

Acceptance and Management of Voluntary Contributions in WIPO

In accordance with WIPO's Financial Regulation 3.11 "Voluntary contributions, gifts and donations, whether or not in cash, may be accepted by the Director General provided that the purposes for which the contributions are made are consistent with the policies, aims and activities of the Organization and provided that the acceptance of such contributions that directly or indirectly involve significant additional financial liability for the Organization shall require the consent of the General Assembly."

Voluntary contributions are all contributions made to WIPO outside its regular budget for purposes specified by the donor, whether in cash or in kind, by Member States (other than assessed contributions), donor institutions (e.g. development agencies, multilateral, regional and national development banks), private sector entities (commercial enterprises or businesses, as well as business associations and coalitions, including but not limited to corporate philanthropic foundations), and individuals, other than in the form of fee or other income earned directly by WIPO.

A voluntary contribution is accounted for by WIPO as a Fund in Trust (FIT), which denotes an account for monies administered by the Organization on behalf of donors for specific activities which must be consistent with the aims and policies of the Organization. A FIT is established on the basis of an agreement with the donor, setting out clear objective(s), activities, a timeframe, reporting schedule and budget covering the cost of activities which support the achievement of WIPO's Expected Results.

WIPO ensures that all voluntary contributions entrusted to it are (a) accepted, allocated, expended, monitored, accounted for and reported under proper authority and control, and in accordance with the Financial Regulations and Rules (FRR) of WIPO, and (b) planned, implemented, monitored and evaluated in line with WIPO's results-based management principles.

WIPO is subject to external audit by its External Auditor, as appointed by Member States, in accordance with the External Audit Charter annexed to the FRR. In accordance with the Single Audit Principle, WIPO does not accept requests for external audits by individual Member States or others, nor can it extend the services of the External Auditor to conduct specific audits outside its audit plan. Reports of audits by the External Auditor are public documents, available on WIPO's website.

Specific conditions applied by WIPO in line with its policy include:

- WIPO accepts, manages and reports voluntary contributions in Swiss francs. Income and expenditure expressed in other currencies are converted into Swiss francs at the United Nations or bank operational rate of exchange on the date of such transactions;
- Resources may not be transferred from one FIT to another without prior written agreement from or instruction by the donor(s);
- A FIT may be established on the basis of a donation(s) from a single donor or donations from multiple donors (multi-donor FIT);
- The management, implementation and administration of FITs require administrative support. To cover the indirect cost of such support, WIPO charges support costs (an administrative fee); the policy rate for such support is established at 13 percent of expenditures incurred under the FIT and is charged at the time the expenditure is incurred.
- WIPO manages FIT funds in accordance with its Investment Policy, as approved by Member States. Interest earned or calculated on a FIT may be credited/paid back to the donor, or rolled into the funds made available for use under the donor agreement, subject to the decision of the donor. If interest applied by banks is negative, the resulting charge shall be charged to the FIT.
- Standard financial reports are provided to the donor in respect of the annual financial reports of the FIT, together with FIT utilization reports and narrative reports.

For any questions please contact the Office of the Controller in WIPO's Secretariat on +41(0) 22 338 8746 or controller.mail@wipo.int.