

## **Program and Budget Committee**

**Twenty-Second Session  
Geneva, September 1 to 5, 2014**

### **PROPOSAL BY THE DELEGATIONS OF BELGIUM, MEXICO AND SPAIN: INCREASING EFFICIENCY IN WIPO MEETINGS**

The Delegations of Belgium, Mexico and Spain have submitted the attached proposal, with the request that it be issued as an official document of the twenty-second session of the Program and Budget Committee (PBC), for discussion under agenda item 9 (Joint Inspection Unit Report “Review of Management and Administration in the World Intellectual Property Organization (WIPO)” (JIU/REP/2014/2): Secretariat’s Comments).

[Proposal by the Delegations of  
Belgium, Mexico and Spain follows]

[ORIGINAL: SPANISH]

## PROPOSAL ON INCREASING EFFICIENCY IN WIPO MEETINGS

### INTRODUCTION

The efficiency of meetings is a shared responsibility of WIPO and Member States. A concerted effort must therefore be made to achieve the best possible outcomes for our meetings in a context of limited resources.

The efficiency of meetings is closely related to key aspects of the governance of the organization and to a satisfactory and constructive relationship, both among Member States and between Member States and the Secretariat. The better meetings are prepared, the easier it will be for representatives of Member States to understand, be actively engaged, provide information and make decisions, which is especially important for the missions that have few staff members.

An inefficient organization of meetings has significant financial implications. Inefficiencies, such as meetings extending beyond schedule, consume significant financial and human resources without, in most cases, yielding additional results.

Paragraphs 29 to 34 of the last Joint Inspection Unit report on WIPO discuss issues such as the number and duration of meetings, the large volume of documentation, the need to review existing standards and procedures and the high organization costs. Paragraph 33 recommends that WIPO's governing bodies and the Secretariat take a closer look at these issues with the aim of regularizing the situation in this area.

In light of the foregoing, taking into account the trends observed at WIPO in recent years (increase in the number of meeting days per year, increased expenses for organizing meetings and increase in the number and length of preparatory documents for Committees), it is important for the proper functioning of the Organization firstly to take short-term measures to try to improve the current situation and, secondly, to initiate a review of the organization's working methods.

### SHORT-TERM MEASURES

These measures seek short-term efficiencies without affecting the routine functioning of WIPO. After this first phase, it would be desirable to evaluate the outcome and decide on their continuation or extension.

1. As a general rule, meetings of WIPO bodies should end at 6 p.m. Only in exceptional cases, provided that the Chair of the meeting considers that the extension is necessary to obtain a satisfactory result, should they be extended until 7 p.m.
2. Avoid overlap of official meetings and avoid holding consecutive meetings of various committees without a few days off to prepare for the next meeting.
3. Starting in 2015, the maximum number of days of official meeting of the previous year (2014) should not be exceeded.
4. Reduce the customary duration of WIPO Committees from 5 business days to 4 business days. This will not affect the Committees meetings whose duration is specified by the General Assembly.

5. Reduce the average length of official documents.
6. Inform Member States of results obtained following the implementation of such measures during the next PBC meeting. The PBC will evaluate the results and the desirability of continuing with these measures or establishing new ones.

#### REVIEW OF WORKING METHODS

In addition to the short-term measures considered above, it is important for Member States to initiate a review of WIPO's working methods. One way is to start a series of informal seminars to raise awareness of Member States on important organizational issues. To contribute to this discussion, it is suggested that an informal seminar be organized on the legal aspects of meetings management, around the following topic:

"Informal seminar on the composition of and rules governing the functioning of Groups, the rules of procedure and the legal character of the Chair's summary".

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