

# WIPO



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**WORLD INTELLECTUAL PROPERTY ORGANIZATION**  
GENEVA

## **PROGRAM AND BUDGET COMMITTEE**

**Thirteenth Session**  
**Geneva, December 10 and 11, 2008**

### **PROPOSAL FOR A NEW CONFERENCE HALL**

*prepared by the Secretariat*

1. The purpose of this document is to present to the Program and Budget Committee (“the PBC”) a two-phase proposal for a new conference hall project and associated proposed financing, for recommendation by the PBC to the Assemblies of the Member States.
2. This document addresses the following matters:
  - I. Historical background
  - II. Updated assessment of needs and options for conference and meeting rooms facilities
  - III. Proposed New Conference Hall Project (“NCHP”) and estimated budget
    - A. Phase One (from December 2008 to June 2009): preparation of the complete architectural and technical project
    - B. Phase Two (from September 2009 onwards): decision on the project and, if approval thereof, execution of the project
  - IV. Proposed financing

## I. HISTORICAL BACKGROUND

3. The first proposal for building a large conference hall (for a capacity of approximately 600 seats) was presented to, and approved by, the Member States in 1998 in the context of the construction of a new administrative building and conference hall<sup>1,2</sup>. In September/October 2002, following the External Auditor's Report issued in June 2002<sup>3</sup> and the recommendation given by the Program and Budget Committee, the Member States approved, *inter alia*, the construction of a new administrative building (for a capacity of 560 workplaces) and of a new conference hall (for a capacity of 650 seats)<sup>4</sup>.

4. By the end of 2003, the building permit had been granted by the local authorities, a general contractor (a consortium) had been selected, the contract signed for the construction project (new administrative building and new conference hall), and excavation work had started. Unfortunately, the contract had to be terminated by WIPO in January 2004 due to a dispute between the two parties to the consortium, which prevented them from honoring their contractual obligations to WIPO<sup>5</sup>. In parallel to these events, the income-generating registration system under the Patent Cooperation Treaty (PCT) experienced a less than anticipated growth, prompting the Secretariat to seize the opportunity to review the budgetary and financial situation before proceeding any further with the construction project.

5. A revised version of the construction project was presented to, and approved by, the Member States in September/October 2005<sup>6</sup>, on the basis of the removal of the conference hall and one floor of the administrative building, while maintaining the same number of working places. The "New Construction Project" was therefore launched on that revised basis, all preparatory processes were concluded and the main contracts were signed in February 2008. The construction phase has now been underway for more than seven months, with an expected completion date of October 2010 (for further details, refer to the Progress Report contained in document WO/PBC/13/5).

## II. UPDATED ASSESSMENT OF NEEDS AND OPTIONS FOR CONFERENCE AND MEETING ROOMS FACILITIES

### A. *Updated Assessment of Needs*

6. The needs of the Organization are described below, and detailed data is set out in the Annex, under the following main subjects: number of States party to WIPO-administered treaties and International Governmental Organizations (IGOs) and Non-Governmental Organizations (NGOs) admitted as observers; number of meeting sessions held in WIPO existing rooms; number of delegates; WIPO paying training courses and workshops; joint multiple and concurrent needs; interpretation needs.

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<sup>1</sup> See documents WO/BC/20/3 – WO/PC/10/3 (report, paragraph 34), A/33/8 (report, paragraph 135) and WO/GA/23/7 (report, paragraph 30).

<sup>2</sup> In 2001, a document presented to the PBC already recalled that, as far back as 1991, the Secretariat had started to experience "problems in providing facilities for major meetings" (document WO/PBC/4/3, paragraphs 18 to 21 and Annex B).

<sup>3</sup> The audit report is contained in documents WO/PBC/5/3 and A/37/10.

<sup>4</sup> See documents WO/PBC/5/2, WO/PBC/5/4 (report), A/37/2 and A/37/14 (report, paragraph 262(i)(b)).

<sup>5</sup> See document WO/PBC/8/INF/1, paragraph 3.

<sup>6</sup> See document A/41/17, report, paragraph 194(iv).

7. *Number of States party to the current WIPO-administered treaties.* The current number of States party to the WIPO Convention (184), the Paris Convention (172), the Berne Convention (164) and the PCT (139) represent increases by, respectively, 74%, 95%, 134% and 826% since 1978, and by 7.6%, 14.6%, 25% and 43% since 1998 (see Table I).
8. *Potential number of States to become party to WIPO-administered treaties.* On the one hand, in view of their current level of membership, the remaining potential for further increases in the number of States party to the WIPO Convention, the Paris Convention and the Berne Convention would not be significant by 2018 (that is, in another ten years from now). On the other hand, treaties, such as the Madrid Arrangement and Protocol, the Trademark Law Treaty, the Patent Law Treaty and several treaties in the field of copyright have significant potential for their membership to increase to the level of those of the corresponding “reference” treaties listed above. For example, all trademark and patent related treaties are bound to have as many members as the Paris Convention. All copyright treaties are bound to have as many members as the Berne Convention. In this context, broader “reference” conventions and systems also include the UN and the WTO (see Table II).
9. *Number of IGOs admitted as observers.* The current number of IGOs (66) represents an increase by 70% since 1978 and by 20% since 1998 (see Table III).
10. *Number of NGOs admitted as observers.* The current number of NGOs (269) represents an increase by 400% since 1978 and by 89% since 1998. At their September 2008 session, the WIPO Assemblies granted observer status to 13 new NGOs (see Table III). It should be emphasized that a number of NGOs represent users of the main registration systems (PCT, Madrid, the Hague) which bring more than 80% of the WIPO income.
11. *Number of meeting sessions held in WIPO existing meeting rooms.* The total number of meeting sessions<sup>7</sup> is expected to total about 1,500 by the end of 2008, all meeting rooms combined, and 90 for Room A only (see Table IV).
12. *Number of delegates participating in large WIPO meetings and corresponding facilities accommodated.* Two types of meetings have been selected as illustrations, the WIPO Assemblies and the Intergovernmental Conference on Genetic Resources, Traditional Knowledge and Folklore (“the IGC”). The most recent session of the WIPO Assemblies (September 2008) was attended by 826 delegates, the upcoming extraordinary session of the WIPO Assemblies (December 2008) is expected to be attended by about 500 delegates and the most recent session of the IGC (October 2008) by 359 delegates, all of which required use of Rooms A and B for the plenary in view of the number of delegates and the number of interpretation languages, as well as most, if not all, of the other available meeting rooms (see Table V).
13. *Number of delegates participating in medium-size WIPO meetings and corresponding facilities accommodated.* The meetings selected as illustrations are the Program and Budget Committee, the Standing Committee on Copyright and the Standing Committee on Trademarks (see Table VI). A number of sessions have been attended by 200 to 250 delegates, with the consequence that, for the time being and the foreseeable future, Room A

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<sup>7</sup> A meeting session, as a unit, corresponds to one half day.

offers sufficient capacity. For the records, the same applies to UPOV meetings which are generally attended by up to 200 delegates.

14. *Needs for internal staff meetings.* There are two types of large internal meetings, those organized by the administration and those by the Staff Association. The Director General addresses all the staff (in total, over 1,000 staff members and other employees) regularly on general and/or specific issues, interpretation being generally provided from and into English, French and Spanish. Such meetings require that two consecutive sessions be scheduled, which has the major disadvantage of not only doubling the time the Director General and other senior officials must allocate to these events, but also doubling the occupancy time of the only available room (Room A). Furthermore, it should be noted that such meetings must always be timed in such a manner as not to conflict with other WIPO official meetings. Certain sectors also convene information meetings addressed to all employees, for example, staff development and training, health issues, medical insurance, pension fund, safety and security. Finally, the General Assembly of the Staff Association, counting about 700 members, is convened at least once a year in ordinary session and occasionally in extraordinary session.

15. *WIPO paying training courses and workshops.* Training courses and workshops, which have been organized for a number of years on arbitration and mediation and on trademarks, are attended by private sector participants who pay a registration fee. Even though the number of participants has been well below 100 for any given session, some of these sessions require the use of all meeting rooms available in WIPO, with the exception of Room A, generally. In other words, on these occasions, should an official WIPO meeting be held in Room A, it is not possible to have any breakout rooms for delegates (see Table VII).

16. *Joint multiple and concurrent needs.* Certain meetings, in particular those of the Assemblies and of the IGC, require, throughout the respective sessions, several breakout rooms for various groups (mainly, the main seven Groups of States represented at WIPO, the LDCs, the European Union, as well as the regional IP Offices). During the September 2008 session of the Assemblies, as many as 119 sessions had to be accommodated in a total of ten meeting rooms (see Table V). Typically, the scheduling of one large meeting has usually had the consequence of preventing any other meeting to take place in WIPO.

17. *Interpretation facilities* exist in Room A for seven<sup>8</sup> languages, in Room B and the Uchtenhagen Room for three languages each, and in the Baeumer Room and the Bilger Room for two languages each (see Table VIII).

#### *B. Options available*

18. Data available as of the date of this document is provided below and in the Annex in respect of the options for meeting rooms at WIPO and elsewhere in Geneva.

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<sup>8</sup> The seven languages are: Arabic, Chinese, English, French, Russian and Spanish, as well as Portuguese for certain meetings.

(i) *Room A in the AB Building*

19. 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 VIII). 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>9</sup>. For the record, 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.

(ii) *The new administrative building under construction*

20. For the record, the five floors of the new building are reserved for office spaces (560 workplaces under the 2005 revised project<sup>10</sup>). Meeting room facilities will be limited to two rooms of a capacity of about 50 seats each, in the only space available on the ground floor of the building. Being equipped with standard presentation, training and IT equipment, they will be used mainly for WIPO-organized paying courses, WIPO Academy types of courses and internal courses for staff.

(iii) *Options available in Geneva*

21. The options available in Geneva (most of which were already considered in the past<sup>11</sup>), UNOG, CICG, ILO, WTO and Palexpo, are outlined below and further details set out in Table IX for those rooms which offer adequate capacity and facilities.

22. Generally, it has proven to be more and more difficult to find in Geneva any conference or meeting facility commensurate with WIPO's needs between February and the beginning of July, and between September and mid-December. Slow months are January, the end of July and August, which are periods when much fewer meetings, and rather small to medium-size meetings, are scheduled, if any. Finally, even though several large hotels offer facilities, these are ballrooms or theaters, none of which are adequate for the types of intergovernmental meetings held at WIPO.

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<sup>9</sup> See document WO/GA/23/5, paragraph 27.

<sup>10</sup> See Part I (Historical Background).

<sup>11</sup> See documents cited under Part I (Historical Background).

23. *UNOG*. The largest room has a capacity of 1,900 seats; there are three other large rooms, with 941, 883 and 641 seats, respectively. All features for intergovernmental meetings are available, including interpretation for up to eight languages.
24. *CICG*. After having undergone major renovation, the CICG re-opened at the end of 2005 and introduced new policies on reservation and confirmation of conference room facilities as well as a new cancellation policy (based on the market value of the premises)<sup>12</sup>. Having made a reservation three years in advance, WIPO has now been able to receive confirmation for the September 2011 session of the WIPO Assemblies, except for the last day of the session (reports adoption) which will have to be held at WIPO. WIPO is on the waiting list for the September 2012 Assemblies but has confirmed reservation for the 2013 Assemblies. For the 2009 and 2010 September sessions, the reservations could not be confirmed in view of the number of other clients ahead on the respective waiting lists.
25. The last meeting held by WIPO at the CICG was the 3<sup>rd</sup> Global Congress, for two days in January 2007. 700 participants attended. The dates chosen were those that the CICG offered (January being a relatively slow month) and which WIPO could accept in that particular case.
26. *ILO*. The largest room has a capacity of 395 seats (with an additional 71 seats in a gallery for observers). This would therefore not be an option worth exploring any further.
27. *Palexpo*. A large room with 700 seats offers interpretation booths for up to seven languages, but any breakout rooms would have to be fully installed, with technical and interpretation equipment, in an empty space.
28. *WTO*. The William Rappard Room, located in a separate building on the WTO site, contains 710 seats. However, no data is available on rental by outside clients.

*C. Possibility to rent the conference hall facilities for non-WIPO meetings*

29. In view of the high demand for meeting facilities in Geneva, the Secretariat considers as essential the possibility to rent the conference hall and additional small meeting rooms to other IGOs and NGOs, as well as international, regional and local institutions and professional associations (not necessarily limited to those in the field of intellectual property). The possibility for physical access to the conference hall, in such cases, to be made independent from the main access to the WIPO buildings will be examined and presented as an integrated part of the detailed project.

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<sup>12</sup> For example, based on applicable data in respect of the Global Congress (January 2007), the cancellation fee would have been about 97,000 Swiss francs (for a three day session and one day for setting up the rooms). On that basis, the cancellation fee in respect of an ordinary a session of the September Assemblies of Member States would be about 300,000 Swiss francs.

## III. PROPOSED NEW CONFERENCE HALL PROJECT (NCHP) AND ESTIMATED BUDGET

A. *General remarks*

30. Before outlining each of the two phases of the proposal for a new conference hall, and presenting an estimated budget, a number of general remarks are made in the following paragraphs in relation to the several questions: why should WIPO engage in building new conference facilities; why should the 2002 conference hall project not simply be revived; why should a new project be engaged now; where would the conference hall be built; how would the project be managed and costs controlled; why is it proposed to split the project in two phases; and, finally, what would the project consist of.

*(i) Why building new conference facilities?*

31. The options available elsewhere in Geneva do not allow WIPO to meet adequately the evolving needs of the Member States, when they meet either as the WIPO Assemblies, or as the Union of one of several of the main conventions or treaties administered by WIPO. The large demand for conference and meeting rooms facilities in Geneva originates not only from the UN and its specialized agencies, but also from local official institutions and a variety of private sector federations, associations and other entities. The need for an environment conducive to intergovernmental discussions on wide-ranging IP subjects has become more and more obvious for a number of years, and it includes as a minimum a sufficiently large conference room for plenary sessions and a number of small breakout rooms, some of which with interpretation facilities. Maximum flexibility and independence in choosing dates for meetings, in particular at short notice, have become a major difficulty for the Secretariat in servicing WIPO meetings.

32. Providing adequate conference and meeting rooms facilities for meetings of Member States and of other stakeholders in the IP field should be duly considered within the framework of the revised and expanded strategic goals, focusing on the work of the Organization in response to the changing external environment and to the urgent challenges for intellectual property in the 21<sup>st</sup> century, particular reference being made to Strategic Goal IX (“An efficient administrative and financial support structure to enable WIPO to deliver its programs”).

33. WIPO’s corporate image as “the place” (that is, both in a general and a physical (“the actual location”) sense) where IP matters are discussed would include offering to all stakeholders of the IP community professional tailored and income-generating<sup>13</sup> services in hosting, for example, annual meetings or other events organized by a variety of NGOs (professional associations and federations, expert committees, etc.). As another example, 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 any UN or other UN-family organizations; this could be a particular advantage for the benefit of countries, such as the developing countries and the LDCs. The Secretariat notes that this new conference hall would contribute to enhancing the unique features and advantages that the

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<sup>13</sup> A comprehensive policy would have to be established, taking due account of policies applied by other organizations and institutions (in particular, price levels, reservation, confirmation and cancellation modalities).

“Genève internationale” can offer to the international community, not only to the IP community.

34. Reverting to the functioning of the Organization as the employer of over 1,000 staff members or other employees, it would be highly advantageous and more efficient from a human resources management point of view to regroup the entire staff at a single meeting per event or subject.

35. Should the proposal to engage Phase One be approved by the Member States in December 2008, the estimated cost of servicing meetings as well as the estimated running cost of the facilities would be the subject of a detailed study to be presented to the Member States in September 2009.

*(ii) Why not simply revive the 2002 conference hall project?*

36. The 2002 conference hall project provided only for 650 seats, which, according to today's needs, is already grossly inadequate (the September 2007 and September 2008 sessions of the Assemblies of Member States were attended by more than 800 delegates each). Similarly, the design of that hall is no longer appropriate for providing WIPO with facilities commensurate with the types of external and internal meetings to be organized. Furthermore, the building permit granted by the local authorities in September 2002 is no longer valid. In view of the stricter requirements under the local laws and regulations and the obligation for WIPO, as a UN-family Organization, to implement much stricter safety and security requirements than at the time of the previous application, a new dossier for a building permit would have to be prepared and filed in any case. In seizing the opportunity to re-assess WIPO's needs today and for the future, the Secretariat is acting in a reasonable and professional manner *vis-à-vis* the Member States, the Host country and the local authorities (Republic, County and City of Geneva).

*(iii) Why go with the project now?*

37. In view of the ongoing worksite for the new administrative building and the underground link between the AB Building and the new building, there is a single available window, starting in September/October 2009, which would coincide, on the one hand, with the completion of major elements of that worksite, and, on the other hand, with the time at which the Member States would be invited to take a decision on the new conference hall project. This is the only opportunity to integrate a conference hall in the existing construction site. The delivery of the new building, and the subsequent relocation of staff currently housed in rented premises, would not be affected by the necessary modifications to the above-mentioned underground link, should the existing worksite be extended.

38. Should the Member States decide in September 2009, not to approve this new project, the ongoing worksite would continue as planned. Should a decision be taken later than September 2009, the cost of opening a new construction site would be significantly higher in terms of excavation works and major structural works, and the availability of construction companies would depend on their other mandates.

*(iv) Where would the conference hall be built?*

39. The new conference hall would be built on the same plot of land as that where the AB Building is located. That plot of land belongs to the Etat de Genève 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 South-East and South-West side and the (future) new building on the North-West side.

40. The Secretariat wishes to emphasize that, since a building permit had been granted in September 2002 for the same purpose (a conference hall) on the same plot of land, it can be reasonably expected that the local authorities would not see any issue of principle in respect of a new similar project.

(v) *How to manage the project and control costs?*

41. 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 envisages to use in principle the existing management structure (Project Charter, External management through the Project Pilot, internal management through the Construction Committee and internal monitoring through the Internal Project Monitoring Team) and cost controlling structure (External Auditor, WIPO Audit Committee and Internal Auditor). A number of aspects would have to be tailored to the specificities of the new conference hall project in view of the fact that the project would be implemented partly at the same time as the ongoing new construction project.

(vi) *Why propose a project split in two phases?*

42. The potential impact of the current financial and economic crisis needs to be carefully monitored, in particular through new tools which have been put in place recently and which will be strengthened in the coming months. The Secretariat will issue reports, for the benefit of Member States, on a quarterly basis.

43. A complete architectural and technical project, together with estimated budget and proposed financing, could not have been presented for the purposes of this December 2008 sessions of the PBC and of the Assemblies, in view of time constraints. The Secretariat did not wish to invite the PBC and the Member States to decide on a new project of this magnitude without providing them with solid and documented proposals.

44. As a consequence, the decision that Member States would be invited to take in September 2009 would be taken only after the presentation of:

- an analysis of the potential impact of the current financial and economic crisis, covering data over about one year, up to June 2009;
- the complete architectural and technical project; and
- the estimated budget and proposed financing.

(vii) *What would the new conference hall project consist of?*

45. On the basis of the practical experience of the past 18 years (since 1991, see footnote 2), the evolution of WIPO’s demand for meeting facilities, and the fact that the large demand for conference and meeting rooms facilities in Geneva originates not only from the UN and its specialized agencies, but also from local and international institutional and private sector entities, the following is an outline of what should be the main characteristics of new facilities that would allow WIPO to meet its needs today and in future years:

- (a) *a new main conference room with a capacity of between 800 and 1,000 seats and offering interpretation in at least seven languages, which would allow all delegations (Member States, IGOs and NGOs) to be in the same room for all major meetings; and*
- (b) *a number of new small meeting rooms with a capacity ranging from 10 to 40 seats, some of which with interpretation facilities in two or even three languages, easily accessible from the new main conference room, for breakout sessions.*

*B. Phase One (from December 2008 to June 2009): Complete architectural and technical project and estimated budget thereof*

*(i) Complete architectural and technical project*

46. The complete architectural and technical project, which the Secretariat intends to commission upon approval by the Member States, will comprise the following major elements to be established by the end of June 2009 for presentation to the PBC and Member States in September 2009:

- (a) Description of the “New Conference Hall Project” (NCHP):
  - a conference hall of a capacity of between 800 and 1,000 seats, equipped with interpretation facilities from and into eight to ten languages;
  - 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;
  - surrounding areas, including foyer, delegates lounge, and other commensurate service areas.
- (b) Elements, including blueprints and other plans, of the complete architectural and technical project will be prepared, in coordination with the Secretariat and the Project Pilot, by the following specialists:
  - architect
  - civil engineer
  - heating and ventilation engineer
  - electrical engineer
  - sanitary engineer

- (c) A complete architectural and technical dossier will be prepared with a view to be presented to the Swiss local authorities as a full application for a new building permit.
- (d) A detailed budget estimate for executing the project in accordance with the architectural and technical specifications.

(ii) *Estimated cost of Phase One for the period December 2008 to June 2009*

47. Based on preliminary proposals from the architect for the purposes of preparing this document, the estimated cost of the elements listed above has been calculated to be in the range of 4 to 4.2 million Swiss francs, covering the honoraria and related costs for all the architects, engineers and other specialists, as well as the Project Pilot.

48. The Secretariat would prepare a consolidated budget estimate, comprising:

- (a) the detailed budget estimate for executing the project in accordance with the architectural and technical specifications (see sub-paragraph 45(i)(d), above);
- (b) the estimated cost of certain honoraria and charges which would be financed from the regular budget (on the assumption that this new project would be handled similarly to the ongoing New Construction Project), such as honoraria for the Project Pilot and interest for a future loan;
- (c) the corresponding proposed financing for the project until completion, including operating costs (e.g., staffing, maintenance costs) and rental policy and prices (e.g., reservation and cancellation fees, administrative charges, billing of clients, marketing services).

C. *Phase Two (from September 2009 onwards): Decision on the project and, if approval thereof, execution of the project*

49. The complete architectural and technical project will serve as a basis for the PBC to make a recommendation to the Assemblies of Member States for them to decide whether to approve Phase Two of the proposed project.

50. Upon approval by the Member States, in September 2009, further detailed blueprints and further detailed descriptions will have to be prepared and drafted to constitute the actual "Terms of Reference" for the project, with the exception of the excavating and underground structural works which are covered below. Based on previous experience in the same area, it is expected that the tender processes required for a number of mandates would take from 10 to 12 months.

51. The excavating work and underground structural work will substantially affect the remaining phase of the ongoing construction of the new building and underground link with the AB Building. It is therefore essential that the current General Contractor be mandated to carry out these works, as soon as possible after approval by the Member States, that is, starting in October 2009, on the basis of the current contract specifications, albeit adjusted (through an addendum) to fit the architectural and technical specifications of the future conference hall.

52. After completion of the excavating and structural works, the remaining works should start around October 2010, which would ideally coincide with the end of the construction of the new building, without delaying the opening of the new building itself and the opening of the new ramp to the AB Building underground parking.

53. The Secretariat wishes to draw attention to the fact that the success of the project will require extensive high-quality coordination in the preparatory phases between the architect's team on the one hand and, on the other hand, the current Project Pilot, the current WIPO-contracted engineers, the current General Contractor and its sub-contractors, as well as the WIPO Secretariat (mainly the Construction Committee, the Internal Project Monitoring Team, the Buildings Division, the Safety and Security Coordination Service, the Conference Services). This coordination will have to subsequently encompass future companies and firms that will be engaged as a result of the necessary tender processes.

54. On the basis of preliminary estimates provided by the architect in the context of preparing this document, a conference hall of a capacity of between 800 and 1,000 seats would be estimated to cost about 60 million Swiss francs.

#### IV. PROPOSAL FOR FINANCING

55. It is proposed to appropriate 4.2 million Swiss francs from the WIPO reserves, in 2009, to cover the honoraria and related cost for the architect and all specialists for the preparation of the complete architectural and technical project adequate for filing an application for building permit with the local authorities, as detailed in paragraphs 46 to 48, above.

56. It is noted that the above-mentioned amount would have to be paid in any case, even if the Member States were to decide in September 2009 not to approve the project. On the other hand, if project is approved, this amount will come in deduction of the total estimated budget.

57. The Secretariat intends to propose, in September 2009, to finance the project (currently estimated at about 60 millions Swiss francs) partly from the WIPO reserves (25 million Swiss francs), the remainder through a commercial loan or other sources of financing. A detailed proposal will be presented by the Secretariat in September 2009, as indicated in paragraphs 49 to 54, above.

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

*(i) approve the appropriation of 4.2 million Swiss francs from the WIPO reserves, in 2009, to pay for the commissioning of a complete architectural and technical dossier for a new conference hall project which will be presented to the Member States for*

*consideration and decision in September 2009, (“Phase One”) as described in paragraphs 46 to 48; and*

*(ii) approve the proposal to examine the complete architectural and technical dossier for a new conference hall project, and the proposed detailed financing, in September 2009 and to decide thereon in September 2009, (“Phase Two”) as described in paragraphs 48 to 53.*

[Annex follows]

## ANNEX

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

| Main WIPO-administered<br>conventions and treaties | Number of Member<br>States* |      |      | % increase in membership<br>over previous years |              |
|--|-----------------------------|------|------|---|--------------|
|  | 1978                        | 1998 | 2008 | 2008 v. 1978                                    | 2008 v. 1998 |
|  |                             |      |      |   |              |
| <b>WIPO Convention</b>                             |                             |      | 184  |   |              |
|  |                             | 171  |      |   | 7.6%         |
|  | 106                         |      |      | 74%   |              |
| <b>Paris Convention</b>                            |                             |      | 172  |   |              |
|  |                             | 150  |      |   | 14.6%        |
|  | 88                          |      |      | 95%   |              |
| <b>Berne Convention</b>                            |                             |      | 164  |   |              |
|  |                             | 131  |      |   | 25%          |
|  | 70                          |      |      | 134%  |              |
| <b>Patent Cooperation Treaty (PCT)</b>             |                             |      | 139  |   |              |
|  |                             | 97   |      |   | 43%          |
|  | 15                          |      |      | 826%  |              |

\* 1978 and 1998 data extracted from document WO/GA/23/5, paragraph 19.

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

|        |   | <b>WIPO</b> | <b>Paris</b> | <b>PCT</b> | <b>PLT</b> | <b>Madrid A.</b> | <b>Madrid P.</b> | <b>TLT</b> | <b>BP</b> |
|--------|---|-------------|--------------|------------|------------|------------------|------------------|------------|-----------|
| UN 192 | Current* number of Member States  | 184         | 172          | 139        | 18         | 57               | 77               | 42         | 70        |
|        | <i>Potential additional number compared to number of UN Member States</i> | + 8         | + 20         | + 53       | + 174      | + 135            | + 115            | + 150      | + 122     |

|        |   | <b>WIPO</b> | <b>Berne</b> | <b>Rome</b> | <b>WCT</b> | <b>WPPT</b> | <b>Geneva</b> | <b>UPOV</b> |
|--------|---|-------------|--------------|-------------|------------|-------------|---------------|-------------|
| UN 192 | Current* number of Member States  | 184         | 164          | 87          | 76         | 67          | 66            | 65          |
|        | <i>Potential additional number compared to number of UN Member States</i> | + 8         | + 28         | + 105       | + 116      | + 125       | + 126         | +127        |

\* Situation as of October 15, 2008.

*Key to abbreviations:*

PLT: Patent Law Treaty; Madrid A.: Madrid Arrangement; 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).

**Table III: 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 | 2008 | 2008 v. 1978                   | 2008 v. 1998 |
|  | <b>Intergovernmental Organizations (IGOs)</b>   |      |      | 66                             |              |
|  |   | 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.



**Table IV: Number of meeting sessions\* held in WIPO existing meeting rooms**

|   | <b>2008**</b> |
|---|---------------|
| <b>Total number of meeting sessions held in all rooms combined</b>  | 1680          |
| <i>[Rooms A and B, Baeumer Room, Bilger Room, Uchtenhagen Room, Rooms AB-1.7, AB-1.24, AB-13.1, AB-13.2 and P&amp;G-040***]</i> |               |
| External meetings   | 830           |
| Internal meetings   | 850           |
| <b>Total number of meeting sessions held in Room A only</b>   | 90            |
| External meetings   | 72            |
| Internal meetings   | 18            |

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

\*\* The figures include, as of the date of this document, estimates for November and December 2008.

\*\*\* 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.

**Table V: 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>A/45 (September 2008)</i>  | <b>6</b>                  | <b>826</b>                      | 10                                    | 6 or 2                             | 119*                          |
| Member States   |                           | 724                             |                                       |                                    |                               |
| IGOs  |                           | 46                              |                                       |                                    |                               |
| NGOs  |                           | 54                              |                                       |                                    |                               |
| Other (WO/AC representatives)   |                           | 2                               |                                       |                                    |                               |
| <i>A/43 (September 2007)</i>  | <b>7</b>                  | <b>812</b>                      | 10                                    | 6 or 2                             | 156                           |
| Member States   |                           | 711                             |                                       |                                    |                               |
| IGOs  |                           | 41                              |                                       |                                    |                               |
| NGOs  |                           | 57                              |                                       |                                    |                               |
| Other (WO/AC representatives)   |                           | 3                               |                                       |                                    |                               |
| <i>Extraordinary session</i>  | <b>1</b>                  | <b>326</b>                      | 4                                     | 6 or 2                             | 4                             |
| Member States   |                           | 315                             |                                       |                                    |                               |
| IGOs  |                           | 3                               |                                       |                                    |                               |
| NGOs  |                           | 7                               |                                       |                                    |                               |
| Other (WO/AC representatives)   |                           | 1                               |                                       |                                    |                               |
| <b>Intergovernmental Conference on Genetic Resources, Traditional Knowledge and Folklore (IGCGRTKF)</b> |                           |                                 |                                       |                                    |                               |
| <i>IGC/13 (October 2008)</i>  | <b>5</b>                  | <b>359</b>                      | 8                                     | 6 or 2                             | 76                            |
| Member States   |                           | 256                             |                                       |                                    |                               |
| IGOs  |                           | 19                              |                                       |                                    |                               |
| NGOs  |                           | 84                              |                                       |                                    |                               |
| <i>IGC/12 (February 2008)</i>   | <b>5</b>                  | <b>276</b>                      | 8                                     | 6 or 2                             | 63                            |
| Member States   |                           | 186                             |                                       |                                    |                               |
| IGOs  |                           | 23                              |                                       |                                    |                               |
| NGOs  |                           | 67                              |                                       |                                    |                               |
| <i>IGC/11 (July 2007)</i>   | <b>5</b>                  | <b>336</b>                      | 8                                     | 6 or 2                             | **                            |
| Member States   |                           | 226                             |                                       |                                    |                               |
| IGOs  |                           | 31                              |                                       |                                    |                               |
| NGOs  |                           | 79                              |                                       |                                    |                               |

\* 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.

\*\* Data not available.

**Table VI: 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>PBC/13 (December 2008)</i>                 | <b>2</b>                  | <b>250*</b>                     | 8                                     | 6 or 2                             | **                            |
| Member States                                 |                           | **                              |                                       |                                    |                               |
| IGOs  |                           | **                              |                                       |                                    |                               |
| NGOs  |                           | **                              |                                       |                                    |                               |
| Other (WO/AC representatives)                 |                           | **                              |                                       |                                    |                               |
| <b>Standing Committee on Copyright (SCCR)</b> |                           |                                 |                                       |                                    |                               |
| <i>SCCR/17 (November 2008)</i>                | <b>5</b>                  | <b>280</b>                      | 8                                     | 3 or 2                             | **                            |
| Member States                                 |                           | **                              |                                       |                                    |                               |
| IGOs  |                           | **                              |                                       |                                    |                               |
| NGOs  |                           | **                              |                                       |                                    |                               |
| <b>Standing Committee on Trademarks (SCT)</b> |                           |                                 |                                       |                                    |                               |
| <i>SCT/20 (December 2008)</i>                 | <b>5</b>                  | <b>254*</b>                     | 1                                     | 3 or 2                             | **                            |
| Member States                                 |                           | **                              |                                       |                                    |                               |
| IGOs  |                           | **                              |                                       |                                    |                               |
| NGOs  |                           | **                              |                                       |                                    |                               |

\* Figure based on the basis of announced delegations.

\*\* Final figures not available yet.

**Table VII: 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> |                          |                                    |                                       |                                    |                               |
| (October 20, 2008)   | 1                        | 68                                 | 1                                     | none                               | 2                             |
| (October 21-22, 2008)  | 2                        | 64                                 | 5                                     | none                               | *                             |
| (October 23-24, 2008)  | 2                        | 61                                 | 7                                     | none                               | *                             |
| <b>Trademarks and designs training courses</b>                   |                          |                                    |                                       |                                    |                               |
| Designs (November 2008)  | 1                        | 40                                 | 1                                     | 2                                  | 2                             |
| Trademarks (November 2008)                                       | 2                        | 52                                 | 1                                     | none                               | 4                             |
| Designs (April 2008)   | 1                        | 27                                 | 1                                     | 2                                  | 2                             |
| Trademarks (April 2008)  | 2                        | 59                                 | 1                                     | none                               | 4                             |

\* Data not available.

**Table VIII: 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*                         |
|-----------------------------------|--------------------------------|--------------------------------------|-----------------------------------|---|---|--|
|                                   |                                | 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**                                | none                              | 29                                      | 55  | 6  |
| B                                 | 86                             | 67**                                 | 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***                       | 41                             | none                                 | 41**                              | none                                    | none  | none   |
| CAM-Celeste                       | 31                             | none                                 | 31                                | none                                    | none  | none   |
| [Not a room]<br>Salon Apollon**** | 140                            | none                                 | none                              | none                                    | 140   | Same as for Rooms A and B through headphones connections |

\* 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.

\*\* This number includes seats on the rostrum and for the Secretariat.

\*\*\* 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.

\*\*\*\* 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.

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

| Room  | Room capacity<br>—Maximum<br>—Other size rooms | Interpretation<br>facilities | Rental cost | Remarks   |
|---|--|------------------------------|-------------|---|
| <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.

[End of Annex and of document]