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| **Council 2018 Geneva, 17-27 April 2018** |  |
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| **Agenda item: ADM 18** | **Document C18/48-E** |
| **8 March 2018** |
| **Original: English** |
| 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 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. Since Council 2017, MSAG has met twice, on 17 September 2017, and 24 January 2018 with participation of the ITU secretariat.

**2. MSAG members, officers, procedure**

2.1. MSAG members are proposed after regional coordination, and act in a personal capacity. MSAG is now complete, with all regions represented. Current MSAG members are:  
Mr Dietmar Plesse (Germany): Western Europe, Chair;   
Mr Simon Bugaba (Uganda): Africa;

Mr Brett Makens (USA): The Americas;   
Mr Nasser Al Marzouqi (United Arab Emirates): Arab States;   
Mr Hisazumi Shirae (Japan): Asia and Australasia;   
Mr Andrey Zhivov (Russia): Eastern Europe and Northern Asia.

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

2.3 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 of members and all observers have deposited their completed forms with the Secretary-General’s office. Others have received reminders to complete the form.

2.4 MSAG has decided to schedule its future meetings in line with project timescales, rather than with the schedule of CWG-clusters. MSAG is next scheduled to meet as a physical meeting in September 2018.

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

3.1 MSAG monitored the 2017 Architecture competition and was represented on the jury by its Chairman. With anonymity of the entrants until the jury decision was finalized, four laureate projects were selected, first prize to an architect from Switzerland, second prize an architect from Denmark, third prize an architect from France, and fourth prize another architect from Switzerland. The winning design is to be presented for information to Council 2018, with plans and a model outside the Popov Room. MSAG notes with satisfaction that the overall cost of the competition was well within budget.

3.2 The main entrance of the Union will now face the prestigious Place des Nations, and the HMOSS security requirements will be achieved by a separate security lodge and a pedestrian boundary as part of the project; the Host Country being responsible currently for providing a security perimeter to ITU’s buildings, part of which is already in place around the Tower, the rue de Varembé side of the Montbrillant building, and to the rue de Varembé side of the existing Varembé building.

3.3 MSAG notes the secretariat’s and winning architect’s efforts to provide additional conference room capacity as agreed at Council-17. MSAG recommends that any future change requests are limited due to the impact on costs.

3.4 MSAG notes that the secretariat is working on novel solutions to decrease overall temporary relocation costs during the project by increasing the capacity of the Montbrillant and Tower buildings to house more staff during the construction period and has started negotiations with possible relocation venues.

3.5 MSAG notes that there are discussions with the Host country to include certain furniture inherent to ITU’s missions within the second loan from the Host Country and urged the secretariat to work with the Host Country to include this cost within the agreed budget.

3.6 With the likelihood that all staff of the Union can be accommodated in the New Building from 2023, and in order to improve the financial state of the Union, MSAG has requested the secretariat to study with the Host Country the feasibility of renting out Montbrillant office space following the opening of the New Building, either to tenants of privileged status, or, if such tenant cannot be found, to a commercial tenant.

3.7 Regarding the Tower and intention to carry out a market study in the timeframe 2020-23, MSAG requested the secretariat to also study with the Host Country the feasibility of renting out the Tower to a tenant (e.g. hotel chain) who would renovate it at its own cost in return for a guaranteed rental period.

3.8 MSAG has reviewed and approved the document presented to Council 2018 as [C18/47](https://www.itu.int/md/S18-CL-C-0047), recommending to the Council that it may be circulated to Member States to canvass sponsorship offers before PP-18.

3.9 Recognizing that continuity of participants in MSAG is vital to its work, MSAG invited its members to nominate alternates.

3.10 Noting interests in the HQ Premises project from the Geneva Group, CWG-FHR, and IMAC, MSAG was concerned to avoid duplication of advisory functions. MSAG recalled that it is the Member State advisor to the Secretary-General and Council, and MSAG is responsible for keeping the Council informed of progress.

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