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| **Council Working Group on  Financial and Human Resources**  **Eleventh meeting – Geneva, 3-4 February 2020** |  |
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|  | **Document CWG-FHR-11/4-E** |
| **6 December 2019** |
| **English only** |

**Contribution by the Secretariat**

PROGRESS REPORT ON  
THE UNION’S HEADQUARTERS PREMISES PROJECT

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| Summary  To provide a progress report on activities identified at the extraordinary Council session on the HQ New Building in September 2019 and to provide follow-up at the June 2020 Council session.  Action required  The Council Working Group is invited **to take note** of the progress made.  References  [*Council Decision 588*](https://www.itu.int/md/S16-CL-C-0124/en); [*Resolution 212 (Dubai, 2018)*](https://www.itu.int/en/council/Documents/basic-texts/RES-212-E.pdf)*;* [*C18/123+Add 1*](https://www.itu.int/md/S18-CL-C-0123/en)*;* [*DL/12*](https://www.itu.int/md/S19-CL-190610-DL-0012/en)*,* [*C16/7*](https://www.itu.int/md/S16-CL-C-0007/en)*;* [*C19-ADD/2(Rev.1)*](https://www.itu.int/md/S19-CLADD-C-0002/en)*;* [*Council Decision 619*](https://www.itu.int/md/S19-CLADD-C-0005/en) |

1. **Introduction**
   1. Decision 619 was adopted at the additional session of the Council held in Geneva on 27 September 2019, approving the final direct project cost of the Union’s New Headquarters Building of CHF 170,139,000, as described in C19-ADD/2, financed entirely by the available funding of CHF 150,000,000 host country loan, CHF 15,140,000 sponsorships and donations, and CHF 5,000,000 new building fund;
2. **Background**

**2.1** At its extraordinary session, the Council instructed the Secretary-General to provide progress on activities that must be continued and to report back at the Council session in June 2020.

1. **Activities pursuit since September 2019**
   1. **Move of conferences and major events**

In order to respond to the concerns of Member States about moving ITU meetings outside of Geneva for the duration of the demolition and early construction phase, a working group composed of representatives of the ITU Conference Service and representatives of FIPOI and CICG was created. The estimated dates, capacities and AV requests of conferences and meetings during this period, as well as the statistics of meeting room usage in ITU headquarters and CICG from 2015 to 2018 has been shared with the Host Country and the reservation of some conference rooms at the requested dates have been confirmed.

The intention is to transfer the Varembé meeting spaces to the Montbrillant building and as far as possible to the CCV and/or the CICG. The requested bookings for those conferences and meeting venues are currently treated by the Working Group created for this purpose. In this sense, a letter was also sent to the FIPOI including the request for an exclusive use, free of charge, of:

* CCV during 4 years from mid-2022 to early 2027, and
* CICG from mid-2022 to the end of 2024.

As of the most recent discussion with CICG, no firm proposal has been made due to the lack of a definitive schedule of ITU meetings.

ITU confirmed that all conference needs would be fully covered if the Host Country would be able to satisfy its request.

Following the announced willingness of Hungary to host ITU conferences and meetings in Budapest during the 4-year period of ITU new building project, the estimated dates, capacities and AV requests of conferences and meetings during this period, as well as the statistics of meeting room usage in ITU headquarter and CICG from 2015 to 2018 were also shared with the Hungarian government.

Hereunder a summary table of the progress made so far for the relocation of conference and meeting rooms during the construction period [[1]](#footnote-2).

**Conferences/Annual meetings:**

| CONFERENCES / ANNUAL MEETINGS | PERIOD /  NUMBER OF DAYS | ROOM TYPE AND TECHNICAL NEEDS | PROPOSED SOLUTION | STATUS |
| --- | --- | --- | --- | --- |
| **SG / CWGs** COUNCIL WORKING GROUPS | 2 times/year  2 weeks | 1 x 200 seats room with interpretation in 6 languages + 1 x 100 seats classroom | CICG | Booking requested at the CICG as soon as the calendar will be validated on the ITU side |
| **SG / WSIS FORUM** WORLD SUMMIT ON THE INFORMATION SOCIETY | Between March and May  1 week | All rooms available in ITU  + 1 x 1000 seats room at the CICG with interpretation in 6 languages | CICG | **Booking confirmed** |
| **Girls in ICT** | 26 April  (1 day) | 2 x 50 seats classroom style 2 x 30 seats classroom style | CICG | Booking requested at the CICG |
| **ITU-T / AI** Artificial Intelligence for Good Global Summit | May  1 week | All CICG | CICG | **Booking confirmed** |
| **WTISD** World Telecommunication and Information Society Day | 17 May  1 jour | 1 x 250 seats classroom style with interpretation 6 in languages | CICG | Booking requested at the CICG |
| **ITU-R / RRB** RADIO REGULATION BOARD | 3 times/year  1 week | 1 x 30 seats room with interpretation | CICG | Booking requested at the CICG as soon as the calendar will be confirmed by ITU |
| **ITU-T / TSAG** TELECOMMUNICATION STANDARDIZATION ADVISORY GROUP | 1 week/year | 1 x 200 seats classroom style with interpretation in 6 languages |
| **ITU-R / RAG** RADIOCOMMUNICATION ADVISORY GROUP | 1 week/year | 1 x 200 seats classroom style with interpretation in 6 languages |
| **ITU-D / TDAG** TELECOMMUNICATION DEVELOPMENT ADVISORY GROUP | 1 week/year | 1 x 200 seats classroom style with interpretation in 6 languages |
| **SG / Council** COUNCIL | Between April and May  2 weeks | 1 x 350 seats classroom style with interpretation in 6 languages  + 1 x 200 seats  + 1 x 100 seats  + 3 x 30 seats |

**World Conferences**

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| WORLD CONFERENCES | 2023 | ROOM TYPE AND TECHNICAL NEEDS | PROPOSED SOLUTIONS | STATUS |
| **CPM** | 22/03-6/04 | All CICG + CCV | Booking made at the CICG | **Booking confirmed** |
| **AR/WRC** | 23/10-24/11 | All CICG + CCV + all available rooms at ITU | Booking made at the CICG  Awaiting ITU confirmation pending room availabilities | **Booking confirmed** |
| **Conferences/Regular Meetings** | | | | |
| CONFERENCES / REGULAR MEETINGS | | ROOM TYPE AND TECHNICAL NEEDS | PROPOSED SOLUTIONS | STATUS |
| **BR/TSB/BDT** WORKING PARTIES / STUDY GROUPS | | All available ITU rooms on a daily basis (with exception of the first half of January, the first half of August and the last fortnight of September) | CICG | Booking requested Awaiting proposal |
| **Internal Meetings** | | Round or U-shaped tables to replace for the meeting rooms in the Varembé and Tour buildings (8 rooms with a capacity of 20 to 40 seats) | CCV | Booking requested Awaiting proposal |

**3.2 Submission of second loan request**

The technical documentation for the request for the second part of the CHF 150,000,000 loan was submitted on 9 December 2019 to the Swiss authorities.

The Host Country approval process includes the following milestones within a period of 12 months as follows:

* The Federal Council decides in April-May 2020;
* The Message is submitted to the competent parliamentary committees;
* The first Chamber approves during the autumn session of September 2020;
* The second Chamber approves during the winter session of December 2020;

Funds are expected to be potentially available from early 2021. In the meantime, funds from the first part of the loan remain available from the Host Country. Fundraising requests are processed every trimester to cover the ongoing project expenditures.

**3.3 Financial impact on the value of the Tower when retaining the Popov conference room**

The Secretariat has continued the implementation of Council Decision’s regarding the Popov Room. An RFP has been issued to hire a real estate expert to provide a financial/economic analysis for the option of retaining the use of the room after the sale of the Tower. The results of the analysis will be presented at the next Council session in June 2020.

**3.4 Implementation of UNDSS requirements for UN MOSS compliance**

The requirement for the implementation of UNDSS requirements is part of a separate process initiated together with the Host Country to address UN MOSS compliance. A dedicated project scope and concept design in line with the global architectural design and addressing ITU’s needs in terms of UN MOSS requirements has been developed. A scope of work including ITU’s safety and security, logistics and overall functional requirements such as a proposal for the privatization of public ground on the rue de Varembé has been submitted on 26 November 2019 the Host Country who will analyze the feasibility of the proposal.

The outcome of the Host Country feasibility analysis and cost estimate will be discussed in dedicated Coordination meetings (Security Working Group, consisting of Permanent Mission of Switzerland, the Swiss Federal Police and ITU).

**3.5 Engagement with Staff Council and creation of Staff Working Conditions Strategy and Implementation Plan**

Management continues to engage with the Staff Council to provide transparency and dialogue on the relocation and design process to ensure morale, well-being, and effectiveness of staff in executing their responsibilities to the benefit of the Union.

HRMD will seek to appoint a consultant, once funds have been identified, to help draft a Staff Working Conditions Strategy and Implementation Plan for the consideration of Council 2020, including putting in place measures to facilitate flexible work arrangement including plans to allow staff to work from home.

**3.6 Sponsorship and Donations**

Since the last Council session held in September the ITU has not received confirmation for additional Sponsorship nor Donation.

1. Status 11 November 2019 [↑](#footnote-ref-2)