

# WIPO



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WORLD INTELLECTUAL PROPERTY ORGANIZATION  
GENEVA

E

## ASSEMBLIES OF THE MEMBER STATES OF WIPO

### Forty-Seventh Series of Meetings Geneva, September 22 to October 1, 2009

#### DETAILED PROPOSAL FOR PHASE TWO OF THE NEW CONFERENCE HALL PROJECT

*prepared by the Secretariat*

1. The present document contains the Detailed Proposal for Phase Two of the New Conference Hall Project (document WO/PBC/14/10) (together with the Architect's brochure which is referred to in document A/47/13), which will be submitted to the fourteenth session of the WIPO Program and Budget Committee (PBC) to be held from September 14 to 16, 2009.

2. The recommendation of the PBC in respect of this document will be included in the "Summary of Recommendations Made by the Program and Budget Committee at its Fourteenth Session Held from September 14 to 16, 2009" (document A/47/15).

*3. The Assemblies of the Member States of WIPO and of the Unions administered by it, each as far as it is concerned, are invited to approve the recommendation of the Program and Budget Committee made in respect of document WO/PBC/14/10 and the Architect's Brochure (contained in document A/47/13), as recorded in document A/47/15.*

[Attachment follows]

ATTACHMENT

**WIPO**



**WO/PBC/14/10**

**ORIGINAL:** English

**DATE:** August 10, 2009

**WORLD INTELLECTUAL PROPERTY ORGANIZATION**  
GENEVA

**E**

## **PROGRAM AND BUDGET COMMITTEE**

### **Fourteenth Session**

**Geneva, September 14 to 16, 2009**

#### **DETAILED PROPOSAL FOR PHASE TWO OF THE NEW CONFERENCE HALL PROJECT**

*Prepared by the Secretariat*

#### **I. INTRODUCTION**

1. On December 12, 2008, at their 46<sup>th</sup> series of meetings,<sup>1</sup> the Assemblies of the Member States of WIPO (“the Assemblies”) approved “Phase One” of the New Conference Hall Project (“the Project”), on the basis of the recommendation given by the Program and Budget Committee (“the PBC”) at its 13<sup>th</sup> session held on December 10 and 11, 2008.<sup>2</sup>

2. The present document constitutes the detailed proposal for “Phase Two” of the Project.

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<sup>1</sup> Documents A/46/6(c) and A/46/12 (report, paragraph 46).

<sup>2</sup> Documents WO/PBC/13/6(c) and A/46/10 Rev. (paragraph 10(c)).

3. This document is composed of the following parts:

I. Introduction	paragraphs 1 and 4
II. Background	5 to 8
III The New Conference Hall Project at the heart of WIPO's activities in the long-term	9 to 14
IV. Further information on previously addressed issues	15 to 29
V. Project description	30 to 41
VI. Management structure, control and audit	42 to 49
VII. Estimated cost and proposed financing	50 to 60
Paragraph inviting recommendation	61
Annex I	Data relating to Member States, delegates and meetings
Annex II	Main architectural and technical characteristics of the New Conference Hall Project
Annex III	Indicative timetable for the New Conference Hall Project
Annex IV	Overall estimated cost of the New Conference Hall Project

4. This document should be read in conjunction with the high-level architectural and technical brochure prepared by the Architect, entitled "WIPO New Conference Hall", which is presented to the PBC as a separate document.

## II. BACKGROUND

5. For convenient reference,<sup>3</sup> it is recalled that "Phase One" included:

(a) the preparation under the responsibility of the Architect of a complete architectural and technical project comprising:

- (i) a conference hall of a capacity of between 800 and 1,000 seats, equipped with interpretation facilities from and into eight to ten languages,
- (ii) depending on remaining available space, a series of small meeting rooms of a capacity of between 10 and 40 seats each, some of which to be equipped with interpretation facilities from and into three or two languages;
- (iii) surrounding areas, including foyer, delegates lounge, and other commensurate service areas;

(b) in coordination with the Secretariat and the Project Pilot, the preparation by the Architect and a number of specialists (architect, civil engineer, heating and ventilation engineer, electrical engineer, sanitary engineer) of elements, including blueprints and other plans;

(c) the preparation of the complete architectural and technical dossier for presentation to the Swiss local authorities as a full application for a new building permit;

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<sup>3</sup> Document WO/PBC/13/6(c), paragraph 46.

(d) the preparation of a detailed budget estimate for executing the project in accordance with the architectural and technical specifications.

6. As scheduled, “Phase One” was carried out between December 2008 and the end of June 2009, during which time the Architect created the concept and the architectural design, a number of specialist engineers<sup>4</sup> developed the technical parts and prepared the extensive technical documentation, the Pilot and the WIPO Internal Project Monitoring Team coordinated the overall advancement of that Phase, and the WIPO Construction Committee examined on a monthly basis the progress of the preparations, and gave directions to the Architect. At the end of this process, the Construction Committee approved the complete Project for presentation to the PBC and the Assemblies at their respective September 2009 sessions.

7. It is also recalled that, when approving “Phase One” of the Project, the Assemblies also approved the fact that the Secretariat would present to them, at their September 2009 series of meetings, the result of the preparations carried out during “Phase One” so as to give them the basis on which to take a decision on “Phase Two” of the Project.<sup>5</sup>

8. “Phase Two” would therefore consist of:

- (i) an examination of the complete architectural and technical dossier and the proposed detailed financing (this document), and decision thereon, by the Assemblies at their 47<sup>th</sup> series of meetings, following the recommendation to be given by the PBC at its 14<sup>th</sup> session; and
- (ii) should the Assemblies decide to approve “Phase Two”, the execution of the Project by the Secretariat.

### III. THE NEW CONFERENCE HALL PROJECT AT THE HEART OF WIPO’S ACTIVITIES IN THE LONG-TERM

#### *(a) The proposed New Conference Hall Project in the long-term*

9. The proposed Project is aimed at further anchoring WIPO’s activities in the long term, recalling that WIPO and its predecessor—one of the oldest international organizations, the United International Bureaux for the Protection of Intellectual Property (“*Bureaux internationaux réunis pour la protection de la propriété intellectuelle*” (“BIRPI”), established in the late 1880s—have been serving the IP community for well over one hundred years. In the meantime, IP global issues have reached a number of forefronts well beyond traditional normative and registration activities, requiring WIPO’s leadership in more diverse means than

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<sup>4</sup> The specialist engineers included civil engineers, heating, ventilation and air conditioning engineers, electrical engineers, sanitation engineers and acoustician.

<sup>5</sup> Document WO/PBC/13/6(c), paragraph 58(ii).

ever before, all of which require extensive discussions and consultations, formal and informal, between Member States and other interested parties.

10. It is in that long-term context that the Secretariat recalls that the issue of adequate conference and meeting facilities at WIPO has been a long-standing issue, that is, since 1991. At its September 1998 session, and following the joint recommendation given by the (then) Budget Committee and Premises Committee, the General Assembly approved the proposal by the Secretariat to engage studies for a new building and a new conference room.<sup>6</sup> At their September/October 2002 sessions, and following the recommendation by the PBC, the Assemblies approved the proposals for a new administrative building, additional parking spaces for delegates and a new conference room.<sup>7</sup> The new administrative building and the additional underground parking reserved for delegates are now under construction and are expected to be completed in October 2010 (a Progress Report on the New Construction Project has been issued separately<sup>8</sup>).

*(b) Placing the proposed Project within the framework of the WIPO Strategic Goals*

11. Within the context of the new WIPO strategic framework and corporate image, it is essential for WIPO, as the leading intergovernmental forum for IP issues, to provide Member States and all other stakeholders with the adequate infrastructure and facilities where and through which to implement the approved Strategic Goals (particular mention is made to Strategic Goals VII and VIII, “WIPO as the leading intergovernmental forum for addressing intersection between IP and global public policy issues” and “effective trusted communication at all levels”).<sup>9</sup> The proposed Project *per se* would be executed under Strategic Goal IX (“An efficient administrative and financial support structure to enable WIPO to deliver its programs”), thereby servicing all other Strategic Goals.

12. Adequate infrastructure and facilities for multilateral discussions in Assemblies, Committees and other Conferences require a combination of large meeting rooms for several hundreds of Member States delegates and accredited observers representatives, and of a series of medium-size to small-size breakout rooms located in the close vicinity. Some of these rooms must offer interpretation from and into several languages. The combined options must offer at least two large meeting rooms in order to run two un-related meetings in parallel while still allowing delegates to meet in various configurations, in particular, each of the seven groups of countries of WIPO Member States and the Group Coordinators. In addition, medium-size to large rooms must be available, generally with interpretation, for more technical and specialized meetings, such as for technical committees and working groups, for holding IP courses and workshops, or for holding arbitrations or mediations. Finally, the daily operations of the Secretariat, for example in the context of the income-generating registration activities, must be able to proceed with its balanced mixture of administrative and

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<sup>6</sup> Documents WO/GA/23/5 (paragraph 54), WO/BC/20/2-WO/PC/10/2, WO/BC/20/3-WO/PC/10/3 (report, paragraph 34(b)) and WO/GA/23/7 (report, paragraph 30).

<sup>7</sup> Documents WO/PBC/5/2, WO/PBC/5/4 (report), A/37/2, A/37/14 (report, paragraph 262(i)(b)), WO/PBC/13/6(c), paragraphs 3 to 5 and footnotes 1 to 6. For further background, see also document WO/PBC/4/3 (paragraphs 18 to 21 and Annex B).

<sup>8</sup> Document WO/PBC/14/9.

<sup>9</sup> Document WO/PBC/13/6(c), paragraphs 32 and 33.

procedural work, staff training and management-oriented sessions, all of which are required to respond to the demands of IP services users.

(c) *WIPO new facilities in the context of the “Genève internationale”*

13. The proposed new conference hall and additional meeting rooms would contribute to enhancing the unique features and advantages that the “*Genève internationale*” can offer to the international community, not only to the IP community. The infrastructure, logistics and existing experience of the Secretariat could be extended to assist Member States in hosting some of their meetings in Geneva in relation to the UN or other UN-family Organizations; this could be a particular advantage for the benefit of countries, including developing countries and Least Developed Countries.<sup>10</sup>

14. The Secretariat would envisage making contacts for exploring possible synergies with the UNOG and the Host Country through the Permanent Mission of Switzerland to the United Nations and the *Fondation des immeubles pour les organisations internationales* (FIPOI) which manages the *Centre International de Conférences de Genève* (CICG), in order to integrate the new conference hall and additional meeting rooms in the scope of options available for conferences through them. The feasibility of entrusting the CICG with the management of non-WIPO organized conferences and meetings to take place in the future conference hall—as long as the latter would not be used by WIPO—could be considered. For such possibilities to become reality, particular attention would have to be given to capturing them under the Headquarters Agreement between WIPO and the Host Country as some of these non-WIPO organized meetings could fall outside the WIPO activities giving rise to territorial inviolability and the privileges and immunities granted to WIPO.

#### IV. FURTHER INFORMATION ON PREVIOUSLY ADDRESSED ISSUES

(a) *Updated data relating to Member States, delegates and meetings*

15. The issues addressed by the Secretariat in its proposal for “Phase One” presented to the PBC and the Assemblies in December 2008<sup>11</sup> are listed below for convenient reference and are the subject of updates set forth in Annex I, Tables I.1 to I.8:

- Number of States party to the current WIPO-administered treaties
- Potential number of States to become party to WIPO-administered treaties
- Number of IGOs admitted as observers
- Number of NGOs admitted as observers
- Number of meeting sessions held in WIPO existing meeting rooms
- Number of internal staff meetings
- Number of delegates participating in large WIPO meetings and corresponding facilities accommodated

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<sup>10</sup> Document WO/PBC/13/6(c), paragraph 33.

<sup>11</sup> Document WO/PBC/13/6(c), paragraphs 6 to 17.

- Number of delegates participating in medium-size WIPO meetings and corresponding facilities accommodated
- WIPO paying training courses and workshops
- Facilities, including interpretation

(b) *Updated information on options available in Geneva*

16. The options available in Geneva, which were detailed by the Secretariat in its proposal for “Phase One” presented to the PBC and the Assemblies in December 2008<sup>12</sup> are further elaborated on below and in Annex I, Tables I-8 and I.9.

17. *Room A in the AB Building.* Room A, located in the ground floor of the Arpad Bogsch Building, holds 270 seats (only 250 seats have a desk, the remaining 20 seats being alongside the back wall). This capacity has been increased in past years by an additional 55 seats (small folding chairs, almost always without a desk or table, therefore requiring the use of portable earphones) (see Table I-8). In 1998, enlargement of Room A had been considered but could not be implemented for architectural reasons (the AB Building being an architectural landmark) and structural and technical reasons (the inside wall of the Room could not be moved out into the main lobby). It was then concluded that only about 30 additional seats could be added through re-arrangement of the layout of the desks in the Room, the unit cost thereof being relatively high.<sup>13</sup> For the records, it should be noted that no structural work required for enlarging Room A could be envisaged in any case without the closing of not only Room A, but also Room B, as well as the two meeting rooms on the first floor (Uchtenhagen Room and Bilger Room) and a large part of the main lobby and of the first underground level of the AB Building. As a consequence, the only meeting room with interpretation (two languages only) facilities remaining would be the Baeumer Room (less than 50 seats). None of the other meeting rooms available has interpretation facilities. As a further consequence, any meeting (including internal meetings for staff) for more than 50 persons would have to be held offsite for as long as Room A would be under renovation for enlargement. As a consequence, this option, which was not architecturally and technically feasible in the late 1990s, continues not to be feasible and it would not be an appropriate alternative in terms of capacity for large meetings.

18. *The new administrative building.* For the records, the five floors of the new building are reserved for office spaces (560 workplaces under the 2005 revised project<sup>14</sup>). Meeting room facilities, to be located on the ground floor of the new building, will consist of two or three rooms with a total capacity of about 80 seats (one room will have interpretation facilities from and into two languages). Being equipped with standard presentation, training and IT equipment, these rooms will be used mainly for hosting arbitrations and mediations, and for WIPO-organized paying courses, WIPO Worldwide Academy types of courses and internal courses for staff. They will also be available as breakout rooms, similarly to the existing meeting rooms in the AB Building (mezzanine and 13<sup>th</sup> floor). As a consequence, this option

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<sup>12</sup> Document WO/PBC/13/6(c), paragraphs 18 to 28.

<sup>13</sup> See document WO/GA/23/5, paragraph 27.

<sup>14</sup> See document WO/PBC/13/6(c), paragraph 5.

will merely represent additional adequate facilities for meetings of less than 80 persons and it is therefore not an appropriate alternative in terms of capacity for large meetings.

19. *Other options available in Geneva.* The options available in Geneva, UNOG, CICG, ILO, WTO and Palexpo, are outlined below and additional data is included in Annex I (Table I-9). Even though several large hotels offer facilities, none of which are adequate for the types of intergovernmental meetings held at WIPO since they are ballrooms or theaters; these are therefore not further addressed below. More detailed and specific information will be provided in a separate document in respect of past and future occasions when WIPO has been able to secure reservations for various meetings at the UNOG and the CICG.

20. The fact that there are options in Geneva which offer adequate capacity and facilities does not mean that such options are appropriate in practice. Except for the Assemblies, none of the other WIPO meetings can be scheduled several years ahead of time as the choice of dates, periodicity and composition of delegations depend on the progress made between the respective sessions, generally at an interval of several months rather than years. The complex network of cross-relations and back and forth exchanges between those above-mentioned sessions and those of the Assemblies is another essential element of an adequate scheduling. The actual availability of appropriate facilities should not have an undue impact on the agenda and preparedness of Member States, and on those of their various Committees, Groups and other bodies. Rather, the Secretariat should, not only have sufficient flexibility in offering Member States options for holding the various types of meetings in accordance with their respective agenda and priorities, but also be able to confirm the preferred option within a sufficiently quick turn-around time.

21. If facilities are needed in January, the end of July or August, it has generally not been too difficult to find them in Geneva because there are fewer and rather small to medium-size meetings held during these periods, by WIPO or by any other Organizations or private sector entities. On the contrary, between February and the beginning of July, and between September and mid-December, the demand in Geneva is significant and it has continued to increase over the years. As a consequence, scheduling of meetings has consistently been undertaken by the Secretariat under a single business model, that of the set of existing WIPO meeting rooms, with the exceptional option of available facilities at the CICG or UNOG.

22. *UNOG.* The largest room has a capacity of 1,900 seats; there are three other large rooms, in the range of 650 to 950 seats. All features for intergovernmental meetings are available, including interpretation. However, UNOG understandably gives priority to its own activities as well as those of its Commissions and Programs (UNHCR, UNCTAD, Human Rights Commission, etc.) and only considers requests from other International Organizations on a yearly basis, by December of each year. As a consequence, the availability in practice of one of the comparable size meeting rooms is exceptional and cannot serve as a basis for WIPO Member States and Secretariat to properly schedule their activities, noting that the December to December periodicity is inadequate in view of the timing of the meetings of the many WIPO-administered Unions and their respective Committees and other bodies.

23. *CICG.* Several rooms, with capacities ranging from well over 1,000 to a few hundreds of seats are available, offering features for intergovernmental meetings, including interpretation. When the CICG re-opened in 2005, after having undergone major renovation,



it introduced new policies on reservation, rental and confirmation of conference room facilities as well as a new cancellation policy (based on the market value of the premises). International Organizations have been amongst the main CICG clients. In addition, the CICG is in close proximity with WIPO which is an advantage compared to UNOG. The CICG facilities have been used on a number of occasions by WIPO when the existing WIPO rooms were not adequate or available (further details will be provided in a separate document in respect of past and future occasions when WIPO has been able to secure reservations for various meetings at the CICG).

24. *ILO*. The largest room has a capacity of 395 seats (with an additional 71 seats in a gallery for observers). This was therefore not, and it continues not to be, an option worth exploring in view of the capacity required for large WIPO meetings.

25. *Palexpo*. A large room with 700 seats offers interpretation. However, any breakout rooms would have to be fully installed, with technical and interpretation equipment, in an empty space. The significant logistical planning, installation and removal in respect of on-site dedicated administrative support for delegates for the duration of the meeting and breakout rooms, which have become over the years an essential feature of any intergovernmental-type meeting, would have to be sub-contracted every time, under specific technical specifications, with due respect to the WIPO procurement rules. Furthermore, contrary to UNOG and CICG, Palexpo is not within walking distance from WIPO, which would constitute an additional major inefficiency in the time to be spent by a number of staff and other personnel which would have to commute from and to the Headquarters for other assignments and regular work over several days (for example, a typical Assemblies session).

26. *WTO*. The William Rappard Room, located in a separate building on the WTO site, contains 710 seats, dividable in two halves. However, no data is available on rental to outside clients (in particular to other Organizations).

*(c) Feasibility of building a new conference hall in another country*

27. The Secretariat has not considered proposing to build a new conference hall in another country, for a number of reasons: (i) the principle of carrying out a core activity outside of the Host Country is obviously not foreseen under the Headquarters Agreement with the Host Country; (ii) the privileges and immunities granted to WIPO under the Headquarters Agreement would not extend to another country (in particular, freedom of action for the Organization, territorial inviolability, immunity from jurisdiction, customs arrangements, taxes exemptions, including VAT, etc.), unless a special agreement is signed with such other country or the 1947 Convention on Privileges and Immunities of Specialized Agencies may apply; (iii) the inefficiency in having to maintain a number of additional staff or sub-contractors to ensure the adequate maintenance of a building, the preparedness for meetings, the coordination with the Headquarters, etc.; (iv) the substantial direct travel and associated indirect redundancy cost for all senior management and staff who would have to prepare, participate in and service such meetings, as well as the redundancy cost of preparing, installing and transporting back and forth, or renting, the required material, etc.

28. Providing cost estimates and comparisons for such an option was not foreseen within the scope and timeframe of "Phase One" as approved by the Assemblies, and could not have

been absorbed by the approved budget envelop. This matter would also raise a number of questions of principle: Member States to approach, location of potential plots of lands, knowledge of local construction laws, regulations and practices, available processes to engage architects and other specialists in other countries, etc.

29. Finally, the proposed Project could not, from an architectural and technical standpoint, have been taken as a basis for calculation in another location, as it is dependent on the particular geographical and geological location and a number of its features exist only because of its proximity with the Headquarters buildings.

## V. PROJECT DESCRIPTION

30. The proposed Project is defined as follows: a main large conference hall and related facilities located in a future new construction, together with a series of new meeting rooms and enhanced facilities in the main headquarters building, the AB Building (on three levels, the lobby level, the mezzanine and the first underground level).

31. The separate Architect brochure, mentioned in paragraph 4, above, should be consulted in parallel to reading the following paragraphs so as to gain a more visual understanding of the description.

32. A brief description of the main architectural and technical characteristics of the Project is contained in Annex II.

(a) *The new conference hall per se*

33. The new conference hall *per se* would be composed of the following main features:

- 900 seats (871 for delegates and 29 for the Podium and Secretariat)
- 9 interpretation booths and one technical booth
- a foyer for 1000 persons (including catering service areas)
- related facilities: delegates lounge, document counter, Internet desks and connections, press room, interpreters meeting room, cloakrooms, etc.

34. The new conference hall would be physically connected to the AB Building in such a way as to allow free movement from and to the main lobby, the mezzanine and the first underground level. It would also be physically connected to the new administrative building via an underground link (similar to that existing between the AB Building and the PCT Building), facilitating access to the future cafeteria, the WIPO Library, and additional meeting rooms that will be located on the groundfloor of the new administrative building. These connections would require a number of modifications to the ongoing construction site, in respect of underground areas covered by the so-called “Phases II and III” of the New Construction Project, without affecting the delivery date of the new building.

35. The proposed Project foresees the option to close off, according to various configurations, the new conference hall from either the AB Building or the new administrative building or both.

(b) *Additional meeting rooms on the AB Building mezzanine*

36. Additional meeting rooms would be located on the AB Building mezzanine,<sup>15</sup> in the vicinity of the future new hall:

- two rooms each with about 24 seats, three interpretation booths and one technical room;
- one room with about 20 seats;
- three rooms each with about 15 seats, equipped with movable partitions to allow for larger configurations.

(c) *Other facilities in the AB Building*

37. Other facilities in the AB Building would be enhanced:

- enlargement of the lobby to cater for three main purposes, adding usable space to create several small side areas (“lounge areas”) for delegates, relocating the existing Visitors’ Information Center and re-sizing the entrance area to include security clearance and accreditation areas commensurate with a full occupation of all meeting rooms at a given time;
- relocating the access ramp to the AB Building underground parking in order to keep aside enough surface area on the forecourt of the AB Building to build the future re-sized entrance and security access center;
- improvement of existing facilities in the first underground level (catering service area, cloakrooms, toilets, and relocating of the existing fitness area from one of the rented building).

(d) *Specific features of the project*

38. As to a number of specific features of the proposed Project, the Secretariat wishes to highlight in particular, the following:

- the significant improvement, in terms of *UN H-MOSS-compliant safety and security handling*, that would constitute the presence of the conference hall within the perimeter of the WIPO-owned buildings, as that would no longer require the doubling of outsourced security personnel and separate set of procedures and protocols to observe;
- the emphasis given to significant enhancement of *accessibility measures and special facilities*, in particular, to physically-impaired and visually-impaired delegates, employees and other visitors;

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<sup>15</sup> It is recalled that there are presently on the mezzanine two meeting rooms with interpretation facilities in two languages each (Baeumer Room, Bilger Room) and one meeting room with interpretation facilities in three languages (Uchtenhagen Room); the remaining space on the mezzanine, alongside the long corridor, is currently occupied by offices for staff.

- the *environment friendly approach* taken by the Architect, and suggested and fully supported by the Secretariat, not only in the choice of material and low energy installations, but also their source, maintenance and repair;
- an *electronic voting system and a registration system for taking the floor* could be integrated into the Project, albeit at a later stage as such systems appear at this point to be rather expensive; it is however expected that prices will become more reasonable in the next years; should that be the case, and should the Member States wish to have the possibility to use such a system, a specific proposal could be presented to the PBC and the Assemblies at that stage.

(e) *Land-related issues*

39. As to land-related issues, it is recalled that the new conference hall would be built on the same plot of land as that where the AB Building is located, noting that that plot belongs to the State of Geneva which has granted WIPO a “*droit de superficie*” (“right of building” or “ground rent”). The new hall would face the Route de Ferney on the North-East side, the AB Building on the South-East and South-West sides and the (future) new administrative building on the North-West side.<sup>16</sup>

(f) *Availability of parking spaces reserved for delegates*

40. It is recalled that 260 parking spaces reserved for delegates are included in the ongoing New Construction Project, and that they will already have become available to delegates as from the beginning of 2011. This major improvement of the long-standing parking situation for delegates will have been in place for some time if and when the conference hall is completed, therefore facilitating access by delegates of Member States to the future hall and surrounding facilities.

(g) *Indicative timetable*

41. The indicative timetable (set forth in Annex III) shows a construction period of 24 months, from January 2011 to December 2012, following completion of all the preparatory work and processes, and signature of contracts (between October 2009, should the Assemblies approve the Project, and December 2010). For convenient reference, this timetable also shows the remaining part of the existing construction timetable for the ongoing construction site which is expected to end in October 2010.

## VI. MANAGEMENT STRUCTURE, CONTROL AND AUDIT

(a) *General observations*

42. On the basis of the experience gained since 2006 with the management of the New Construction Project for the new administrative building and the underground link between the AB Building and the new building, the Secretariat would use the existing management

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<sup>16</sup> Document WO/PBC/13/6(c), paragraph 39.

structure (external management through the Project Pilot, internal management through the Construction Committee and internal monitoring through the Internal Project Monitoring Team, Project Charter and Risk Registers), as well as the existing contractual financing framework and the existing controlling structure, including cost control (External Auditor, WIPO Audit Committee and Internal Auditor).<sup>17</sup> Using these existing structures would bring the benefits of an experienced large team of experts (both internal and external), due to the numerous similarities and synergies between both major construction projects, while bringing a solid base for further establishing and securing the specific features of the hall and the interface between projects. It should also be recalled that a third construction project, the implementation of UN H-MOSS safety and security measures (such as anti-vehicle and anti-pedestrian intrusion perimeter barriers and access center for delegates and visitors), was approved by the Assemblies at their 46<sup>th</sup> series of meetings, held on December 12, 2008,<sup>18</sup> and that that project is expected to be executed mostly in the course of 2010 and 2011, while having to be adapted to cater for the additional capacity that the new conference hall would bring.

43. On the basis of approval of “Phase One” of the Project by the Assemblies in December 2008, the Secretariat has expanded the respective mandates—via addenda to their contracts—of the Architect, the specialists engineers and the Pilot. Subject to the decision of the Assemblies at their 47<sup>th</sup> series of meetings, these contracts will be the subject of further addenda to cover “Phase Two” of the proposed Project.

44. The extension of the existing commercial loan to finance a part of the Project is further elaborated upon in paragraph 57, below.

45. Finally, the Secretariat wishes to inform the PBC that it has continued to benefit from the advice of the *Institut pour le droit suisse et international de la construction* (attached to the University of Fribourg, Switzerland) on domestic legislation and procedural matters.

(b) *Specificities relating to the mandates of general contractors*

46. A number of aspects of the future framework will have to be tailored to the specificities of the New Conference Hall Project in view of the fact that: (i) the latter project would be partially initiated at the same time as the end of the ongoing New Construction Project; (ii) the construction works for the hall would be the subject of an international tender process; and (iii) certain preparatory works will have to be scheduled in such a way so as not to interfere with the delivery date (October 2010) of the new administrative building and the subsequent termination of the commercial lease for the rented premises by mid-2011.

47. Subject to approval of “Phase Two” of the proposed Project by the Assemblies, the Secretariat will mandate the existing General Contractor, via an addendum to the existing contract, for the required modifications of “Phases II and III” of the ongoing New Construction Project—the existing contract includes under “Phases II and III” the

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<sup>17</sup> Document WO/PBC/13/6(c), paragraphs 41 and 51 to 53.

<sup>18</sup> Documents WO/PBC/13/6(a), A/46/10 Rev. (paragraph 10(a)), A/46/12 (report, paragraph 44), and WO/PBC/14/11.

construction of the underground link between the AB Building and the new administrative building—and for preparatory excavation works for the new conference hall, which will affect part of the same geographical area as the ongoing worksite.<sup>19</sup>

48. All remaining work relating to the actual construction of the new conference hall would be the subject of a standard open international tender process, generally on the same basis as that prevailing in the context of the New Construction Project: an international call for expressions of interests (“EOI”) leading to a preselection of eligible firms and companies, followed by a Request for Proposals (“RFP”) to be issued only to the preselected firms and leading to the selection of the firm or company that would eventually be awarded the contract. Following the advice of the *Institut pour le droit suisse et international de la construction*, the current General Contractor should be allowed to participate in this future new tender process.

49. The preselection and selection processes of the future general contractor would be carried out under the same framework as that which was put in place for the New Construction Project, that is, by a Selection Board composed of representatives of Member States. A number of modifications would have to be made to the mandate, composition and Rules of the Board for the reasons detailed below:

- (i) the mandate of the Board would have to be limited to the preselection and selection of the general contractor for the construction work; it would exclude the preparatory works that will be covered under the addendum to the contract with the existing General Contractor (see paragraph 47, above); it would also exclude the processes for the Pilot and the financing entity (see paragraphs 42 to 44, above);
- (ii) the composition of the Board would have to be updated to correspond to those officers that will be elected by the Assemblies, at their September 2009 series of meetings, that is, the Chair of the WIPO General Assembly as President of the Board, the Chair of the WIPO Coordination Committee as first Vice-President of the Board, and the Chair of the WIPO Program and Budget Committee as second Vice-President of the Board; and, as at the same date, the other members of the Board would be the Permanent Representatives of the countries acting as the Coordinators of each of the seven groups of countries of WIPO Member States; and
- (iii) the Board Rules would have to be modified to reflect the necessary modifications to the mandate and composition referred to above.

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<sup>19</sup> Document WO/PBC/13/6(c), paragraph 51.

## VII. ESTIMATED COST AND PROPOSED FINANCING

### (a) *Reference to analysis of potential impact of current financial and economic crisis*

50. As was announced in December 2008, the Secretariat has been monitoring the potential impact of the current financial and economic crisis and has issued quarterly reports which have been made available to Member States as agreed.<sup>20</sup>

51. The Secretariat wishes to draw attention to the fact that the current financial and economic crisis may have the unexpected effect of construction companies offering prices that could be more competitive in this period than they could have been at other times.

### (b) *Estimated cost*

52. The estimated construction cost for the Project amounts to 50.3 million Swiss francs, to which must be added 13.9 million Swiss francs in honoraria and other official fees and charges, amounting to a total of 64.2 million Swiss francs. Of these 64.2 million Swiss francs, 4.2 million were approved by the Assemblies on December 12, 2008, to cover “Phase One” (mainly honoraria for the Architect, pilot and other specialists).<sup>21</sup> The remaining cost of the Project *per se* therefore amounts to 60 million Swiss francs.

53. As for all construction projects, a “Provision for Miscellaneous and Unforeseen” would have to be secured in the form of an authorization from the Assemblies, to use, if and when necessary, an additional amount of 4 million Swiss francs, corresponding to about 6% of the total estimated cost (following an approach similar to that of the authorization granted by the Assemblies on December 12, 2008, in respect of the ongoing New Construction Project<sup>22</sup>).

54. For the purposes of accurate representation of the construction elements affecting various existing and future buildings, it must be emphasized that, out of the total estimated amount of 64.2 million Swiss francs, the estimated cost (construction and honoraria) for the new conference hall *per se* is about 55.3 million Swiss francs, while modifications to be made to the AB Building and to certain underground areas of the new building under construction represent a total of about 8.9 million Swiss francs.

55. A summary version of Table IV-A (extracted from the more detailed version contained in Annex IV) outlines below the main elements composing the estimated cost described in the above paragraphs.

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<sup>20</sup> Document WO/PBC/13/6(c), paragraphs 42 to 44.

<sup>21</sup> Document A/46/6(c) and A/46/12 (report, paragraph 46).

<sup>22</sup> Document A/46/6(b) and A/46/12 (report, paragraph 45(iii)).

**Summary version of Table IV-A (see Annex IV for the complete version):  
Estimated cost of the New Conference Hall Project**

<b>PROPOSED PROJECT—“PHASE ONE” AND “PHASE TWO”</b>	<i>(in Swiss francs)</i>
Construction costs, honoraria and fees for New Conference Hall <i>per se</i>	55,300,000
Construction costs, honoraria and fees for modifications to AB Building and new building	+ 8,900,000
<b>Estimated total construction cost, honoraria and other charges</b>	<b>= 64,200,000</b>
Amount for “Phase One” approved in December 2008, to be deducted	— 4,200,000
<b>Sub-total</b>	<b>= 60,000,000</b>
<b>Provision for Miscellaneous and Unforeseen (about 6% of above sub-total)</b>	<b>+ 4,000,000</b>
<b>REMAINING AMOUNT SUBJECT TO RECOMMENDATION AND DECISION</b>	<b>= 64,000,000</b>

*(c) Proposed financing*

56. It is proposed to finance the remaining amount of the estimated cost, that is, 64 million Swiss francs, from appropriation from the WIPO reserves, for 24 million Swiss francs, and from a commercial loan for 40 million Swiss francs.

57. On the same basis as that approved by the Assemblies in 2005 in connection with the now ongoing New Construction Project, and after preliminary discussions with the two banks currently financing the ongoing New Construction Project, the Secretariat intends to extend the existing contract for a commercial loan to cover the amount of 40 million Swiss francs, under the same general conditions as those in force.

58. As a consequence, the regular budget would cover the interest of the loan, as from the 2012-2013 biennium, as it is unlikely that a drawdown would be needed before 2012. This matter will then be included in the proposed Program and Budget for future biennia, as from the 2012-2013 biennium (see Annex IV, Table IV-B).

*(d) Rental possibilities to external entities*

59. As had already been indicated,<sup>23</sup> the Secretariat intends to rent the new facilities to external parties, and, as it does not have sufficient expertise in managing conference facilities other than for its own meetings, it also intends to explore the possibility of entrusting the CICG with managing them in the cases and during the periods of time when the facilities would not be needed for WIPO-related meetings. In that connection, particular attention is drawn to the fact that the proposed architectural and technical concept includes precise

<sup>23</sup> Paragraph 14, above, and document WO/PBC/13/6(c), paragraph 29.



scenarios under which the new conference hall and certain related facilities could be conveniently closed off to cater for external meetings while not affecting WIPO normal business and while observing the UN H-MOSS safety and security requirements both for delegates and visitors attending an external conference, and for staff, delegates and visitors carrying out normal business in the WIPO premises. Subject to the Assemblies decision on the Project, the Secretariat will consult the CICG for future management of the new conference hall in the general framework described in this paragraph and in paragraph 60, below.

60. Noting that the potential income to be generated from rental would in any case only offset a minor part of the maintenance and service costs of the new facilities, the Secretariat intends to present to the PBC a policy in connection with the proposed Program and Budget for the 2012-2013 biennium, addressing in particular the following main issues: (i) the definition of the range of facilities and related services to be offered; (ii) distinct pricing policies for, on the one hand, intergovernmental meetings and Member States hosted meetings and, on the other hand, private sector organizers (professional associations, federations or other industry groups, etc.); (iii) various scenarios for the expected occupancy rate of the facilities, and related potential income, over a number of years, for the various types of users; (iv) whether WIPO would provide (directly or indirectly) related services like interpreters bookings and contractual arrangements, various options for servicing of meetings, catering, safety and security and other features.

*61. The Program and Budget Committee is invited to recommend to the Assemblies of the Member States of WIPO, each as far as it is concerned, to:*

*(i) approve the execution of the proposed New Conference Hall Project as described in this document (in paragraphs 30 to 38 and Annex II) and in the Architect brochure referred to in paragraph 4;*

*(ii) approve the estimated total cost of 64.2 million Swiss francs, noting that an amount of 4.2 million Swiss francs was already approved by the Assemblies on December 12, 2008, for "Phase One", as outlined in paragraph 52 and as set forth in Annex IV;*

*(iii) authorize the Secretariat to use, if and when necessary, a Provision for Miscellaneous and Unforeseen in the amount of 4 million Swiss francs, as outlined in paragraph 53 and as set forth in Annex IV;*

*(iv) approve the remaining financing of the Project through an appropriation of 24 million Swiss francs from the WIPO reserves and a commercial loan in the amount of 40 million Swiss francs, as outlined in paragraphs 56 to 58;*

*(v) take note of the management structure, control and audit proposed for the Project, as outlined in paragraphs 42 to 49; and*

*(vi) take note of the indicative timetable for the Project, as referred to in paragraph 41 and as set forth in Annex III.*

[Annexes follow]

WO/PBC/14/10

ANNEX I

DATA RELATING TO MEMBER STATES, DELEGATES AND MEETINGS  
(Tables I-1 to I-9)

**Table I-1: Membership of main WIPO-administered conventions and treaties\***

Main WIPO-administered conventions and treaties	Number of Member States			% increase in membership over previous years	
	1978	1998	<u>2009</u>	<u>2009 v. 1978</u>	<u>2009 v. 1998</u>
<b>WIPO Convention</b>			184		
		171			7.6%
	106			74%	
<b>Paris Convention</b>			<u>173</u>		
		150			<u>15.4%</u>
	88			<u>96.6%</u>	
<b>Berne Convention</b>			164		
		131			25%
	70			134%	
<b>Patent Cooperation Treaty (PCT)</b>			<u>141</u>		
		97			<u>45%</u>
	15			<u>840%</u>	

\* 1978 and 1998 data extracted from document WO/GA/23/5, paragraph 19.  
Underlined data indicates an update for 2009.

WO/PBC/14/10  
Annex I

**Table I-2: Potential additional membership of WIPO  
and UPOV-administered conventions and treaties**

		WIPO	Paris	PCT	PLT	Madrid A.	Madrid P.	TLT	BP
UN 192	Current* number of Member States	184	<u>173</u>	<u>141</u>	<u>20</u>	57	<u>78</u>	<u>47</u>	<u>72</u>
	Potential additional number compared to number of UN Member States	+ 8	<u>+19</u>	<u>+51</u>	<u>+172</u>	+ 135	<u>+114</u>	<u>+145</u>	<u>+120</u>

		WIPO	Berne	Rome	WCT	WPPT	Geneva	UPOV
UN 192	Current* number of Member States	184	164	<u>91</u>	76	<u>68</u>	<u>77</u>	<u>67</u>
	Potential additional number compared to number of UN Member States	+ 8	+ 28	<u>+101</u>	+ 116	<u>+124</u>	<u>+115</u>	<u>+125</u>

\* Situation as of July 31, 2009.  
Underlined data indicates an update for 2009.

*Key to abbreviations:*

PLT: Patent Law Treaty  
Madrid A.: Madrid Agreement  
Madrid P.: Madrid Protocol  
TLT: Trademark Law Treaty  
BP: Budapest Treaty  
Rome: Rome Convention (Related Rights)  
WCT: WIPO Copyright Treaty  
WPPT: WIPO Performances and Phonograms Treaty  
Geneva: Geneva Convention (Phonograms)

WO/PBC/14/10  
Annex I

**Table I-3: Number of Intergovernmental Organizations (IGOs) and  
Non-governmental Organizations (NGOs)\***

Organizations	Number of Organizations by the end of the year			% increase over previous years	
	1978	1998	2009	2009 v. 1978	2009 v. 1998
	<b>Intergovernmental Organizations (IGOs)</b>				
		55			20%
	39			70%	
<b>Non-governmental Organizations (NGOs)</b>			269		
		142			89%
	54			400%	

\* 1978 and 1998 data extracted from document WO/GA/23/5, paragraph 19.  
For 2009, situation as of July 31, 2009 (no change since October 2008).

WO/PBC/14/10  
Annex I

**Table I-4: Number of meeting sessions\* held in WIPO existing meeting rooms**

	2008**	2009** Jan.-June
<b>Total number of meeting sessions held in all rooms combined</b>		
<i>[Rooms A and B, Baeumer Room, Bilger Room, Uchtenhagen Room, Rooms AB-1.7, AB-1.24, AB-13.1, AB-13.2, P&amp;G-040***, WWA Room****]</i>	<u>1863</u>	<u>1248</u>
External meetings	<u>775</u>	<u>448</u>
Internal meetings	<u>1088</u>	<u>800</u>

<b>Total number of meeting sessions held in Room A only</b>		
	<u>192</u>	<u>99</u>
External meetings	<u>155</u>	<u>81</u>
Internal meetings	<u>37</u>	<u>18</u>

\* A meeting session, as a unit, corresponds to one half day.

\*\* Final data for 2008 and January to June 2009, showed by underlining.

\*\*\* Room P&G-0.40 ceased to be available as from October 17, 2008, following re-assignment of the space to the Safety and Security Coordination Service.

\*\*\*\* The WWA Room in the P&G Building became available as of November 1, 2008 for use by other sectors.

WO/PBC/14/10  
Annex I

**Table I-5: Number of delegates participating in large WIPO meetings and corresponding facilities required\***

WIPO meeting	Number of days of meeting	Number of delegates per meeting	Corresponding facilities accommodated		
			Total number of rooms	Number of interpretation languages	Total number of sessions held
<b>WIPO Assemblies</b>					
<i><u>A/46 (Extraordinary)</u></i> <i><u>(December 2008)</u></i>	<i><u>1</u></i>	<i><u>313</u></i>	<i><u>3</u></i>	6 or 2	<i><u>5</u></i>
Member States		<u>301</u>			
IGOs		<u>5</u>			
NGOs		<u>5</u>			
Other (WO/AC representatives)		<u>2</u>			
<i><u>A/45 (September 2008)</u></i>	<i><u>6</u></i>	<i><u>826</u></i>	10	6 or 2	119**
Member States		724			
IGOs		46			
NGOs		54			
Other (WO/AC representatives)		2			
<i><u>A/43 (September 2007)</u></i>	<i><u>7</u></i>	<i><u>812</u></i>	10	6 or 2	156
Member States		711			
IGOs		41			
NGOs		57			
Other (WO/AC representatives)		3			
<b>Intergovernmental Conference on Genetic Resources, Traditional Knowledge and Folklore (IGCGRTKF)</b>					
<i><u>IGC/13 (October 2008)</u></i>	<i><u>5</u></i>	<i><u>359</u></i>	8	6 or 2	76
Member States		256			
IGOs		19			
NGOs		84			
<i><u>IGC/12 (February 2008)</u></i>	<i><u>5</u></i>	<i><u>276</u></i>	8	6 or 2	63
Member States		186			
IGOs		23			
NGOs		67			
<i><u>IGC/11 (July 2007)</u></i>	<i><u>5</u></i>	<i><u>336</u></i>	7	6 or 2	28
Member States		226			
IGOs		31			
NGOs		79			

\* Final data updated for 2009, showed by underlining.

\*\* As a recent illustration for which a breakdown is available, these 119 sessions included: 11 for the plenary, 8 for the Group Coordinators, 83 for individual Groups of Member States, and 17 for bilateral meetings.

WO/PBC/14/10  
Annex I

**Table I-6: Number of delegates participating in medium-size WIPO meetings and corresponding facilities required\***

WIPO meeting	Number of days of meeting	Number of delegates per meeting	Corresponding facilities accommodated		
			Total number of rooms	Number of interpretation languages	Total number of sessions held
<b>Program and Budget Committee</b>					
<i><u>PBC/13 (December 2008)</u></i>	<u>2</u>	<u>124</u>	<u>4</u>	6 or 2	<u>10</u>
Member States		<u>122</u>			
IGOs		<u>0</u>			
NGOs		<u>0</u>			
Other (WO/AC representatives)		<u>2</u>			
<b>Standing Committee on Copyright (SCCR)</b>					
<i><u>SCCR/17 (November 2008)</u></i>	<u>5</u>	<u>218</u>	8	<u>6</u> or 2	<u>33</u>
Member States		<u>139</u>			
IGOs		<u>7</u>			
NGOs		<u>72</u>			
<b>Standing Committee on the Law of Patents(SCP)</b>					
<i><u>SCP/12 (June 2008)</u></i>	<u>5</u>	<u>188</u>	<u>5</u>	<u>6</u> or 2	<u>14</u>
Member States		<u>148</u>			
IGOs		<u>13</u>			
NGOs		<u>27</u>			
<i><u>SCP/13 (March 2009)</u></i>	<u>5</u>	<u>252</u>	<u>7</u>	<u>6</u> or 2	<u>35</u>
Member States		<u>189</u>			
IGOs		<u>13</u>			
NGOs		<u>50</u>			
<b>Standing Committee on Trademarks (SCT)</b>					
<i><u>SCT/20 (December 2008)</u></i>	<u>5</u>	<u>139</u>	<u>2</u>	<u>6</u> or 2	<u>11</u>
Member States		<u>124</u>			
IGOs		<u>5</u>			
NGOs		<u>10</u>			
<b>Committee on Development and Intellectual Property (CDIP)</b>					
<i><u>CDIP/3 (April 2009)</u></i>	<u>5</u>	<u>270</u>	<u>7</u>	<u>6</u> or <u>2</u>	<u>37</u>
Member States		<u>202</u>			
IGOs		<u>21</u>			
NGOs		<u>47</u>			
<i><u>CDIP/2 (July 2008)</u></i>	<u>5</u>	<u>233</u>	<u>7</u>	<u>6</u> or <u>2</u>	<u>39</u>
Member States		<u>174</u>			
IGOs		<u>12</u>			
NGOs		<u>47</u>			

\* Final data updated for 2009, showed by underlining.



WO/PBC/14/10  
Annex I

**Table I-7: WIPO paying training courses and workshops\***

WIPO paying courses and workshops	Number of days of course	Number of participants per meeting	Corresponding facilities Accommodated		
			Total number of rooms	Number of interpretation languages	Total number of sessions held
<b>Arbitration and mediation workshops or panelists meetings</b>					
<u>May 2009</u>	<u>2</u>	<u>28</u>	<u>2</u>	none	<u>4</u>
October 2008	<u>2</u>	<u>61</u>	<u>7</u>	none	<u>4</u>
October 2008	2	64	5	none	<u>4</u>
October 2008	1	68	1	none	2
<b>Designs training courses</b>					
<u>May 2009</u>	<u>1</u>	<u>37</u>	<u>1</u>	<u>2</u>	<u>2</u>
November 2008	1	40	1	2	2
April 2008	1	27	1	2	2
<b>Trademarks training courses</b>					
<u>May 2009</u>	<u>2</u>	<u>47</u>	<u>1</u>	none	<u>4</u>
November 2008	2	52	1	none	4
April 2008	2	59	1	none	4

\* Final data updated for 2009, showed by underlining.

WO/PBC/14/10  
Annex I

**Table I-8: Summary of WIPO conference and meeting rooms existing facilities**

Room	Total number of seats per room	Breakdown of number of seats				Number of interpretation booths <sup>1</sup>
		with desks and with fixed headphones	with desks but without headphones	without desks but with fixed headphones	without desks but with portable headphones and on foldable chairs	
A	325	241 <sup>2</sup>	none	29	55	6
B	86	67 <sup>2</sup>	none	19	none	3
Baeumer	36	25	none	11	none	2
Bilger	24	18	none	6	none	2
Uchtenhagen	37	31	none	6	none	3
AB-1.7	14	none	14	none	none	none
AB-1.24	14	none	14	none	none	none
AB-13.1	24	none	24	none	none	none
AB-13.2	24	none	24	none	none	none
[P&G-0.40 <sup>3</sup> ]	-	-	-	-	-	-
WWA <sup>4</sup>	38	none	38 <sup>2</sup>	none	none	none
CAM-Celeste	31	none	31	none	none	none
[Not a room] Salon Apollon <sup>5</sup>	140	none	none	none	140	Same as for Rooms A and B through headphones connections

1. The interpretation booths are used for the following six languages required for WIPO meetings: Arabic, Chinese, English, French, Russian, Spanish. Interpretation from Portuguese is also provided, in addition to these six languages, under the conditions approved by the Member States in the September/October 2000 session of the Assemblies. For UPOV meetings, interpretation is provided from and into English, French, German and Spanish.

2. This number includes seats on the rostrum and for the Secretariat.

3. Room P&G-0.40 (with 41 seats, no interpretation facilities) was available as a meeting room until October 16, 2008, at which time the space was assigned to the Safety and Security Coordination Service.

4. The WWA room in the P&G Building became available as from November 1, 2008, for use by other sectors.

5. Salon Apollon, in the lobby of the AB Building and located next to the right-side entrance to Room A, is not a separate room, but it is furnished with small foldable chairs only in case of overflow of a particular meeting from Rooms A and B.

WO/PBC/14/10  
Annex I

**Table I-9. Comparable conference and meeting rooms elsewhere in Geneva  
(for intergovernmental types of meetings, size (at least 600 seats) and equipment)\***

<b>Room</b>	<b>Room capacity</b> —Maximum —Other size rooms	<b>Interpretation facilities</b>	<b>Rental cost</b>	<b>Remarks</b>
<b>UNOG</b>	—1,900 seats	8 languages	USD 4,870	Daily rate, 2008 data
	—941 seats	7	USD 2,667	Daily rate, 2008 data
	—883 seats	7	USD 2,900	Daily rate, 2008 data
	—641 seats	7	USD 2,306	Daily rate, 2008 data
No defined cancellation policy in relevant “UN Administrative and Financial Instruction”				
The UNOG considers requests from WIPO or any other UN agencies, by December of each year, only after having assigned rooms for its own core activities meetings as well as all those of its Commissions or Programs (UNHCR, UNCTAD, etc.)				
				Within walking distance from WIPO
<b>CICG</b>	—1592 seats**	8 languages		Prices available in connection with specific request for a specific event
	—1336 seats**	8		
	—972 seats	8		
	—808 seats**	8		
	—552 seats	8		
Reservation, confirmation and cancellation policy disclosed in publicly available draft contract terms				
				Within walking distance from WIPO
<b>Palexpo</b>	—700 seats	7 languages		Price policy and cancellation policy not disclosed, each event being packaged as a global price offer
	—Variable size	To be installed upon request		To be fully installed upon request, in an empty space
				Not within walking distance from WIPO
<b>WTO</b>	—710 seats	8 languages		No data available on rental to outside clients

\* In all cases listed in this Table, assigned WIPO staff to be off-site before, during and after sessions (mainly Conference, Security, IT). No data is provided for the conference or meeting rooms at the ILO since the largest room has a capacity of only 395 seats, with an additional 71 seats in a gallery.

\*\* At the CICG, resulting capacity achieved through combination of 2, 3 or 4 separate rooms.

[Annex II follows]

WO/PBC/14/10  
ANNEX II  
MAIN ARCHITECTURAL AND TECHNICAL CHARACTERISTICS  
OF THE NEW CONFERENCE HALL PROJECT  
(Tables II-A and II-B):

**Table II-A: Main architectural and technical characteristics of the New Conference Hall Project**

	Description of item	New conference hall <i>per se</i>	Modifications to AB Building	Total for Project
A.	Volume	25,800 m <sup>3</sup>	4,250 m <sup>3</sup>	30,050 m <sup>3</sup>
	Outside height of the hall	16 m	n/a	n/a
B.	Gross floor areas	5,350 m <sup>2</sup>	1,330 m <sup>2</sup>	6,680 m <sup>2</sup>
C.	Net floor areas	4,010 m <sup>2</sup>	1,220 m <sup>2</sup>	5,230 m <sup>2</sup>
	<i>Auditorium</i>	1,360 m <sup>2</sup>	n/a	1,360 m <sup>2</sup>
	<i>Foyer below auditorium</i>	840 m <sup>2</sup>	n/a	840 m <sup>2</sup>
	<i>Other facilities</i>	1,810 m <sup>2</sup>	n/a	1,810 m <sup>2</sup>
	<i>New small meeting rooms</i>	n/a	350 m <sup>2</sup>	350 m <sup>2</sup>
	<i>AB Building underground</i>	n/a	520 m <sup>2</sup>	520 m <sup>2</sup>
	<i>AB Building lobby enlargement</i>	n/a	350 m <sup>2</sup>	350 m <sup>2</sup>
	Description of item	New conference hall <i>per se</i>		
D.	Bottom slab	Reinforced concrete		
E.	Hall structure	Solid wood		
F.	Facades			
	<i>Shingles</i>	<i>Larch</i>		
	<i>Roof</i>	<i>Zinc-titanium</i>		
	<i>Glass facades</i>	<i>Triple layer</i>		
G.	Isolation			
	<i>Opaque facades</i>	<i>U = 0.2 W/m2K</i>		
	<i>Glass windows</i>	<i>U = 1.1 W/m2K</i>		
H.	Heating, ventilation and air conditioning system	Hybrid: natural and mechanical By displacement Heating and cooling floor and ceiling		
I.	Artificial lighting average	500 lux		

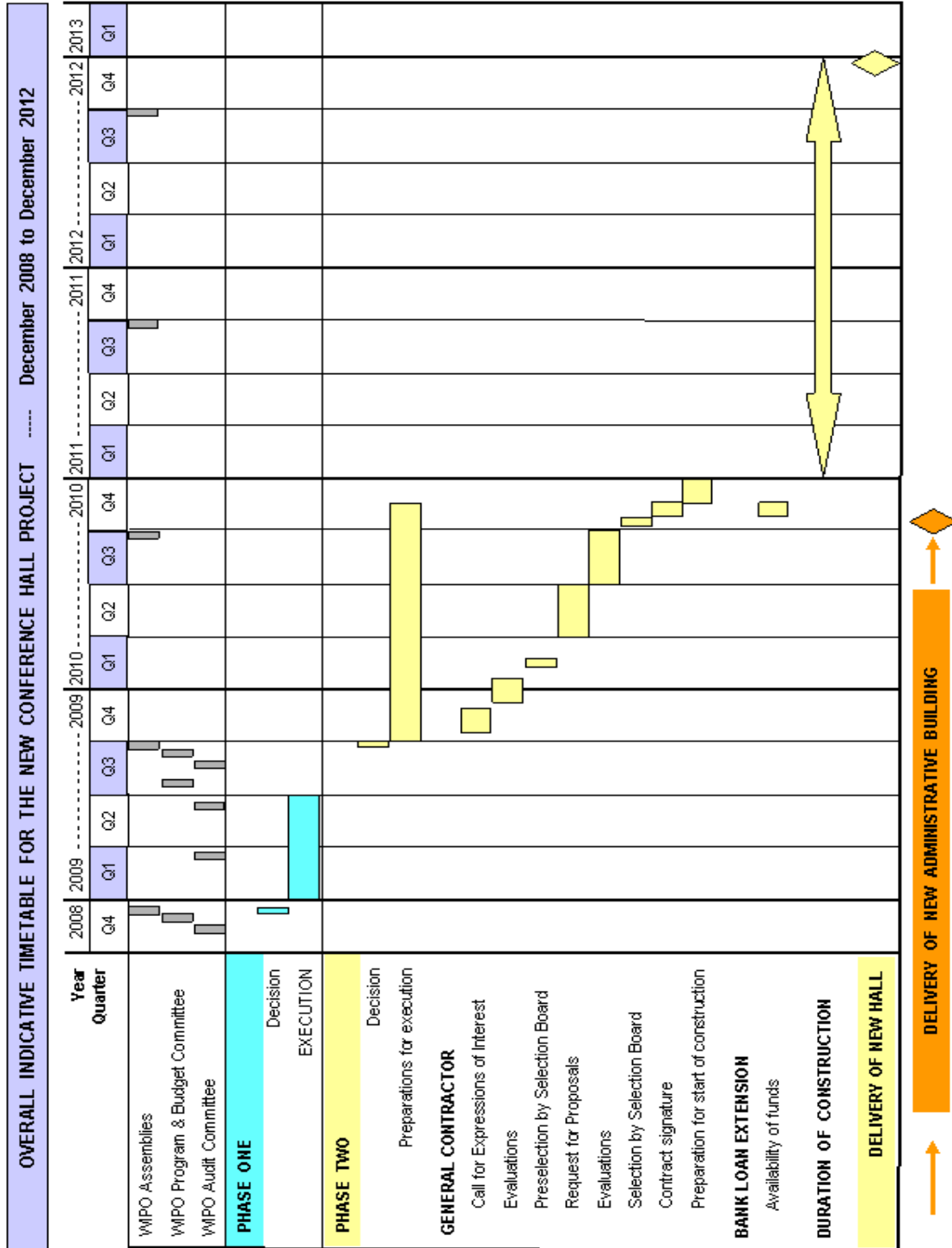
**Table II-B: Main characteristics of the conference and meeting facilities**

	Description of item	New conference hall <i>per se</i>	Modifications to AB Building	Total for Project
J.	Number of seats	900	113	1,013
	<i>Auditorium</i>	871	n/a	871
	<i>Auditorium podium</i>	29	n/a	29
	<i>Total for six meeting rooms</i>	n/a	113	113
K.	Interpretation facilities	10	8	18
	<i>Interpretation booths</i>	9	6	15
	<i>Technical booths</i>	1	2	3
L.	Projection screens			
	<i>In auditorium</i>	1 (10m x 5.5m)	n/a	n/a
	<i>In meeting rooms</i>	4 (2.4m x 4.3m)	1 in each room	n/a

[Annex III follows]

WO/PBC/14/10  
ANNEX III

INDICATIVE TIMETABLE FOR THE NEW CONFERENCE HALL PROJECT  
(Table III)



[Annex IV follows]

WO/PBC/14/10  
ANNEX IV  
OVERALL ESTIMATED COST OF THE NEW CONFERENCE HALL PROJECT (Tables IV-A and IV-B)

**TABLE IV-A (DETAILED VERSION):  
ESTIMATED COST OF THE NEW CONFERENCE HALL PROJECT — “PHASE ONE” AND “PHASE TWO”**

POSITION	CFC <sup>1</sup>	DESCRIPTION	ESTIMATED COST (in Swiss francs)		
			Conference hall per se <sup>2</sup>	Adaptations to other buildings <sup>2</sup>	Total
<b>A</b>		<b>TOTAL CONSTRUCTION COSTS</b>	<b>43,200,000</b>	<b>7,100,000</b>	<b>50,300,000</b>
1	2	Conference hall per se	43,200,000		
2	2	Adaptations to AB Building and new building		7,100,000	
2.1		<i>AB Building (mezzanine, lobby and underground)</i>		4,800,000	
2.2		<i>Phases II and III of new construction</i>		500,000	
2.3		<i>Resizing of main WIPO entrance and security access center</i>		1,800,000	
<b>B</b>		<b>TOTAL CLIENT COSTS</b>	<b>12,105,000</b>	<b>1,795,000</b>	<b>+ 13,900,000</b>
	51	<i>Official fees</i>	300,000	20,000	
	52	<i>Samples, reproductions, maquettes</i>	930,000	140,000	
	53	<i>Insurance</i>	25,000	5,000	
	56	<i>Administrative and other fees and charges</i>	345,000	25,000	
	59	<i>Architect and specialists honoraria and charges</i>	9,600,000	1,460,000	
		<i>Pilot honoraria and charges</i>	900,000	150,000	
<b>A + B</b>		<b>CONSTRUCTION AND CLIENT COSTS</b>	<b>55,300,000</b>	<b>8,900,000</b>	<b>= 64,200,000</b>
<b>Amount for “Phase One” already approved in December 2008, to be deducted</b>					<b>— 4,200,000<sup>3</sup></b>
				<b>Sub-total</b>	<b>= 60,000,000</b>
<b>Provision for Miscellaneous and Unforeseen (about 6% of above sub-total)</b>					<b>+ 4,000,000</b>
<b>REMAINING AMOUNT SUBJECT TO RECOMMENDATION AND DECISION</b>					<b>64,000,000</b>

<sup>1</sup> CFC = Swiss Building Code Classification (“Code des frais de construction”), according to the applicable Swiss Society of Engineers and Architects Standard (“SIA Norm”).

<sup>2</sup> Amounts include part of the amount of 4.2 million Swiss francs approved by the Assemblies on December 12, 2008 (document A/46/12, paragraph 46).

<sup>3</sup> Amount approved by the Assemblies on December 12, 2008 (see document A/46/12, paragraph 46).

WO/PBC/14/10  
Annex IV

<b>TABLE IV-B: ESTIMATED OTHER CLIENT COSTS FOR THE NEW CONFERENCE HALL PROJECT</b>	
<b>TO BE COVERED BY THE REGULAR BUDGET (AS FROM THE 2012-2013 BIENNIUM)</b>	
<b>OTHER CLIENT COSTS</b>	<b>ESTIMATED AMOUNT (in Swiss francs)</b>
Interest on commercial loan (40 million Swiss francs, 3.25%, 2 years, periodical drawdowns)	1,300,000
Administrative fees and charges	300,000
<b>TOTAL OTHER CLIENT COSTS</b>	<b>1,600,000</b>

HYPOTHESIS: commercial loan for 40 million CHF, with 3.25% interest for duration of construction, a 2-year construction duration, and an amortization over 33 years:

- first year of exploitation: interest of 1,240,000 CHF, plus 1,200,000 for capital reimbursement
- 15<sup>th</sup> year of exploitation: interest of 720,000 CHF plus 1,200,000 CHF for capital reimbursement.

[End of Annex and of document]