

## **Assemblies of the Member States of WIPO**

### **Forty-Eighth Series of Meetings Geneva, September 20 to 29, 2010**

#### **SUMMARY OF RECOMMENDATIONS MADE BY THE PROGRAM AND BUDGET COMMITTEE AT ITS FIFTEENTH SESSION (SEPTEMBER 1 TO 3, 2010)**

*document prepared by the Secretariat*

1. The present document records the recommendations made by the Program and Budget Committee (PBC) at its fifteenth session held from September 1 to 3, 2010, following consideration of the agenda items and the corresponding documents listed in document WO/PBC/15/1 (attached as Annex I).
2. The full report of the fifteenth session of the PBC, for approval in accordance with the established practice will be produced in due course.
3. Recommendation made by the fifteenth session of the PBC are listed below.

## AGENDA ITEM 2

### ELECTION OF THE CHAIR AND TWO VICE-CHAIRS OF THE PROGRAM AND BUDGET COMMITTEE

Agreement to Chair WIPO'S Program and Budget Committee (PBC):

- United States will chair the PBC from September 1, 2010 until the end of the General Assemblies of 2011, which will comprise the following PBC regular sessions:
  - September 2010;
  - June 2011;
  - September 2011.
- Egypt serve as Vice-Chair during this period.
- Egypt will chair the PBC starting from the end of the General Assemblies of 2011, until the end of the General Assemblies of 2013, which will comprise the following PBC regular sessions:
  - June 2012;
  - September 2012;
  - June 2013;
  - September 2013.
- The United States will serve as Vice-Chair during this period.
- After the end of the General Assemblies of 2013 a new chair will be elected.

This decision does not constitute a precedent for the selection of Chairs of WIPO bodies.

Mr. Dmitry Gonchar, from the Russian Federation was elected to also serve as Vice-Chair.

## AGENDA ITEM 4

### FINANCIAL MANAGEMENT REPORT FOR THE 2008-2009 BIENNIUM; ARREARS IN CONTRIBUTIONS AS OF JUNE 30, 2010

document WO/PBC/15/2 and publication FMR/2008-2009

External Auditor's Report on the WIPO Accounts for the 2008-2009 Biennium.

*The WIPO Program and Budget Committee examined the 2008-2009 Financial Management Report (document FMR/2008-2009) and the content of document WO/PBC/15/2 and recommended to the Assemblies of the Member States of WIPO to:*

- (i) *approve the 2008-2009 Financial Management Report (document FMR/2008-2009);*  
*and*
- (ii) *take note of the status of the payment of contributions on June 30, 2010.*

**INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) VERSION OF FINANCIAL STATEMENTS FOR THE 2008-2009 BIENNIUM**

document WO/PBC/15/3

*The Program and Budget Committee recommended to the Assemblies of the Member States of WIPO to take note of the content of document WO/PBC/15/3.*

**AGENDA ITEM 5**

**PROGRAM PERFORMANCE REPORT FOR 2008/09**

document WO/PBC/15/4

*The Program and Budget Committee recommended to the Assemblies of the Member States of WIPO the approval of document WO/PBC/15/4.*

**VALIDATION REPORT FOR THE PROGRAM PERFORMANCE REPORT 2008/09**

document WO/PBC/15/5

*The Program and Budget Committee recommended to the Assemblies of the Member States of WIPO to take note of the contents of document WO/PBC/15/5.*

**AGENDA ITEM 6**

**MEDIUM-TERM STRATEGIC PLAN (MTSP)**

document WO/PBC/15/10

*The Program and Budget Committee took note of the contents of document WO/PBC/15/10 and recommended that the Chair of the PBC conduct consultations with Member States prior to its submission to the General Assembly for its consideration.*

**AGENDA ITEM 7**

**PRESENTATION ON STRATEGIC REALIGNMENT PROGRAM**

PowerPoint presentation.

*The Program and Budget Committee took note of the contents of the presentation.*

**AGENDA ITEM 8**

**REVIEW OF BUDGETARY PROCESS APPLIED TO PROJECTS PROPOSED BY THE COMMITTEE ON DEVELOPMENT AND INTELLECTUAL PROPERTY (CDIP) FOR THE IMPLEMENTATION OF THE DEVELOPMENT AGENDA RECOMMENDATIONS**

document WO/PBC/15/6 Rev.

*Program and Budget Committee recommended to the Assemblies of the Member States of WIPO to approve the proposals contained in paragraphs 13 to 18 of document WO/PBC/15/6 Rev. The process so adopted would be subject to review at the session of the PBC in 2013.*

## **AGENDA ITEM 9**

### **POLICY ON LANGUAGES AT WIPO**

document WO/PBC/15/9

*The Program and Budget Committee examined the contents of document WO/PBC/15/9 and requested the Secretariat to present a redrafted proposal for paragraph (vii) of the draft decision (attached to this document as Annex II) to the Assemblies of the WIPO Member States in September 2010.*

## **AGENDA ITEM 10**

### **POLICY ON INVESTMENTS**

document WO/PBC/15/8

*The Program and Budget Committee examined the contents of document WO/PBC/15/8 and requested the Secretariat to present a redrafted proposal at a further session of the PBC, taking into account the observations and comments made by the Member States.*

## **AGENDA ITEM 11**

### **POLICY ON RESERVE FUNDS**

document WO/PBC/15/7 Rev.

*The Program and Budget Committee recommended to the Assemblies of the Member States of WIPO to take note of WIPO's policy on reserves, and endorse the proposed recommendations for the principles and approval mechanism to be applied for the use of reserves as described in paragraphs 20 to 23 of document WO/PBC/15/7 Rev.*

## **AGENDA ITEM 12**

### **STATUS OF UTILIZATION OF RESERVES AND UPDATED FINANCIAL OVERVIEW FOR 2010**

document WO/PBC/15/16

*The Program and Budget Committee recommended to the Assemblies of the Member States of WIPO to take note of the contents of document WO/PBC/15/16.*

## **AGENDA ITEM 13**

### **PROPOSAL FOR THE IMPLEMENTATION OF AN ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM IN WIPO**

document WO/PBC/15/17

*The Program and Budget Committee recommended to the Assemblies of the Member States of WIPO to:*

- (i) approve the proposal to implement the ERP project as set out in the Annex of document WO/PBC/15/17; and*

- (ii) *approve the appropriation of a total of 25 million Swiss francs for this purpose from the reserves, to be available to be utilized in accordance with the plan and progress of the portfolio of projects for the envisaged duration of the implementation, as set out in paragraph 15 of document WO/PBC/15/17 and in paragraph 24 of the Annex to document WO/PBC/15/17.*

#### **AGENDA ITEM 14**

##### **PROGRESS REPORT ON THE IMPLEMENTATION OF IT MODULES TO ESTABLISH COMPLIANCE WITH THE NEW FINANCIAL REGULATIONS AND RULES AND INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS)**

document WO/PBC/15/18

*The Program and Budget Committee recommended to the Assemblies of the Member States of WIPO to take note of the contents of document WO/PBC/15/18.*

#### **AGENDA ITEM 15**

##### **REPORTS OF EXTERNAL AUDITOR**

###### **i. Evaluation of the Function of Internal Audit**

document WO/PBC/15/12

*The Program and Budget Committee recommended to the General Assembly to take note of the contents of document WO/PBC/15/12 and of its Annex.*

###### **ii. Financial Monitoring Audit Relating to Surface and Infrastructure Management**

document WO/PBC/15/11.

*The Program and Budget Committee took note of document WO/PBC/15/11 and of its Appendix.*

###### **iii. Interim Audit of the Construction Project for the New Administrative Building and Additional Storage Area – Follow-up to the 2008 Audit**

document WO/PBC/15/13.

*The Program and Budget Committee took note of document WO/PBC/15/13 and of its Appendix.*

#### **AGENDA ITEM 16**

##### **REPORT BY THE CHAIR OF THE WIPO AUDIT COMMITTEE**

document WO/PBC/15/22 and WO/AC/18/2

*The Program and Budget Committee reviewed the reports of the fifteenth, sixteenth, seventeenth and eighteenth meetings of the WIPO Audit Committee and the Committee's recommendations as contained in documents WO/PBC/15/22 and WO/AC/18/2.*

#### **AGENDA ITEM 17**

##### **REPORT OF THE WORKING GROUP ON AUDIT COMMITTEE RELATED MATTERS**

Report of the Working Group on Audit Committee Related Matters (appearing in Annex III of document WO/PBC/15/23 and issued as document WO/GA/39/13)

*The Program and Budget Committee recommended to the Assemblies of the WIPO Member States the approval and implementation of the recommendations made by the Working Group on Audit Committee Related Matters as contained in paragraphs 3 to 30 of the Report of the Working Group.*

#### **AGENDA ITEM 18**

##### **PRESENTATION BY THE DIRECTOR OF THE INTERNAL AUDIT AND OVERSIGHT DIVISION (IAOD)**

PowerPoint presentation

*The Program and Budget Committee took note of the contents of the presentation by the Director of the Internal Audit and Oversight Division (IAOD).*

#### **AGENDA ITEM 19**

##### **REVIEW OF THE INTERNAL AUDIT CHARTER**

document WO/PBC/15/14

*The Program and Budget Committee recommended to the General Assembly the approval of the Internal Audit and Oversight Charter contained in the Annex to document WO/PBC/15/14 with the following amendments:*

- (i) *Annex, paragraph 4, first sentence ends at: "(...) is responsible to the Director General."; and*
- (ii) *Annex, paragraph 28, first sentence: insert the word "sufficient" after the words "(...) functions comprise (...)".*

#### **AGENDA ITEM 20**

##### **REPORT ON THE STATUS OF THE SELECTION OF EXTERNAL AUDITOR**

document WO/PBC/15/15

*The Program and Budget Committee recommended to the WIPO General Assembly to take note of the contents of document WO/PBC/15/15 and for the Selection Panel to take note of the recommendations on the issues appearing in paragraph 38 of the Audit Committee Report (document WO/AC/18/2).*

#### **AGENDA ITEM 21**

##### **PROGRESS REPORT ON THE NEW CONSTRUCTION PROJECT**

document WO/PBC/15/19

*The Program and Budget Committee took note of the contents of document WO/PBC/15/19.*

**AGENDA ITEM 22**

**PROGRESS REPORT ON THE NEW CONFERENCE HALL PROJECT**

document WO/PBC/15/20

*The Program and Budget Committee took note of the contents of document WO/PBC/15/20.*

**AGENDA ITEM 23**

**PROGRESS REPORT ON THE SECURITY UPGRADE PROJECT FOR THE EXISTING PREMISES**

document WO/PBC/15/21

*The Program and Budget Committee took note of the contents of document WO/PBC/15/21.*

[Annexes follow]



WO/PBC/15/1  
ORIGINAL: ENGLISH  
DATE : SEPTEMBER 1, 2010

## **Program and Budget Committee**

### **Fifteenth Session**

**Geneva, September 1 to 3, 2010**

#### Agenda

*adopted by the Program and Budget Committee*

1. Opening of the session
2. Election of the Chair and two Vice-Chairs of the Program and Budget Committee
3. Adoption of the agenda  
see the present document.

#### Review of the 2008/09 Biennium

4. Financial Management Report for the 2008-2009 Biennium; Arrears in Contributions as of June 30, 2010  
see document WO/PBC/15/2 and publication FMR/2008-2009  
see External Auditor's Report on the WIPO Accounts for the 2008-2009 Biennium.

International Public Sector Accounting Standards (IPSAS) Version of Financial Statements for the 2008-2009 Biennium

see document WO/PBC/15/3.



5. Program Performance Report for 2008/09  
see document WO/PBC/15/4.

Validation Report for the Program Performance Report 2008/09  
see document WO/PBC/15/5.

#### Planning and Budgeting

6. Medium-Term Strategic Plan (MTSP)  
see document WO/PBC/15/10.
7. Presentation on Strategic Realignment Program  
PowerPoint presentation.
8. Review of Budgetary Process applied to Projects proposed by the Committee on Development and Intellectual Property (CDIP) for the Implementation of the Development Agenda Recommendations  
see document WO/PBC/15/6.

#### Policy Proposals

9. Policy on Languages at WIPO  
see document WO/PBC/15/9.
10. Policy on Investments  
see document WO/PBC/15/8.
11. Policy on Reserve Funds  
see document WO/PBC/15/7.

#### Proposals and Reports on Projects and Initiatives

12. Status of Utilization of Reserves and Updated Financial Overview for 2010  
see document WO/PBC/15/16.
13. Proposal for the Implementation of an Enterprise Resource Planning (ERP) System in WIPO  
see document WO/PBC/15/17.
14. Progress Report on the Implementation of IT Modules to Establish Compliance with the New Financial Regulations and Rules and International Public Sector Accounting Standards (IPSAS)  
see document WO/PBC/15/18.

#### Audit and Oversight

15. Reports of External Auditor
  - i. Evaluation of the Function of Internal Audit  
see document WO/PBC/15/12.

- ii. Financial Monitoring Audit Relating to Surface and Infrastructure Management  
see document WO/PBC/15/11.
  - iii. Interim Audit of the Construction Project for the New Administrative Building and  
Additional Storage Area – Follow-up to the 2008 Audit  
see document WO/PBC/15/13.
- 16. Report by the Chair of the WIPO Audit Committee  
see document WO/PBC/15/22 and WO/AC/18/2.
  - 17. Report of the Working Group on Audit Committee Related Matters  
oral presentation.
  - 18. Presentation by the Director of the Internal Audit and Oversight Division (IAOD)  
PowerPoint presentation.
  - 19. Review of the Internal Audit Charter  
see document WO/PBC/15/14.
  - 20. Report on the Status of the Selection of External Auditor  
see document WO/PBC/15/15.

Progress Update on Premises, New Constructions and Security on the WIPO Campus

- 21. Progress Report on the New Construction Project  
see document WO/PBC/15/19.
- 22. Progress Report on the New Conference Hall Project  
see document WO/PBC/15/20.
- 23. Progress Report on the Security Upgrade Project for the Existing Premises  
see document WO/PBC/15/21.

Closing of Session

- 24. Adoption of the report
- 25. Closing of the session

[End of document]

[Annex II follows]

ANNEX II

DRAFT DECISION ON AGENDA ITEM 9 (POLICY ON LANGUAGES AT WIPO)  
document WO/PBC/15/9

*The Program and Budget Committee:*

- (i) took note with appreciation of the information contained in document WO/PBC/15/9 as a positive step towards the establishment of a policy language at WIPO;*
- (ii) requested the Secretariat to increase the share of high quality outsourced translation in particular to developing regions, and submit to the next session of the Committee information on the savings that may be derived from such increased outsourcing;*
- (iii) requested the Secretariat to establish rigorous criteria with respect to outsourcing options;*
- (iv) welcomed the initiatives taken by the Secretariat to introduce electronic recording of conference proceedings and , progressively, webcasting thereof on the WIPO website, and requested that this be extended to all official meetings of WIPO;*
- (v) recognizing that more concise working documents would facilitate deliberations, recommended to the General Assembly to approve the proposal made by the Secretariat to further reduce the average length of the working documents, on the understanding, however, that such further reduction would not be a statutory requirement but an indication of principle, and that while quality of information should be ensured, it would not apply to documents submitted to the Secretariat by member states;*
- (vi) recommended to the General Assembly to adopt the proposal made by the Secretariat in paragraphs 40 and 41 of document WO/PBC/15/9 (whereby exceptionally voluminous documents and support papers (studies, surveys) that may be commissioned by certain Committees will be made available only in the original languages, with a summary to be prepared by the Secretariat in all six languages) on the understanding, however, that if a member state or a group of member states were to express specific interest in one of such documents, the Secretariat would translate its full text in the required language;*
- (vii) [noted with appreciation that subject to the adoption, by the General Assembly, of the recommendation under (v) and (vi) above, the Secretariat would be able to extend language coverage to all six official languages of the UN (Arabic, Chinese, English, French, Russian and Spanish), as of 2011, for the documentation of WIPO Committees as defined in document WO/PBC/15/9.]*

[End of Annex II and of document]