

WIPO



WO/AC/9/2
ORIGINAL: English
DATE: May 30, 2008

WORLD INTELLECTUAL PROPERTY ORGANIZATION
GENEVA

WIPO AUDIT COMMITTEE
Ninth Meeting
Geneva, May 19 to 22, 2008

REPORT

adopted by the WIPO Audit Committee

TABLE OF CONTENTS

	Paragraphs
Introduction	1 to 5
Agenda Items	
Item 1: Internal Audit and Oversight	6 to 17
A. Work of the Internal Audit and Oversight Division.....	6 to 9
B. Internal Audit Report on Procurement	10 to 13
C. Implementation Status of Oversight Recommendations.....	14 to 17
Item 2: Desk-to-Desk Review	18 to 34
A. Organizational Improvement Program (OIP).....	21 to 25
B. Human Resources (HR) Strategy	26 to 29
C. Financial Regulations and Rules (FRR).....	30 to 32
D. Information and Communication Technologies (ICT).....	33 & 34

Item 4:	New Construction Project	35 to 38
Item 5:	Other Matters	39 to 46
	A. Inductions	39 & 40
	B. Staff-Management Relations	41 & 42
	C. Financial Statements for the Biennium ended December 31, 2007	43 & 44
	D. Next Meeting	45 & 46
Annex I:	Agenda Adopted by the Committee	
Annex II:	List of Acronyms	

INTRODUCTION

1. The ninth meeting of the WIPO Audit Committee (hereinafter referred to as “the Committee”) took place from May 19 to 22, 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 Forty-Fourth Assemblies of the Member States of WIPO, held on March 31, 2008, which adopted the Proposed Program and Budget for 2008/09.
4. The Chair also briefed the Committee on the Fifty-Eighth (20th Extraordinary) Session of the WIPO Coordination Committee, held on May 13, 2008, to nominate a candidate for the post of Director General, and at which Mr. Francis Gurry (Australia), was nominated as Director General-elect.
5. At his request, the Committee met with Mr. Francis Gurry, Deputy Director General, and Director General-elect.

AGENDA ITEM 1

INTERNAL AUDIT AND OVERSIGHT

A. WORK OF THE INTERNAL AUDIT AND OVERSIGHT DIVISION

6. The Committee was provided with the following documents:
 - Memorandum from the Chair to Mr. Treen, dated April 29, 2008, concerning the Ninth Meeting of the Committee;
 - “Internal Audit and Oversight Division (IAOD) Quarterly Summary Progress and Activity Report, January – March, 2008”, dated April 30, 2008, prepared by Mr. Treen, with a covering Memorandum dated May 5, 2008;
 - Memorandum from Mr. Treen to the Director General, dated May 15, 2008, concerning “Investigation Policy”;
 - Memorandum from Mr. Treen to the Director General, dated May 15, 2008, concerning “IAOD Investigation Plan, 2nd half 2008”;
 - Memorandum from Mrs. Weil-Guthmann to Mr. Treen, dated May 15, 2008, concerning “IAOD Quarterly Summary Progress Report: January to March 2008”; and,

- Memorandum from Mr. Treen to the Chair, dated January 24, 2008, concerning “WIPO Audit Committee Report of the 7th Meeting” (first issued for the eighth meeting of the Committee).

7. Further information and explanations were provided to the Committee by Internal Audit and Oversight Division (IAOD) staff, namely: Mr. Nick Treen, Director; Mr. Tuncay Efendioglu, Senior Internal Auditor; Mrs. Joan Connors, Senior Investigation Officer; Mrs. Julia Del Carmen Flores Marfetan, Senior Evaluation Officer; and, Mrs. Silvia Nuñez Giordano, Secretary.

8. Observations:

- (a) With respect to IAOD staffing, the Committee noted that: a Senior Investigator and a Senior Evaluation Officer had taken up their posts; recruitment of the Head of Evaluation was underway; and, a regular budget post for a second internal auditor had been identified. The Committee further noted Member States’ endorsement of the Director General’s proposal of a 92% overall increase, during the 2008/09 biennium, of IAOD resources (including two new posts), as compared with the 2007/08 initial budget. IAOD’s staffing situation has therefore improved.
- (b) The Committee observed that IAOD had not struck the right balance between core and non-core activities and, furthermore, that IAOD had become involved in activities outside of its oversight function, including the setting up of an ethics system (the responsibility for which falls within the purview of the Office of the Legal Counsel and the Human Resources Management Department (HRMD)), and taking on board the entire Program Performance Report process (the lead role for which should be taken by the Office of Strategic Planning and Policy Development).
- (c) With respect to the preparation of a Divisional Program Plan, and IAOD activities to date, the Committee did not share the view of the Director of IAOD that he had not been in a position to plan ahead or to initiate certain activities because of a dearth of staff. In the view of the Committee, the Director of the Division has borne, since assuming his post in January 2007, a special responsibility for effective and efficient use of IAOD human and financial resources, and for establishing a more robust Divisional Program Plan, within the framework of an internal control system in WIPO.
- (d) The Committee further observed that there continues to be a vacuum for a proper internal control system within WIPO and that this issue is not currently being addressed within the framework of the Organizational Improvement Program. There is an urgent need to establish an internal control system at WIPO, taking a holistic approach that integrates good governance, ethics, management, administration, risk assessment, monitoring, accountability and compliance. The Committee considers that this vacuum puts the Organization at risk, and will revert to this matter at its next meeting. In this connection, reference was made by the Committee to the *INTOSAI Guidelines for Internal Control Standards for the Public Sector* (<http://intosai.connexcc-hosting.net/blueline/upload/1guicspubsece.pdf>).

9. Recommendations:

- (a) Concerning staffing, the Director of IAOD, in consultation with the Controller and the Director of HRMD, should ensure the full establishment of IAOD's regular budget posts, including recruitment of a second auditor.
- (b) With respect to IAOD resources and activities:
 - (i) IAOD should devote its resources to core oversight functions;
 - (ii) Responsibility for setting up an ethics system should fall within the purview of the Office of the Legal Counsel and HRMD;
 - (iii) Responsibility for the Program Performance Report should be assigned to the Office of Strategic Planning and Policy Development; and,
 - (iv) IAOD should report on resource utilization to the Committee at its next meeting in August 2008 (see sub-paragraphs 8(a) and (b) above).
- (c) The Committee, reiterating a previous recommendation made at its seventh meeting in December 2007 (document WO/AC/7/2, paragraph 10(c)), urges the Director of IAOD to prepare a revised Divisional Program Plan that addresses the full mandate of IAOD, and submit this Plan to the Committee at its next meeting in August 2008.
- (d) The Secretariat should immediately undertake work on the identification and elaboration of a proper internal control system for WIPO, within the framework of the Organizational Improvement Program, and present a progress report to the Committee at its next meeting in August 2008. (See also paragraph 25(e), below).

B. INTERNAL AUDIT REPORT ON PROCUREMENT

10. The Committee was provided with the following document:

IAOD/IA/01/2007: "Final Audit Report. Review of Procurement System and Procedures", dated December 19, 2007, by the Internal Audit and Oversight Division.

11. Further information and explanations were provided to the Committee by Mr. Nick Treen, Director, and Mr. Tuncay Efendioglu, Senior Internal Auditor, IAOD, as well as Mr. Jaime Sevilla, Director, Procurement and Contracts Division.

12. Observations:

- (a) The Committee noted the internal audit report on procurement with appreciation, considering it to contain a number of valuable recommendations for increasing efficiency, accountability and transparency in the procurement

process. It further noted that, consequent to the report, the Contracts Review Committee (CRC) had been reconstituted, ensuring much needed checks and balances and a necessary separation of duties. However, many of the recommendations that the Committee considered relevant had not yet been acted upon, nor accepted, by the Procurement and Contracts Division.

- (b) The Committee also observed that, on the WIPO website:
 - (i) Procurement Notices, and access to the procurement pages were not immediately apparent, in contrast to the UN website;
 - (ii) contract awards were published for two weeks only; and,
 - (iii) an ethics code in force for procurement staff; current procurement procedures; and, procurement statistics had not been published, in contrast to the UN website.

13. Recommendations:

- (a) The Deputy Director General, General Affairs and Administration Sector, should again review, together with the Director, Procurement and Contracts Division, and IAOD, the status of implementation of the report recommendations, and present a progress report to the Committee at its next meeting in August 2008.
- (b) Consideration should be given to:
 - (i) amending the WIPO homepage to provide greater visibility to Procurement Notices and the procurement pages;
 - (ii) extending the length of publication of contracts awards;
 - (iii) publishing, on the procurement pages on both the WIPO public website and the Intranet, the following:
 - the ethics code in force in procurement, both for staff and vendors (pending the promulgation of an Organizational ethics code that will necessarily include procurement principles);
 - procedures in force for procurement, to be updated as required; and,
 - procurement statistics.
 - (iv) IAOD should report to the Committee on the above three points at the Committee's next meeting in August 2008.

C. IMPLEMENTATION OF OVERSIGHT RECOMMENDATIONS

14. The Committee was provided with the following documents:

- Memorandum from Mr. Treen to the Chair, dated May 14, 2008, concerning "Oversight Recommendations Follow up";
- Memorandum from Mr. Treen to WIPO Officials, dated April 28, 2008, concerning "List of Oversight Recommendations with Outstanding Implementation Status";
- "Part I: List of Open Oversight Recommendations with Outstanding Implementation Status";
- "Part II: List of Implemented WIPO Oversight Recommendations from 2002 to 2007"; and,
- Statistics on status of implementation of oversight recommendations for the period December 2007 to April 2008.

15. Further information and explanations were provided to the Committee by Mr. Nick Treen, Director, and Mr. Tuncay Efendioglu, Senior Internal Auditor, IAOD.

16. Observations:

- (a) The list of actions and replies to oversight recommendations highlights the fact that the role of oversight as a management tool to ensure compliance with the established rules and procedures and to improve the efficiency of the organization does not seem to have been fully embraced by the Organization at large.
- (b) The Committee considered that the information contained in the various documents relating to the status of implementation of oversight recommendations are of limited usefulness for monitoring purposes. In this regard, the Committee noted that, in many instances, the reporting of the status of implementation of oversight recommendations by the auditees remained vague and/or reflected a lack of progress in addressing the problems identified in the recommendations.
- (c) The Committee expressed concern over the overall low rate of implementation of oversight recommendations. It considered that, as also indicated in sub-paragraph 16(a) above, this signals a lack of appreciation on the part of management of the importance of internal controls and oversight.

17. Recommendations:

- (a) The Committee reiterates its earlier recommendations, made in the reports of its fifth and sixth meetings respectively (documents WO/AC/5/2, paragraph 18(f), and WO/AC/6/2, paragraph 28), relating to the need for introducing benchmarks for compliance and for reflecting the actions and

comments of the Director of IAOD when reporting the implementation status of oversight recommendations.

- (b) The Committee further reiterates its recommendations made in the report of its seventh meeting (document WO/AC/7/2, paragraph 10(e)), which stipulate that the Director of IAOD, in partnership with the responsible managers, should give assurances on the effective implementation of oversight recommendations.
- (c) The Committee recommends that consideration be given to amending the Internal Audit Charter, or to issuing an Office Instruction, to establish responsibility and accountability of Program Managers, as well as procedures, for the implementation of oversight recommendations.
- (d) The Committee recommends that IAOD reports to the Committee on sub-paragraphs 17(a), (b) and (c) above, at its next meeting in August 2008.

AGENDA ITEM 2

DESK-TO-DESK REVIEW

18. Under this Agenda Item, the Committee reviewed the Organizational Improvement Program (OIP) in general, as well as related initiatives (Performance Appraisal System (PAS) and Financial Regulations and Rules (FRR)). Reference was also made to Information and Communication Technologies (ICT).

19. The Committee was provided with the following documents by the WIPO Secretariat:

Organizational Improvement Program

- Letter from Mr. Petit to the Chair, dated May 15, 2008;
- “Revised Road Map – May 2008”;
- “WIPO Organigram by Strategic Goals”; and,
- “Organizational Improvement Program (OIP) – Status Report”.

New Financial Regulations and Rules (FRR)

- Letter from Mrs. Graffigna to the Chair, dated May 8, 2008, with Annexes;
- Letter from Mrs. Graffigna to the Chair, dated February 15, 2008, with Annexes (first issue: eighth meeting of the Audit Committee (February 18 to 21, 2008)); and,

- New Financial Regulations and Rules of WIPO, applicable as of January 1, 2008.

20. Further information was provided orally to the Committee by Mr. Petit, Deputy Director General and Chair, Organizational Improvement Program Committee (OIPC), and OIPC members.

A. ORGANIZATIONAL IMPROVEMENT PROGRAM (OIP)

Background:

21. The WIPO General Assembly at its Thirty-Fourth (18th Ordinary) Session (September 25 to October 3, 2007) endorsed the Committee's recommendations (document WO/GA/34/16, paragraph 34), made at its sixth meeting (document WO/AC/6/2, paragraph 24), namely that:

- “(a) The Secretariat develops a comprehensive integrated program for Organizational Improvement along the lines and priorities recommended in PwC's Final Report, and as recognized by the Secretariat in its report (WO/GA/34/12). Because such a program will not only be complex but likely to extend over a period of years, it should be constructed on a SMART C basis (Specific, Measurable, Attainable, Realistic, Timely and Consistent);
- (b) The Secretariat should prepare a road map for the implementation of the program showing the organizational and resourcing requirements. This road map should be reviewed by the Committee at its meeting scheduled for the first week of December 2007;”

22. At its seventh meeting (document WO/AC/7/2), the Committee:

- (a) further stressed that a successful integrated program for organizational improvement could not be undertaken without, among other things: full engagement of management and staff; comprehensive flowcharting of the Organization's operations and mapping of all staff functions; and, the necessary resources and competencies;
- (b) noted that it would be difficult to address simultaneously the various initiatives proposed by OIPC; that proper critical path analyses for prioritizing initiatives would be expected to be a part of compiling the road map; and, that OIPC should be properly empowered with the necessary competencies;
- (c) further noted that senior officials of the Secretariat continued to advocate that the scope and planning for an integrated program for organizational improvement was limited by two key constraints, namely: non-approval by Member States of the Program and Budget for 2008/09; and, the transitional period running up to the appointment of the new Director General;

- (d) did not find those two factors entirely convincing, and continued to recommend that the Secretariat should make every effort to implement the General Assembly decision; and,
- (e) asked for progress on each of the different initiatives, including PAS, FRR, ICT, Enterprise Resource Planning (ERP), and others, and linkage among all initiatives.

23. The Committee understood from the Information Meeting for Member States of February 15, 2008, on progress made on the integrated program for organizational improvement and on the Desk-to-Desk Review, that Member States expected the Secretariat to implement their decision made at the WIPO General Assembly (document WO/GA/34/16, paragraph 34).

24. Observations:

- (a) The Committee noted that the General Assembly decision referred to above has not yet been implemented.
- (b) The Committee found that, except for the FRR, there was not much evidence of progress on the various OIP elements, and no indication that the initiatives mentioned above are either prioritized and/or linked in an integrated program.
- (c) The Secretariat informed the Committee that Minutes of the February 15 Information Meeting, as requested by the Committee in the report of its eighth meeting (document WO/AC/8/2, paragraph 13(a)) could not be provided for legal reasons. The Committee was informed that, as a consequence, the agreement of Member States had been sought on the establishment and circulation of a summary of the Meeting. Furthermore, the Secretariat was unable to provide definitive dates for the next Information Meeting for Member States.
- (d) The Committee noted that the WIPO Organigram by Strategic Goals, which had been distributed to Member States on March 31, 2008:
 - (i) included, for transparency purposes, total headcounts as of February 2008, including interns, consultants and short-term staff; and,
 - (ii) does not identify the functions, responsibilities and accountability of the numerous boxes appearing under the various departments and divisions. Thus the line of authority, and the existing linkages and synergies between the various organizational units are unclear, which limits the usefulness of the exercise as a management tool and as an instrument of internal control.
- (e) OIPC informed the Committee that a comprehensive assessment of the adequacy of current WIPO resources in terms of staffing composition, functions, competencies, skills, contractual arrangements and funding, along the lines prescribed in PwC's Final Report on the Desk-to-Desk Assessment, and endorsed by the WIPO General Assembly, would require a level of skills

and a capacity which the WIPO Secretariat is unable to provide from its internal resources.

25. Recommendations:

- (a) The Committee reiterates its earlier recommendations on the implementation of an integrated program for organizational improvement, and a roadmap for implementation, as decided by the General Assembly (document WO/GA/34/16, paragraph 24).
- (b) The Committee recommends that OIPC give urgent attention to the preparation of a consolidated and integrated plan encompassing the various OIP ongoing initiatives, and reiterates its earlier recommendation that such plan be supported by a system that would facilitate integration, planning, and monitoring, to be developed by the IT Division (see document WO/AC/8/2, paragraph 27(b)).
- (c) The Committee requests the Secretariat to pursue the preparation of a summary of discussions at the February 15 Information Meeting, and the establishment of a date for the next Information Meeting.
- (d) With respect to the WIPO Organigram by Strategic Goals, distributed to Member States on March 31, 2008, the Committee recommends that:
 - (i) further work on the refinement of the Organigram:
 - be linked to the objectives and strategies for each program as contained in the Program and Budget for 2008/09;
 - separately list the number of regular budget and temporary posts approved in the 2008/09 Program and Budget, together with the related headcounts;
 - identify D1 and D2 posts; and,
 - identify individuals under various contractual arrangements financed from non-personnel regular budget funds and other funding, such as Funds-in-Trust;
 - (ii) the Secretariat should prepare an Organigram along the lines of paragraph (d)(i) above, to become fully documented.
- (e) A further report should be made by OIPC to the Committee on the above matters, which should include an internal control system component (see paragraph 8(d)), in time for its next meeting in August 2008.

B. HUMAN RESOURCES STRATEGY

26. A powerpoint presentation was made to the Committee by Mr. Toledo, Director, HRMD, on four projects, namely: Development of a new Training Policy; Preparatory Work for the Performance Appraisal System (PAS) launch; Review of recruitment processes and practices; and, streamlining of current contractual arrangements in line with UN best practice.

27. During discussions, the Committee enquired about risk management for the PAS project, and the extent to which WIPO staff were aware of the Standards of Conduct of the International Civil Service Commission (ICSC), which form the basis of the ethics and integrity of WIPO staff.

28. Observations:

- (a) From the documentation and discussions, the Committee could not discern that progress had been made on the PAS project, and noted that no risk register had been established.
- (b) The Committee further noted that the ICSC Standards of Conduct were difficult to find on the Intranet.

29. Recommendations:

- (a) A detailed report, showing in concrete terms progress made on all HR-related projects, should be presented to the Committee at its next meeting in August 2008;
- (b) A risk register should be established for the PAS project and presented to the Committee at its next meeting in August 2008.
- (c) The ICSC Standards of Conduct promulgated by the ICSC in 2001, and referred to in several WIPO Office Instructions, should be given better visibility on the WIPO HRMD Intranet page.

C. NEW FINANCIAL REGULATIONS AND RULES (FRR)

30. A presentation on the implementation of the new FRR was made to the Committee by Mrs. Graffigna, Executive Director and Controller.

31. Observation:

The Committee noted with appreciation the progress made in the implementation of the New Financial Regulations and Rules and the clarity of the documents submitted.

32. Recommendation:

In accordance with Article B2(a) of the Audit Committee Terms of Reference, the Committee recommends that all Office Instructions and other documents prepared for the

implementation of the Financial Regulations and Rules should be copied to the Committee for information and review.

D. INFORMATION AND COMMUNICATION TECHNOLOGIES (ICT)

33. Observations:

- (a) The Committee noted with regret that, six months later, the Committee's ICT related recommendations, made in the report of its seventh meeting (document WO/AC/7/2, paragraph 20) still remained unaddressed despite specific requests made by the Committee at its eighth meeting in February 2008 (document WO/AC/8/2 paragraphs 25, 26 and 27(a)).
- (b) The Committee took note of a report entitled "Core IT Assessment. Final Report. Version 1.1", dated May 2007, prepared by Sogeti, an external consultant, and decided to review this report at its next meeting.

34. Recommendations:

- (a) The Chief Information Officer should submit, through his line management, and after consultation with the IT Board, a status report regarding the implementation of the recommendations made at its seventh meeting (document WO/AC/7/2 paragraph 20) to the Committee at its next meeting in August 2008.
- (b) The responsible officers should submit a report on the actions undertaken following the submission, in May 2007, of the "Core IT Assessment. Final Report. Version 1.1" in time for its next meeting in August 2008.

AGENDA ITEM 3

THE NEW CONSTRUCTION PROJECT

35. The Committee was provided with the following documents by the WIPO Secretariat:

Progress Report

Progress Report on the New Construction Project, issued on May 8, 2008, by Mr. Petit, Chair, and Ms. Boutillon, Secretary, of the Construction Committee.

Financial and Budgetary

Letter from Mrs. Graffigna, dated May 14, 2008, with attachments:

- Table I: Cash Flow Projection for the Life of the Construction Project (1998 to 2012);

- Table II: Status of Approval of Funding by WIPO Member States; and,
- Note entitled “Impact of IPSAS on Accounting for the New Construction Project.

Contract

English translation of the fixed-priced contractor contract between WIPO and IMPLENIA *Entreprise Générale*.

New Construction Charter

- Charter for New Construction Project, version 7, issued on May 5, 2008, by Mr. Petit, Chair, and Ms. Boutillon, Secretary, of the Construction Committee; and,
- Charter for New Construction Project, showing changes between versions 6 and 7, issued on May 5, 2008, by Mr. Petit and Ms. Boutillon.

Risk Registers

- WIPO Risk Register update No. 7 (April 30, 2008);
- Pilot Risk Register, updated March 31, 2008;
- Addendum to the Pilot Risk Register, for the month of April 2008.

Pilot Monthly Reports

Pilot Monthly Reports for February and March 2008.

36. Further information and explanations were provided orally to the Committee by: Mr. Petit, Deputy Director General and Chair, Construction Committee; Ms. Boutillon, Secretary, Construction Committee; Mr. Jean-Daniel Fehr, Project Director General, Burckhardt+Partner SA (“the Pilot”); Mrs. Graffigna, Executive Director and Controller; and, Mr. Favatier, Director, Finance Department, Office of the Controller.

37. Observations:

- (a) The Committee was advised that construction work had commenced on April 7, 2008, and that, overall, the project had started to the general satisfaction of the Construction Committee, the Internal Project Monitoring Team and the Pilot.
- (b) With regard to funding the project, the Committee was advised that draw down of funds from the bank loan facility was not anticipated before the fourth quarter of 2008, and in the meantime, payments would be made from WIPO’s current cash resources.

- (c) In terms of funding status, the Committee was informed that an amount in the sum of 18.92 million Swiss francs remained outstanding in terms of approval by Member States. This amount did not include 7.88 million Swiss francs by way of reserve for unforeseen matters as recommended by the External Auditor (document A/43/INF/6, paragraph 44). At this stage, however, there was no indication that the reserve for unforeseen matters would need to be utilized. There was, however, still a question as to what extent project-related expenditures would be financed from WIPO's reserves or from the bank loan facility. As referred to previously in the report of the eighth meeting of the Committee (document WO/AC/8/2), the Secretariat confirmed that the utilization of reserves to finance part of the construction cost would need to be recommended by the Program and Budget Committee and subsequently approved by the Assemblies of the Member States of WIPO.
- (d) Other expenditures related to the Pilot, the WIPO Consultant and bank loan interest (these are financed from the regular budget), will also have to be approved for the 2010/11 biennium.
- (e) In reviewing the New Construction Project cash flow projections, the Committee noted that this was presented primarily to demonstrate anticipated draw down of funds from under the bank loan facility.

38. Recommendation:

The Committee recommends that the cash flow projection for the life of the New Construction Project be amended to identify funding being derived from (a) WIPO reserves; (b) WIPO regular budget; and, (c) bank loan facility.

AGENDA ITEM 4

OTHER MATTERS

A. INDUCTIONS

39. The Committee benefited from an induction on the work of the Technical Assistance and Capacity Building Sector. A powerpoint presentation was made by Mr. Narendra Sabharwal, Deputy Director General, followed by discussion.

40. Another briefing was given by Mr. Sherif Saadallah, Executive Director, Office of Strategic Use of Intellectual Property for Development, on the progress made on the WIPO Development Agenda.

B. STAFF-MANAGEMENT RELATIONS

41. The Committee met with the new President of the Staff Association Council, Mr. Denis Croze. He pointed to certain principles of special importance to the Staff Association, including consultation and dialogue with management, and the rule of law and

its application. He also referred to a number of priorities including: reclassification; a post and career development strategy; composition of the Selection Committees; and, the situation of prolonged duration of short-term contracts and consultants.

42. The Director of the Human Resources Management Division was present. He had already met with the new President of the Staff Association and assured the Committee of his continued cooperation with the Staff Association.

C. FINANCIAL STATEMENT FOR THE BIENNIUM DATED DECEMBER 31, 2007

43. A letter of transmittal to the Chair of the Committee from the Director General accompanying the financial statements for the biennium ended December 31, 2007, had apparently been prepared and was dated April 8, 2008. However, neither this letter nor the financial statements were received by the Committee until May 20, 2008, when it was already in session. Accordingly, the Committee has not dealt with this matter. In discussion, the Committee concluded that a more formal document transmittal system should be established for the Committee.

44. Recommendations:

- (a) A formal document transmittal system for the Committee should be established by the Secretariat for review by the Committee at its next meeting in August 2008.
- (b) The Financial Statement and Financial Management Report should be presented by the Secretariat to the Committee at its next meeting in August 2008.

D. NEXT MEETING

45. The next meeting of the Committee is tentatively scheduled for August 25 to 28, 2008.

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

1. Review of the work of the Internal Audit and Oversight Division
2. Financial Statement and Financial Management Report
3. Desk-to-Desk Review
4. Information and Communication Technologies (ICT)
5. New Construction Project
6. Other matters

[Annex I follows]

WIPO



WO/AC/9/1

ORIGINAL: English

DATE: May 19, 2008

WORLD INTELLECTUAL PROPERTY ORGANIZATION
GENEVA

E

WIPO AUDIT COMMITTEE

Ninth Meeting
Geneva, May 19 to 22, 2008

AGENDA

adopted by the WIPO Audit Committee

1. Review of the work of the Internal Audit and Oversight Division (including the Procurement Audit Report)
2. Desk-to-Desk Review
3. New Construction Project
4. Other matters

[Annex II follows]

ANNEX II

LIST OF ACRONYMS

ERP	Enterprise Resource Planning
FRR	Financial Regulations and Rules
HRMD	Human Resources Management Division
IAOD	Internal Audit and Oversight Division
ICSC	International Civil Service Commission
ICT	Information and Communication Technologies
OIP	Organizational Improvement Program
OIPC	Organizational Improvement Program Committee
PAS	Performance Appraisal System
PwC	PricewaterhouseCoopers

[End of Annex II and of document]