

APPENDIX I



JOINT INSPECTION UNIT
of the United Nations System

CORPS COMMUN d'INSPECTION
du Système des Nations Unies

December 2, 2004

Dear Mr. Director General:

In the course of discussions by the Joint Inspection Unit of its programme of work for 2005, we were considering including a report on the Administration and Management of WIPO. This exercise would review all aspects of the Organization. It would be similar in scope to other reports on Administration and Management we have carried out in recent years in several other UN organizations and programmes such as ILO, WHO, UNESCO, FAO, ITU, UNIDO and UNHCR.

It has come to our attention that there will be an extraordinary meeting of WIPO's Programme and Budget Committee next February and that the Secretariat is in the process of preparing papers on two issues: WIPO's budget and income and on alternatives for financing the additional building space required.

Our Executive Secretary has already made preliminary informal contacts with the office of Ms. Graffigna, WIPO Comptroller and discussed possible cooperation, as well as reviewed the information that the Unit might require to undertake this task. Based on all this information, the Unit has taken the decision to carry out this report which will be coordinated by our Vice-Chairperson Inspector M. Deborah Wynes.

We intend to begin this exercise in December 2004 in order to be able to have a preliminary paper that would be of use to you and to the Member States in assessing these two issues during your forthcoming February meeting.

I am most glad to enclose a preliminary calendar of activities for this report. We will of course welcome your views and will consider any suggestions you might have to make this exercise as meaningful and useful as possible.

May I take this opportunity to reiterate our commitment to assisting you and the Member States in strengthening the work of WIPO.

Yours Sincerely,

A handwritten signature in black ink, appearing to read "Ion Gorita".

Ion Gorita
Chairman

Dr. Kamil Idriss
Director General
World Intellectual Property Organization

cc. Ms. Graffigna
Ms. Fray

**TENTATIVE SCHEDULE FOR THE REPORT ON
ADMINISTRATION AND MANAGEMENT - WIPO**

By early February 2005:

- 1) we shall have reviewed in detail the report that the Secretariat will provide member states by the 24th of December 2004 relating to the financial status and budgetary process of WIPO and shall have validated it to ensure that the recommendations therein are realistic and provide all possible options available to ensure a balanced and viable budget for 2005;
- 2) we shall formulate a recommendation on the adequate level of operational reserve for WIPO;
- 3) we shall analyse the internal oversight function and draw conclusions on an appropriate structure for this key function;
- 4) we shall draft a first interim report outlining recommendations on the above points.

By early April 2005:

- 5) we shall have had a preliminary review of additional cost saving measures that could be introduced (both on staff and non-staff costs);
- 6) we shall issue a second preliminary report including our recommendations on point 5 above.

Tentatively by August 2005:

- 7) we shall have carried out a full fledged review of the Administration and Management of WIPO including its internal structure, governance, policies and procedures, its human resources, the process of delegation of authority and accountability, the internal control systems etc. ;
- 8) we shall issue our draft final report.

By end November 2005:

- 9) we issue our final report.

APPENDIX II

WORLD INTELLECTUAL PROPERTY
ORGANIZATION

世界知识产权组织

ORGANIZACION MUNDIAL
DE LA PROPIEDAD INTELECTUAL



ORGANISATION MONDIALE
DE LA PROPRIÉTÉ INTELLECTUELLE

المنظمة العالمية للملكية الفكرية

ВСЕМИРНАЯ ОРГАНИЗАЦИЯ
ИНТЕЛЛЕКТУАЛЬНОЙ СОБСТВЕННОСТИ

December 1, 2004

Dear Mr. Larrabure:

./ Further to our meeting yesterday, I have the pleasure to enclose with this letter a number of documents and publications, which I hope will be of use to you in getting to know more about the World Intellectual Property Organization (WIPO).

The documents provide some general background on the Organization in terms of our business, income and expenditure as well as a general introduction to the world of intellectual property. There are also some more detailed documents such as those prepared for the WIPO General Assemblies in September and the reports of that series of meetings. I have also included a copy of the letter of invitation that was issued regarding the informal meeting on PCT income forecasting. As I mentioned yesterday you and your colleagues would be most welcome to attend.

Some of it maybe rather dense reading, but I hope that it is not too overwhelming to receive all at once. Once you have had a chance to look through the documents, if you have any questions or require any further assistance please do not hesitate to contact me. Together with my colleagues here, we look forward to working in closest possible cooperation with you and your colleagues.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Carlotta Graffigna'.

Carlotta Graffigna
Controller

Mr. Juan Luis Larrabure
Executive Secretary
Joint Inspection Unit of the
United Nations System
Palais des Nations
1211 Geneva 10

Enclosures:

- Invitation to the Informal Information Meeting on the Forecasting and Predictability of Numbers and Revenue under the Patent Cooperation Treaty (PCT) system

General Background Information

- General Information Brochure
- Annual Report 2002
- Annual Report 2003
- WIPO Intellectual Property Handbook
- Membership of the WIPO Convention
- Membership of Paris
- Membership of Berne
- Membership of the Madrid Agreement
- Membership of the Hague Agreement
- Guide to WIPO Mediation

WIPO Technical Cooperation Activities

- Intellectual Property for Small and Medium Sized Enterprises CD-Rom
- Intellectual Property: A Power Tool for Economic Growth CD-Rom and Overview Brochure
- Information Brochure of the WIPO Worldwide Academy (in French)

Patent Cooperation Treaty Information

- Basic Facts about the Patent Cooperation Treaty (PCT) Publication
- Membership of the Patent Cooperation Treaty
- PCT Statistical Indicators Report, September 2004
- Evolution of PCT Fee Schedule 1990-2003

Financial and Program Information

- Program and Budget 2004-2005
- Financial Management Report 2002-2003
- External Auditor's Report on the Auditing of the Accounts of the World Intellectual Property Organization (WIPO) for the 2002-2003 Biennium
- Tentative Time Schedule of Program and Budget Meetings 2005
- Draft Agenda for the Program and Budget Committee, February 16 to 18, 2005
- Draft Outline of the document being prepared on "The Short and Long-Term Financial Situation of WIPO"
- Draft Outline of the document being prepared on "Matters Concerning the New Construction"

WIPO General Assemblies September 2004 Documents

- PCT Assembly: Document on the "Proposed Readjustment of the International Fee" (PCT/A/33/5)
- PCT Assembly: Draft Report of the PCT Assembly (PCT/A/33/7 Prov.)
- PCT Assembly Decision "Way Forward on Proposal for an Adjustment in PCT Fees"
- Other WIPO General Assembly documents

[Appendix III follows]

APPENDIX III

Schedule of JIU Meetings

November 30, 2004	Carlotta Graffigna , Controller
December 15, 2004	Marco Pautasso , Director of Internal Audit and Oversight Division
December 15, 2004	Francis Gurry , Deputy Director General, PCT and Patents Arbitration and Mediation Center, and Global I.P. Issues
December 15, 2004	Jay Erstling , PCT and Patents Arbitration and Mediation Center, and Global I.P. Issues Juan Antonio Toledo Barraza , Director, PCT Operations Division
December 16, 2004	Philippe Favatier , Director of the Finance Division
December 16, 2004	Herman Ntchatcho , Director of the Human Resources Management Department
January 11, 2005	Neil Wilson , Chief Information Officer
January 11, 2005	Edward Kwakwa , Legal Counsel
January 14, 2005	Binying Wang , Executive Director, Admin Services
January 18, 2005	Kamil Idris , Director General
January 19, 2005	Giovanni Tagnani , Director Buildings Division
January 19, 2005	Carlotta Graffigna , Controller
February 2, 2005	Brett Fitzgerald , Staff Association

[Appendix IV follows]

APPENDIX IV



JOINT INSPECTION UNIT
of the United Nations System

CORPS COMMUN d'INSPECTION
du Système des Nations Unies

Ref.: JIU/REP/2005/1

10 February 2005

Dear Mr. Director General,

I am pleased to send you herewith the original version of the report entitled "Review of Management and Administration in WIPO – Budget, Oversight and Related Issues" prepared by myself and Inspector Victor Vislykh, which is submitted in accordance with Article 11 paragraph 4(a), of the Statute of the Joint Inspection Unit.

The report is addressed for action to the WIPO legislative organs according to the procedures stipulated in paragraph 4(c) and (d) of the same Article.

As provided for in Article 11 paragraph 4(b) of the Statute, the translation of this report into the other official languages of WIPO should be undertaken by your Organization.

We would appreciate receiving in due course, for our information and records, a copy of your formal comments on the report submitted to your legislative organs as per established procedures. We would also request receiving as well any decisions or resolutions taken thereon by the WIPO competent legislative organs, as well as information regarding the follow-up measures that the Secretariat makes in relation to those recommendations addressed to you.

Yours Sincerely,

A handwritten signature in black ink, appearing to read "Mary Deborah Wynes".

Mary Deborah Wynes
Vice-Chairman

Dr. Kamil Idris
Director General
WIPO
Geneva

cc. Carlotta Graffigna

[Appendix V follows]

APPENDIX V

WORLD INTELLECTUAL PROPERTY
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世界知识产权组织

ORGANIZACION MUNDIAL
DE LA PROPIEDAD INTELECTUAL



ORGANISATION MONDIALE
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ВСЕМИРНАЯ ОРГАНИЗАЦИЯ
ИНТЕЛЛЕКТУАЛЬНОЙ СОБСТВЕННОСТИ

February 15, 2005

Dear Vice-Chairman Wynes,

Thank you for your letter of February 10, 2005, addressed to Dr. Kamil Idris, Director General of the World Intellectual Property Organization (WIPO) enclosing your report entitled "Review of Management and Administration in WIPO: Budget, Oversight and Related Issues".

On behalf of the Director General, I wish to acknowledge receipt of your letter and report and assure you that it will be given our prompt and full attention.

Sincerely yours,

A handwritten signature in black ink, appearing to be 'C. Graffigna', written in a cursive style.

Carlotta Graffigna
Controller

Ms. Mary Deborah Wynes
Vice-Chairman
Joint Inspection Unit of the United Nations System
Room D-507
Palais des Nations
1211 Geneva 10

[End of Appendix V and of document]