Consolidated Budget and Financing for the New Construction Project”, dated November 10, 2008; and,

WO/PBC/13/6(c): “Proposal for a New Conference Hall”, dated November 10, 2008.

(c) Risk Registers

WIPO Risk Register update No. 12 (September 2008); and,

Pilot Risk Register (August, September and October 2008).

(d) Pilot Monthly Reports

Pilot Monthly Reports (including General Contractor Monthly Reports) Nos. 21, 22 and 23 for August, September and October 2008.

(e) WIPO Construction Committee

Office Instruction No. 32/2008 “Members of the Construction Committee”, dated October 13, 2008; and,

Office Instruction No. 33/2008 “Terms of Reference of the Construction Committee” effective October 13, 2008.

(f) Foundation Stone Laying Ceremony on November 7, 2008

Foundation Stone Laying Ceremony Programme and List of Participants; WIPO Press Release PR/2008/574 “Foundation Stone Laid for WIPO’s New Building”, dated November 7, 2008.

(g) Internal Audit Report

IAOD Audit Report No. IA/02/2008: “Review of WIPO Risk Registers and Tender Process for the General Contractor of the New Construction Project”, with covering Internal Memorandum, dated September 19, 2008, from Nick Treen to the Director General.²

(h) External Auditor

WO/PBC/13/8: New construction project: “Evaluation report of the external auditor on the new administrative building and additional storage construction project – Follow-up to the 2007 audit”, dated November 24, 2008.

AGENDA ITEM 4: PROGRAM PERFORMANCE REPORT AND FINANCIAL MANAGEMENT REPORT FOR THE 2006/07 BIENNIUM

(a) Program Performance Report

WO/PBC/13/3: “Program Performance Report for 2006-2007”, dated November 17, 2008.

WO/PBC/13/3(a): “Summary Program Performance Report for 2006-2007”, dated November 17, 2008; and,

WO/PBC/13/3(b): “Individual Program Performance Reports for 2006-2007”, dated November 17, 2008.

(b) Financial Management Report

WO/PBC/13/2: “Financial Management Report for the 2006-2007 Biennium. Arrears in Contributions as of October 10, 2008”, dated November 12, 2008; and,

“Report on the Arrears in Contributions”, dated November 25, 2008, prepared by Bengt Wagensjö, Head, Investment Section, Finance Services, Department of Finance, Budget and Program Management.

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OTHER DOCUMENTS:

Thirteenth session of the Program and Budget Committee, December 10 and 11, 2008

WO/PBC/13/1 Prov. 2: Draft Agenda;

WO/PBC/13/4: Revised Program and Budget for the 2008/09 Biennium; and,

WO/PBC/13/6(d): “Proposal for the Implementation of IT Modules to Establish Compliance with the New Financial Regulations and Rules and IPSAS: Procurement, Asset Management and Other System Requirements for IPSAS Compliance”.

Internal Audit Report

IAOD Audit Report No. IA/03/2008: “Final Report on the Review of Significant Procurement Cases in WIPO”, with covering Internal Memorandum, dated November 14, 2008, from Nick Treen to the Director General.

[End of Annex II and of document]