

## MAIN PROGRAM 01

# Constituent Organs of the Member States and Office of the Director General

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### 01.1 Organs of the Member States

### 01.2 Executive Office of the Director General

### 01.3 Advisory Commissions

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#### Main objectives:

- ◆ To give the Organization a greatly enhanced capacity to anticipate and effectively respond to technological, economic, social and cultural changes, through more effective collaboration and a mutually responsive relationship between Member States, market sector interests and the Secretariat.
- ◆ To promote closer consultation between Member States and the Director General in the program planning, formulation and budget of the Organization's activities and policies.
- ◆ To identify policy issues to be addressed by the Organization in a structured and comprehensive manner, and to develop a strategic approach to management and policy development, with the advice of a Policy Advisory Commission and an Industry Advisory Commission.
- ◆ To provide strategic policy direction and guidance to program managers and to coordinate the Organization's policies to achieve the program objectives.

#### **Current situation**

WIPO currently has 167 Member States, a steep rise from 125 in 1990. The total number of memberships in all the WIPO-administered Unions has also increased considerably in recent years (see Annex 22). Most significant is the continuing rise in membership of the PCT, Madrid and Hague Unions, and use of these global protection systems will become more widespread and greater in volume. Coupled with the expanding range of current issues in the intellectual property domain, this will inevitably increase the scale and complexity of WIPO's activities, the demands for its services, and its interaction with Member States.

The resulting need for closer collaboration on a wider range of issues between Member States and the Secretariat requires a more effective consultation and decision-making process, including more frequent meetings of the constituent organs of the Member States and meetings with their representatives. The emergence of intellectual property as a central concern in international relations and in national and regional policy-making, the

new demands by Member States and market sector interests at a time of rapid technological changes, and the need for more transparent and accountable operations, require a new structure and approach to management of the Secretariat.

**Strategy  
for the  
future**

The Executive Office of the Director General will establish an ongoing dialogue and a mutually responsive relationship between the Secretariat and the Member States in order to facilitate policy direction and strategic decision-making by Member States. A Policy Advisory Commission composed of eminent individuals, and an Industry Advisory Commission composed of eminent representatives of industry, will be established to advise the Director General, thus providing objective and informed input into the overall policy-making process. The Executive Office will be assisted by the Office of Strategic Planning and Policy Development, the Office of Legal and Organization Affairs, the Office of Internal Oversight and Productivity and the Office of Global Communications and Public Diplomacy in the effective management, coordination and efficient implementation of the program activities of the Organization, and communication with Member States, the public and the media.

**New  
program  
activities**

- ◆ An **effective consultation process** with the Member States through regular sessions of the constituent organs of the Member States and frequent meetings with their representatives, in particular on the Organization's policies, program and budget.
- ◆ **Fostering cooperation and coordination** with Member States, international, regional and non-governmental organizations and other institutions and provision of up-to-date information on WIPO's program activities and policy directions.
- ◆ Establishment by the Director General of a **Policy Advisory Commission** and an **Industry Advisory Commission** to advise him in identifying and reviewing issues that need to be addressed.
- ◆ Formation by the Director General of a **new management structure** based on the fundamental principles of transparency of program, budget, operations and policy development, and accountability of program managers and senior management through clear lines of responsibility and objective evaluation of program implementation.
- ◆ Review and streamlining of management systems and work procedures according to new management techniques and high productivity standards.

**Expected  
results**

- ◆ An enhanced capacity for Member States to advise the Director General on the policies, program and budget of the Organization through regular consultations and a mutually responsive decision-making process.
- ◆ A more broadly-based and informed capacity to address policy issues and propose new program activities to Member States.
- ◆ Full application of modern management techniques and facilities based on the fundamental principles of transparency and accountability.

- ◆ Attainment of stated program objectives through clear policy direction, efficient management and coordination of the Organization's program activities by the Executive Office of the Director General.

## Sub-program 01.1

### Organs of the Member States

#### Objectives:

- ◆ To promote the protection of intellectual property through cooperation among States and to ensure cooperation among the intellectual property Unions, particularly through the provision of strategic direction to the Director General by Member States.
- ◆ To facilitate the adoption of policies, program and budget of the Organization and setting of program objectives and priorities by the WIPO Assemblies and Conferences.
- ◆ To promote international cooperation among States in the field of intellectual property in working towards the conclusion of new international treaties and other agreed standards and guidelines, supporting the modernization of national legislation and administration, providing technical assistance to developing and other countries, developing human resources and providing global protection systems and services.

**Background** The WIPO Convention establishes three governing bodies, or organs, namely the General Assembly (consisting of all States members of WIPO which are also members of the Paris or Berne Unions), the Conference (consisting of all the States members of WIPO) and the Coordination Committee (whose members are elected from among the members of WIPO and the Paris and Berne Unions). Other WIPO-administered treaties currently in force establish these additional assemblies and unions:

- Paris Union Assembly and Paris Union Executive Committee
- Berne Union Assembly and Berne Union Executive Committee
- Madrid Union Assembly
- Hague Union Assembly
- Nice Union Assembly
- Lisbon Union Assembly
- Locarno Union Assembly
- IPC (International Patent Classification) Union Assembly
- PCT (Patent Cooperation Treaty) Union Assembly
- Budapest Union Assembly
- Vienna Union Assembly

In addition, upon entry into force, the WIPO Copyright Treaty and the WIPO Performances and Phonograms Treaty would establish Assemblies of their respective Contracting Parties. An Intergovernmental Committee, established by the Rome

Convention on the Protection of Performers, Producers of Phonograms and Broadcasting Organizations (jointly administered by WIPO, ILO and UNESCO), is scheduled to meet once during the 1998-99 biennium.

The Assemblies and Conferences of the Member States meet in ordinary session once every two years, and once every other year in extraordinary session. The Assemblies of the PCT and Madrid Unions agreed to finance the travel and daily subsistence allowance of one government official from each member State to their meetings in ordinary or in extraordinary session. The Coordination Committee, and the Executive Committees of the Paris and Berne Unions, meet in ordinary session once a year. The Budget Committee is expected to meet three times in the 1998-99 biennium to consider the proposed WIPO draft programs and budgets for 1998-99 and 2000-2001, the medium-term plan for the period 1999-2003, financial matters, program and budget implementation and special projects such as information technology. The Premises Committee is expected to meet twice in the 1998-99 biennium to consider WIPO's needs for additional premises, including plans for the World Meteorological Organization building.

#### **SUMMARY OF MEETINGS EXPECTED IN 1998-99 WITH BUDGETARY IMPLICATIONS**

Subject	Number of meetings	Days	Languages
Sessions of the Assemblies of Member States: Mar 98*	1	5	6
Sessions of the Assemblies of Member States: Sep 98*	1	10	6
Sessions of the Assemblies of Member States: Sep-Oct 99*	1	10	6
Separate sessions of the PCT Assembly, 1998 & 1999	2	5	2
Meetings of the Budget Committee (1998 and 1999)	3	3	4
Meetings of the Premises Committee (1998 and 1999)	2	3	4
Meeting of Rome Convention Intergovernmental Comm (1999)	1	3	3

\* including meetings of the PCT and Madrid assemblies

#### **Main activities**

- ◆ Sessions of the Assemblies of Member States in March 1998 (extraordinary), in September 1998 (combined extraordinary and ordinary), and in September-October 1999 (ordinary sessions), with conference and interpretation services in six languages.
- ◆ Sessions of the Budget and Premises Committees in March 1998 and March 1999, with conference and interpretation services in four languages.
- ◆ Any other extraordinary session that may be required, of the Assemblies of Member States, or Budget and Premises Committees, including the necessary services (budgeting restricted to extraordinary sessions of Assemblies of Member States in March and in September 1998).
- ◆ Financing of the participation of one official from each member State in each meeting of the PCT and Madrid Assemblies.

- Expected results** ♦ Enhanced protection of IPRs through faster progress towards or actual conclusion of new international treaties and other agreed norms and standards concerning administration of IPRs.

Organs of the Member States (in thousands of Swiss francs)												
Sub-program 01.1	Official Travel and Fellowships			Contractual Services				Operating Exp.		Equipment and Supplies		
	Staff Missions	Part. Govt Officials	Fellowships	Conferences	Consultants	Publishing	Other	Premises & Maint.	Comm. & Other	Supplies & Materials	Furniture & Equipment	
<b>Total</b>	<b>4,221</b>	-	3,448	-	773	-	-	-	-	-	-	-

## Sub-program 01.2

### Executive Office of the Director General

#### Objectives:

- ♦ To support the Director General in the execution of his tasks under the WIPO Convention.
- ♦ To support the Director General in ensuring effective and efficient functioning of the Secretariat through clear management directives to program managers, program coordination and close monitoring systems.
- ♦ To provide the necessary administrative support to the Director General in his contacts and consultation with the organs of the Member States and their representatives and in the management of the Secretariat.
- ♦ To facilitate the innovation, modernization and strengthening of the Organization's management and planning, in close cooperation and coordination with the Offices of Strategic Planning and Policy Development, Legal and Organization Affairs, Internal Oversight and Productivity, and Global Communications and Public Diplomacy, and with other substantive program managers.

**Background** The Executive Office of the Director General serves as the principal point of continuous liaison between the Director General and the key management components of the Organization. The Executive Office facilitates coordination on policy, management reform, administrative and other questions between the Director General and senior management, and will ensure that administrative directives and policy decisions are effectively communicated to senior management and to personnel generally, and are applied. It will provide the immediate point of contact for senior representatives of Member States and other key individuals with the Director General, and will manage the Director General's program and visit schedules. Each of its main activities is accordingly undertaken in direct and constant coordination with the offices engaged in policy direction and management, and with the substantive elements in the Secretariat.

**Main activities**

- ◆ Establishment of a close consultation process and effective collaboration between Member States and the Secretariat.
- ◆ Management liaison with program managers, particularly in the strengthening of managerial capacity throughout the Secretariat through the introduction of modern management, streamlining of procedures and planning of state of the art facilities.
- ◆ Strengthening of monitoring functions and introduction of an evaluation system to achieve the stated program objectives of the Organization.
- ◆ Introduction of performance management for program implementation and resource utilization.
- ◆ Ensuring the fundamental principles of transparency, accountability and efficiency are applied in every aspect of the planning, formulation and implementation of the Organization's policies and activities.
- ◆

**Expected results**

- ◆ Improved functioning of the Executive Office as the focal point of productive collaboration and a mutually responsive dialogue between Member States and the Secretariat.
- ◆ Enhanced capacity of the Director General's role in performing his management functions.
- ◆ Enhanced efficiency and productivity of the Secretariat, through facilitation of the modernization of the management and operation of the Secretariat.
- ◆ Improved communication within the Secretariat, and between the Organization and its Member States, through promotion of transparency of the Organization's policies, program planning and budget
- ◆ Greater accountability of program managers through clear lines of responsibility, enhancing effectiveness and efficiency of the Secretariat and ensuring internal control and accountability to Member States.

Executive Office of the Director General (in thousands of Swiss francs)												
Sub-program 01.2	Official Travel and Fellowships			Contractual Services				Operating Exp.		Equipment and Supplies		
	Staff Missions	Part. Govt Officials	Fellowships	Conferences	Consultants	Publishing	Other	Premises & Maint.	Comm. & Other	Supplies & Materials	Furniture & Equipment	
<b>Total</b>	<b>329</b>	143	-	-	20	50	5	11	25	-	75	

## Sub-program 01.3

### Advisory Commissions

#### Objectives:

- ◆ To establish, support and service the Policy Advisory Commission and the Industry Advisory Commission to play independent advisory roles in relation to the Director General's policy-making and medium-term planning.

**Background** The policy-making and medium-term planning processes of WIPO, its responsiveness to international trends and technological developments, and its capacity to anticipate and to meet the needs of the market sector and users of global protection systems, would benefit considerably from the availability of informed and objective advice from eminent international experts from a broad range of fields with bearing on intellectual property cooperation and WIPO's operations.

It is therefore proposed to establish the Policy Advisory Commission (PAC) and the Industry Advisory Commission (IAC). Comprised of individual experts from a wide range of policy backgrounds, the PAC would identify and comprehensively review issues that may need to be dealt with by WIPO, or that may have bearing on its operations, and formulate recommendations for policy development and enhancement of WIPO's operations. The IAC would perform a complementary role from the specific perspective of industry and market sector, including users of the intellectual property system, and would also be instrumental in identifying new opportunities for enhanced support for WIPO's activities from the enterprise sector, especially in cooperation for development, and human resource development. The role of the commissions would be strictly advisory, to ensure that the Director General has available timely and informed input in the preparation of policy proposals and enhancement of WIPO's operations. Such advisory input is ancillary only, and can never replace or diminish the role of the Member States in the initiation and monitoring of the program of the Organization.

Secretarial support and coordination of the agenda and related studies and documentation for the PAC would be undertaken under Main Program 02, Office of Strategic Planning and Policy Development, and for the IAC under Main Program 03, Office of Legal and Organization Affairs. The present Main Program would cover the establishment and administrative support for the Commissions.

#### **Main activities**

- ◆ Consultations on and establishment of the IAC and PAC, including determination of their mandates and organizational arrangements.
- ◆ Consultations on and development of annotated agendas and required background studies in coordination with the Office of Strategic Planning and Policy Development and the Office of Legal and Organization Affairs.
- ◆ Financing and administrative support for up to two annual meetings of each Commission (for up to twenty members of each body, travel and subsistence costs).

- ◆ Coordination of the Director General's review of and comments on reports of the Commissions for transmission to WIPO Member States.

**Expected results**

- ◆ The PAC will enhance the Secretariat's capacity to monitor and respond in a timely, informed and effective manner to international and regional developments in intellectual property, in information technology, and in other fields with bearing on WIPO's operations and its policy environment.
- ◆ The IAC will enhance the Secretariat's capacity to monitor and respond in a timely, informed and effective manner to the demands of the market sector and of users of the intellectual property systems, and to technological, industrial and commercial developments with implications for international cooperation in intellectual property.

<b>Advisory Commissions</b> (in thousands of Swiss francs)												
Sub-program 01.3	<u>Official Travel and Fellowships</u>			<u>Contractual Services</u>				<u>Operating Exp.</u>		<u>Equipment and Supplies</u>		
	Staff Missions	Part. Govt Officials	Fellowships	Conferences	Consultants	Publishing	Other	Premises & Maint.	Comm. & Other	Supplies & Materials	Furniture & Equipment	
<b>Total</b>	<b>764</b>	-	600	-	78	40	-	-	-	-	20	26

## Program Budget Summary

<b>Constituent Organs of the Member States and Office of the Director General</b> (in thousands of Swiss francs)												
	<u>Official Travel and Fellowships</u>			<u>Contractual Services</u>				<u>Operating Exp.</u>		<u>Equipment and Supplies</u>		
	Staff Missions	Part. Govt Officials	Fellowships	Conferences	Consultants	Publishing	Other	Premises & Maint.	Comm. & Other	Supplies & Materials	Furniture & Equipment	
Sub-program 01.1	<b>4,221</b>	-	3,448	-	773	-	-	-	-	-	-	-
Sub-program 01.2	<b>329</b>	143	-	-	-	20	50	5	11	25	-	75
Sub-program 01.3	<b>764</b>	-	600	-	78	40	-	-	-	-	20	26
<b>Total</b>	<b>5,314</b>	143	4,048	-	851	60	50	5	11	25	20	101

## Staff needs and costs

The number of staff in the Office of the Director General will remain the same.

<b>Posts</b>	<b>1996-97</b>	<b>1998-99</b>	<b>Variation</b>
Director General	1	1	0
Professionals	0	0	0
General Service	3	3	0
<b>Total</b>	<b>4</b>	<b>4</b>	<b>0</b>

<b>Staff costs</b> (in thousands of Swiss francs)	<b>Budget 1996-97</b>	<b>Budget 1998-99</b>	<b>Variation</b>
Salaries of regular staff	1,246	1,238	
Salaries of short-term staff	44	60	
Social charges + other personnel costs	409	406	
<b>Total staff costs</b>	<b>1,699</b>	<b>1,704</b>	<b>0.3%</b>

## Comparative Budget Summary

<b>MAIN PROGRAM 01: Constituent Organs of the Member States and Office of the Director General</b>	<b>(In thousands of Swiss francs)</b>					
	<b>Budget 1996-97</b>	<b>Budget 1998-99</b>	<b>Variation</b>			
			<b>Program</b>		<b>Cost</b>	
			<b>Amount</b>	<b>%</b>	<b>Amount</b>	<b>%</b>
Program Activities	3,463	5,314	1,714	49.5%	137	4.0%
Staff Costs	1,699	1,704	3	0.2%	2	0.1%
<b>TOTAL</b>	<b>5,162</b>	<b>7,018</b>	<b>1,717</b>	<b>33.3%</b>	<b>139</b>	<b>2.7%</b>