

WIPO



WO/PBC/11/12

ORIGINAL: English

DATE: June 13, 2007

WORLD INTELLECTUAL PROPERTY ORGANIZATION
GENEVA

E

PROGRAM AND BUDGET COMMITTEE

Eleventh Session
Geneva, June 25 to 28, 2007

PROPOSAL TO UPGRADE THE SECURITY STANDARDS OF WIPO

prepared by the Secretariat

Background

1. Security within the overall United Nations system has been significantly enhanced in recent years due to an increase in the level of actual and perceived global terrorist threats. The United Nations (UN) is now considered a valid target for attack and, as a result, a number of United Nations General Assembly Resolutions have recently called for, *inter alia*, the promotion and enhancement of security consciousness within the United Nations Secretariat, agencies, funds and programs.

2. The UN has strengthened and unified the UN Security Management System (UNSMS), developed and implemented an accountability framework for security management for all organizations within the UN system¹ and, in January 2005, established the UN Department of Safety and Security (UNDSS)². UNDSS has developed a system-wide Security Risk Assessment (SRA) matrix and the Headquarters Minimum Operating Security Standards (H-MOSS), which provide a framework to assist security decision-making for the implementation of physical security in Headquarters locations.

¹ United Nations General Assembly document A/57/365

² United Nations General Assembly documents: A/59/365, A/59/365/Add.1, A/59/448/Add.2 and A/RES/59/211

3. WIPO is a full member of the UNSMS and has been actively engaged in the development and implementation of all UNSMS policies including the accountability framework. WIPO is a member of the Swiss Country Team and of the Security Management Team, both chaired by the Director General of the United Nations Office in Geneva (UNOG), the Designated Official for Switzerland, and liaises closely with the other UN Agencies, Funds and Programs in Geneva on matters of security, and with the Host Government.

4. In accordance with the accountability framework, the Director General has “a ‘duty of care’ to ensure that personnel employed by organizations of the United Nations system and their eligible dependants are not exposed to exceptional risk”³. It is understood that a revised and strengthened accountability framework has now been developed and is to be formally presented to the UN General Assembly at its 62nd Session in September⁴, according to which the Executive Heads of specialized agencies are responsible to ensure that “... all measures are taken to mitigate risk” whilst stating clearly that these responsibilities and commitments are “without prejudice to their accountability to their own governing and legislative bodies.”

5. In view of the changing environment in relation to security in general and the recommendations encompassing the entire UN system of organizations, a review of the security system in place at WIPO was undertaken in December 2005. The review revealed that significant changes were essential to meet the minimum requirements of H-MOSS and, as a result, a comprehensive Security Risk Assessment (SRA) was carried out by an independent security expert for WIPO Headquarters in April 2006 and for WIPO Coordination Offices between June and October 2006. The SRA demonstrated that the security system in existence both in physical terms and with regard to information security required significant change and enhancement.

6. On the basis of the SRA as well as the recommendations of an internal security coordination committee established by the Director General to consider, *inter alia*, the SRA, the Director General approved the initiation of a security change project to upgrade the security at WIPO. The project is addressing security issues under the following headings: policy, coordination, creation of a common system, crisis management, information security, physical security, conference and delegate security, compliance, human resources and communication.

7. This document outlines the security measures required to strengthen the WIPO security management system and to enhance the physical security of existing WIPO premises. The associated budget implications for the above-mentioned measures are elaborated herein. The document also refers briefly to information security and to the new building.

Strengthening the WIPO security management system

8. The key areas for improvement relate to the internal security section, physical security and information security. The concept is to implement a layered perimeter approach with tight access control, i.e. Outer Access Control at a solid physical barrier, Inner Access Control by enhanced building access, and enhanced information security systems within the buildings.

³ Inter-organizational security measures framework for accountability for the United Nations Security Management System (United Nations General Assembly document A/57/365)

⁴ United Nations General Assembly document A/RES/61/263

Changes already implemented include the recruitment of some qualified staff, enhanced information security, crisis management and business continuity planning, improved security for travel and conferences, and enhanced security awareness.

9. It should be noted that the proposals presented in this document for a strengthened security management system and provision of uniformed guards are based on mandatory UN security standards. Proposals outlined for enhanced physical security for WIPO headquarters are based on the H-MOSS template, technical security studies and the constraints of the architecture and of the site. Proposals for enhanced information security are based on current industry best practice.

Security Management in WIPO

10. It is recalled that Security within WIPO has traditionally been low-key with a small security coordination section with staff who did not have professional security backgrounds, and a uniform guard force employed through a contract pre-dating current security norms. Until late 2004, the Security Section was part of Buildings Services and the security budget, even in the current biennium, was included under Program 29 (Premises Management). The SRA recommended that security should have a separate budget and that the said Security Section should have at least three professional posts and six general service posts for which standardized UNSMS security training should be provided. The SRA also emphasized that all holders of security posts must have fixed-term contracts.

11. The WIPO Safety and Security Coordination Service (SSCS) was formed in October 2006 to strengthen security operations, introduce new security policies and procedures and to improve the standards of safety and security. Because of the urgency of the requirements, three professional posts from those authorized under the initial budget for 2006/07 were utilized for recruiting appropriately qualified and experienced professionals, i.e., the Head of Security (P5) and Deputy Head (P4), and an Information Security Officer (P3). As stated in the Revised Budget for 2006/07 (document WO/PBC/11/5, paragraph 22), post facto authorization is requested from the Member States for these three new posts for the security service of the organization.

12. The current general service staff members in SSCS have received appropriate training through the UN Safety & Security Service (SSS) at the United Nations Office in Geneva (UNOG). A large number of UN offices and specialized agencies⁵ in Geneva use UNOG SSS for guarding and/or training. The recruitment standards at UNOG SSS meet the requirements of the UNSMS of which WIPO is a member.

13. The current outsourced uniformed security guard contract will expire on December 31, 2007. WIPO has considered four options for a uniformed security service: (i) establishing a WIPO uniformed security service; (ii) outsourcing to UNOG; (iii) outsourcing to a private security contractor that meets recruitment standards; (iv) combining options (i) and (iii). In view of the unavailability of security staff in UNOG SSS and the current post situation in WIPO, outsourcing the uniformed security guard service to a private contractor appears to be the most practical option at the present time.

⁵ WTO, ITU, WHO, ITC, ILO, UNICEF, UNHCR, UNDP, WFP, UNEP, OHCHR, UNITAR, UNCC, UNAIDS, UNESCO, UNOPS, UNCCD, UNFPA, UNV, UNHABITAT

14. The Secretariat is contacting other UN Agencies in Geneva in order to establish a policy on the number and quality of externally contracted security guards. In the light of these contacts, the Secretariat will establish a request for proposal (RFP) for a new security guard contract. It is anticipated that this will result in an increase in the yearly costs for guard services. The yearly cost for the security guard contract in 2007 is 2.9 million Swiss francs. According to initial assessment the increase in this cost could be up to 5.2 million Swiss francs. Any increase which may be recommended by this Committee would be reflected in a revised version of document WO/PBC/11/6.

Enhanced Physical Security – Host Country Support

15. WIPO Headquarters buildings are situated in open gardens to which the public has free access and are located adjacent to the *Place des Nations* close to other UN entities, many of which have significantly strengthened physical security in line with H-MOSS. As a result, the public areas around WIPO have a high potential to attract demonstrations. The main WIPO building (AB) is highly visible and this, combined with the location and lack of protection, creates a particular vulnerability requiring specific security measures.

16. In June 2006 the Director General wrote to the Government of the Host Country outlining the proposed concept for a comprehensive restructuring of the security management system in WIPO, requesting support and collaboration with regard to the project to enhance the existing security posture of WIPO and indicating that external security of the WIPO perimeters was a priority. In response, the Government of the Host Country assured the Director General that due consideration would be given to the reports and studies prepared by WIPO.

17. As a follow-up to the above, the *Fondation des immeubles pour les organisations internationales* (FIPOI) is currently developing proposals for the enhancement of physical security of existing WIPO headquarters buildings (excluding rented premises). Recommendations are due to be considered by the Host Government in late June 2007. The Host Government is offering financial support to other UN offices, agencies and international organizations⁶ to enhance their perimeter security, so it is reasonable to expect that WIPO may also receive similar assistance. However, since the details will not be known until July, any potential financial contribution is not taken into consideration in this document. Notwithstanding any potential financial contribution, the involvement of the Host Government through FIPOI will no doubt facilitate implementation by assisting with getting necessary approvals.

Enhanced Physical Security – Concept

18. The specific measures to increase physical security primarily concern strict access control, i.e., establishment of outer access control and inner access control, as follows:

⁶ ITU, WTO, UNHCR, OHCHR, ITC, International Environment House (which houses some twelve UN entities)

(a) Outer Access Control: all buildings to be protected by a barrier or other appropriate physical entity to prevent intrusion by threat vehicles and members of the public; vehicle access points to be established as far as possible from the building concerned and equipped with a guard post and substantial retractable bollards at each entrance and exit; initial checks of all visitors to be carried out at exclusive entrances, protected by gatehouses and positioned away from the premises at the boundary of each site; visitors to be screened by metal detectors and their hand luggage by x-ray equipment at the gatehouses; staff pedestrian entrances from the street to be equipped with electronically operated access control turnstiles and entrances to premises from the compound or garage to be access controlled by the same system.

(b) Inner Access Control: all movements by staff within the premises to be by means of electronic passes and access to vulnerable locations and sensitive information, including information technology cupboards and data centers, to be isolated and restricted; a command and control center to be established and operational twenty-four hours a day seven days a week, be equipped with an uninterrupted power system and be connected to an emergency generator; high definition closed circuit television to be installed or upgraded to protect vulnerable information locations, emergency fire exit facilities, all premises entrance and exit points, the exterior of the grounds, and defined floors of all buildings; windows to have anti shatter film applied to protect and to minimize risk from explosive devices; the exterior of all buildings to be floodlit at night, up to and including first-floor level, and up-to-date intruder and fire alarm systems, electronically controlled from the command and control center, to be installed or upgraded.

Enhanced Physical Security – Estimated Costs for Existing Buildings

19. Details of the estimated costs for enhanced physical security for existing premises are set out in the Annex to this document. The estimates are based on the physical security concept and various technical security surveys undertaken by security experts in recent months. It is proposed that the design, planning and authorization for the strengthening of the physical security for existing premises be undertaken in 2008, at which time more detailed estimates and implementation plans will be established. However, should the Host Government offer financial and technical assistance, it is proposed that perimeter security be implemented during 2008.

20. For purposes of the figures set out in the Annex, the premises currently owned/occupied by WIPO are as follows:

(a) Main Compound: The main compound comprises the AB, GBI, GBII and ex-OMM buildings. The elements listed above regarding outer and inner access control are to be implemented for the main compound as a whole. The command and control center should be located within the main compound. Any external construction such as a perimeter, guardhouses, etc., will require the authorization of the local authorities.

(b) Rented premises: WIPO rents office space in the Proctor and Gamble (P&G) and *Centre administrative des Morillons* (CAM) buildings. It is anticipated that such office space will not be required once the new building is ready for occupation. While the same measures should be implemented for rented premises as for the main compound, it is unlikely that major security improvements such as perimeter barriers and vehicle access control, could be installed before the premises are vacated. It is recommended, therefore, that such measures

not be implemented for these buildings. However, it is proposed to discuss a minimum number of security improvements with the relevant owners. The main identified cost is for closed circuit television cameras which would be removed on termination of the lease.

(c) Coordination Offices: WIPO has offices in New York, Washington, Brussels, Singapore and Tokyo. Most of the improvements will be provided locally.

21. To implement the physical security concept, external specialists will be required to assist with various aspects such as project definition, evaluation of technical options, establishment of specifications and plans, detailed design, and contacts with local authorities.

The New Building

22. It should be noted that the security concept and security standards outlined in this document for existing buildings shall also need to be applied to the new building. This may have impact on the final cost of the new building. However, this will be known only after the contract has been awarded to a general contractor. The cost of the security elements for the new building is currently estimated at 4 million Swiss francs and will be funded under the loan as reflected in document WO/PBC/11/10. The cost estimate will be adjusted in the light of the results of the request for proposal (RFP) for the new building.

Information Security

23. WIPO's information resources are integrated into business processes critical for the Organization such as facilitating and promoting worldwide collaboration on intellectual property issues and administration of major international treaties. The increased reliance on information systems calls for a strategic and operational effort to ensure sustainable environment and information security risks management.

24. The nature of WIPO's business makes it particularly vulnerable if attempts to damage, destroy or steal data held either electronically or in hard copy succeed. A compromise of the integrity or confidentiality of WIPO's entrusted intellectual property data would undermine its credibility and reputation and could, if sufficiently serious, endanger the continuing existence of the Organization. In this context "compromise" could be through, for example, industrial espionage or extremist lobby groups or terrorist activity. The compromise could be from external or internal sources. WIPO recognizes this threat and has created an Information Security Section which has developed an extensive information security program.

25. A number of key activities that must be carried out to mitigate the perceived risks have been identified by the SRA and by recent technical audits of the WIPO Information Security program. There are several key areas to be addressed as a matter of priority: monitoring, compliance, intrusion detection and prevention, and business continuity and disaster recovery.

Budgetary Implications for Physical Security

26. The Program and Budget for the 2006/07 biennium did not cover the estimated cost of the Security Change Project. As stated in paragraph 11 above, the Revised Budget for 2006/07 (document WO/PBC/11/5) incorporates, for the approval of the Member States, the

cost of three new professional posts for the security services of the Organization, and an upward adjustment of the initial budget for the security services of the Organization. It is therefore recommended that these proposals be approved as put forward in document WO/PBC/11/5.

27. The Proposed Program and Budget for the 2008/09 biennium, contains a new program to cover the running costs of the safety and security service, as is currently shown in document WO/PBC/11/6 (Program 32). However, as indicated in paragraph 14 above, it may be necessary to reflect any additional cost in a revised version of document WO/PBC/11/6.

28. Finally, it is proposed that up to 9.305 million Swiss francs for the cost of enhancement of physical security of existing premises as outlined in the attached Annex be funded through the reserves (see document WO/PBC/11/6).

29. The Program and Budget Committee is invited to consider the contents of this document and the Annex thereto, and to recommend that the Assemblies approve the proposals contained in paragraphs 26, 27, and 28 of this document.

[Annex follows]

ANNEX

Upgrading the Security Standards of the Organization
Existing Premises - Estimated Costs

Detail	In thousands of Swiss Francs
<u>Main Compound:</u>	
Perimeter barrier:	2,800
Vehicle and visitor access control, guard boxes	2,150
Exterior lighting	150
Closed Circuit Television System	950
Public address system	200
Intrusion alarms	100
Command & Control Centre	790
Total Main Compound	7,140
<u>Rented Premises:</u>	
Closed Circuit Television System:	
P&G	100
CAM	100
Access control:	
CAM	10
Total Rented Premises	210
<u>Experts:</u>	
Architect	1,000
Engineers	625
Security Specialists	80
Fees (Planning & Authorization)	150
Total Experts	1,855
Total Coordination Offices	100
Total Physical Security:	9,305

[End of Annex and of document]