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| **30 April 2017** |
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| Note by the Secretary-General | |
| SUMMARY Report on THE WORK OF THE MEMBER STATES ADVISORY GROUP  on THE Union’s headquarters premises PROJECT | |

I have the honour to transmit to the Member States of the Council the summary report on the work of the **Member States Advisory Group (MSAG)**.

Houlin ZHAO  
 Secretary-General

SUMMARY Report on THE WORK OF THE MEMBER STATES ADVISORY GROUP   
on THE Union’s headquarters premises PROJECT

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| Summary  This document presents a summary report on the work of the Member States Advisory Group on the Union’s headquarters premises project (MSAG).  Action required  The Council is invited to **take note** of the report and **provide any further guidance** as appropriate.  \_\_\_\_\_\_\_\_\_\_\_\_  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. MSAG has met twice, on 13 December 2016, and 11 April 2017. MSAG is next scheduled to meet as a physical meeting alongside the CWG cluster expected to be held 11-22 September 2017, with date to be confirmed after the CWG programme is agreed.

**2. MSAG members, officers, terms of reference, procedure**

2.1. MSAG members are proposed after regional coordination, and act in a personal capacity. Current MSAG members are:

Mr. Dietmar Plesse : Western Europe;

Mr. Hisazumi Shirae: Asia and Australasia;

Mr. Andrey Zhivov: Eastern Europe and Northern Asia;

Mr. Nasser Al Marzouqi: Arab States;

(vacancy): The Americas;

(vacancy): Africa.

At the request of the Asia and Australasia region member, two observers have been present at MSAG meetings:

Mr. Yoshiyuki Kato: Japan;  
Mr. Yoshihiro Juri, Japan

2.2 At MSAG’s 2nd meeting, Mr. Plesse was elected chair of MSAG by acclamation.

2.3 MSAG terms of reference, confirmed at the MSAG 2nd meeting, are attached for information as Annex 1.

2.4. A summary report will be made of each MSAG meeting, with an action list and updated schedule being maintained. A sharepoint site is maintained for MSAG members’ use, containing all documents.

2.5 A form for declaration and statement of Private, Financial and Other Interests has been prepared by the secretariat and offered to MSAG members and observers for their completion. The majority have already deposited their completed forms with the Secretary-General’s office.

**3** **MSAG Actions and Decisions**

3.1 MSAG has reviewed the project charter, (initial draft) risk management plan, ITU’s requirements for the building, and the published competition document.

3.2 MSAG recommended that the Head of Procurement Division should be a member of the secretariat Project Management Team.

*This recommendation has been implemented: the Management Board (MB) now consists of: Deputy Secretary-General; Legal Counsellor and Head of Legal Unit; Chief of Financial Resources Management Department; Chief of Human Resources Management Department; Head of Procurement Division; Head of Facilities Management Division.*

3.3 MSAG emphasised the need for an international Architecture Competition process that ensured widespread publication to the international market through the normal channels used for UN tenders, and identified the need for publication of the basic tender document in English. MSAG also recommended the ITU issue a press release to advertise the architectural competition and encourage contributions.

*This recommendation has been implemented: the competition is published on the UN Global Marketplace, the* [*ITU website*](https://www.itu.int/en/Pages/hq-competition.aspx)*, the Swiss construction project procurement portal* [*SIMAP*](http://www.simap.ch/)*. ITU has issued a* [*press release*](https://www.itu.int/en/mediacentre/Pages/2017-PR16.aspx) *on April 13, 2017 and a circular letter to Missions (*[*CL17/13*](https://www.itu.int/md/S17-SG-CIR-0013/en)*)* *dated April 10, 2017. The initial competition document (in English and French versions) is now freely downloadable in English and French at the ITU website, the UNGM website and (after registration as a bidder) the SIMAP website. The data record of competition information on the SIMAP site in French has been translated by ITU into English and made available for download. The English language initial competition document is also confirmed as downloadable via purely English language menus.*

3.4 MSAG also recommended that the secretariat investigate and if possible implement a one-week extension of the deadlines for submission of questions and for registration, to compensate for the later availability in publishing an English language version of the competition document and portal instructions.

*The secretariat undertook consultations with FIPOI, the coordinator and the coordinator’s lawyer. The legal advice of the external lawyer and ITU Legal Affairs Unit is that there is a significant legal risk in this action.*

3.5 MSAG was advised of the IMAC proposal to consider the contracting, on a competitive basis, of a professional project management firm with large construction project expertise, able to audit and review the governance and management controls in place at key phases during the construction. MSAG considered this unnecessary at this point in time given the already extensive governance that Council has put in place but recommends the appointment of an external expert with experience of managing a large building project to assist the Management Board (as envisaged in the Council Decision). The secretariat will offer a temporary project-based contract for a technical architect/civil engineering consultant to support the Management Board, to start in the third quarter of 2017, funded from within the project.

3.6 MSAG requested that the question and answer exchange be published on UNGM and on the ITU website. The secretariat will implement this.

Annex 1

ITU HQ PREMISES PROJECT

**Member States’ Advisory Group (MSAG) Terms of Reference**

(agreed at MSAG 2nd meeting, 11 April 2017)

**1 Background**

1.1 At its 2016 ordinary session, ITU Council in Decision 588 concerning Headquarters Premises decided *(inter alia)* that an advisory body of Member States would be established, to provide independent and impartial advice on the project to the Council and Secretary-General.

1.2 Council 2016 approved document [C16/107Rev.1](http://www.itu.int/md/S16-CL-C-0107/en), Proposal for Governance Structure for ITU Premises Project, though with the names of the proposed governance groups to be changed.

1.3 It is proposed to name the advisory body of Member States on the Premises Project the “Member States’ Advisory Group (MSAG)”.

**2 Purpose of MSAG**

In accordance with the best practice guidance from the UN Joint Inspection Unit, and at the request of Member States, MSAG will assist in ensuring that:

* ITU Member States exercise a monitoring and oversight role with regard to the ITU HQ Premises Project;
* the design and implementation of the Project meets the needs and goals of Member States and those of the Union.

**3 Role of MSAG**

3.1 MSAG has been established to provide Member States with an opportunity to have their interests represented during the ITU HQ Premises Project in a focussed, inclusive and structured manner. It will ensure the process is open, transparent and representative of the interests of all the Member States of the Union.

3.2 MSAG will make recommendations and provides general advice on the main aspects of the Project to the Council and to the Secretary-General.

3.3 Input will flow from MSAG to the ITU Project Management Team (PMT) throughout the planning and implementation processes in the form of information, feedback, and recommendations which will be considered by the PMT in developing and implementing the Project. Additionally, MSAG will be instrumental in advising the PMT on issues requiring broader engagement of Member States, in particular relating to issues with significant implication on the project budget and the time lines.

3.4 MSAG is an advisory body; it does not have decision making authority. Responsibility for decisions and Project implementation as appropriate remains with the Secretary-General.

**4 Duties of MSAG**

* To hold its own meetings, and to meet with the PMT as appropriate, to review and monitor the various stages of the design, construction and renovation process;
* To provide general advice and recommendations, as necessary and appropriate, on the implementation of the Project, with the aim of ensuring adherence to timeline and budget provisions;
* To advise the PMT on the best avenues for: broad Member States engagement and communication of critical Project information;
* MSAG Members to liaise with other Member States of their respective regions and ensure their interests are well represented.

**5 Membership**

5.1 Membership of MSAG comprises a representative of a Member State from each of the ITU Regions. Regions may also propose an alternate representative. Those representatives proposed for nomination will be confirmed by the Secretary-General as Members.

5.2 ITU secretariat will provide support, including the secretariat of MSAG.

5.3 Each Member will serve in their personal capacity. If a Member withdraws from MSAG, or is unable to continue being part of it, the alternate Member will take their place and a new alternate Member for that region will be nominated in due course.

5.4 Members may invite their personal support and their technical experts to MSAG meetings, to attend under a strict duty of confidentiality in all MSAG matters.

5.5 Gender balance will be given due consideration.

**6 Conditions of Membership**

6.1 MSAG Members will be appointed to serve for a term of at least two years. Efficiency might be maximized if members include the necessary know-how for large scale construction projects. Members will not receive any allowance or remuneration from ITU, from any of the contractors involved in the Project, or any other person or entity, in relation to their service on MSAG.

6.2 Prior to confirmation by the Secretary-General of their appointment as MSAG Members, nominees shall be required to complete an ITU Declaration of Interests form (to be reviewed by the Secretary-General who may refer to the Chair of Council as appropriate).

**7 Method of Work**

* The Chair of MSAG will be elected from among its members for a two-year term;
* The alternate Member from each region may be present at a meeting as a non-participating observer, who will also complete an ITU Declaration & Statement of Private, Financial and Other Interests form;
* Meetings shall be held as a minimum twice-yearly, or as agreed to by MSAG taking account of the Project requirements. Meetings may be virtual or face-to-face in Geneva. Remote participation will be made available;
* MSAG Chair or the Secretary-General may invite other observers or technical experts to MSAG meetings, who will also compete an ITU Declaration & Statement of Private, Financial and Other Interests form;
* MSAG will aim to make recommendations and provide advice on the basis of consensus. If consensus on a given point cannot be achieved, a majority and minority view will be noted in MSAG reports;
* Meetings will be conducted in English;
* A written summary of discussions and comments from each meeting will be prepared by the Secretariat for approval by MSAG. The summary report of the recommendations and advice provided at each MSAG meeting will be made available by the Secretary-General to the Council.