

WIPO General Assembly

Forty-Third (21st Ordinary) Session
Geneva, September 23 to October 2, 2013

REPORT ON THE IMPLEMENTATION OF THE JOINT INSPECTION UNIT RECOMMENDATIONS FOR THE REVIEW OF WIPO LEGISLATIVE BODIES

Document prepared by the Secretariat

1. The present document contains a Report on the Implementation of the Joint Inspection Unit Recommendations for the Review of WIPO Legislative Bodies which was submitted to the WIPO Program and Budget Committee (PBC) at its twenty-first session (September 9 to 13, 2013).
2. Further to the Decisions and Recommendations adopted by the PBC at its twenty-first session, the PBC recommended that the document in annex, WO/PBC/21/16, be presented to the WIPO General Assembly for its consideration.

3. The WIPO General Assembly is invited to consider this issue and take appropriate action.

[Document WO/PBC/21/16 follows]

Program and Budget Committee

Twenty-First Session Geneva, September 9 to 13, 2013

REPORT ON THE IMPLEMENTATION OF THE JOINT INSPECTION UNIT RECOMMENDATIONS FOR THE REVIEW OF WIPO LEGISLATIVE BODIES

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1. Further to requests made by Member States during the 19th Session of the WIPO Program and Budget Committee, this document is presented to Member States to provide a status of the 44 relevant Legislative Body recommendations resulting from the Reviews of the Joint Inspection Unit (JIU) during the period of 2010 to 2012.

2. In Annex to this document are those recommendations addressed to the Legislative Organs or Governing Bodies of JIU Participating Organizations, of relevance to the WIPO Legislative Bodies, along with the current status of acceptance/implementation of the said recommendations. Of the 44 recommendations: 23 have been accepted and implemented; 9 have been accepted and are in progress; 11 are under consideration and one is considered not relevant to WIPO. The information is presented on a report-by-report basis.

3. *The Program and Budget Committee is invited to review and take note of the contents of the present document.*

[Annex to WO/PBC/21/16 follows]

JIU RECOMMENDATIONS ADDRESSED TO THE WIPO LEGISLATIVE BODIES

Recommendation	Responsible Officer	Acceptance	Implementation	Management/Focal Point Assessment
Recommendations from JIU Reviews held in 2012				
JIU/REP/2012/2, “The Management of Sick Leave in the United Nations System”				
Rec. 5. The legislative bodies of United Nations system organizations should require executive heads to provide them with comprehensive annual or biennial reports on sick leave, including statistical and cost data, and measures taken by the organization to reduce sick leave absenteeism.	Director, HRMD	Accepted	In progress	As mentioned in the HR Annual Report to the Coordination Committee (WO/CC/67/2), an external consultant was engaged in 2013 to review, <i>inter alia</i> , absenteeism with a view to identify opportunities to reduce absence levels through effective sick leave management.
JIU/REP/2012/4, “Staff recruitment in United Nations system organizations: a comparative analysis and benchmarking framework: Overview”				
Rec. 1. The legislative bodies of United Nations system organizations should direct executive heads to be guided by the 15 recruitment benchmarks proposed in this review when hiring external candidates to fixed-term positions of one year or more (JIU/REP/2012/4, para. 27).	Director, HRMD	Accepted	Implemented	WIPO's rules and procedures on recruitment are compliant with this recommendation.
JIU/REP/2012/5, “Review of individual consultancies in the United Nations system”				
Rec. 12. The legislative/governing bodies of the United Nations system organizations should exercise their oversight function on the use of consultants through regular reviews of analytical information provided by the executive heads of the respective organizations.	Director, HRMD	Accepted	Implemented	Information on the use of consultants is provided as part of the HR Annual Report to the Coordination Committee (WO/CC/67/2).

Recommendation	Responsible Officer	Acceptance	Implementation	Management/Focal Point Assessment
JIU/REP/2012/9, “Lump-sum payments in lieu of entitlements”				
<p>Rec. 1. The legislative/governing bodies of United Nations system organizations should request their respective executive heads to prepare a report on the usage of the lump-sum option for home leave travel which, <i>inter alia</i>, would compare the costs for providing the lump-sum option with those of organizing the travel for the eligible headquarter-based staff members for a period of two years. Upon consideration of the report, the legislative/governing body should decide in 2015 whether to take any action deemed appropriate.</p>	Director, PTD	Accepted	In progress	<p>The business case related to the cost of the Home Leave lump-sum versus direct payment of the travel has already been elaborated. The decision step remains to be done within the given deadline.</p>
<p>Rec. 3. The legislative/governing bodies of United Nations system organizations should request their respective executive heads to suspend, if not already the case, the payment of additional DSA (15 or 40 per cent), to those officials travelling on organizational budgets.</p>	Director, PTD	Under consideration		<p>DSA calculation has just been reviewed regarding overnight trips and adjusted downward. The additional DSA is under study.</p>
JIU/REP/2012/10, “Staff–Management relations in the United Nations specialized agencies and common system”				
<p>Rec. 5. The Governing Bodies of the organizations under review which have a field presence should mandate their Executive Heads to ensure that when reporting on human resources issues, challenges faced by staff in the field are specifically detailed.</p>	Director, HRMD	Accepted	In Progress	<p>While WIPO does not have a field presence per se, the HR Annual Report includes information on staff in the External Offices.</p>

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<p>Rec. 8. The legislative or Governing Bodies of the organizations under review should mandate their Executive Heads to prioritize the development of a burden-sharing formula and agreement with regard to financing all costs associated with the representational function of officials of staff federations that are recognized in the ICSC statutes and rules of procedures.</p>	<p>Director, HRMD</p>	<p>Under consideration</p>		<p>This recommendation is under consideration in WIPO.</p>
<p>Rec. 9. In the organizations under review where formal provisions do not yet exist, the legislative/Governing Bodies should adopt regulations granting SRBs the right to effectively present statements during meetings of relevant inter-governmental organs dealing with issues related to staff welfare.</p>	<p>Director, HRMD</p>	<p>Accepted</p>	<p>Implemented</p>	<p>Staff Representatives have been given the opportunity to deliver statements to the relevant Governing body of WIPO (the Coordination Committee).</p>
<p>JIU/REP/2012/12, “Strategic planning in the United Nations system”</p>				
<p>Rec. 4. The legislative bodies of the United Nations system organizations should formulate and define relevant system-wide sectorial strategic frameworks through the Economic and Social Council to address the long-term goals established by the 2005 World Summit Outcome, adopted by the General Assembly in resolution 60/1, as well as those established by the missions and mandates of the system organizations as a result of global conferences.</p>	<p>Director, Resource Planning, Program Management and Performance Division</p>	<p>Under consideration</p>		<p>WIPO's current medium term strategic plan (MTSP) covers the 2010-15 time frame of and the WIPO Results Framework is developed on a biennial basis. Given the technical and specialized nature of WIPO's work neither of these strategic planning tools are formulated or defined through the UN Economic and Social Council. WIPO remains focused on playing its part in helping to realize the MDGs. Our Development Agenda related activities underline our commitment to assist Member States benefit from the use of the intellectual property system for economic, social and cultural development. While WIPO does undertake important work in this regard, given the nature of our support, it can be difficult to directly plan and attribute this to the achievement of MDGs.</p>

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Rec. 5. The legislative bodies of the United Nations system organizations should instruct their respective secretariats to adopt the necessary measures by the end of 2015 to harmonize and/or align the planning cycles of their strategic plans so that all the organizations are ready to start a new harmonized reporting cycle to Member States in 2016.	Director, Resource Planning, Program Management and Performance	Under consideration		WIPO's current medium term strategic plan (MTSP) covers the time frame of 2010-2015 and is therefore aligned with the proposal. However it must be borne in mind that the duration of WIPO's planning cycle is currently six years.
Recommendations from JIU Reviews held in 2011				
JIU/REP/2011/1, "Review of the medical service in the United Nations system"				
Rec. 2. The legislative bodies of United Nations system organizations should adopt appropriate standards with regard to Occupational Safety and Health issues, taking into account and ensuring compatibility with emerging modifications to the Minimum Operating Safety and Security Standards.	Director, HRMD	Under consideration		An external consultant has been engaged to review medical and occupational health services and safety at WIPO.
JIU/REP/2011/3, "South-South and Triangular Cooperation in the United Nations System"				
Rec. 3. The legislative bodies of United Nations system organizations should request the Executive Heads to establish identifiable and dedicated structures, mechanisms and focal points tasked with developing agency-specific corporate policy and support strategy, and ensure coordination on South-South and triangular cooperation within their respective organizations and inter-agencies, through the reallocation of the necessary staff and resources for this purpose, as appropriate.	Senior Director, Access to Information and Knowledge Division	Under consideration		Under the WIPO Development Agenda (DA), the WIPO Committee on Development and Intellectual Property (CDIP) adopted, during its seventh session in November 2011, a two-year project entitled "Enhancing South-South cooperation on IP and Development among Developing Countries and LDCs", which will undergo evaluation in April/May 2014 (CDIP/13) following which the Member States will have to take a decision on the way forward.
Rec. 9. The legislative and governing bodies of the United Nations system	Senior Director, Access to	Under consideration		Under the WIPO Development Agenda (DA), the WIPO Committee on

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<p>organizations should request the Executive Heads to apportion a specific percentage – not less than 0.5 per cent – of core budget resources for the promotion of South-South cooperation (SSC) in their respective areas of competence, in consultation with programme countries; and to agree with donor countries to use a specific portion of extrabudgetary resources to finance SSC and triangular cooperation initiatives.</p>	<p>Information and Knowledge Division</p>			<p>Development and Intellectual Property (CDIP) adopted, during its seventh session in November 2011, a two-year project entitled “Enhancing South-South cooperation on IP and Development among Developing Countries and LDCs”, which will undergo evaluation in April/May 2014 (CDIP/13) following which the Member States will have to take a decision on the way forward.</p>
<p>JIU/REP/2011/4, “Multilingualism in the United Nations system: Status of implementation”</p>				
<p>Rec. 6. When creating new institutional bodies that would require the provision of conference services, the legislative bodies of the United Nations system organizations should plan for the budgetary resources associated with the resulting additional workload, in particular for translation and interpretation.</p>	<p>Director, Conference and Language Department</p>	<p>Accepted</p>	<p>Implemented</p>	<p>While WIPO is not creating new institutional bodies, the provision of any budgetary resources associated with such a creation will be planned as necessary.</p>
<p>Rec. 8. The legislative bodies of the organizations of the United Nations system should ensure that the necessary resources are allocated within the organizations to achieve effective succession planning and dispense targeted training to candidates to language examinations.</p>	<p>Director, HRMD</p>	<p>Accepted</p>	<p>In progress</p>	<p>Due to an important geographic shift in WIPO’s service workload there are specific needs with regard to the need for language staff, which have been identified and are being addressed. WIPO has overcapacity in some languages and a shortage in others and strategies are in place to correct this imbalance over the coming period. WIPO’s legislative bodies are aware of these strategies which are also included in the HR Annual Report to Member States (WO/CC/67/2).</p>
<p>Rec. 12. The legislative bodies of the organizations of the United Nations system should direct and approve the necessary support to the executive heads to develop multilingual websites in all</p>	<p>Director, Conference and Language Department</p>	<p>Accepted</p>	<p>In progress</p>	<p>The WIPO website is already available in six languages. It is now being restructured, and once the exercise is completed, a work plan will be developed to assess the resource needs for the</p>

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<p>their official or working languages, with due attention to the language specificities of the duty stations concerned.</p>				<p>translation of content of the new site, as well as for its maintenance. The issue will be reviewed by the Assemblies of the WIPO Member States in September 2013 (paragraph 7 of document WO/PBC/21/15 entitled "Progress Report on the Implementation of WIPO Language Policy" refers.</p>
<p>Rec. 15. As a matter of policy, the legislative bodies of the organizations of the United Nations system should endorse, including through budgetary channels, the arrangements required to ensure effective compliance in delivering the organizations' core work in all official and working languages.</p>	<p>Director, Conference and Language Department</p>	<p>Accepted</p>	<p>In progress</p>	<p>Further to the approval of the Policy on Languages in WIPO given during the Assemblies of the WIPO Member States, September 2011, a progress report on the implementation of the WIPO Language Policy will be presented to the Member States during the meeting of the WIPO Assemblies to be held in September 2013 (WO/PBC/21/15).</p>
<p>JIU/REP/2011/5, "Accountability frameworks in the United Nations system"</p>				
<p>Rec.2. The legislative bodies of United Nations system organizations, which have not yet done so, should take decisions based on a results-based management approach and ensure that the necessary resources are allocated to implement the organizations' strategic plans and results-based management.</p>	<p>Director, Resource Planning, Program Management and Performance Division</p>	<p>Accepted</p>	<p>Implemented</p>	<p>WIPO has fully embraced the Results Based Management approach. In 2012/2013 the Member States approved a Results based Program and Budget, The Organizational Expected Results linked to the 9 Strategic Goals formed the basis for the Program and Budget. Programs contribute to the Expected Results through their program performance indicators. The 2014/2015 Program and Budget has further improved and strengthened the Results Frameworks for the Organization as well as programs. WIPO has also implemented Enterprise performance management tools and established a Division for program performance Management to ensure adequate support for Results Based Management on a continuing basis.</p>

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JIU/REP/2011/6, "Business Continuity in the United Nations System"				
<p>Rec. 7. Legislative bodies of the United Nations organizations should, on the basis of the executive heads' budget proposals, provide the necessary financial and human resources for the implementation, continuous monitoring, maintenance and updating of the approved business continuity plans developed on the basis of the organization's BC policy/strategy.</p>	<p>CIO</p>	<p>Accepted</p>	<p>Implemented</p>	<p>WIPO's Business Continuity strategy and plan have been elaborated and communicated internally to staff at large (OI/43/2012). The selection of a Business Continuity Coordinator in the Office of the Director General is currently on-going.</p>
JIU/REP/2011/7, "The Investigation Function in the United Nations System"				
<p>Rec.4. The legislative bodies of United Nations system organizations which have not yet done so should direct their executive heads to ensure that internal oversight entities or investigation units are authorized to initiate investigations without the executive head's prior approval.</p>	<p>Director, Internal Audit and Oversight Division</p>	<p>Accepted</p>	<p>Implemented</p>	<p>This recommendation is already implemented in WIPO. The provisions of paragraph 4 of the Internal Oversight Charter state that "(The Director, Internal Audit and Oversight Division) has the authority to initiate, carry out and report on any action, which he/she considers necessary to fulfill his/her mandate."</p>

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<p>Rec.6. The legislative bodies of United Nations system organizations should review the adequacy of resources and staffing of the investigation function on the basis of the recommendations of the respective audit/oversight committees either annually or biennially depending on the organizations' budget cycle.</p>	<p>Director, Internal Audit and Oversight Division</p>	<p>Accepted</p>	<p>Implemented</p>	<p>The Investigation function's budget is part of WIPO's Internal Audit and Oversight Division budget, which is prepared and approved according to the same rules than WIPO's other programs. It is part of WIPO's program and Budget approved by the Member States. The Independent Advisory Oversight Committee (IAOC) is however informed of the process and would be able to make comments if it deemed it necessary. In addition, the Director IAOD reports to the General Assembly of Member States on his/her independence. Financial resources are a component of that independence and if necessary the General Assembly would, through the channel of Director, IAOD's report, be appraised of any difficulty concerning IAOD's budget.</p>
<p>JIU/REP/2011/9, "Information and communication technology (ICT) governance in United Nations system organizations"</p>				
<p>Rec. 6. The legislative bodies of the United Nations system organizations should request the executive heads to present the corporate ICT strategies to Member States for their information and support.</p>	<p>CIO</p>	<p>Under consideration</p>		<p>This recommendation is under consideration at WIPO.</p>

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Recommendations from JIU Reviews held in 2010				
JIU/REP/2010/8, "Inter-agency Staff Mobility and Work/life Balance in the Organizations of the United Nations System"				
<p>Rec.9. The legislative bodies of the organizations of the United Nations common system should bring to the attention of the host countries' authorities the need to facilitate the access to local labour markets for the spouses of staff members of international organizations, through, <i>inter alia</i>, the granting of work permits or similar arrangements.</p>	<p>Director, HRMD</p>	<p>Accepted</p>	<p>Implemented</p>	<p>Implemented through agreements and procedures established with the Swiss Mission in Geneva.</p>
JIU/REP/2010/7, "Policies and Procedures for the Administration of Trust Funds in the United Nations System Organizations"				
<p>Rec. 1. The legislative bodies of the United Nations system organizations should strengthen the integrated management of the regular budget and extrabudgetary resources in order to ensure that the extrabudgetary resources, including the trust funds, are in line with the strategic and programmatic priorities of the organizations.</p>	<p>CFO, Controller</p>	<p>Accepted</p>	<p>Implemented</p>	<p>The WIPO Program and Budget is framed around the WIPO's results framework which has been developed to integrate work funded by both regular budget sources and voluntary contributions. This alignment helps ensure that the management of all resources contributes to the achievement of the Organization's strategic and programmatic priorities.</p>
<p>Rec. 2. The legislative bodies of the United Nations system organizations should invite all donors to respond favourably to the efforts made by the organizations to increase the portion and volume of thematic trust funds and other types of pooled funds, in order to facilitate more efficient trust fund management.</p>	<p>CFO, Controller</p>	<p>Accepted</p>	<p>In progress</p>	<p>WIPO has promoted thematic trust funds and other types of pooled funds with its donors and potential donors.</p>
<p>Rec. 7. The legislative bodies of the United Nations system organizations should review the harmonized cost recovery policies and principles for trust funds and activities</p>	<p>CFO, Controller</p>	<p>Under consideration</p>		<p>This system-wide recommendation is under consideration by the CEB.</p>

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financed by other extrabudgetary resources, once they have been agreed within the CEB, with a view to updating the cost recovery policies of their organizations accordingly.				
JIU/REP/2010/6, “Preparedness of the United Nations System Organizations for the International Public Sector Accounting Standards (IPSAS)”				
Rec.1. The legislatives bodies should request their respective executive heads to issue regular progress reports on the implementation status of IPSAS.	CFO (Controller)	Accepted	Implemented	Regular reports were provided to the legislative bodies of WIPO throughout the IPSAS implementation exercise. WIPO became IPSAS compliant in 2010.
Rec. 2. The legislative bodies should provide the support, staffing and funding required to ensure successful and effective transition to IPSAS	CFO (Controller)	Accepted	Implemented	WIPO has recruited an IPSAS specialist staff member to assist with IPSAS implementation and post-implementation issues.
JIU/REP/2010/5, “Review of the Audit Function in the United Nations System”				
Rec. 3. The legislative/governing bodies should direct the executive heads of the United Nations system organizations concerned to facilitate the submission of the internal audit planning and audit results to the audit/oversight committees, where appropriate, for the latter's review.	Director, IAOD	Accepted	Implemented	The Internal Audit and Oversight Division submit all audit plans and results to WIPO's Independent Advisory Oversight Committee.
Rec. 7. To enhance efficiency, the legislative/governing bodies at the organizations concerned should direct executive heads to review audit staffing and the budget prepared by the internal audit/oversight head, taking into consideration the views of the audit/oversight committees, where appropriate, and should suggest to the executive heads an appropriate course of action, to ensure that the audit function is adequately resourced to implement the audit plan.	Director, IAOD	Accepted	Implemented	The staffing situation has improved over the last few years and the need for additional resources for Internal Audit has been communicated to the DG so that Internal Audit will be able to provide more effective audit coverage to the DG and the Governing Body.

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<p>Rec. 11. The legislative bodies should request the independent audit/oversight committees at United Nations system organizations to review the performance and mandate/audit engagement of external auditors at least every five years, in consultation with the executive heads, and to submit the outcome of such review to the legislative/governing bodies as part of their annual report.</p>	<p>Director, IAOD</p>	<p>Accepted</p>	<p>Implemented</p>	<p>The IAOC's Terms of Reference request that the IAOC review, at least every three years, the content of the Financial Regulations and Rules including (the) "Terms of Reference Governing External Audit". The IAOC's mandate according to its Terms of Reference also call for exchanging information and views with the External Auditor, including his/her audit plan as well as overseeing audit performance.</p>
<p>Rec. 12. The legislative bodies of the United Nations system organizations should, after consulting the independent audit/oversight committee, select an external auditor among competitive and interested supreme audit institutions (SAIs) for a term of four to six years, not immediately renewable. Candidacies should be screened by a subsidiary committee of the legislative/governing body against established criteria/requirements including rotation and geographical representation.</p>	<p>Director, IAOD</p>	<p>Accepted</p>	<p>Implemented</p>	<p>WIPO's External Auditor is appointed for a period of six consecutive years. The appointment is non-renewable. Candidacies are screened by a subsidiary committee of the WIPO General Assembly against established criteria/requirements including rotation and geographical representation.</p>
<p>Rec.13. To enhance accountability and transparency, the legislative/governing bodies should require that the financial statements be finalized no later than three months after the end of the financial period to enable the external auditor to submit his/her report, first to the audit/oversight committee and then, no later than six months after the end of the financial period to the legislative/governing body, and to have it published on the website of the organization.</p>	<p>Director, Finance Services</p>	<p>Accepted</p>	<p>Implemented</p>	<p>The WIPO Financial Regulations and Rules stipulate the following:</p> <p>Regulation 6.5 The annual financial statements for each calendar year of the financial period shall be submitted by the Director General to the External Auditor and the Independent Advisory Oversight Committee no later than March 31 following the end of the calendar year to which they relate.</p> <p>Rule 106.11 (a) Annual financial statements covering each calendar year of the financial period, as at December 31,</p>

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				shall be submitted to the External Auditor and the Independent Advisory Oversight Committee not later than March 31 following the end of the calendar year to which they relate. The annual financial statements shall include all business units of the Organization. Copies of the annual financial statements shall also be transmitted to the Program and Budget Committee. Additional financial statements may be prepared as and when the Controller deems it necessary.
Rec.14. The legislative/governing bodies in the United Nations system organizations direct the executive heads at each organization to inform them of all third-party audit/verification requests, after consulting the audit/oversight committees and the external auditors.	CFO, Controller Director, IAOD	Accepted	In progress	Contrary to other UN organizations, WIPO does not use a large amount of extrabudgetary funds and therefore there are little requests for third party verifications. It would not be difficult to inform the General Assembly of such requests as and when these arise.
Rec.15. To enhance accountability, controls and compliance, the legislative bodies should revise the mandates of audit/oversight committees to include the review of both internal and external auditors' performance as well as other responsibilities, including governance and risk management.	Director, IAOD	Accepted	Implemented	This is already addressed in section 2.b of the Terms of Reference of the Independent Advisory Oversight Committee.
Rec.16. The legislative bodies should require that the charter of the audit/oversight committees be reviewed regularly, at least every three years, and any change be submitted for the approval of the legislative bodies.	Director, IAOD	Accepted	Implemented	The terms of reference of IAOC is subject to review every three years and they are approved by the WIPO General Assembly. These were last reviewed and adopted by the WIPO Assemblies in 2012.
Rec.17. The legislative/governing bodies should elect/appoint the audit/oversight committee members, the number of whom should vary between five and seven members with due regard to professional	Director, IAOD	Accepted	Implemented	The selection process has been done in line with the recommendation, WIPO sought assistance of an external consultant for the successful completion of this process. As three members of the IAOC will be coming to

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<p>competency, geographical distribution and gender balance so as to represent the governing bodies' collective interests. The candidates should be screened by a committee, unless the audit/oversight committee is a subcommittee of the legislative/governing bodies, to ensure compliance with the said requirements, including independence before their appointment.</p>				<p>the end of their mandate in 2014, the process for their replacement has just been completed and a recommendation is being submitted to the WIPO Assemblies in 2013.</p>
<p>JIU/REP/2010/4, "Review of Enterprise Risk Management (ERM) in the United Nations System: Benchmarking framework"</p>				
<p>Rec. 2. Governing bodies should exercise their oversight role regarding the adoption of ERM benchmarks set out in this report, the effectiveness of implementation and the management of critical risks in their respective organizations.</p>	<p>Director, Resource Planning, Program Management and Performance Division</p>	<p>Accepted</p>	<p>Implemented</p>	<p>WIPO Secretariat has been guided by the Independent Advisory and Oversight Committee, established by the Member States, on Risk Management. Under the Strategic Realignment Program WIPO has undertaken to strengthen Internal Controls and Risk management and considerable progress has been made on this to date. Progress has been reported to Member States under the SRP and regularly to the IAOC.</p>
<p>JIU/REP/2010/3, "Ethics in the United Nations System"</p>				
<p>Rec. 1. The legislative bodies of the smaller organizations should direct their respective executive heads to put forward proposals for providing the ethics function through either a joint ethics office established by a group of organizations on a cost-sharing basis or in-sourcing to the ethics office of another organization on a cost-sharing/cost-recovery basis.</p>	<p>Chief Ethics Officer</p>	<p>Not relevant</p>		<p>Decision already taken by the Executive Head to have an in house WIPO only Ethics Office.</p>
<p>Rec. 6. The legislative bodies should direct their respective executive heads to apply term limits to the appointment of</p>	<p>Chief Ethics Officer</p>	<p>Under consideration</p>		

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the head of the ethics office, which should be a non-renewable appointment of seven years, or no more than two consecutive appointments of four or five years, with no possibility of re-employment by the same organization.				
Rec. 7. The legislative bodies should direct their respective executive heads to ensure that the head of the ethics office submits an annual report, or a summary thereof, unchanged by the executive head, directly to the legislative body, together with any comments of the executive head thereon.	Chief Ethics Officer	Accepted	Implemented	The Ethics Office began submitting annual reports to the WIPO Coordination Committee, the relevant Member state body, in 2012.
Rec. 8. The legislative bodies should direct their respective executive heads to ensure that the head of the ethics office has informal access to the legislative bodies which is enshrined in writing.	Chief Ethics Officer	Under consideration		
Rec.16. The legislative bodies should direct their respective executive heads to file a financial disclosure statement, which should be reviewed in the same manner as for all other staff members who are required to file such statements.	Chief Ethics Officer	Accepted	In Progress	The WIPO Declaration of Interest policy also applies to the WIPO Director General as governed by the WIPO Office Instruction no. 1/2013.

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JIU/REP/2010/2, "Review of Travel Arrangements within the United Nations System"				
<p>Rec. 9. The governing bodies of United Nations system organizations should request the executive heads to provide reports on travel expenditures by reporting period and steps taken to rationalize travel costs.</p>	<p>Director, PTD</p>	<p>Accepted</p>	<p>Implemented</p>	<p>Reports on travel expenditures are provided to management on a quarterly basis. Steps to rationalize travel costs are also taken and particularly since the beginning of 2009 with the appointment of the new DG. They were clearly spelled out through the issuance of an Office Instruction (OI/16/2012) on travel policy. In addition, as part of its Program Performance reporting, WIPO continues to report on cost efficiency measures, including in the area of travel.</p>

[End of Annex and of document]