

WIPO Coordination Committee

Sixty-Third (41st Ordinary) Session Geneva, September 20 to 29, 2010

PROGRESS REPORT ON THE REVISION OF THE WIPO STAFF REGULATIONS AND STAFF RULES

prepared by the Director General

1. WIPO commenced a revision of the WIPO Staff Regulations and Staff Rules in 2009, to develop an improved human resources management regulatory framework to better support (i) the Organization's corporate culture and values, (ii) the efficiency of its business and managerial processes, particularly in view of the forthcoming design of the Enterprise Resource Planning (ERP) system and (iii) the rationalization of WIPO's framework of staff contractual arrangements. It will also provide an opportunity for the Organization to simplify and streamline its processes, ensure linkages on cross-functional processes, and to review the approval and certification processes, which will facilitate the future integration of the HR components into the ERP System Project.

OVERVIEW OF THE FIRST PHASE OF THE REVISION OF THE WIPO STAFF REGULATIONS AND STAFF RULES - 2009

2. A review of the contractual arrangements of WIPO was conducted by a Working Group composed of management and staff representatives from March to July 2009.
3. The Working Group identified a number of WIPO Staff Regulations and Staff Rules which would require adjustments to align them with the revised International Civil Service Commission (ICSC) framework of contractual arrangements and with developments in the UN common system.
4. Consequently, the Director General authorized the Working Group to undertake a full review of the WIPO Staff Regulations and Staff Rules. Although the Staff Regulations and Staff Rules have been updated regularly in the past, there has not been a comprehensive review since the inception of the

existing version in 1982. The Working Group recommended that the WIPO Staff Regulations and Staff Rules be more normative in nature, including only the regulatory framework, with the details that may need to be amended over time, included in the Organization's policies and procedures.

Submission of the proposed revision of the WIPO Staff Regulations and Staff Rules to the WIPO Coordination Committee

5. The proposed revision of the WIPO Staff Regulations and Staff Rules was presented by the Secretariat (reference document: WO/CC/62/2) to the WIPO Coordination Committee at its sixty-second (40th Ordinary) Session from September 22 to October 1, 2009.
6. The WIPO Coordination Committee noted the information regarding the proposed revision of the WIPO Staff Regulations and Staff Rules and approved the approach as proposed in paragraph 27 of document WO/CC/62/2, i.e. that a series of informal meetings would take place with Member States to discuss the proposed changes, following which a session of the Coordination Committee would be convened to approve the changes to the WIPO Staff Regulations and take note of the changes to the Staff Rules (reference document: WO/CC/62/4 – paragraph 31).

OVERVIEW OF THE SECOND PHASE OF THE REVISION OF THE WIPO STAFF REGULATIONS AND STAFF RULES - 2010

Establishment of a Consultative Group

7. Briefings to all staff were held on November 24, and 26, 2009, concerning the proposed contractual reform and revisions to the WIPO Staff Regulations and Staff Rules. Following these briefings, staff expressed the wish for further clarifications and consultations on the proposed revision.
8. Consequently, on January 26, 2010, the Assistant Director General for Administration and Management informed the staff, by way of a memorandum, of the Director General's decision to establish a Consultative Group, composed of staff and management representatives, to address issues raised by the staff and to take forward the process of revising the WIPO Staff Regulations and Staff Rules.
9. The mandate of the Consultative Group also includes recommending the human resources policies and procedures to be developed or revised, linked to the revisions to the WIPO Staff Regulations and Staff Rules.
10. The Administration and the staff representatives are presently finalizing the terms of reference to enable the Consultative Group to begin its work in 2010.
11. Once it has commenced its deliberations, the Consultative Group will give an indicative date for the conclusion of its mandate.
12. The proposal of the Consultative Group will be submitted to the Director General, through the Assistant Director General for Administration and Management, for his review and decision. The final proposal will be presented to the Member States through informal meetings (see paragraph 6 above), before being submitted for approval to the Coordination Committee.

Revised project timeline

13. The Director General also decided, based on a number of considerations including the amount of work involved in the planning for and implementing the necessary measures resulting from the revisions to the WIPO Staff Regulations and Staff Rules, to defer the target date for the implementation of the revised WIPO Staff Regulations and Staff Rules to January 1, 2012, thus minimizing and/or avoiding the need for a number of transitional measures.

IT developments linked to the Project

14. The Director General has decided that the revised WIPO Staff Regulations and Staff Rules and related policies and procedures will be included in an on-line HR Administrative Manual, providing a comprehensive and easily accessible source of human resources management information for staff. Work has already begun on building the portal, to support the implementation of the revised WIPO Staff Regulations and Staff Rules, currently scheduled for January 2012.
15. The Enterprise Resource Planning System Project, which will be submitted to the PBC in September 2010, will closely follow the developments on the revision of the WIPO Staff Rules and Regulations to ensure a coherent and effective implementation of the HR regulatory framework.
16. *The WIPO Coordination Committee is invited to note the information contained in paragraphs 1 to 15, above.*

[End of document]