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WORLD INTELLECTUAL PROPERTY ORGANIZATION

GENEVA

PROGRAM AND BUDGET COMMITTEE

Thirteenth Session Geneva, December 10 and 11, 2008

PROPOSAL TO UPGRADE THE SAFETY AND SECURITY STANDARDS FOR THE EXISTING WIPO BUILDINGS

prepared by the Secretariat

Introduction

- 1. At its eleventh session, held from June 25 to 28, 2007, the Program and Budget Committee (PBC) requested the Secretariat to provide further information on the proposal to upgrade the security standards of WIPO contained in document WO/PBC/11/12, in order to enable the PBC to make recommendations to the Assemblies of the Member States with the ultimate objective of attaining a level of safety and security compliance at WIPO commensurate with the expectations of the UN (through the UN Headquarters Minimum Operating Security Standard (UN H-MOSS)) and those of the Member States of WIPO as far as the WIPO staff and premises were concerned.
- 2. In this context, the attention of the PBC is drawn to the fact that the United Nations General Assembly approved a budget of about 50 million Swiss francs to enhance the security at UNOG and its annex operations, UNHCR, OHCHR and ITC. In addition to this appropriation, the *Fondation des immeubles pour les organisations internationales* (FIPOI) has provided most of the physical security enhancements for the UNHCR HQ building, ITC, WTO and the OHCHR (located in the Palais Wilson and Avenue Giuseppe Motta), which are all FIPOI-owned buildings.
- 3. The present document, including its Annexes, constitutes an updated proposal addressing the issues raised by the PBC in June 2007 as well as issues which have arisen in the meantime. Particular attention is draw to Annex II which contains a translation of an official letter received from the Host Country, offering through FIPOI, to finance the implementation of certain measures, including some two million Swiss francs for an anti-vehicle perimeter barrier around the existing WIPO-owned buildings.

4. The revised timetable and revised cost estimate contained in the present document and Annex I relate only to the existing WIPO-owned buildings (AB, GBI, GBII and ex-WMO) and do not cover the existing WIPO-rented buildings (P&G and CAM) and the WIPO Coordination Offices (New York, Brussels, Tokyo and Singapore). Similarly, they do not cover the New Building (currently under construction) and the New Conference Hall (for which a study is currently proposed), which are the subject, respectively, of documents WO/PBC/13/6(b) and WO/PBC/13/6(c).

Revised cost estimate and revised timetable

- 5. The cost for the implementation of the project in the WIPO-owned buildings is currently estimated at 9.6 million Swiss francs, including the aforementioned amount of two million Swiss francs which the Host Country has offered to finance through FIPOI, therefore leaving 7.6 million Swiss francs to be financed by WIPO.
- 6. Reference is made to a letter from FIPOI to the Director General, dated July 27, 2007 (an English translation of which is reproduced in Annex II), in which the Government of the Host Country, through FIPOI, formally offered to participate in the financing of anti-vehicle intrusion security measures around the perimeter of the existing WIPO-owned buildings. It should be noted that this offer is in line with the support the Host Country is offering to other UN offices, agencies and international organizations (ITC, ITU, OHCHR, UNHCR, WTO, International Environment House (which houses some twelve UN entities) in Geneva to enhance their perimeter security).
- 7. Furthermore, FIPOI is currently preparing, on behalf of the Host Country, an initial design for the existing WIPO buildings including anti-vehicle and anti-pedestrian intrusion measures, guard boxes and a visitor reception area. In this context, WIPO has agreed to a request from FIPOI to contribute to the architect's honoraria and construction permit official fees (participation of 45,000 Swiss francs from a total of 300,000 Swiss francs). Based on current ongoing discussions, FIPOI may also offer to oversee the preparation of the architectural plans for the perimeter measures in consultation with WIPO, the formal construction permit approval process and the management of the implementation in addition to financing the anti-vehicle measures.
- 8. The remaining amount to be financed by WIPO can be split between one million Swiss francs for the concept study (market and feasibility studies, security concept, terms of reference and preparation of tenders) which is indispensable before implementation and which should be carried out in 2009, and 6.6 million Swiss francs corresponding to the actual cost of implementation of the measures which should be carried out in 2010 and 2011.

Proposed financing

9. It is proposed that the amount of 7.6 million Swiss francs be appropriated from the WIPO reserves, and spread over the next three years as follows: one million Swiss francs in 2009, 5.2 million Swiss francs in 2010 and 1.4 million Swiss francs in 2011. It is also proposed that any amount that would not be spent in any of the years from 2009 to 2011 would be carried over to the following year in order to ensure a full implementation of the project to achieve the ultimate objective of bringing the level of safety and security compliance at WIPO up to the expectations of the UN (through the UN H-MOSS standard)

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and those of the Member States of WIPO as far as the WIPO staff and premises are concerned.

10. The regular budget will continue to cover the running and maintenance safety and security costs.

Future reporting on implementation

11. Regular progress reports will be presented to the PBC and Member States throughout the implementation of the project.

- 12. The Program and Budget Committee is invited to recommend to the Assemblies of the Member States of WIPO and the Unions administered by WIPO, each as far as it is concerned, to:
- (i) approve the proposal to upgrade the safety and security standards, as set out in Annex I of this document; and
- (ii) approve the appropriation of 1,000,000 Swiss francs in 2009 and of 6,600,000 Swiss francs in the 2010-2011 period (making a total of 7,600,000 Swiss francs) for this purpose from the reserves, to be available to be utilized, with the balances carried forward from one biennium to the next, for the envisaged duration of the project, as set out in paragraphs 8 and 9 of this document.

[Annexes follow]

ANNEX I

UPDATED PROJECT PROPOSAL FOR UPGRADING THE SAFETY AND SECURITY STANDARDS OF THE EXISTING WIPO BUILDINGS IN GENEVA

BRIEF HISTORICAL BACKGROUND¹

1. WIPO is a full member of the United Nations Security Management System (UNSMS) and has been actively engaged in the development and implementation of all UNSMS policies including the accountability framework. WIPO is a member of the Swiss Country Team and of the Security Management Group, both chaired by the Director General of the United Nations Office at Geneva (UNOG), the Designated Official for Switzerland, and liaises closely with the other UN Agencies, Funds and Programs in Geneva on matters of security, and with the Host Government.

The UN H-MOSS Template

- 2. In 2004, a Headquarters Minimum Operating Security Standard (UN H-MOSS) was issued by the UN as being "fundamental to minimum operating security and safety at all Headquarters, taking into account local conditions and considerations. Its application should be adapted by every organization of the UN system, depending on the results of a thorough risk analysis and assessment."²
- 3. The UN H-MOSS template states, *inter alia*, that all United Nations facilities shall be protected by stand-off zones; in the event the minimum stand-off zone cannot be established, priority shall be given to relocation of UN organization's activities to more secure premises; there shall be no parking or access thereto in or under the working buildings of the organizations; mail operations shall be located away from principal buildings and commercial deliveries shall take place off-site or by vehicles previously cleared for access to loading docks.
- 4. The UN H-MOSS template further states that all UN system organization facilities shall have a secure perimeter fence that incorporates crash barriers, as appropriate; all staff and visitors shall be screened at the main security point and all vehicle access points shall be protected by delta barriers or other measures to prevent clear runs or ramming. The template includes requirements to implement enhanced lighting levels, closed circuit television monitors, alarms and intrusion detectors, installation of blast film, public address systems for emergencies, walk-through metal detectors, detection equipment including high volume X-ray equipment, explosive detection systems and chemical/biological sensors, fire detection and suppression kit, trauma kits, protection and shutdown devices for air/water/HVAC intakes, use of electronic proximity/smart cards, emergency generators and back-up system, and

UN H-MOSS template (UNDM April 2004).

A more detailed introduction to the matter was presented for the first time in document WO/PBC/11/12, on the occasion of the eleventh session of the PBC held in June 2007.

provision of a central control center for monitoring closed circuit television, alarm and access control systems.

Main findings of the WIPO Security Risk Assessment (SRA) carried out since 2005

- 5. As a consequence of the UN H-MOSS recommendations encompassing the entire UN system of organizations, a review of the security system in place at WIPO was undertaken in December 2005. The review revealed that significant changes were essential to meet even the minimum requirements of UN H-MOSS and, as a result, a comprehensive Security Risk Assessment (SRA) was carried out by an independent security expert for WIPO Headquarters in April 2006 and, since that date, also for WIPO Coordination Offices in 2007 for New York, and Brussels and by the end of 2008 for New York, Tokyo and Singapore.
- 6. SRA Assessment. The SRA examined the potential threats to WIPO, analyzed the potential risks in terms of their likelihood and impact, and identified specific vulnerabilities and mitigating factors particular to WIPO's situation.
- 7. The SRA assessed that, whilst there is no known threat of targeted terrorism against WIPO as a separate entity, the Organization is subject to the published threat against the UN and its associated bodies. Furthermore, WIPO is at particular risk because of the location of its headquarters buildings: it is a very visible, soft target close to UNOG, which has had its perimeter significantly strengthened, and next to the *Place des Nations*, the main location in Geneva for public demonstrations. The Office of the High Commissioner for Human Rights (OHCHR), which has a history of attracting violent demonstrations, now occupies a building opposite one of the buildings currently rented by WIPO (the P&G building). Other UN buildings in the vicinity have been hardened, or are in the process of being hardened. There is unrestricted public access to the gardens surrounding the WIPO buildings and to the fountain beneath Room A. Access to all buildings and underground car parks is subject to minimal restrictions. The access security technology is outdated. The current Closed Circuit Television (CCTV) system is obsolete. Alarm systems for fire doors and security entrances are located in different places for each building and rarely monitored proactively. WIPO buildings are glass fronted, and did not have anti-shatter film installed at the time of the SRA.
- 8. The SRA also assessed that the level of security staffing was not appropriate: WIPO did not have professionally qualified safety and security staff; it lacked security, crisis and business continuity plans; safety exercises were not carried out regularly; WIPO staff did not routinely follow UNSMS procedures for travel authorization; and security for conferences in Geneva and elsewhere was minimal.
- 9. *SRA Conclusions*. The SRA concluded that it was not necessary to implement all the security measures in UN H-MOSS for WIPO in Geneva. In particular, the SRA concluded that shutting the underground car parks, and closing adjacent roads, was not required for the WIPO Buildings in Geneva at this time.³
- 10. On the other hand, the SRA concluded that the following minimum physical security measures should be implemented for the reasons detailed below:

The car park under the building in which the WIPO New York Coordination Office is located has been closed by the United Nations in response to UN H-MOSS.

- (i) it is necessary to prevent unauthorized vehicles gaining access to WIPO buildings and measures to prevent vehicle intrusion into the site should be included in all options considered;
- (ii) it is necessary to prevent unauthorized persons entering the buildings and initial checks of all visitors and vehicles should be carried out at entrances which are protected by gatehouses and positioned away from the premises at the boundary of the site;
- (iii) visitors should be screened by metal detectors and their hand luggage by x-ray equipment at the gatehouses, staff pedestrian entrances should be equipped with electronically operated access control turnstiles, staff and their hand luggage should only be screened in times of heightened security, and entrances to the buildings from the site or garage should be access-controlled by the same system;
- (iv) staff and visitors should be protected from unauthorized persons intruding into the site, or from the potential consequences of such intrusion;
- (v) anti-shatter film should be installed on all vulnerable windows; however it would not be necessary to install blast proof windows and framing if an anti-pedestrian fence or metal railing is placed around the perimeter;
- (vi) control and monitoring of all security equipment, CCTV, alarms, and access control should be centralized into one location within the site;
- (vii) the Safety and Security Coordination Service must be properly staffed with three P posts, including a professional Fire Safety Officer. This latter post has not yet been approved.

UPDATED PHYSICAL SAFETY AND SECURITY PROJECT PROPOSAL

Project objective

- 11. Based on the SRA conclusions, it is proposed that WIPO undertakes a safety and security upgrading project (this Project), with the objective of adapting WIPO buildings safety and security to conform to the minimum UN H-MOSS requirements.
- 12. Even though it is intended that the proposed measures, which are the subject of this document, would apply to WIPO-owned premises, this document only provides for the financing for the existing buildings (that is, AB, GBI, GBII and ex-WMO).
- 13. In view of the current timeframe, planning the implementation of measures for the WIPO-rented premises (P&G Building and *Centre administratif des Morillons* (CAM Building)) would not be realistic since these premises are expected to be fully vacated by the end of 2010, that is, before such implementation could reasonably be completed even for the existing WIPO-owned buildings.

Project deliverables

- 14. The main deliverables of the Project Proposal are outlined below:
- (i) <u>Establishment of an anti-vehicle barrier</u>: fixed bollards, planter boxes and low walls around the perimeter in order to prevent intrusion into the site by vehicles. Retractable bollards or hydraulic barriers at all vehicle entrances to ensure only authorized vehicles gain access to the site and the car parks. These preventive measures must be sufficiently strong to halt a speeding vehicle.
- (ii) <u>Establishment of an anti-pedestrian barrier</u>: a fence around the perimeter to prevent intrusion into the site by pedestrians. This would provide sufficient distance between the public and the buildings to allow the minimum amount of anti-shatter film to be installed, and would remove the necessity to install blast proof windows or framing.
- (iii) <u>Installation of a system for vehicle and visitor access control and guard boxes</u>: pass-operated turnstiles to enable staff and other authorized persons to enter the site; a visitor reception center and gatehouse at the entrances to the site to enable guards to check visitors and their baggage away from the buildings.
- (iv) <u>Installation of a unique access control system</u>: a system to conform to UN Security Management System and installation of biometrics access points to protect high security areas.
- (v) <u>Installation of a system of exterior lighting</u>: floodlighting of the lower floors of the buildings to enable intruders to be seen, and to act as a deterrent.
- (vi) <u>Upgrading of fire detection system and evacuation signs:</u> integration of existing and disparate fire detection systems. Upgrading and completing the green luminous signs in case of evacuation.
- (vii) <u>Installation of an integrated video management system (Closed Circuit Television (CCTV)</u>: cameras, software, recording devices and display enabling strategic areas of the interior and exterior of the buildings to be monitored.
- (viii) <u>Installation of a public address system</u>: a system, restricted to corridors, stairways and entrance halls, to enable warnings and instructions to be broadcast throughout the buildings. It is not considered necessary to install such a system in individual offices.
- (ix) <u>Installation of intrusion alarms</u>: alarms on the perimeter fence and on all external doors and on critical internal doors. Intrusion alarms should also be provided to indicate if the outer security fences have been breached. Cabling is included as part of the perimeter anti-pedestrian measures, referred to in item (ii).
- (x) <u>Creation of a dedicated safety and security Local Area Network</u> (Giga Ethernet Network) to receive all new sub-systems, CCTV, access control, fire detection, anti-intrusion systems. Uninterruptible power system (UPS) shall be provided for the security of the security monitoring system and all associated equipment.
- (xi) <u>Construction of a centralized command and control centre</u>: a single location within the site from where all the security alarms, cameras and access control measures can be

monitored, including the installation of a security management system, crisis management software, communication tools, cabling and a wall display.

(xii) <u>Executive Office:</u> The Director General's Office should be strengthened in accordance with the standard executive protection practices. This is including door and wall retrofitting, access control, elevators control, door locks and keys.

Measures which have already been implemented

- 15. A number of measures have been implemented since the various reports (SRA and security blast expert report) were issued.
- 16. As recommended in the report of a security blast expert who surveyed WIPO buildings in February 2007, anti-shatter film has now been applied in most of the currently occupied buildings (AB, GBI, GBII, ex-WMO and P&G) to all the windows, except those which already had laminated glass and therefore did not require additional film.
- 17. Furthermore, dedicated equipment, such as a metal detector, was purchased in order to cope with certain minimum physical security requirements.
- 18. As a consequence of the SRA assessment addressing the absence at that time of qualified safety and security personnel, two professional security staff (out of the three recommended posts) have been engaged in addition to the outsourced uniformed security guards.

Other related issues

19. The SRA also identified a number of key information security activities that should be carried out to mitigate a number of perceived risks in several key areas (monitoring, compliance, intrusion detection and prevention, business continuity and disaster recovery). In addition, the SRA recommended that a Personnel Management System be considered to exchange and coordinate data between the Human Resources Management Department, the IT Division, the Safety and Security Coordination Service and all other users. Details on these matters will be addressed separately by the Secretariat, in due time, including any financial implications that may have to be reflected in the regular budget.

ESTIMATED COST (AND UNDERLYING ASSUMPTIONS) FOR THE EXISTING BUILDINGS

- 20. The estimated cost of the Project Proposal, outlined above as far as it relates to the existing buildings (i.e., WIPO-owned buildings, noting that WIPO-rented premises and the new construction are not included here) is 9.6 million Swiss francs. A detailed cost breakdown, with underlying assumptions, is shown in the Table.
- 21. This estimated amount comprises 7.6 million Swiss francs to be financed by WIPO and two million Swiss francs to be financed by the Host Country.

[Table follows]

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TABLE

Project Cost Estimates (and Underlying Assumptions) for the existing WIPO-owned buildings
Situation as of November 2008
(in thousands of Swiss francs)⁽¹⁾

	2009	2010	2011	Total
Actual implementation of measures for				
Buildings AB, GBI, GBII, ex-OMM:				
_				
Anti-vehicle barrier) ⁽²⁾	0	2,000	0	2,000
Anti-pedestrian barrier) ⁽³⁾	0	1,156	0	1,156
Vehicle and visitor access control, guard boxes) ⁽⁴⁾	160	850	304	1,314
Access control system) ⁽⁵⁾	0	900	260	1,160
Fire detection system) ⁽⁶⁾	0	229	0	229
Exterior lighting) ⁽⁷⁾	0	0	150	150
Closed Circuit Television System) ⁽⁸⁾	0	800	235	1,035
Public address system) ⁽⁹⁾	0	50	193	243
Intrusion alarms) ⁽¹⁰⁾	0	0	110	110
Safety & Security LAN and Power supply) ⁽¹¹⁾	300	155	0	455
Control Centre) ⁽¹²⁾	0	700	0	700
Executive Office) ⁽¹³⁾	0	60	51	111
Sub-Total (existing WIPO-owned buildings)	460	6,900	1,303	8,663
Experts and Fees:				
Architect	150	120	50	320
Electrical Engineers	270	60	30	360
Civil Engineer	50	90	10	150
Geometer fees	5	5	0	10
Security Specialists	30	20	0	50
Fees (planning, documents and authorization)	35	30	10	75
Sub-Total Experts and fees	540	325	100	965
		(0.000)		(0.000)
Amount to be financed by the Host Country	0	(2,000)	0	(2,000)
GRAND TOTAL for existing WIPO-owned buildings Resulting amount to be financed by WIPO	1,000	5,225	1,403	7,628

Explanatory Notes on the Points as shown in the above Table.

(1) Revised cost estimates with November 2008 prices. All itemized estimates below include materials, construction and building labor.

- (2) Host country, through FIPOI, is offering to provide the anti-vehicle intrusion measures (including the corresponding experts and other fees), the cost of which is estimated at two million Swiss francs.
- (3) Sliding gates: 6 x 30,000 CHF = 180,000 CHF Emergency exit doors: 10 x 10,000 CHF = 100,000 CHF Anti-pedestrian barrier: 600 meters x 1200 CHF per m = 720,000 CHF Cabling for anti-intrusion: 600 meters x 260 CHF = 156,000 CHF
- (4) Visitor gatehouse 80- 100 m²: 1 x 700,000 CHF
 Reinforced guard post: 3 x 70,000 CHF = 210,000 CHF
 Pedestrian turnstiles for outer perimeter access: 4 x 30,000 CHF = 120,000 CHF
 Metal detecting archway: 3 x 8000 CHF = 24,000 CHF
 Baggage x-ray scanner: 2 x 50,000 CHF = 100,000 CHF
 Car & large vehicle search equipments: 80,000 CHF
 Explosive detection and searching equipments: 2 x 40,000 CHF = 80'000 CHF
- (5) Unification of the actual access control system Server & migration: 80,000 CHF New controlled door with card reader: 50 x 7000 CHF = 350,000 CHF New controlled door with biometric access: 30 x 15,000 CHF = 450,000 CHF New controlled door with contact: 100 x 600 CHF = 60,000 CHF Updated locks and door furniture: 100 x 500 CHF = 50,000 CHF Mecatronics keys and locks: 200 x 850 CHF = 170,000 CHF
- (6) Integration, extension and up-grade of disparate fire detection systems Replacement with new Fire detector: 2,230 x 50 CHF = 111,500 CHF New Emergency button: 350 x 50 CHF = 17,500 CHF Integration of existing Fire detection systems into the centralized security monitoring system: 50,000 CHF Upgrade and complete green luminous evacuation signs: 50,000 CHF
- (7) Assumes lights placed every 20-25 meters around the outer perimeter to deter and dissuade intrusion: $30 \times 5000 \text{ CHF} = 150,000 \text{ CHF}$
- (8) New fixed cameras: 30 x 6000 CHF = 180,000 CHF

 New mobile cameras: 60 x 9500 CHF = 570,000 CHF

 Videophone for pedestrian access: 10 x 9'000 CHF = 90,000 CHF

 Digital recording equipment: 1 x 50'000 CHF = 50,000 CHF

 Video management system: 50,000 CHF

 Intelligent video analysis system: 50,000 CHF

 Various supports and mast for outdoor cameras: 30 x 1,500 CHF = 45,000 CHF
- (9) Replace actual sirens by public address speakers: $550 \times 350 \text{ CHF} = 192,500 \text{ CHF}$ Public address system: $1 \times 50,000 \text{ CHF} = 50,000 \text{ CHF}$
- (10) Anti-intrusion system: 1 x 50,000 CHF = 50,000 CHF
 Passive infra-red sensors: 20 x 1000 CHF = 20,000 CHF
 Contacts on windows: 50 x 800 CHF = 40,000 CHF
 Cabling costs for the outer-perimeter is part of anti-pedestrian barrier

(11) Installation of a dedicated Safety & Security Local Area Network (LAN)
Giga Ethernet Network: 350,000 CHF
Uninterruptible power supply (UPS) for Safety & Security systems: 3 x 35,000 = 105,000 CHF

(12) Infrastructure works 350,000 CHF

Centralized security & safety monitoring system including wall display: 200,000 CHF

Crisis management Software: 50,000 CHF

Cabling: 50,000 CHF

Communication tools: 50,000 CHF

(13) Infrastructure Works: 50,000 CHF

Doors access control: $3 \times 9000 \text{ CHF} = 27,000 \text{ CHF}$ Lift access control: $1 \times 20,000 \text{ CHF} = 20,000 \text{ CHF}$

Mecatronics locks and keys: $16 \times 850 \text{ CHF} = 13,600 \text{ CHF}$

[Annex II follows]

ANNEX II

(Translation of an official letter from the Host Country)

From: Permanent Mission of Switzerland to the United Nations and other international organizations in Geneva, 9-11 Rue de Varembé, P.O. Box 194, 1211 Geneva 20

To: Mr. Kamil Idris, Director General, World Intellectual Property Organization (WIPO), 34 Ch. des Colombettes, 1211 Geneva 20

Reference: 133.1-OMPI / FAL, PRE Geneva, July 27, 2007

Subject: Strengthening of the security of the external perimeter of the World Intellectual Property Organization (WIPO)

Dear Director General,

I refer to the various exchanges and discussions in progress between the *Fondation pour les Immeubles des Organisations Internationales* (FIPOI) (International Organizations Buildings Foundation) and your services concerning the strengthening of the security perimeter of the buildings of the World Intellectual Property Organization (WIPO).

The first draft of a project to secure the exterior of the WIPO buildings has already been submitted to the competent services of your Organization and the discussions will continue at the technical level until a final project is consolidated. In this context, it should be specified that the host State will be able to intervene in relation to peripheral protection measures against the intrusion of vehicles (i.e. without enclosures) but only for the existing buildings owned by WIPO, i.e.:

- 1. the main Arpad Bogsch administrative building;
- 2. the Georg Bodenhausen I and II administrative building;
- 3. the former WMO administrative building.

The rented buildings (Morillons Administrative Center and the former Procter & Gamble administrative building), for which the leases will be terminated after the new building has been constructed, cannot be taken into consideration. Similarly, the protection of the periphery of the new building is considered to be covered by the project.

I draw your attention to the costs for maintaining the equipment used to protect the periphery which, once it is handed over to your services, will be your responsibility.

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Please be assured that the Swiss authorities attach the greatest attention to the project to improve the external security of the WIPO buildings and to its implementation within the shortest possible period.

Please accept, Director General, the assurances of my highest consideration.

(signed)

Acting Chargé d'Affaires

Amadeo Perez Minister

[End of Annex II and of document]