

WIPO



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WORLD INTELLECTUAL PROPERTY ORGANIZATION
GENEVA

PROGRAM AND BUDGET COMMITTEE

Informal Session

Geneva, December 11 to 13, 2006

PROGRESS REPORT ON THE DESK-TO-DESK ASSESSMENT OF WIPO'S HUMAN AND FINANCIAL RESOURCES

Memorandum by the Secretariat

1. In July 2006, the second session of the Audit Committee approved the revised Terms of Reference (TORs) of the desk-to-desk assessment subject to its comments in the report of that session (document WO/AC/2/2, paragraphs 13 to 16).
2. The tenth session of the Program and Budget Committee (PBC), held from July 11 to July 13, 2006, noted the contents of the information provided in document WO/PBC/10/3 and decided that "it was not necessary to implement the recommendations referred to in paragraph 10 of document WO/PBC/10/3 and that the terms of reference of the selected External Firm should therefore not include the additional pre-assessment and validation phase recommended by the Audit Committee." (document WO/PBC/10/5, paragraph 27).
3. The Secretariat subsequently revised the Terms of Reference to address the feedback from the Audit Committee and the PBC referred to in paragraphs 1 and 2 above, respectively.
4. A Request for Proposal No. PCD/06/033 was published according to plan, on July 25, 2006, on the Procurement page of WIPO's web site. Additionally, a notice was published in *The Economist* and *The Financial Times* on July 29 and August 9, respectively. All permanent missions of Member States of the Organization were notified via Note Verbale C.N 2686 dated July 26. In the meanwhile, the 45th session of the Contracts Review Committee (CRC), held on July 18, 2006, approved the proposed approach to the evaluation of the bids that would be received in response to the RFP (paragraph 5 of the report of that session).

5. The Request for Proposal (RFP) was published in accordance with WIPO's Open International Tender requirements with a closing date of September 20, 2006, thus providing for more than the minimum 40 days required for bidders to respond to such a tender, and included the following documents:

- (i) Letter of Invitation
- (ii) Annex I: Terms of Reference
- (iii) Appendix I to Annex I: (WIPO Strategic Framework)
- (iv) Appendix III to Annex I: (Project Timeline)
- (v) Appendix VI to Annex I: (Project Organizational Chart)
- (vi) Annex II: WIPO General Conditions for the Purchase of Services
- (vii) Annex III: Price Schedule
- (viii) Annex IV: Non Disclosure Agreement
- (ix) Annex V: Letter of Acknowledgement

6. It is recalled that the RFP included the selection criteria that would be applied to the bids received. These were contained in the Letter of Invitation. A pre-bidding conference was held for all interested bidders on September 6, 2006. The minutes of this conference, a copy of the questions asked by the bidders and the Secretariat's answers were transmitted to the members of the Audit Committee.

7. Several bids were received before the closing date of the tender. After an initial shortlisting of bids was carried out by the Evaluation Team, the Internal Project Steering Committee (IPSC) conducted an in-depth evaluation of the four shortlisted bidders, retaining two bidders at the end of this phase. The two retained bidders were further evaluated and the IPSC concluded that PriceWaterHouseCoopers (PWC) was the most preferred bidder.

8. Contract negotiations were successfully completed on December 3, 2006, and a fixed-price contract for 889,639 Swiss francs was signed with PWC on December 6, 2006, after the Contracts Review Committee had approved the award of the said contract to PWC in its 51st session held on December 5, 2006. This cost is within the provision made in the Program and Budget for the 2006/07 biennium. The contract defines the deliverables (contained within the terms of reference in Annex I) which include the preliminary results of the assessment and a draft human resource plan to be delivered by March 30, 2007, so that the Secretariat can take these into account in the preparation of the draft Program and Budget for the 2008/09 biennium and a final report to be delivered by June 30, 2007, so that this can be submitted to the Assemblies in September 2007.

9. A preparatory and planning meeting was held on December 6 and a formal project kick-off meeting is planned for December 11, 2006. This meeting will be attended by members of the PWC team, and members of the WIPO Internal Project Steering Committee and Internal Project Core Team.

10. The Secretariat has, over the past several weeks, made progress on a number of internal preparatory tasks: notable among these are a series of structured communication sessions of the Internal Project Steering Committee to Program Managers (on October 12, 2006), to the Staff Council (on October 17, 2006), and to all staff (on October 23, 2006). The principal messages emphasized in these sessions were that the desk-to-desk assessment project presented the Organization with a significant opportunity for an objective and independent assessment of its staffing situation and that the role of WIPO staff and management was primarily to ensure that the selected External Firm has every possibility to conduct the

assessment in a professional manner with the full cooperation and participation of all staff members. Program Managers were requested to assign focal points, in accordance with the project structure established by the Director General. These individuals would work with the Internal Project Core Team to gather and collate data and information as requested by the External Firm. An internal project web site, which will include a Frequently Asked Questions (FAQ) page, has been established.

11. The Secretariat, in response to the request of the Member States during the September-October 2006 Assemblies that they be continuously informed of the progress of the project, has planned an informal meeting among the External Firm, the Internal Project Steering Committee, members of the Program and Budget Committee and members of the Audit Committee on the occasion of the upcoming informal session of the PBC. Additionally, Member States will be informed by the Steering Committee of all important milestones on the project as it progresses.

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