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| **Council 2017Geneva, 15-25 May 2017** |  |
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| **Agenda item: PL 1.8** | **Document C17/7-E** |
| **31 March 2017** |
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| Report by the Secretary-General |
| Report on progress on THE Union’s headquarters premisesVAREMBÉ-2 PROJECT: STATUS, DETAILED SPECIFICATION |

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| SummaryThis document presents an update on the ITU HQ Premises Project, and a detailed specification of the Varembé-2 building. It elaborates progress since the Council’s 2016 ordinary session. The specification is made in terms of user requirements rather than technical requirements. MSAG was consulted.Action requiredThe Council is invited to **take note** of the report.\_\_\_\_\_\_\_\_\_\_\_\_References[*Council Decision 588*](https://www.itu.int/md/S16-CL-C-0124/en) |

**1. Background**

1.1. Council 2016, through [Decision 588](https://www.itu.int/md/S16-CL-C-0124/en), decided to replace the Varembé building by a new construction (herein called “Varembé-2”) that would also include the offices and facilities of the Tower building, and complement the Montbrillant building which would be retained and refurbished. Council established the Member States Advisory Group on the HQ promises project (MSAG) to provide independent and impartial advice on the project to the Council and to the Secretary-General.

1.2. The Secretary-General was instructed to approach Switzerland for an interest-free loan of up to CHF 150 million to finance this project, with a maximum budget for total project costs before sale of the Tower of CHF 140 million and an additional contingency fund of CHF 7 million to be used, if necessary, for unforeseen cost overruns.

1.3. The financial model for new buildings is a 50-year term interest-free loan from the Host Country. The loan will in principle be applicable to all costs for the agreed project, including the costs of temporary relocation if appropriate. The first repayment of the loan is made at the end of the year of final successful receipt of the new building by ITU.

1.4. After the occupation of the new building the Tower would be offered for sale, with net proceeds being used to pay down the new loan, after costs of sale and after paying off existing loans on the assets demolished or to be sold.

**2. Loan**

2.1. The Secretary-General applied to Switzerland for the first tranche of the loan referenced above for the first phase of the project: being the architectural competition, architectural studies and related expenses for the period up to 31/12/2019. The loan request amounted to CHF 12 million, with first annual repayment being made only after the building is successfully received (at the earliest end-2023). The loan was granted by the Swiss Parliament in December 2016, and ITU has signed a contract with FIPOI for the administration of this loan. The funds have been available since the beginning of 2017.

2.2 The second and final application for loan to Switzerland can be issued after certain architectural study works, estimated for late 2018. Availability of funds from this request would be in early 2020, to be used for demolishing Varembé and constructing the new building. The amount of this second loan will be determined by architect’s design and estimation work, within the overall ceiling set by the Council.

**3** **Architectural Competition**

3.1 The ITU HQ Architectural Competition will be launched on 5 April 2017, coordinated by an architecture bureau already appointed. The competition will be according to Swiss practice, fully anonymous, open to candidate architect bureaux from all ITU Member States, and is expected to select a winner at the end of 2017. It will be publicized in the professional architecture press worldwide, the UN Global Marketplace and the ITU website. The jury for the competition will include representation from: ITU SG/DSG; ITU General Secretariat; ITU Staff Council; ITU MSAG; Swiss confederation; Geneva canton; FIPOI; architects from six ITU regions; a Swiss architect. The President will be a non-Swiss architect. The winner would normally be awarded a contract to design the building, and to manage the construction works.

3.2 The division of the land parcel between Varembé-2 and the Tower to allow the disposal of the Tower will take place after the completion of Varembé-2. The architectural competition will therefore have greater flexibility of design including exterior features such as bicycle sheds, security perimeter, landscaping, emergency accesses etc. and provide options for future extension if desirable. This approach will maximize the size of the land parcel retained by ITU.

3.3. The secretariat is in contact with other organizations in Geneva to gain experience of open-space planning, particularly FICR, ISO and UNOG. ISO staff, who have had experience of a working environment newly designed as open-space will visit ITU in May 2017 to provide ITU staff with their experiences and answer questions.

**4. Management and Governance**

4.1. *Internal Coordination*: A Management Board (MB) has been established, and is composed of the Deputy Secretary-General, Chief of the legal unit, Chief of FRMD, Chief of HRMD, Head of FMD, and Head of Procurement. The MB provides overall project direction and oversight, and has established a subgroup chaired by the Deputy Secretary-General to develop the operational requirements of the new building and provide for internal coordination and consultation. This group includes representation from the General Secretariat, the three Bureaux and the Staff Council. The group helped develop the detailed specification given in the sections below. The specification is made in terms of user requirements rather than technical requirements. The MB will engage external independent consultant architect services to provide technical advice and financial oversight, funded from the project loan. The MB reports to the Secretary-General.

4.2. *ITU-Host Country Liaison:* A Coordination Committee has been established to ensure good collaboration between ITU secretariat and the Host Country organs at Federal and Cantonal level.

4.3. *Member States:* A Member States Advisory Group (MSAG) has been established with regional representation. Regionally coordinated MSAG membership proposals were solicited in July 2016, with four regions so far being represented: Arab States (UAE); Asia and Australasia (Japan); Eastern Europe and Northern Asia (Russian Federation); Western Europe (Germany). Proposals for MSAG membership have not so far been received from the Africa and Americas regions. MSAG has so far met once, in December 2016. MSAG is expected to meet next in April 2017. MSAG will be represented on the competition jury. The Geneva Group of Member States has also established contact with the secretariat to discuss the project.

**5. Detailed Specification – Overall Vision**

5.1. ITU’s vision of the new building (“Varembé-2”) as expressed here is intended to be a “smart building” utilizing the latest technology, be future proofed and adaptable to the introduction of flexible working procedures.

5.2. Varembé-2 will stand as a self-contained HQ building on ITU’s current Place des Nations site, on the land parcel currently occupied by ITU. It will aesthetically combine with the existing ITU Montbrillant building.

*The existing Varembé building will be demolished as a part of the project. The existing Tower building will be disposed of after the project.*

5.3. Varembé-2 will contain the main and goods entrances to the Union, from rue de Varembé. It will integrate with the existing local infrastructure and services. Delegate registration facilities will also be provided at the main entrance.

5.4. The building footprint and height will be determined based on local planning requirements, the technical possibilities of the site (in particular the stability, safety and spacing requirements of the nearby buildings) and the design of the final solution, which are likely to limit the building to seven floors above ground.

5.5. The use of Varembé-2 will be in line with ITU’s current use of the site: offices for administrative and technical work; support services for staff; high technology conference facilities including technical systems for remote participation in multiple languages; support services for delegates; exhibition spaces including extensive public access areas; secure computing facilities.

5.6. Varembé-2 will adhere to United Nations Minimum Operating Security Standards (UN-MOSS) with physical security attributes such as an anti-threat vehicle and anti-threat pedestrian perimeter. It will reflect an integrated approach to both physical and logical security systems, equipment, and global identity access control management.

5.7. There will be no covered vehicle parking provided (except for a drop-off area). Visitor parking near the main entrance will be provided in 15 car spaces, including appropriate parking for the disabled. Bicycle parking for 60 plus replacement of the existing parking (for 60, currently located between Montbrillant and Varembé buldings) if this is demolished; motorised two-wheeler parking for 40 will be provided. Not having to excavate to provide an underground area reduces building costs.

5.8. The building will make extensive use of glass and natural light, where possible providing views to Lac Leman, Mont Blanc and the city of Geneva. To minimize the use of heating and cooling energy and to provide a more comfortable internal environment the following actions will be taken: varying management of natural light through the day and through the seasons; flexibility of air circulation through the structure; use of internal and external vegetation.

5.9. Connection to the Lac Leman “Genilac” lake water system will be made for heating and cooling of Varembé-2 in association with backup heating/cooling systems.

5.10. Public pedestrian passage is provided at ground level over the land parcel occupied by ITU, between rue de Varembé and rue Giuseppe Motta.

5.11. The Varembé-2 ground floor will provide semi-publicly accessible outdoor and indoor facilities appropriate to ITU’s activities, including the restaurant and the main conference room, and if sponsored, the Information and Communication Technology Discovery (ICT-D) visitor centre, additonal meeting rooms or other sponsored proposals.

5.12. Staff office areas will be separated from conference areas by access barriers. Personal access rights of staff, delegates and visitors will be loaded onto a smartcard.

5.13. Semi-public areas will be separately zoned and accessible: this could be from the street or from part of the main access point area.

5.14. Construction will be to high standards of envelope performance: a minimum of Minergie-P for energy performance, and Minergie-ECO for ecological requirements. Solar energy production may be incorporated if justified. Varembé-2 will contain intelligent building management systems, be long-life, low-maintenance, people-friendly and natural environment-friendly. It will be constructed using environmentally-friendly materials and techniques, aiming to minimize both its life-cycle impact and its generation of pollutants during use. These standards also represent a saving of 50% in energy costs, which at 2017 rates would be approximately CHF 500’000 per annum.

5.15. Varembé-2 will be compliant with all Swiss norms for new constructions and will include accessibility features, in accordance with Swiss SIA 500 (latest edition) as a minimum: including provisions for the partially sighted, the hard of hearing, and those with restricted physical mobility.

5.16. The technical, informatic, and communication facilities in the building will be excellent in keeping with ITU’s technological image: including publicly accessible connectivity and several state-of-the-art conference rooms.

**6. Detailed Specification – Description of spaces**

6.1. *Main entrance*. The principal entry of ITU will be located in the Varembé-2, with access from rue de Varembé. Delegate registration facilities, a security control centre and a reception area will be provided at the main entrance.

6.2. *Executive areas*. An executive office zone for the Secretary-General and the Deputy Secretary-General will be provided, with adjoining space for executive assistants, two waiting rooms and one executive meeting room for 16. Executive office areas will be provided for the Director of the Radiocommunication Bureau, the Director of the Telecommunication Development Bureau, and the Director of Telecommunication Standardization Bureau; each with adjoining executive assistants and waiting space. In the final design, it will be possible either to distribute these three office areas within the building, each with an executive meeting room for 10, or to group them together with the Secretary-General and Deputy Secretary-General’s executive office zone where the three Directors will have a commonly accessible executive meeting room for 10, instead of the aforementioned three separate meeting rooms.

6.3. *Connection Between Buildings and Site Circulation*. Varembé-2 will link to the existing Montbrillant building via an internal walkway, inside the security envelope. Circulation through the site will be in line with accessibility principles, pleasant, light, and airy. Physical security access rights to zones for conference delegates and staff visitors will be separate from visitors and other invited business guests. In addition, separate security access rights to zones including logical access rights will be definable for the main conference room, for the restaurant and for the optional visitor centre, to allow efficient global identity management.

6.4. *Workplaces*. Varembé-2 will accommodate in accordance with UN guidelines a minimum of 723 persons in office areas of which a minimum of 705 would work in modular personal open space, 14 would work in individual offices of 18m2, 4 Executive Officials (Deputy Secretary-General, 3 Directors) would work in individual offices of 36m2, and the Secretary-General in an individual office of 48m2.

6.5. These open space allocations will be flexible to allow reconfigurations, especially if flexible working is adopted, and will be planned in close cooperation with staff and respecting equitably the requirements of each Department.

6.6. Associated with the open spaces will be (inter alia) quiet booths, breakout rooms, small (4 person) and medium (12 person) meeting rooms, office support spaces, and coffee spaces, dedicated printer and photocopier rooms, and lockers.

6.7. *Reception space*. Main entrance atrium: with connection to all other floors; with securable access to semi-public areas.

6.8. Conference rooms, with minimum capacities at tables:

- New Popov Room: 500 seats “classroom style” with 8 interpretation booths, divisible into 2 rooms each with 4 booths, or 4 rooms each with 2 booths. Adjoining entertaining and delegate space;

- 230 seats “classroom style” with 8 interpretation booths, divisible into 2 rooms each with 4 booths. Adjoining delegate space;

- 100 seats “boardroom style” with 6 interpretation booths. Adjoining delegate space;

- 4x 40 seats “boardroom style”;

- 1x 20 seats “boardroom style”;

- 6x 16 seats “boardroom style”.

All conference rooms to have cloakroom space nearby.

6.9. Self-service Restaurant with 400 seats, kitchens, kitchen storage, kitchen goods handling and caterer’s offices. VIP restaurant for 24. Zoned kitchenette areas for staff.

6.10. Fitness centre: 100 m2 main workout/dance room, 50m2 secondary room, 50m2 weights and machines room; showers, toilets, changing and locker space.

6.11. Medical centre (doctor’s room, nurse’s room, examination room, ante-room) and breastfeeding room.

6.12. IT training room: 24 seats “classroom style”.

6.13. Training rooms: 2x 16 seats “boardroom style” with flexible furniture layout.

6.14. Retiree’s office, Staff Council Office.

6.15. Staff association rooms: art room for 20, 2x piano room, quiet room.

6.16. IT service desk and associated offices and equipment storage.

6.17. Computer server room (100 m2 usable).

6.18. Reprography workshop (optional) and storage.

6.19. Office supplies counter, office and storage.

6.20. Post handling shop, goods-in secure entrance with storage.

6.21. General storage rooms.

6.22. Heating/cooling, electrical, audio-visual, computer workshops.

6.23. Furniture storage, paper publication storage zones.

6.24. Cleaner storage and office, waste triage and storage zone.

6.25. Security Division locker space area, storage area, and training space for 20 persons.

6.26. TV Studio area with control room.

6.27. Amateur Radio room and adjoining office: with access to building roof.

6.28. Multi-Faith Prayer Room.

6.29. Library/information centre

6.30. At least two computer/communications network rooms on each floor, with fibre and copper connection points in strategic locations on each floor, with the assumption that 90% of the staff and visitors will be using WiFi to connect to the network. Interconnections of appropriate high bandwidth between the network rooms and central server room.

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