

WIPO Independent Advisory Oversight Committee

Thirty-Fifth Session
Geneva, November 13 to 17, 2014

REPORT

adopted by the WIPO Independent Advisory Oversight Committee

INTRODUCTION

1. The 35th session of the WIPO Independent Advisory Oversight Committee (IAOC) took place from November 13 to 17, 2014. Present were Mr. Fernando Nikitin (Chairperson), Ms. Mary Ncube (Vice-Chairperson), Messrs. Gábor Ámon, Anol Chatterji, Egbert Kaltenbach, Nikolay Lozinskiy and Zhang Guangliang.

AGENDA ITEM 1: ADOPTION OF THE AGENDA

2. The Committee adopted its Agenda, attached to this report as Annex I. A list of session documents is attached as Annex II.

AGENDA ITEM 2: INTERNAL OVERSIGHT

IOD Quarterly progress report and draft 2015 work plan

3. The IAOC took note that the Internal Oversight Division (IOD) had achieved its planned results for 2014 as defined in Program and Budget, and also welcomed some new IOD initiatives and approaches during the period, such as “continuous auditing”, which involves audit testing of selected key internal controls in WIPO in real-time or near real-time.

4. The Committee reviewed with the Director, IOD, elements of the draft IOD 2015 work plan, namely: risk assessment analysis; input provided by Member States and Management; and a list of areas not yet covered by IOD. The IAOC will review the final draft work plan in early December and provide its input in writing.

Modalities for publication of oversight reports

5. The Committee reviewed and provided input into a set of standard operating procedures for publication of oversight reports prepared by IOD to guide it on the publication of future oversight reports under the recently revised Internal Oversight Charter. These procedures will serve as a basis for the development of a corresponding policy.

Evaluation

6. The Committee reviewed an evaluation report EVAL 2014-01 “Strategic Goal VI: International Cooperation on Building Respect for Intellectual Property”. It welcomed the positive findings of the evaluation, as well as the constructive engagement between the evaluators and the Secretariat during the evaluation process, as reflected in the evaluator’s comments.

7. On the basis of its review of an IOD evaluation report on knowledge-sharing, and the Joint Inspection Unit’s Management and Administrative Review of WIPO, the IAOC had highlighted at its 34th session the need for a content management system and for a formal knowledge-sharing policy. The IAOC was informed that management action plans for the evaluation of knowledge-sharing have not yet been received. It wishes to review the plans at its next session.

Investigation

8. The IAOC discussed the current status of investigations within WIPO.

AGENDA ITEM 3: FOLLOW-UP ON OVERSIGHT RECOMMENDATIONS

9. The IAOC noted the approval by the General Assembly of the recommendations of the Program and Budget Committee (PBC) that the IAOC should, in accordance with its mandate, continue to review and oversee closely the actions taken by the Secretariat in response to its recommendations and those of IOD, and report on the matter to the PBC.
10. The IAOC reviews the status of implementation of all oversight recommendations twice a year. It also reviews every quarter very high risk recommendations and high risk recommendations closed without implementation following any Management-IOD disagreement on a recommendation's validity with a consequent acceptance by Management of residual risk.
11. The IAOC took note of the status of implementation of recommendations as of November 2014. It noted that external audit recommendations arising out of the auditor's work on the 2013 Financial Statements and performance audits were not yet fully integrated into the follow-up system, and that there was a need to harmonize risk categorization, phrasing of audit recommendations and the monitoring of open recommendations until closure. To this end, the Committee initiated correspondence with the External Auditor so as to enable external audit reports to be aligned with the existing practice that has been developed with the IOD and the Secretariat.

AGENDA ITEM 4: ETHICS

12. The IAOC met with the Executive Director and Chief of Staff, and the Director, Human Resources Management Department.
13. The IAOC was informed that a vacancy announcement for the post of Ethics Officer would soon be published. On the basis of a survey of UN system-wide practice, the Ethics Officer will in future report directly to the Director General. The Committee welcomes this alignment to best practices in the UN system.
14. It was further informed that, in line with an IAOC suggestion, the annual report of the Ethics Office would be submitted to the PBC as a stand-alone report rather than as an annex to the Director General's annual report on human resources.
15. As regards another IAOC suggestion that the annual work plan of the Ethics Office could benefit from review and advice by the Committee prior to its finalization, the IAOC was informed that, given the independence of the Ethics Office function, the IAOC would interact directly with the Ethics Officer.

AGENDA ITEM 5: NEW CONSTRUCTION PROJECTS

16. The IAOC noted that all IOD recommendations were now closed. As regards open external auditor recommendations, the IAOC plans to review these in detail at its next session.
17. The Committee had preliminary discussions with the Assistant Director General, Administration and Management, on the need to formulate and finalize a policy on the utilization of the new conference hall facility including its possible use by external parties. This will be kept under review by the IAOC until finalization.

AGENDA ITEM 6: PROPOSED REVISIONS TO THE IAOC'S RULES OF PROCEDURE AND ITS TERMS OF REFERENCE

18. The IAOC adopted revised Rules of Procedure, attached to this report as Annex III. The main change is a provision for special sessions by way of virtual meetings in a case of urgency.

19. As required under its terms of reference (ToR), the Committee also reviewed the current ToR and is suggesting a number of amendments in order to: align its ToR with recent changes to the Internal Oversight Charter; incorporate certain best practices in the functioning of oversight committees; and, elaborate on the Committee's role on giving advice in the area of investigations, including situations not otherwise covered in the existing oversight framework. The recommended changes are attached as Annex IV to this report and open for comments and any suggestions from Member States and the Secretariat. The IAOC intends to submit its final proposal to the next session of the PBC.

AGENDA ITEM 7: ELECTION OF A CHAIRPERSON AND VICE-CHAIRPERSON

20. In accordance with its Rules of Procedure, the IAOC elected Ms. Mary Ncube as Chairperson and Mr. Gábor Ámon as Vice-Chairperson, effective January 1, 2015, for a one year renewable term.

21. The IAOC wishes to place on record its deep appreciation of the leadership and guidance provided by the outgoing Chairperson, Mr. Fernando Nikitin, who will continue to serve on the Committee as a member.

AGENDA ITEM 8: INFORMATION SESSION FOR MEMBER STATES

22. An Information Session for Member States was held at which the IAOC briefed the representatives of Member States on deliberations during the present session.

AGENDA ITEM 9: OTHER MATTERS

23. The IAOC's next session will take place from March 23 to 27, 2015. The draft Agenda for that session is as follows:

1. Meeting with the Director General and the Senior Management Team
2. Meeting with the External Auditor
3. Internal Oversight
4. Follow-up on Oversight Recommendations
5. New Construction Projects
6. Follow-up on the Recruitment of the Ethics Officer
7. Meeting with the Ombudsperson
8. Proposed Revisions to the IAOC's Terms of Reference
9. Investigations
10. Committee Self-Assessment
11. Information Session for Member States
12. Other Matters

[Annex I follows]



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WIPO Independent Advisory Oversight Committee

Thirty-Fifth Session
Geneva, November 13 to 17, 2014

AGENDA

adopted by the WIPO Independent Advisory Oversight Committee

1. Adoption of the Agenda
2. Internal Oversight
3. Follow-up on Oversight Recommendations
4. Ethics
5. New Construction Projects
6. Proposed Revisions to the IAOC's Terms of Reference and Rules of Procedure
7. Election of a Chair and Vice-Chair
8. Information Session for Member States
9. Other Matters

[Annex II follows]

LIST OF DOCUMENTS

Item 2: Internal Oversight

IOD Quarterly Progress Report
Draft IOD 2015 Work Plan elements
Draft document IOC/SOP/2014/10 "Standard Operating Procedures.
Issuance and Publication of Oversight Reports"
Recommendation to IAOC from External Quality Assessment
Evaluation Report EVAL 2014-01 "Strategic Goal VI: International
Cooperation on Building Respect for Intellectual Property"
Status of Investigations caseload
Management Implication Report IOD-INV-2014-16

Item 3: Follow-up on Oversight Recommendations

Status of Oversight Recommendation – November 2014

Item 5: New Construction Projects

Quarterly Progress report prepared for IAOC/35
Status of Payments as at September 30, 2014
New Conference Hall Project Risk Register

[Annex III follows]

WIPO INDEPENDENT ADVISORY OVERSIGHT COMMITTEE

RULES OF PROCEDURE¹

I. Background

1. These rules of procedure have been adopted by the WIPO Independent Advisory Oversight Committee, hereinafter referred to as “the Committee”. They supplement the Terms of Reference of the Committee and shall be read together with and construed in a manner consistent with the Terms of Reference.

II. Chairperson and Vice-Chairperson

2. In accordance with the IAOC’s Terms of Reference the members shall elect a Chairperson and a Vice-Chairperson for a one-year renewable term commencing on 1 January of each year. The election shall take place in the last scheduled session of the year, or earlier if need be due to vacancy in any of these roles. The outgoing Chairperson shall continue to act as Chairperson until a new Chairperson has been elected.

3. The chairpersonship becomes vacant if the Chairperson ceases to hold membership in the Committee or is otherwise unable to discharge his/her responsibilities for the balance of the term. In case of a vacancy, the Vice-Chairperson shall assume the office of Chairperson until the expiration of his/her predecessor’s term of office. Members of the Committee shall elect another Vice-Chairperson from among the other members of the Committee.

4. The vice-chairpersonship becomes vacant if the Vice-Chairperson ceases to hold membership in the Committee or is otherwise unable to discharge his/her responsibilities for the balance of the term. In case of a vacancy, the members of the Committee shall elect another Vice-Chairperson from among the other members of the Committee.

5. Under the authority of the Committee, the Chairperson shall represent the Committee, shall attend hearings to respond to questions on the activities and findings of the Committee and shall serve as the chief spokesperson of the Committee. In the absence of the Chairperson, the Vice-Chairperson or another Committee member designated by the Chairperson shall act on his/her behalf.

6. In particular, the Chairperson shall:

- (a) Convene the sessions;
- (b) Prepare the provisional agenda for the session;
- (c) Conduct the meetings of the session;
- (d) Issue such correspondence on behalf of the Committee as may be required;
- (e) Represent the Committee, or nominate a Committee Member to act on his/her behalf, before such bodies, committees and the like as may be required;
- (f) Submit the Committee reports to the Program and Budget Committee;

¹ As adopted by the WIPO Independent Advisory Oversight Committee at its 35th session (November 2014).

7. The Vice-Chairperson shall:

- (a) Conduct the meetings during periods of absence of the Chairperson or of the inability of the Chairperson to carry out his/her duties;
- (b) Represent the Committee before such bodies, committees and the like as the Chairperson may request;

8. In the event of both the Chairperson and the Vice-Chairperson being absent, the remaining members may designate an Acting Chairperson from among themselves to conduct the meeting or the entire session.

III. Work Plan

9. The activities of the Committee shall be carried out based on an annual work plan to be adopted by the Committee.

IV. Sessions

10. The Committee shall hold four regular sessions a year and shall meet regularly every quarter in formal meeting, whenever possible in coordination with the relevant activities of the WIPO governing bodies. The dates of the regular sessions shall be established by the Chairperson in consultation with the members, the WIPO Secretariat and the Director, Internal Oversight Division (IOD).

11. At the request of the Chairperson and Vice-Chairperson or of at least four members of the Committee, the Committee may convene in special session, if the urgency or sensitivity of a matter requires a Committee decision without awaiting the next regular session. Special sessions may be conducted in a virtual meeting.

12. If a decision of the Committee is required between sessions and, in the opinion of the Chairperson, a special session is not required, the Chairperson shall solicit the views of the members by direct communication and give effect to the results as a Committee decision.

13. The Committee shall normally meet in closed sessions. The Committee may invite to its sessions individuals or parties it deems appropriate, including representatives of the WIPO Secretariat. The Committee shall meet at least twice a year in private sessions with the Director, IOD and with the External Auditor, respectively.

14. The Chairperson, with the support of the Committee's Secretary and in cooperation with Members of the Committee, shall prepare the draft report of each session and shall submit it for review and approval of all Committee members. Subsequently, the draft report shall be shared with the Secretariat and with the Director, IOD for correction of factual errors; other comments received from the Secretariat and/or the Director, IOD shall be considered.

15. Upon approval of the final report by the Committee, the Chairperson shall submit the report of each session in accordance with the Committee's Terms of Reference.

V. Information and Decisions

16. The Committee shall make every effort to arrive at its recommendations and advice by consensus. However, in the event no consensus can be reached, the Committee may decide by majority vote.

17. A member unable to attend a session of the Committee may make his/her views on the matters to the Chairperson or Vice-Chairperson to be considered in writing, or by way of telephone or videoconference.

VI. Agenda

18. The Chairperson shall prepare the provisional agenda for each session in consultation with the other members of the Committee and the Secretariat.

19. Members shall receive the provisional agenda and accompanying documents at least two weeks before the meeting is convened. Additional items shall be included in the provisional agenda if a member requests the Chairperson to do so at least five days before the date set for the session.

20. An item may be deleted from or added to the provisional agenda during the meeting with the approval of the majority of the members.

21. At the beginning of each session, the Committee shall adopt the agenda.

22. In order to facilitate the Committee's work, the Chairperson may assign, with their consent, to individual members of the Committee the preparation of specific agenda items or topics, taking into account the members' specific qualifications and experience.

23. At any time, members shall inform the Chairperson of any conflict of interest. Where an actual or potential conflict of interest arises, the interest shall be declared and, upon decision of the Committee, may cause the member concerned to be excused from the discussion and to abstain from voting on the matter. In such event, a quorum will be required from the remaining members.

VII. Official Correspondence of the Committee

24. Each member shall promptly circulate among members of the Committee any communications related to the functions of the Committee that he/she either receives or originates.

VIII. Confidentiality of Information

25. The Committee members, the Committee Secretary, observers and any third party invited by the Committee to attend its sessions or servicing them shall not make any document or information public without the Committee's prior authorization and shall be advised accordingly.

26. Any Committee member reporting on the Committee's work shall ensure that confidential materials are secured and shall keep other members adequately informed.

[Annex IV follows]

PROPOSED REVISIONS TO THE TERMS OF REFERENCE OF
THE WIPO INDEPENDENT ADVISORY OVERSIGHT COMMITTEE (IAOC)

Current Terms of Reference	IAOC's Proposed Revisions ("Track Changes")	IAOC's Proposed Revisions ("Clean" text)
<p>A. PREAMBLE</p> <p>1. In September 2005, the WIPO General Assembly approved the proposal of the Working Group of the Program and Budget Committee on the establishment of a WIPO Audit Committee in accordance with Annex II, A/41/10. In September 2010, the WIPO General Assembly approved proposals contained in document WO/GA/39/13 to change the title of the Committee into the Independent Advisory Oversight Committee and amend its composition and rotation procedures. The WIPO General Assembly approved revisions to the terms of reference as follows: in September 2007, to the proposals contained in document WO/GA/34/15; in September 2010, to the proposals contained in document WO/GA/39/13; in September 2011, to the proposals contained in document WO/GA/40/2; and in October 2012 to the proposals contained in document WO/GA/41/10 Rev.</p>	<p>A. PREAMBLE</p> <p>1. In September 2005, the WIPO General Assembly approved the proposal of the Working Group of the Program and Budget Committee on the establishment of a WIPO Audit Committee in accordance with Annex II, A/41/10. In September 2010, the WIPO General Assembly approved proposals contained in document WO/GA/39/13 to <u>a change to</u> the title of the Committee into the Independent Advisory Oversight Committee <u>(IAOC)</u> and <u>amended</u> its composition and rotation procedures. The WIPO General Assembly approved revisions to the terms of reference as follows: in September 2007, to the proposals contained in document WO/GA/34/15; in September 2010, to the proposals contained in document WO/GA/39/13; in September 2011, to the proposals contained in document WO/GA/40/2; and in October 2012 to the proposals contained in document WO/GA/41/10 Rev.</p>	<p>A. PREAMBLE</p> <p>1. In September 2005, the WIPO General Assembly approved the establishment of a WIPO Audit Committee. In September 2010, the WIPO General Assembly approved a change to the title of the Committee to the Independent Advisory Oversight Committee (IAOC) and amended its composition and rotation procedures.</p>
<p>B. FUNCTIONS AND RESPONSIBILITIES</p> <p>2. The Independent Advisory Oversight Committee of WIPO, which is a subsidiary body of the General Assembly and of the Program and Budget Committee, is an independent, expert advisory and external oversight body established to provide assurance to Member States on the appropriateness and effectiveness of internal controls at WIPO. It aims to assist Member States in their role of oversight and for better exercise of their governance responsibilities with respect to the various operations of WIPO. Its mandate is as follows:</p>	<p>B. FUNCTIONS AND RESPONSIBILITIES</p> <p>2. The Independent Advisory Oversight Committee <u>IAOC</u> of WIPO, which is a subsidiary body of the General Assembly and of the Program and Budget Committee, is an independent, expert advisory and external oversight body established to provide assurance to Member States on the <u>appropriateness adequacy</u> and effectiveness of internal controls <u>and of internal and external oversight</u> at WIPO. It aims to assist Member States in their role of oversight and <u>for better exercise of in exercising</u> their governance responsibilities with respect to the various operations of WIPO. Its mandate is as follows:</p>	<p>B. FUNCTIONS AND RESPONSIBILITIES</p> <p>2. The IAOC, which is a subsidiary body of the General Assembly and of the Program and Budget Committee, is an independent, expert advisory and external oversight body established to provide assurance to Member States on the adequacy and effectiveness of internal controls and of internal and external oversight at WIPO. It aims to assist Member States in their role of oversight and in exercising their governance responsibilities with respect to the various operations of WIPO. Its mandate is as follows:</p>

Current Terms of Reference		IAOC's Proposed Revisions ("Track Changes")	IAOC's Proposed Revisions ("Clean" text)
(a) Promoting internal control by:		(a) Promoting internal control by:	(a) Promoting internal control by:
(i) Systematic appraisal of management's actions to maintain and operate appropriate and effective internal controls;		(i) Systematic appraisal of <u>Systematically appraising</u> management's actions to maintain and operate <u>adequate</u> and effective internal controls;	(i) Systematically appraising management's actions to maintain and operate adequate and effective internal controls;
(ii) Contributing, through its scrutiny function, to the maintenance of the highest possible standards of financial management and the handling of any irregularities;		(ii) Contributing, through its scrutiny function, to the maintenance of the highest possible standards of financial management and the <u>of</u> handling of any irregularities;	(ii) Contributing, through its scrutiny function, to the maintenance of the highest possible standards of financial management and of handling any irregularities;
(iii) Reviewing the operation and effectiveness of the Financial Regulations;		(iii) Reviewing the operation and effectiveness of the Financial Regulations <u>and Rules</u> ;	(iii) Reviewing the effectiveness of the Financial Regulations and Rules;
(iv) Reviewing management's assessment and approach to risk;		(iv) Reviewing management's assessment <u>of</u> and approach to risk;	(iv) Reviewing management's assessment of and approach to risk;
(v) Reviewing arrangements for checks and balances in areas such as ethics, financial disclosure, fraud prevention and misconduct.		(v) Reviewing arrangements for checks and balances in areas such as <u>advising on the fraud and corruption prevention policy and on the ethics function, including the code of ethics, financial disclosure, and whistle blower protection</u> fraud prevention and misconduct.	(v) Reviewing and advising on the fraud and corruption prevention policy and on the ethics function, including the code of ethics, financial disclosure, and whistle blower protection.
(vi) Reviewing and recommending for the approval of the Program and Budget Committee the annual plans of the various WIPO internal oversight functions.		(vi) Reviewing and recommending for the approval of the Program and Budget Committee the annual plans of the various WIPO internal oversight functions.	
(b) Focusing assurance resources by:		(b) Focusing <u>Providing</u> assurance resources <u>to the General Assembly</u> by:	(b) Providing assurance to the General Assembly by:
(i) Reviewing and monitoring the effectiveness of WIPO's internal audit function;		(i) Reviewing and monitoring the effectiveness <u>and operational independence</u> of WIPO's internal audit, <u>evaluation and investigation</u> functions;	(i) Reviewing and monitoring the effectiveness and operational independence of WIPO's internal audit, evaluation and investigation functions;

Current Terms of Reference	IAOC's Proposed Revisions ("Track Changes")	IAOC's Proposed Revisions ("Clean" text)
	(ii)(ii) <u>Reviewing and providing advice on the proposed annual work plans of the Internal Oversight Division and of the Ethics Office;</u>	(ii) Reviewing and providing advice on the proposed annual work plans of the Internal Oversight Division and of the Ethics Office;
(ii) Exchanging information and views with the external auditor, including his/her audit plan;	(iii) Exchanging information and views with the external auditor, including his/her audit plan;	(iii) Exchanging information and views with the external auditor, including his/her audit plan;
(iii) Promoting effective coordination of activities between the internal and external audit function and reviewing the collective internal oversight coverage of various WIPO functions, including <i>inter alia</i> , the Internal Audit and Oversight Division, the Office of the Ombudsman, the Ethics Office and the Office of the Chief Financial Officer (Controller);	(iii)(iv) Promoting effective coordination of activities between the internal and external audit function and reviewing the collective internal oversight coverage of various WIPO functions, including inter alia , the Internal Audit and Oversight Division, the Office of the Ombudsman, the Ethics Office and the Office of the Chief Financial Officer (Controller);	(iv) Promoting effective coordination between the internal and external audit function and reviewing the collective internal oversight coverage of various WIPO functions, including the Internal Oversight Division, the Office of the Ombudsman, the Ethics Office and the Office of the Controller;
(iv) Confirming audit and assurance arrangements have been conducted and delivered during the year to provide the necessary levels of assurance required by the General Assembly.	(iv)(v) Confirming audit and assurance arrangements <u>that oversight functions</u> have been conducted and delivered during the year <u>carried out</u> to provide the necessary levels of <u>reasonable</u> assurance required by <u>to</u> the General Assembly.;	(v) Confirming that oversight functions have been carried out to provide reasonable assurance to the General Assembly;
	(vi) <u>Providing input to the performance appraisals of the Director, Internal Oversight Division and of the Ethics Officer;</u>	(vi) Providing input to the performance appraisals of the Director, Internal Oversight Division and of the Ethics Officer;
	(vii) <u>Advising the Director General on the appointment and dismissal, if any, of the Director, Internal Oversight Division.</u>	(vii) Advising the Director General on the appointment and dismissal, if any, of the Director, Internal Oversight Division.

Current Terms of Reference		IAOC's Proposed Revisions ("Track Changes")	IAOC's Proposed Revisions ("Clean" text)
(c) Overseeing audit performance by:		(c) Overseeing audit performance <u>compliance with internal and external oversight recommendations</u> by:	(c) Overseeing compliance with internal and external oversight recommendations by:
(i) Monitoring the timely, effective and appropriate responses from management with regard to audit recommendations;		(i) Monitoring the timely, effective and appropriate responses from <u>timeliness, effectiveness and adequacy of</u> management with regard <u>responses to audit, evaluation and investigation</u> recommendations;	(i) Monitoring the timeliness, effectiveness and adequacy of management responses to audit, evaluation and investigation recommendations;
(ii) Monitoring the implementation of audit recommendations;		(ii) Monitoring the implementation of audit <u>oversight</u> recommendations;	(ii) Monitoring the implementation of oversight recommendations;
(iii) Monitoring the delivery and content of financial statements in accordance with the requirements of the Financial Regulations.		(iii) Monitoring the delivery and content of financial statements in accordance with the requirements of the Financial Regulations.	(iii) Monitoring the delivery and content of financial statements in accordance with the requirements of the Financial Regulations.
		<u>(cc) Overseeing and supporting investigations:</u>	(cc) Overseeing and supporting investigations:
		<u>(i) In cases of significant impairment to independence and objectivity, including conflicts of interest, the IAOC shall provide advice to the Director, Internal Oversight Division on how to proceed;</u>	(i) In cases of significant impairment to independence and objectivity, including conflicts of interest, the IAOC shall provide advice to the Director, Internal Oversight Division on how to proceed;
		<u>(ii) In cases of allegations of misconduct against the Director, Internal Oversight Division, the IAOC shall review the allegations and provide advice to the Director General and/or the Chair of the Coordination Committee, on how to proceed. In those cases of allegations of misconduct against the Director General, which the Director, Internal Oversight Division, on grounds of a conflict of interest, is unable to evaluate or investigate, the IAOC shall review the allegations and provide advice to the Chairs of the General Assembly and of the Coordination Committee on how to proceed.</u>	(ii) In cases of allegations of misconduct against the Director, Internal Oversight Division, the IAOC shall review the allegations and provide advice to the Director General and/or the Chair of the Coordination Committee, on how to proceed. In those cases of allegations of misconduct against the Director General, which the Director, Internal Oversight Division, on grounds of a conflict of interest, is unable to evaluate or investigate, the IAOC shall review the allegations and provide advice to the Chairs of the General Assembly and of the Coordination Committee on how to proceed.

Current Terms of Reference	IAOC's Proposed Revisions ("Track Changes")	IAOC's Proposed Revisions ("Clean" text)
	(iii) Such advice shall normally entail:	(iii) Such advice shall normally entail:
	a. <u>a recommendation whether to initiate a preliminary evaluation of the allegations made;</u>	a. a recommendation whether to initiate a preliminary evaluation of the allegations made;
	b. <u>a recommendation whether, based on the preliminary evaluation results, a full investigation should be initiated;</u>	b. a recommendation whether, based on the preliminary evaluation results, a full investigation should be initiated;
	c. <u>a recommendation as to which Investigative Office of the United Nations system the preliminary evaluation and the investigation, if any, should be entrusted.</u>	c. a recommendation as to which Investigative Office of the United Nations system the preliminary evaluation and the investigation, if any, should be entrusted.
(d) The Program and Budget Committee may from time to time request the Independent Advisory Oversight Committee to review or oversee particular activities and projects.	(d) The Program and Budget Committee may from time to time request the <u>IAOC</u> Independent Advisory Oversight Committee to review or oversee particular activities and projects.	(d) The Program and Budget Committee may from time to time request the IAOC to review or oversee particular activities and projects.
(e) The Independent Advisory Oversight Committee shall make recommendations to the Program and Budget Committee on issues within the terms of reference of the Independent Advisory Oversight Committee, as it considers appropriate and:	(e) The <u>IAOC</u> Independent Advisory Oversight Committee shall make recommendations to the Program and Budget Committee on issues within the its terms of reference of the Independent Advisory Oversight Committee , as it considers appropriate and:	(e) The IAOC shall make recommendations to the Program and Budget Committee on issues within its terms of reference, as it considers appropriate and:
(i) Review, at least every three years, the content of the Financial Regulations and Rules including its Annexes "WIPO Internal Oversight Charter" (Annex I), "Terms of Reference Governing External Audit" (Annex II), and "Terms of Reference of the WIPO Independent Advisory Oversight Committee" (Annex III), for compliance with the International Standards for the Professional Practice of Internal Auditing and make recommendations to the Program and Budget Committee.	(i) Review, at least every three years, the content of the Financial Regulations and Rules including its Annexes "WIPO Internal Oversight Charter" (Annex I), "Terms of Reference Governing External Audit" (Annex II), and "Terms of Reference of the WIPO Independent Advisory Oversight Committee" (Annex III), for compliance with the International <u>Generally Accepted Standards for the Professional Practice of Internal Auditing</u> and with best practice and make recommendations to the Program and Budget Committee.	(i) Review, at least every three years, the content of the Financial Regulations and Rules including its Annexes "WIPO Internal Oversight Charter" (Annex I), "Terms of Reference Governing External Audit" (Annex II), and "Terms of Reference of the WIPO Independent Advisory Oversight Committee" (Annex III), for compliance with Generally Accepted Standards and with best practice and make recommendations to the Program and Budget Committee.

Current Terms of Reference		IAOC's Proposed Revisions ("Track Changes")	IAOC's Proposed Revisions ("Clean" text)
(ii) Review the results of the internal and ongoing quality self-assessments of the assurance/improvement program and, at least every five years, the results of external independent reviews, in accordance with the International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors.		(ii) Review the results of the internal and ongoing quality self-assessments of the assurance/ <u>and</u> improvement program <u>of the internal oversight function and</u> , at least every five years, the results of external <u>its internal self-assessments and</u> independent external reviews, in accordance with the International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors <u>Oversight Charter</u> .	(ii) Review the quality assurance and improvement program of the internal oversight function and the results of its internal self-assessments and independent external reviews, in accordance with the Internal Oversight Charter.
C. MEMBERSHIP AND QUALIFICATIONS		C. MEMBERSHIP AND QUALIFICATIONS	C. MEMBERSHIP AND QUALIFICATIONS
3. As of February 2011, the Independent Advisory Oversight Committee will be composed of seven members, from each of the seven geographical regions of WIPO Member States. The seven members will be nominated by the Program and Budget Committee following a selection process carried out by a Selection Panel set up by the Committee for this purpose, to be assisted by the current WIPO Independent Advisory Oversight Committee. However, in case there is no candidate who meets the criteria established by the Selection Panel in accordance with the General Assembly decision (recorded in paragraph 30, document WO/GA/39/14) as contained in paragraphs 14, 15, 21, 22 and 26 of document WO/GA/39/13, available from any region, the position would be filled in by the highest ranking candidate in the Independent Advisory Oversight Committee's assessment irrespective of his or her regional representation.		3. As of February 2011, the <u>The IAOC</u> Independent Advisory Oversight Committee will <u>shall</u> be composed of seven members, from each of the seven geographical regions of WIPO Member States. The seven members will be nominated by the Program and Budget Committee following a selection process carried out by a Selection Panel set up by the Committee for this purpose, to be assisted by the current <u>WIPO IAOC</u> Independent Advisory Oversight Committee. However, in case there is no candidate who meets the criteria established by the Selection Panel in accordance with the General Assembly decision (recorded in paragraph 30, document WO/GA/39/14) as contained in paragraphs 14, 15, 21, 22 and 26 of document WO/GA/39/13, available from any region, the position would be filled in by the highest ranking candidate in the <u>IAOC</u> Independent Advisory Oversight Committee's assessment irrespective of his or her regional representation.	3. The IAOC shall be composed of seven members, from each of the seven geographical regions of WIPO Member States. The seven members will be nominated by the Program and Budget Committee following a selection process carried out by a Selection Panel set up by the Committee for this purpose, to be assisted by the current WIPO IAOC. However, in case there is no candidate who meets the criteria established by the Selection Panel in accordance with the General Assembly decision (recorded in paragraph 30, document WO/GA/39/14) as contained in paragraphs 14, 15, 21, 22 and 26 of document WO/GA/39/13, available from any region, the position would be filled in by the highest ranking candidate in the IAOC's assessment irrespective of his or her regional representation.
4. The rotation mechanism for the Independent Advisory Oversight Committee members will be as follows:		4. The rotation mechanism for the <u>IAOC</u> Independent Advisory Oversight Committee members will be as follows:	4. The rotation mechanism for the IAOC members will be as follows:
(i) No member of the Independent Advisory Oversight Committee shall serve for more than six years in aggregate;		(i) No member of the <u>IAOC</u> Independent Advisory Oversight Committee shall serve for more than six years in aggregate;	(i) No member of the IAOC shall serve for more than six years in aggregate;

Current Terms of Reference	IAOC's Proposed Revisions ("Track Changes")	IAOC's Proposed Revisions ("Clean" text)
(ii) Four members of the new Independent Advisory Oversight Committee, starting in February 2011, would serve a term of three years, renewable once and for a final term;	(ii) Four members of the new <u>IAOC</u> Independent Advisory Oversight Committee , starting in February 2011, would serve a term of three years, renewable once and for a final term;	(ii) Four members of the new IAOC, starting in February 2011, would serve a term of three years, renewable once and for a final term;
(iii) Three members of the new Independent Advisory Oversight Committee would serve a term of three years, non-renewable;	(iii) Three members of the new <u>IAOC</u> Independent Advisory Oversight Committee would serve a term of three years, non-renewable;	(iii) Three members of the new IAOC would serve a term of three years, non-renewable;
(iv) The term of the new members would be determined by drawing of lots at the first meeting of the Independent Advisory Oversight Committee in 2011;	(iv) The term of the new members would be determined by drawing of lots at the first meeting of the <u>IAOC</u> Independent Advisory Oversight Committee in 2011;	(iv) The term of the new members would be determined by drawing of lots at the first meeting of the IAOC in 2011;
(v) After the first three-year period, all members of the Independent Advisory Oversight Committee would be nominated for a term of three years, renewable once, except as provided under paragraph 4(iii) above;	(v) After the first three-year period, all members of the <u>IAOC</u> Independent Advisory Oversight Committee would be nominated for a term of three years, renewable once, except as provided under paragraph 4(iii) above;	(v) After the first three-year period, all members of the IAOC would be nominated for a term of three years, renewable once, except as provided under paragraph 4(iii) above;
(vi) Each member of the Independent Advisory Oversight Committee would be replaced by a candidate from the same geographical region that he or she belongs to. If the departing member belongs to a Group that already has another representative, he/she will be replaced by a member originating from the Group(s) not represented in the Committee. However, in case there is no candidate who meets the criteria established by the Selection Panel in accordance with the General Assembly decision (recorded in paragraph 30, of document WO/GA/39/14) as contained in paragraphs 14, 15, 21, 22 and 26 of document WO/GA/39/13, available from any region, the position would be filled in by the highest ranking candidate in the Independent Advisory Oversight Committee's assessment irrespective of his or her regional representation;	(vi) Each member of the <u>IAOC</u> Independent Advisory Oversight Committee would be replaced by a candidate from the same geographical region that he or she belongs to. If the departing member belongs to a Group that already has another representative, he/she will be replaced by a member originating from the Group(s) not represented in the Committee. However, in case there is no candidate who meets the criteria established by the Selection Panel in accordance with the General Assembly decision (recorded in paragraph 30, of document WO/GA/39/14) as contained in paragraphs 14, 15, 21, 22 and 26 of document WO/GA/39/13, available from any region, the position would be filled in by the highest ranking candidate in the <u>IAOC</u> Independent Advisory Oversight Committee's assessment irrespective of his or her regional representation;	(vi) Each member of the IAOC would be replaced by a candidate from the same geographical region that he or she belongs to. If the departing member belongs to a Group that already has another representative, he/she will be replaced by a member originating from the Group(s) not represented in the Committee. However, in case there is no candidate who meets the criteria established by the Selection Panel in accordance with the General Assembly decision (recorded in paragraph 30, of document WO/GA/39/14) as contained in paragraphs 14, 15, 21, 22 and 26 of document WO/GA/39/13, available from any region, the position would be filled in by the highest ranking candidate in the IAOC's assessment irrespective of his or her regional representation;

Current Terms of Reference		IAOC's Proposed Revisions ("Track Changes")	IAOC's Proposed Revisions ("Clean" text)
<p>(vii) The selection process used for selection of new Committee members effective January 2011 as described in paragraph 28 of document WO/GA/39/13 will also be applied in the case of selection of new members of the Independent Advisory Oversight Committee, except as provided for in paragraph 4(viii) below;</p>		<p>(vii) The selection process used for selection of new Committee members effective January 2011 as described in paragraph 28 of document WO/GA/39/13 will also be applied in the case of selection of new members of the <u>IAOC</u> Independent Advisory Oversight Committee, except as provided for in paragraph 4(viii) below;</p>	<p>(vii) The selection process used for selection of new Committee members effective January 2011 as described in paragraph 28 of document WO/GA/39/13 will also be applied in the case of selection of new members of the IAOC, except as provided for in paragraph 4(viii) below;</p>
<p>(viii) A roster/pool of experts identified during the selection process may be used in case of resignation or demise of a member of the Independent Advisory Oversight Committee while serving his or her term.</p>		<p>(viii) A roster/pool of experts identified during the selection process may be used in case of resignation or demise of a member of the <u>IAOC</u> Independent Advisory Oversight Committee while serving his or her term.</p>	<p>(viii) A roster/pool of experts identified during the selection process may be used in case of resignation or demise of a member of the IAOC while serving his or her term.</p>
<p>5. The members of the Independent Advisory Oversight Committee shall select a Chair and Deputy Chair.</p>		<p>5. The members of the Independent Advisory Oversight Committee shall select a Chair and Deputy Chair. <i>[Pro domo: see new section "D. Chairpersonship", below]</i></p>	
<p>6. The Selection Panel, in recommending candidates for nomination by the Program and Budget Committee shall ensure that the candidates possess relevant qualifications and experience, for example, in auditing, evaluation, accounting, risk management, legal affairs, information technology, human resources management and other financial and administrative matters. Expertise as well as geographical distribution and rotation should guide the selection process. In making its final recommendations to the Program and Budget Committee, the Selection Panel will try to ensure collegiality, the right mix of skills and expertise, and gender balance in the overall composition of the Committee. Due consideration shall be given to the availability, commitment, professionalism, integrity and independence of the candidates. Members of the Independent Advisory Oversight Committee and their immediate family members shall not be eligible for employment at WIPO either directly or indirectly during their mandate period and for up to five years after their mandate period. Candidates must possess a demonstrated working knowledge of WIPO official languages, in particular English or French. When making its recommendations to the Program and Budget</p>		<p>6. The Selection Panel, in recommending candidates for nomination by the Program and Budget Committee shall ensure that the candidates possess relevant qualifications and experience, for example, in auditing, evaluation, accounting, risk management, legal affairs, information technology, human resources management and other financial and administrative matters. Expertise as well as geographical distribution and rotation should guide the selection process. In making its final recommendations to the Program and Budget Committee, the Selection Panel will try to ensure collegiality, the right mix of skills and expertise, and gender balance in the overall composition of the Committee. Due consideration shall be given to the availability, commitment, professionalism, integrity and independence of the candidates. Members of the Independent Advisory Oversight Committee and their immediate family members shall not be eligible for employment at WIPO either directly or indirectly during their mandate period and for up to five years after their mandate period. Candidates must possess <i>[Pro domo: This sentence has been moved to new paragraph 10, below]</i> <u>Candidates must possess</u> a demonstrated working knowledge of WIPO official</p>	<p>5. The Selection Panel, in recommending candidates for nomination by the Program and Budget Committee shall ensure that the candidates possess relevant qualifications and experience, for example, in auditing, evaluation, accounting, risk management, legal affairs, information technology, human resources management and other financial and administrative matters. Expertise as well as geographical distribution and rotation should guide the selection process. In making its final recommendations to the Program and Budget Committee, the Selection Panel will try to ensure collegiality, the right mix of skills and expertise, and gender balance in the overall composition of the Committee. Due consideration shall be given to the availability, commitment, professionalism, integrity and independence of the candidates. Candidates must possess a demonstrated working knowledge of WIPO official languages, in particular English or French. When making its recommendations to the Program and Budget Committee the Selection Panel shall provide redacted curricula vitae for all individuals being nominated for appointment to the IAOC.</p>

Current Terms of Reference	IAOC's Proposed Revisions ("Track Changes")	IAOC's Proposed Revisions ("Clean" text)
Committee the Selection Panel shall provide redacted curricula vitae for all individuals being nominated for appointment to the Independent Advisory Oversight Committee.	languages, in particular English or French. When making its recommendations to the Program and Budget Committee the Selection Panel shall provide redacted curricula vitae for all individuals being nominated for appointment to the <u>IAOC</u> Independent Advisory Oversight Committee.	
7. The Independent Advisory Oversight Committee should corporately possess the following competencies:	7.6. The <u>IAOC</u> Independent Advisory Oversight Committee should corporately <u>collectively</u> possess the following competencies:	6. The IAOC should collectively possess the following competencies:
(a) Technical or specialist knowledge of issues pertinent to the Organization's business;	(a) Technical or specialist knowledge of issues pertinent to the Organization's business;	(a) Technical or specialist knowledge of issues pertinent to the Organization's business;
(b) Experience of managing similar sized organizations;	(b) Experience of managing similar sized organizations <u>of similar size and complexity</u> ;	(b) Experience of managing organizations of similar size and complexity;
(c) Understanding of the wider relevant environments in which the Organization operates, including its objectives, culture and structure;	(c) Understanding of the wider relevant environments in which the Organization operates, including its objectives, culture and structure;	(c) Understanding of the wider relevant environments in which the Organization operates, including its objectives, culture and structure;
(d) Detailed understanding of the Organization's governance environment and accountability structures;	(d) Detailed understanding of the Organization's governance environment and accountability structures;	(d) Detailed understanding of the Organization's governance environment and accountability structures;
(e) Oversight or management experience at senior level in the United Nations system.	(e) Oversight or management experience at senior level in the United Nations system.	(e) Oversight or management experience at senior level in the United Nations system.
(f) International and/or intergovernmental experience.	(f) International and/or intergovernmental experience.	(f) International and/or intergovernmental experience.
87. New members should have or should acquire by a structured induction program organized by the WIPO Secretariat in consultation and with the participation of Member States an understanding of the objectives of the Organization, its structure and its culture, and the relevant rules governing it.	87. New members should have or should acquire by a structured induction program organized by the WIPO Secretariat in consultation and with the participation of Member States an understanding of the objectives of the Organization, its structure and its culture, and the relevant rules governing it.	7. New members should have or should acquire by a structured induction program organized by the WIPO Secretariat in consultation and with the participation of Member States an understanding of the objectives of the Organization, its structure and its culture, and the relevant rules governing it.

Current Terms of Reference		IAOC's Proposed Revisions ("Track Changes")	IAOC's Proposed Revisions ("Clean" text)
		8. <u>Members shall serve in their personal capacity; they cannot delegate their duties and may not be represented by any other person in the sessions of the Committee. In performing their duties, members shall not seek or receive instructions from any Government or any other party.</u>	8. Members shall serve in their personal capacity; they cannot delegate their duties and may not be represented by any other person in the sessions of the Committee. In performing their duties, members shall not seek or receive instructions from any Government or any other party.
		9. <u>Members of the IAOC shall sign a statement of disclosure of interest.</u>	9. Members of the IAOC shall sign a statement of disclosure of interest.
		10. <u>Members of the IAOC and their immediate family members shall not be eligible for employment at WIPO either directly or indirectly during their mandate period and for up to five years after their mandate period.</u>	10. Members of the IAOC and their immediate family members shall not be eligible for employment at WIPO either directly or indirectly during their mandate period and for up to five years after their mandate period.
		<u>D. CHAIRPERSONSHIP</u>	D. CHAIRPERSONSHIP
		11. <u>The members of the IAOC shall elect annually a Chairperson and a Vice-Chairperson. In the event of the chairpersonship becoming vacant during the term, the Vice-Chairperson shall assume the office of the Chairperson until the expiration of the predecessor's term and members shall elect another Vice-Chairperson. In the event of both the Chairperson and the Vice-Chairperson being absent, the remaining members may designate an Acting Chairperson from among themselves to conduct the meeting or the entire session.</u>	11. The members of the IAOC shall elect annually a Chairperson and a Vice-Chairperson. In the event of the chairpersonship becoming vacant during the term, the Vice-Chairperson shall assume the office of the Chairperson until the expiration of the predecessor's term and members shall elect another Vice-Chairperson. In the event of both the Chairperson and the Vice-Chairperson being absent, the remaining members may designate an Acting Chairperson from among themselves to conduct the meeting or the entire session.
		<u>E. REIMBURSEMENT OF COSTS</u>	E. REIMBURSEMENT OF COSTS
		12. <u>Members will not be remunerated for activities undertaken in their capacity as members of the Committee. However, WIPO shall reimburse Committee members, in accordance with WIPO Financial Regulations and Rules, for any travel and subsistence costs that are necessarily incurred in relation to participation in Committee and other official meetings.</u>	12. Members will not be remunerated for activities undertaken in their capacity as members of the Committee. However, WIPO shall reimburse Committee members, in accordance with WIPO Financial Regulations and Rules, for any travel and subsistence costs that are necessarily incurred in relation to participation in Committee and other official meetings.

Current Terms of Reference	IAOC's Proposed Revisions ("Track Changes")	IAOC's Proposed Revisions ("Clean" text)
	<u>F. INDEMNITY OF MEMBERS</u>	F. INDEMNITY OF MEMBERS
	<u>13. Committee members will be indemnified from actions taken against them as a result of activities performed in the course of exercising their responsibilities as members of the Committee, as long as such activities are performed in good faith and with due diligence.</u>	13. Committee members will be indemnified from actions taken against them as a result of activities performed in the course of exercising their responsibilities as members of the Committee, as long as such activities are performed in good faith and with due diligence.
D. MEETINGS AND QUORUM	<u>DG. MEETINGS AND QUORUM</u>	G. MEETINGS AND QUORUM
9. The Independent Advisory Oversight Committee will meet regularly every quarter in formal meeting.	9 <u>14.</u> The IAOC <u>Independent Advisory Oversight Committee</u> will meet regularly every quarter in formal meeting session <u>. In exigent circumstances, the Committee may decide to consider issues through virtual consultations and come to conclusions that will have the same force as conclusions arrived at during its regular sessions.</u>	14. The IAOC will meet regularly every quarter in formal session. In exigent circumstances, the Committee may decide to consider issues through virtual consultations and come to conclusions that will have the same force as conclusions arrived at during its regular sessions.
10. A minimum of four members of the Independent Advisory Oversight Committee are required to be present for a meeting of the Committee to be quorate.	10 <u>15.</u> A minimum of four members of the IAOC <u>Independent Advisory Oversight Committee</u> are required to be present for a meeting of the Committee to be quorate.	15. A minimum of four members of the IAOC are required to be present for a meeting of the Committee to be quorate.
11. The Independent Advisory Oversight Committee may invite officials of the WIPO Secretariat or others to attend meetings.	11 <u>16.</u> The IAOC <u>Independent Advisory Oversight Committee</u> may invite officials of the WIPO Secretariat or others to attend meetings its sessions <u>.</u>	16. The IAOC may invite officials of the WIPO Secretariat or others to attend its sessions.
	<u>17. The IAOC shall meet at least twice a year in private sessions with the Director, Internal Oversight Division and with the External Auditor, respectively.</u>	17. The IAOC shall meet at least twice a year in private sessions with the Director, Internal Oversight Division and with the External Auditor, respectively.
E. REPORTING AND REVIEW	<u>EH. REPORTING AND REVIEW</u>	H. REPORTING AND REVIEW
12. The Independent Advisory Oversight Committee shall keep Member States informed of its work on a regular basis. In particular, following each of its formal meetings the Committee shall organize a meeting with WIPO Member States and prepare a report for circulation to the Program and Budget Committee.	12 <u>18.</u> The IAOC <u>Independent Advisory Oversight Committee</u> shall keep Member States informed of its work on a regular basis. In particular, following each of its formal meetings sessions <u> the Committee shall organize an information meeting with representatives of WIPO Member States and prepare submit a report for circulation to the Program and Budget Committee.</u>	18. The IAOC shall keep Member States informed of its work on a regular basis. In particular, following each of its formal sessions the Committee shall organize an information meeting with representatives of WIPO Member States and submit a report to the Program and Budget Committee.

Current Terms of Reference	IAOC's Proposed Revisions ("Track Changes")	IAOC's Proposed Revisions ("Clean" text)
13. Based on its review of the Internal and External Audit functions of WIPO and its interactions with the Secretariat, the Independent Advisory Oversight Committee will submit an annual report to the Program and Budget Committee and to the WIPO General Assembly.	13 19 . Based on its review of the Internal <u>internal</u> and External Audit <u>external audit</u> functions of WIPO and its interactions with the Secretariat, the IAOC <u>Independent Advisory Oversight Committee</u> will will <u>shall</u> submit an annual report to the Program and Budget Committee and to the WIPO General Assembly.	19. Based on its review of the internal and external audit functions of WIPO and its interactions with the Secretariat, the IAOC shall submit an annual report to the Program and Budget Committee and to the WIPO General Assembly.
14. The Independent Advisory Oversight Committee shall consider the reports of the External Auditor presented to the Program and Budget Committee and provide comments for consideration by the Program and Budget Committee to facilitate its report to the General Assembly as provided for in Financial Regulation 8.11.	14 20 . The IAOC <u>Independent Advisory Oversight Committee</u> shall consider the reports of the External Auditor presented to the Program and Budget Committee and provide comments for consideration by the Program and Budget Committee to facilitate its report to the General Assembly as provided for in Financial Regulation 8.11. <u>To this end, the IAOC shall receive a signed copy of the External Auditor's Report at least four weeks prior to the session of the Program and Budget Committee.</u>	20. The IAOC shall consider the reports of the External Auditor presented to the Program and Budget Committee and provide comments for consideration by the Program and Budget Committee to facilitate its report to the General Assembly as provided for in Financial Regulation 8.11. To this end, the IAOC shall receive a signed copy of the External Auditor's Report at least four weeks prior to the session of the Program and Budget Committee.
15. Member States will review, every three years, the mandate, functioning, membership, selection and rotation of the Independent Advisory Oversight Committee. However, Member States retain the possibility to ask for this review to be put on the agenda of any session of the Program and Budget Committee.	15.— Member States will review, every three years, the mandate, functioning, membership, selection and rotation of the Independent Advisory Oversight Committee. However, Member States retain the possibility to ask for this review to be put on the agenda of any session of the Program and Budget Committee. <i>[Pro domo: this paragraph has been moved to a new section "M. Amendments to the Terms of Reference", below]</i>	
F. SUPPORT BY THE WIPO SECRETARIAT	<u>I. SELF-ASSESSMENT</u>	I. SELF-ASSESSMENT
	21. The IAOC shall perform, at least every two years, a self-assessment relative to the Committee's purpose and mandate to ensure it is operating effectively.	21. The IAOC shall perform, at least every two years, a self-assessment relative to the Committee's purpose and mandate to ensure it is operating effectively.
	<u>FSUPPORT BY J. THE WIPO SECRETARIAT</u> <u>SECRETARY OF THE COMMITTEE</u>	J. THE SECRETARY OF THE COMMITTEE
16. Assistance shall be provided to the Independent Advisory Oversight Committee from the WIPO Secretariat, which should be outside of the Internal Audit and Oversight Division of WIPO, in accordance with the principles of accountability and transparency. This assistance will be in the form of dedicated, independent	22. The 16. — Assistance shall be provided to the Independent Advisory Oversight Committee from the WIPO Secretariat, which should be outside of the Internal Audit and Oversight Division of WIPO, in accordance with the principles of accountability and transparency. This assistance will be in the form of dedicated, independent	22. The WIPO Secretariat shall designate a Secretary to the IAOC who shall provide logistical and technical assistance to the Committee.

Current Terms of Reference	IAOC's Proposed Revisions ("Track Changes")	IAOC's Proposed Revisions ("Clean" text)
Professional and General Service assistance serving on a part-time basis as secretariat for the Independent Advisory Oversight Committee. Functions of such logistical and technical assistance shall include: (a) logistical and administrative support. This would entail	Professional and General Service assistance serving on a part-time basis as secretariat for the Independent Advisory Oversight Committee. Functions of such <u>shall designate a Secretary to the IAOC who shall provide</u> logistical and technical assistance shall include: (a) logistical and administrative support. This would entail <u>to the Committee.</u>	
preparing for and attending Independent Advisory Oversight Committee meetings and assisting with preparing draft reports; (b) substantive and technical work in preparation for Independent Advisory Oversight Committee meetings, which may include research and background position papers, and others, as may be requested by the Independent Advisory Oversight Committee.	<u>23. Such assistance entails</u> preparing for and attending <u>the sessions of the</u> Independent Advisory Oversight Committee meetings and assisting with preparing draft reports; (b) substantive and technical work in preparation for Independent Advisory Oversight Committee meetings, which <u>or any correspondence. Such assistance may include also entail</u> research and background position papers, and others <u>in preparation for the sessions of the Committee,</u> as may be requested by the Independent Advisory Oversight Committee.	23. Such assistance entails preparing for and attending the sessions of the Committee and assisting with preparing draft reports or any correspondence. Such assistance may also entail research and background position papers in preparation for the sessions of the Committee, as may be requested by the Committee.
	<u>24. The performance appraisal of the IAOC Secretary shall be done with input from and in consultation with the Chairperson of the IAOC.</u>	24. The performance appraisal of the IAOC Secretary shall be done with input from and in consultation with the Chairperson of the IAOC.
G. BUDGET	<u>KG. BUDGET</u>	K. BUDGET
17. In its biennial budget WIPO shall provide a specific budget allocation for the Independent Advisory Oversight Committee, providing for costs on an annual basis associated with the approved activities and related expenditures as provided in the terms of reference, namely four formal meetings of four to five days each in principle, attendance by Independent Advisory Oversight Committee members to the Program and Budget Committee and other meetings as required, secretarial and substantive support, and external consultancies.	17. In <u>25. WIPO shall include in</u> its biennial budget WIPO shall provide a specific budget allocation for the Independent Advisory Oversight Committee <u>IAOC,</u> providing for <u>the costs on an annual basis associated with the approved</u> <u>Committee's mandated activities and related</u> expenditures as provided in the terms of reference, namely four formal meetings <u>sessions</u> of four to five days each in principle, attendance by <u>IAOC Independent</u> Advisory Oversight Committee members <u>to at the</u> Program and Budget Committee <u>sessions, at the General Assembly and at</u> other meetings as required, secretarial and substantive support, <u>and by the IAOC Secretary, and, as required,</u> external consultancies.	25. WIPO shall include in its biennial budget a specific allocation for the IAOC, providing for the costs associated with the Committee's mandated activities, namely four formal sessions of four to five days each in principle, attendance by IAOC members at Program and Budget Committee sessions, at the General Assembly, and at other meetings as required, support by the IAOC Secretary, and, as required, external consultancies.

Current Terms of Reference	IAOC's Proposed Revisions ("Track Changes")	IAOC's Proposed Revisions ("Clean" text)
18. Expenses for members of the Independent Advisory Oversight Committee will be paid by WIPO in accordance with WIPO's financial rules and regulations.	18. Expenses for members of the Independent Advisory Oversight Committee will be paid by WIPO in accordance with WIPO's financial rules and regulations.	
H. INFORMATION REQUIREMENTS	<u>H</u>L. INFORMATION REQUIREMENTS	L. INFORMATION REQUIREMENTS
19. Well in advance of each formal meeting, the WIPO Secretariat shall provide the Independent Advisory Oversight Committee with documents and information related to its Agenda, and any other relevant information. The Committee shall have unhindered access to all staff and consultants of the Organization, as well as access to records.	19 <u>26</u> . Well in advance of each formal meeting <u>session</u> , the WIPO Secretariat shall provide the Independent Advisory Oversight Committee with documents and information related to its Agenda, and any other relevant information. The Committee shall have unhindered access to all staff and consultants of the Organization, as well as access to records.	26. Well in advance of each session, the WIPO Secretariat shall provide the Committee with documents and information related to its Agenda, and any other relevant information. The Committee shall have unhindered access to all staff and consultants of the Organization, as well as access to records.
	<u>M. AMENDMENTS TO THE TERMS OF REFERENCE</u>	M. AMENDMENTS TO THE TERMS OF REFERENCE
	27. Previous revisions to these Terms of Reference have been approved by the WIPO General Assembly in September 2007, September 2010, September 2011, and October 2012. The latest revision is contained in document WO/GA/ XXX, approved by the WIPO General Assembly in MONTH 2015.	27. Previous revisions to these Terms of Reference have been approved by the WIPO General Assembly in September 2007, September 2010, September 2011, and October 2012. The latest revision is contained in document WO/GA/ XXX, approved by the WIPO General Assembly in MONTH 2015.
	28. Member States will review, every three years, the mandate, functioning, membership, selection and rotation of the IAOC. However, Member States retain the possibility to ask for this review to be put on the agenda of any session of the Program and Budget Committee.	28. Member States will review, every three years, the mandate, functioning, membership, selection and rotation of the IAOC. However, Member States retain the possibility to ask for this review to be put on the agenda of any session of the Program and Budget Committee.

[End of Annex IV and of document]