

Summary of decisions of the second meeting of the New Council Oversight Group (NCOG)

Thursday, 2 September 2004, 14h30-17h00 and Friday 3 September 0930-1200

Participants

NCOG Members participating: Kenya (Chairman), Brazil, France, Japan, Mexico, Morocco, Portugal, Russia, Spain, Switzerland, Uganda, United States

CoCo members: R. Blois, V. Timofeev, H. Zhao, H. Touré

ITU Project Team members: A. Levin (CEC), G. Hoberg (IS), S. Geis (IS), S. Sergi (IS), C. Sanchez (FIN), R. Chalindar (FIN), A. Ba (FIN), S. Poncet (SPU), J. Lindsay (CEC)

Also present: Chairman of the Council Group on the Financial Regulations and Related Financial Management Issues

Contracts Committee: A. Pitt

Legal Affairs: A. Doré

Approval of the agenda

The Group approved the draft agenda.

Consideration of the bid proposals

Mr. Levin provided an introduction to the documents that had been circulated by the secretariat concerning the selection of the consultant. A request for bids had been sent to 10 companies approved by NCOG and three bids were received by the 30 July deadline. The Technical Evaluation Group had submitted a report to the Contracts Committee recommending Capgemini on the condition that it would provide a fixed price ceiling and a timetable for the second phase. An addendum to this report was also sent to the Contracts Committee after the presentations of the bidders on 20 August. The Contracts Committee met twice and sent their recommendation to the Secretary-General on 26 August. Based on the recommendation of the Contracts Committee, the Secretary-General proposed to reissue the call for bids using essentially the same Terms of Reference.

The Chiefs of the IS and FI Departments provided their assessment of the three bids. In their view Capgemini was the best of the three as it is a worldwide, well-known company, it has experience with international organizations, and the structure of their proposal appears more responsive to the needs of ITU. It also requires less ITU staff per consultant than Plaut. The Chief of FI advised the Group that if a new call for bids was issued, three areas would not be ready in time to prepare the 2006-2007 budget, i.e. cost allocation methodology, time tracking system and Service Level Agreements.

NCOG members agreed that if a new call for bids were issued, there would not be enough time to develop and prepare a new budgeting process in time for Council 2005. There was some risk that a second call for bids could result in fewer bidders.

The NCOG recommended that the Secretary-General immediately seek further clarification from CapGemini as to whether it could meet the requirements set by Council within the available funding and ask that it provide a firm price for key deliverables. Capgemini was asked to provide a reply in writing for consideration by the Group the next morning.

At its meeting on Friday morning, the NCOG reviewed the reply that had been received from Capgemini.

On the basis of the information received, the NCOG recommended that the Secretary-General award the bid to Capgemini and instruct the staff to enter into contract negotiations with that company.

Peer Group

Switzerland circulated a draft mandate for the Peer Group. Following discussion and questions concerning the composition of the peer group and its role, the NCOG approved a revised proposal to establish a Supporting Team. The mandate of that group is annexed to this Report.

Organization of future work

The secretary circulated a proposed calendar of events and meetings prepared by the secretariat on the basis that a bidder would be quickly selected. It was pointed out that meetings of the NCOG should be held in conjunction with other meetings in Geneva, notably those of the Working Group on Financial Regulations. The Group approved the annexed schedule of work.

Date of next meeting

The next physical meeting of NCOG will take place on 27 October. The kickoff meeting with the consultant is scheduled for 17 September.

Annexes: (2)