

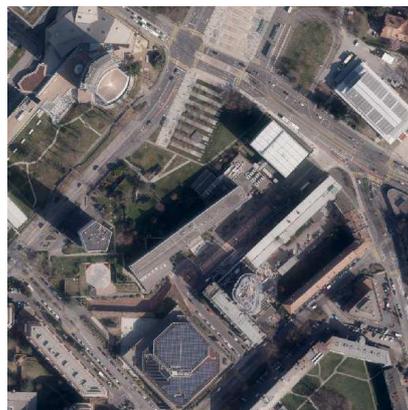
No. 1.15.02



**Project competition
for the**

**NEW BUILDING FOR ITU HEADQUARTERS
IN GENEVA**

**REGULATIONS
SPECIFICATIONS
SITE PROGRAMME**



4/04/2017

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1. REGULATIONS

1.01 PREAMBLE BY THE CLIENT

The International Telecommunication Union (ITU) is a specialized agency of the United Nations dealing with information and communication technologies (ICTs).

Based since its inception on public-private partnerships, ITU is an organization with a current membership of 193 Member States and almost 800 entities – Sector Members - mainly from the private sector and academia. ITU is headquartered in Geneva (Switzerland) and has 12 regional and area offices around the world.

The ITU membership represents a broad spectrum of the global ICT sector, from major manufacturers and global operators to small, innovative companies working with new or emerging technologies, along with leading R&D institutions and academia.

Founded on the principle of international cooperation between governments (the Member States) and the private sector (Sector Members, Associates and Academia), ITU is the premier global forum at which parties can work to achieve consensus on a wide range of issues affecting the future of the ICT sector.

Virtually all facets of modern life – in business, culture or entertainment, at work and at home – are dependent on information and communication technologies.

Today, there are several billion mobile phone subscribers worldwide, nearly five billion people with television, and tens of millions of new Internet users every year. Hundreds of millions of people around the world use satellite services – whether getting directions from a satellite navigation system, checking the weather forecast or watching television in a remote area. Millions more use video compression every day on their mobile phones, audio devices or cameras.

ITU is at the very heart of the ICT sector: it brokers agreements on technologies and services, and allocates global resources such as radio frequencies and orbital positions for satellites in order to create a global communications system that is seamless, robust, reliable, and in constant evolution.

CONTEXT OF SITE OF HEADQUARTERS

ITU headquarters are located in Geneva near the Place des Nations on some 48'000 m² of occupied administrative premises comprising three buildings.

The three buildings were built at different times and are of different construction.

- **The Varembe building:** this was the first building, constructed between 1958 and 1962 in the shape of a block 120 metres long consisting of five floors above a raised ground floor, running along one side of rue de Varembe. It accommodates 357 staff members and has a total surface area of 15'000 m².
- **The Tower:** was the second building, constructed between 1970 and 1973, in the shape of a fifteen-storey pentagonal tower 57 metres tall. This building accommodates 310 staff members, and its basement houses three conference rooms with seating capacities of 340, 234 and 94. It has a total surface area of 21'000 m².
- **The Montbrillant building:** this was the third building, constructed following a design competition in 1999, and is situated at the corner of rue de Montbrillant and rue de Varembe. It is of simple design, with six floors whose facades are entirely of glass, and accommodates 107 staff members and has a total surface area of 12'000 m².

These three buildings are located in the area occupied by the International Organizations.

The area's historical and symbolic dimensions, landscape qualities and special function make it a very emblematic location.

The area stands out for the many large edifices it hosts representing the International Organizations.

The political authorities of the Canton of Geneva have developed a planning and reference tool in the form of a master plan for the area, the "Jardin des Nations" ("Nations Garden"), in order to manage the area's future development (see §1.15).

1.02 ORGANIZER

With the assistance of the Building Foundation for International Organizations (FIPOI), ITU is organizing a competition for the construction of a New Building to replace the Varembe building, which is to be demolished.

ITU is directing the competition procedure and implementation of the project.

FIPOI is advising and assisting ITU, and oversees the procedure for financing the New Building for which this competition is being held.

The Swiss Confederation intends to ensure the financing of the construction of the New Building, and will submit a credit request to the Swiss Federal Chambers. The credit will come in the form of a loan to ITU.

For information:

FIPOI is a Swiss private-law foundation established jointly by the Swiss Confederation and Canton of Geneva in 1964. Under its statutes, its purpose is to facilitate the realization of the premises required by international organizations having their main headquarters in Geneva and the Canton of Vaud.

1.03 SECRETARIAT

Under Stage One of the competition, ITU and FIPOI have mandated the following firm to act as the secretariat:

Baron & Chevalley architects
Rue de la Gare, 38
1260 Nyon / VD
Switzerland

E-mail: itucompetition@bc-a.ch

Business days and hours: Monday to Friday, 0900-1200 and 1400-1700 hours.

The secretariat is available only to answer inquiries regarding competition registration and the submission of projects under the Stage One subject to anonymity.

The secretariat does not answer phone calls. On no account may candidates call the secretariat for questions regarding the procedure.

For Stage Two (and in the event of an additional stage should the Jury wish to have a project further developed in order to determine a winner) and in order to maintain anonymity, a notary at the following address will act as the secretariat:

Etude Gampert & Demierre, Notaires
Rue du Général-Dufour 19
Case postale 5326
1211 Genève 11
Switzerland

1.04 TYPE OF COMPETITION AND PROCEDURE

As with competitions organized in accordance with the procedures for awarding contracts for architectural services of the Swiss Society of Engineers and Architects (*Société des Ingénieurs et Architectes (SIA)*), the present competition is an open international architectural design project competition comprising several stages.

The Client stipulates that participants may submit one project only, and no variations thereof.

In the event of any conflict, incompatibility or discrepancy between the terms of the present Regulations (which include the Specifications and Site Programme), and those of the above-mentioned procedures, the former shall prevail.

Stage One consists in a competition to identify architectural partners and ensure compliance with the Specifications and Competition Programme, and will include assessment of the feasibility of the project and its consequences.

Stage Two - and any subsequent stage - consists in a project competition.

Stage 1:

The first stage must enable the Client to address:

- Site integration
- Architectural quality
- Compliance with the programme
- Issues of functionality and access
- Economic and energy-related aspects, and integration of sustainable development principles.

The Jury expects to be in a position to select 10-15 projects for development in Stage Two.

Stage 2:

The purpose of Stage Two, depending on the results of Stage One, is to allow selected competitors to develop their projects based on the Jury's report and an individual assessment.

The Jury may envisage an additional stage if it deems it necessary.

Conditions of competition:

The procedures applicable in Stages One and Two will ensure the candidates' anonymity until the final designation of the winning candidate by the Jury.

Only the notary will know the identity of the candidates retained for Stage Two; the notary will inform them of all the documents and papers required for Stage Two, and will act as the secretariat for Stage Two until a verdict is issued.

Participants undertake to show discretion at all times *vis-à-vis* third parties in order to safeguard project anonymity, the penalty for non-compliance being immediate exclusion from the competition.

Other than that foreseen under the regulations of this competition, no exchange of information shall take place between the candidates, the organizer and the members of the Jury, the penalty for non-compliance being immediate exclusion from the competition.

1.05 LEGAL AND REGULATORY BASES

Participation in this competition implies agreement by the organizer, Jury and competitors to accept and comply with the terms of these Regulations, Specifications, Programme and the replies given to candidates' questions.

By submitting their projects, candidates commit to accepting the decisions of the Jury and the final decision of ITU, which shall be final and not subject to appeal.

The Client pledges to implement an impartial procedure for the selection of candidates.

No appeal shall be admitted.

By participating in the competition, candidates confirm their acceptance of these Regulations, Specifications and Programme. They undertake to have taken cognizance of, and that they will strictly comply with, the schedule of the various phases to be implemented.

In the event of any discrepancy between the French and English versions of the Regulations, Specifications or Programme, the French text shall prevail.

No clause of the present Regulations, Specifications and Programme shall constitute, or be interpreted as constituting, a derogation from, or express or tacit renunciation of, the privileges, immunities or facilities from which ITU benefits, nor as making ITU subject to any national legislation or jurisdiction whatsoever.

1.06 DISPUTE SETTLEMENT

Any dispute arising in connection with this competition, or resulting from it, which could not be amicably settled by means of direct negotiations, shall be subject to conciliation at the request of one or other of the parties concerned. Should this fail, the dispute shall be settled by arbitration.

In so far as these Regulations contain no specific provisions for the aforementioned purpose, the terms of arbitration shall be agreed upon by the parties concerned, or, in the absence of agreement, shall be determined in accordance with the Arbitration Rules of the United Nations Commission on International Trade Law in force as on the date of adoption of these Regulations. The dispute shall be submitted to a single arbitrator. The place of arbitration shall be Geneva and the language of the proceedings shall be French.

The applicable substantive law, subsidiary to the provisions of these Regulations (including the Specifications and Programme), shall be Swiss law. The arbitral award shall be final, binding and without appeal, and shall come in place of any other form of solution to the dispute.

1.07 OFFICIAL LANGUAGES

The official languages of the competition shall be French and English.

Candidates shall be obliged to use one of these two official languages.

This condition applies to all correspondence, questions from candidates, and texts in the documents they submit for review.

The Regulations, Specifications and Competition Programme, as well as the answers to any questions from competitors, shall be provided in French and English. The technical documents, plans and legislative texts to which reference is made shall be provided in their original language. The official language of the administrative authority in Geneva is French.

1.08 COMPOSITION AND ROLE OF JURY

The Jury, appointed by the Client, shall be composed as follows:

- Chairman:** Mr H. Radoine, architect
Director, National School of Architecture, Morocco
- Members:** Mr H. Zhao, Secretary-General of ITU
Ms D. Bogdan-Martin, Chief, ITU Strategic Planning and Membership Department
Ms E. Crochat, member of the ITU Staff Council
Mr D. Plesse, member of the ITU Council for Germany
H.E. Mr V. Zellweger, Ambassador Extraordinary and Plenipotentiary, Permanent Representative of Switzerland to the Office of the United Nations and other international organizations in Geneva
Mr F. Della Casa, canton architect (DALE), Republic and Canton of Geneva
Mr G. Pricaz, Directorate of Real Estate Development, FIPOI
Mr M.J.-C. Tall, architect
PCA of the University College of Architecture in Dakar, Senegal
Mr S. Velez, architect, Colombia
Mr B. Khoury, architect, Lebanon
Ms M. Kaijima, architect, Japan
Ms S. Alam, architect, Russian Federation
Mr J. Lucan, architect, France
M. L. Ortelli, architect, Switzerland
Professor at the Federal Polytechnic School of Lausanne
- Alternates:** Mr M. Johnson, Deputy Secretary-General of ITU
Ms P. Benoit-Guyot, Head, ITU Protocol Service
Mr L. Ciavalino, member of the ITU Staff Council
Mr H. Shirae, member of the ITU Council for Japan
H.E. Mr A. Pérez, Ambassador, Deputy Permanent Representative of Switzerland to the Office of the United Nations and other international organizations in Geneva

Mr P. Armaingaud, Director of FIPOI

Mr M. Meier, Deputy Secretary-General, Département Présidentiel, Republic and Canton of Geneva

Ms C. Ruffieux-Chehab, architect, Switzerland

Ms C. von Roten, architect, Switzerland

Ms L. Mechkat, architect, Switzerland

Mr T. Broennimann, architect, Switzerland

Mr C. Fruehauf, architect, Switzerland

Experts: Mr A. Guillot, Head, ITU Legal Affairs Unit

Mr A. Ba, Chief, ITU Financial Resources Management Department

Mr E. Dalhen, Chief, ITU Human Resources Management Department

Mr A. Norsker, Chief, ITU Information Services Department

Mr D. Donovan, Head, ITU Safety and Security Division

Mr A. Elsherbini, Chief, ITU Conferences and Publications Department

Mr P. Ransome, Head, ITU Facilities Management Division

Mr J.-F. Luscher, Director, Monuments and Sites Service, Heritage and Sites Office (DALE), Republic and Canton of Geneva

Mr A. Mathez, Attaché de direction, Building Authorizations Office (DALE), Republic and Canton of Geneva

The Jury shall serve throughout the entire competition.

The list of experts is not exhaustive. The Jury and Organizer reserve the right to add to the list in the course of the procedure, depending on the questions that may arise when the projects are reviewed.

The members of the Jury are responsible, to the Client and the participants, for ensuring that the competition is conducted in compliance with these Regulations.

The Chairman of the Jury shall approve the Regulations, Specifications and Competition Programme, and shall answer the participants' questions.

The Jury shall assess the competition proposals, rank them, and award the prizes and commendations if any. It shall produce a report of the Jury's deliberations and shall make recommendations to the Client regarding follow-up.

1.09 STATEMENT OF INTENT BY THE CLIENT

The Client, namely ITU, intends in principle to issue the winning candidate the architect's mandate to execute the project, subject to approval of the study and construction credits.

The mandate will involve developing the project with the Client, preparing the building permit application, and drawing up a precise and complete overall estimate for the purposes of preparing the loan request.

These tasks must be completed by **September 2018** at the latest.

This deadline is imperative and unchangeable, in order to allow the Client the necessary time to obtain the required authorizations from its governing bodies and the host country.

The mandate will also include the possible elaboration of a local map in collaboration with the services of the State of Geneva, along with obtainment of the required authorizations from the various competent instances and authorities.

Should the Client decide, for any reasons of its own and at any time prior to concluding a possible contract with the winning candidate, not to follow up the objective of the competition, none of the candidates, including the winning candidate, would be entitled to demand any justification or compensation of any kind.

It should be noted that the recommendation of the Jury does not constitute the decision to award the architect's mandate.

The Client reserves itself the right, at its sole discretion, to retain the project of a candidate other than the winning candidate selected by the Jury.

In order to ensure that the project is developed in accordance with the purposes of ITU, in terms both of the quality of the architectural product and compliance with the execution deadlines and costs, the Client reserves itself the right to request at any time that the winning candidate's team be complemented with experts chosen further to consultation and agreement between the author of the project and the Client.

The Client may avail itself of this option in order for example to ensure compliance with practices and procedures pertaining to construction in Geneva or for any other reason at its sole discretion.

The decision to proceed with construction is subject to the granting of a loan by the host country and to approval of the project by ITU's governing bodies. Consequently, the award of any mandate shall be subject to these conditions and to obtainment of the various building permits as well as to the conclusion of a contract negotiated in good faith between the Client and the mandatary. ITU acts in good faith in organizing this competition.

1.10 ENTRY CONDITIONS

The competition is open to any architect meeting the following conditions:

- The entrant must, on the date of registration for the competition, hold a degree in architecture from a university or an equivalent school officially recognized by the authorities of an ITU Member State in which the entrant works, and must satisfy all legal obligations conferring entitlement, without restriction, to practise as an architect.
- The entrant must, on the date of registration for the competition, provide a certificate attesting to registration in an official register of architects, confirming that the entrant is working legitimately in an ITU Member State.

Architect firms, each meeting the entry conditions, may form partnerships, provided that the partnership is formed in Stage 1, upon registration for the competition.

Prior to awarding any mandate, the Client shall verify that the winning candidate applies and abides by the professional rules and practices applicable in his or her own country.

None of the following shall be entitled to participate in the present competition or provide assistance to participants, the penalty being immediate exclusion from the competition:

- a) Any individual employed by the Client, by a member of the Jury or by an expert listed in the Competition Programme;
- b) Any individual who has family ties with, is a dependent of or is professionally associated with a member of the Jury or an expert listed in the Competition Programme;
- c) Any individual having participated in the preparation of this competition.

Information for participants:

A “Feasibility study on long-term options for ITU headquarters premises in Geneva” was carried out in 2016 by the Frisk de Marignac Pidoux architects office in Geneva. This study will be made available in its entirety as part of the documentation provided to competitors in accordance with §1.15.

The aforementioned firm is eligible to take part in this competition since all participants will be in possession of this study.

1.11 UNDERTAKINGS AND ORGANIZATION OF CANDIDATES

Participating candidates undertake and certify they have the necessary resources and structure to be able to meet the requirements of the Client within the deadlines set forth in these Regulations (including the Specifications and the competition Programme).

Participating candidates also acknowledge the validity of these Regulations and undertake to accept the Jury's decisions whatever they may be.

Candidates selected to compete in the second stage shall notify the notary within the stipulated time frame that they undertake to enter the second stage. In the event of an impediment, they shall inform the notary within the same time frame to enable the Jury to approach the candidate ranked after them in the selection process.

Candidates may freely cooperate with experts and consultants of their choosing within the framework of the competition; this will not, however, imply any commitment on the part of the Client.

Any candidate succeeding in the second stage shall provide the notary with a detailed organizational chart. It should be noted that, at this stage of the competition, partnership with another firm of architects will no longer be possible for the successful candidate unless it has been established and declared in the first stage, as stipulated in § 1.10.

Regarding project studies and implementation, the Client shall have sole discretion in the matter of selection and procedures for assigning terms of reference to experts.

The winning candidate will need to bear in mind that the official language for studies related to project development and for all administrative procedures involving the Swiss authorities in Geneva will be French.

The winning candidate will need to have the necessary resources within his or her organization in order to communicate effectively in that language, and must have the necessary competences to meet all administrative and legal requirements of the Geneva authorities when implementing any future contract.

1.12 REGISTRATION PROCEDURE

Only architects meeting the entry requirements defined in § 1.10 are eligible to register.

A candidate meeting those requirements and wishing to enter the competition must send the following documents to the secretariat (*Bureau Baron & Chevalley architects*) **by registered mail, from 5 April 2017 onwards and by 5 May 2017 at the latest:**

- Complete professional address, telephone and fax numbers and e-mail address.
- A certificate of registration in an official register of architects (e.g. for Switzerland, the *Registre Suisse des Architectes* (Swiss Register of Architects)).
- Copy of a receipt for payment of the registration fee of CHF 500 including the reference “*Concours Nouveau Bâtiment - UIT Genève*”.

Payment must be made by bank transfer to the following account:

Account holder: International Telecommunication Union
Bank: UBS Switzerland AG
Address: Rue des Noirettes 35, 1227 Carouge (GE)
Clearing code: 0240
Account No.: 0240-FP100357.9
IBAN: CH17 0024 0240 FP10 0357 9
SWIFT: UBSWCHZH80A

This fee is non-refundable even in the event of withdrawal from the competition.

- A formal declaration by the candidate that he or she meets, in his or her country, all the requirements and obligations for practising as an architect, and is also up to date with regard to associated financial obligations.

Once the competition secretariat has established that the registration requirements are met, it will confirm registration to the candidates by e-mail and provide them with access codes enabling them to access competition documents.

Only registration applications posted by **midnight on 5 May 2017 at the candidate's place of residence** (as indicated by the postmark) will be considered.

This present competition document, excluding annexes, will be available online in English and French as of **5 April 2017** at the following Internet address: <https://www.simap.ch/>.

The complete set of competition documents and their annexes will be available for consultation and downloading on the official competition website, at an Internet address which will be given with a password to registered candidates meeting the conditions described in § 1.10 and complying with the registration procedure specified in § 1.12.

1.13 PRIZES AND COMMENDATIONS

In this two-stage competition, a total of CHF 320 000 exclusive of tax is available to the Jury for awarding five to seven prizes and other commendations and awards.

In the second stage, the sum of CHF 12 000 exclusive of tax will be awarded to each candidate whose design is admitted, provided that it is in accordance with the Regulations, Specifications and Programme.

Commendations may be awarded for projects in the first stage even if they are not accepted for the second stage.

With regard to commendations: projects that are not awarded a prize because they do not comply with the provisions of the Programme may still receive commendations.

1.14 TIMELINE

First stage:

Registration opens

Publication on the Swiss public procurement site (SIMAP): <https://www.simap.ch/> 5 April 2017

Deadline for candidates' queries by e-mail: 21 April 2017

Jury's replies posted as of: 28 April 2017

Registration closes: 5 May 2017

Submission of projects: 19 June 2017

Final decision of Jury: 27-29 June 2017

Notary informs candidates selected for the second stage: 3 July 2017

Second stage:

Deadline for candidates to confirm their participation in the second stage (to be sent to the notary): 7 July 2017

Deadline for sending the Jury's intermediate report and programme to successful candidates meeting the entry requirements: 14 July 2017

Model bases to be sent to candidates by the notary: 17 July 2017

Deadline for candidates' queries to the notary: 31 July 2017

Jury's responses to be sent out by the notary as of: 7 August 2017

Submission of projects: 25 October 2017

Submission of models: 27 October 2017

Final decision of Jury: 7-9 November 2017

Notification of the competition results: 13 November 2017

Final competition report: 20 January 2018

Exhibition of all designs admitted to the competition (if no additional stage is to be held): 1st half of 2018

The timeline for the second stage is provisional and will be confirmed by the notary for candidates accepted for this stage.

1.15 DOCUMENTS TO BE MADE AVAILABLE TO CANDIDATES

The present competition document will be on line as of **5 April 2017** at Internet address <https://www.simap.ch/> and posted on the ITU website <http://www.itu.int/fr/Pages/hq-competition.aspx>.

It can be downloaded from the official competition site by registered candidates meeting the conditions set out in § 1.10 and § 1.12.

After verification by the organizer that a candidate meets the registration requirements, the candidate will receive an access code for the official competition site.

The downloadable documents are as follows:

- No. 1.15.01 Le présent règlement, cahier des charges et programme du concours (French)
- No. 1.15.02 The present Regulations, Specifications and competition Programme (English)
- No. 1.15.03 Etude de faisabilité sur les options à long terme pour les locaux du siège de l'UIT à Genève (French)
- No. 1.15.04 Feasibility study on long-term options for ITU headquarters premises (in English)
- No. 1.15.05 ITU Council Decision 588 of 10 June 2016 (in French)
- No. 1.15.06 ITU Council Decision 588 of 10 June 2016 (in English)
- N°1.15.07 Plan directeur de quartier « Jardin des Nations » (PDF)
- N°1.15.08 Plan de géomètre, relevé du site existant (PDF, 1/250ème)
- N°1.15.09a Planche type A0 à remettre par les concurrents.
Modèle impératif de présentation (PDF)
- N°1.15.09b Planche type A0 à remettre par les concurrents.
Modèle impératif de présentation (DWG)
- N°1.15.10a A4 form to be completed by candidates (surfaces, volumes) (in French) pdf
- N°1.15.10b A4 form to be completed by candidates (surfaces, volumes) (in French) xls
- N°1.15.11a A4 form to be completed by candidates (surfaces, volumes) (in English) pdf
- N°1.15.11b A4 form to be completed by candidates (surfaces, volumes) (in English) xls
- N°1.15.12a Fiche d'identification du concurrent (Français) pdf
- N°1.15.12b Fiche d'identification du concurrent (Français) xls
- N°1.15.13a Candidate identification fiche (English) pdf
- N°1.15.13b Candidate identification fiche (English) xls
- N°1.15.14 UN-MOSS standards (English).pdf

1.16 SITE VISITS

No visits will be organized by the organizer.

Candidates are free to visit the publicly accessible parts of the site.

1.17 QUESTIONS AND ANSWERS

The organizer will not answer any questions other than those submitted by e-mail to the address: itucompetition@bc-a.ch, in accordance with the relevant provisions of the present competition.

In the first stage of the competition, candidates may submit questions in writing, in French or English by e-mail, until midnight Geneva time on **21 April 2017**.

Questions received after that deadline will not be considered.

As of 28 April 2017, the Jury's answers will be posted on the same platform where competition documents can also be downloaded.

In the 2nd stage, questions should be submitted to the notary by a date to be determined in due course, in writing, in French or English, by e-mail, using the address which will be communicated in due course to candidates selected for the second round.

Questions will be collected by the notary and passed on to the organizer anonymously to ensure confidentiality. The notary will communicate the answers of the Jury to candidates by e-mail within a time limit of which candidates will be informed in advance.

Questions will not be dealt with by telephone.

1.18 DOCUMENTS TO BE SUBMITTED BY CANDIDATES IN THE FIRST STAGE

N°1.18.01 **A 841 X 1149 mm A0 BOARD** in vertical (portrait) layout containing the plans, sections and elevations necessary for adequate comprehension of the proposed design, and at least the following:

- the ground floor plan to a scale of 1/500 to be inserted in the 1:500 plan already present in the board No. 1.15.09b sent to candidates which shall contain topographic information, access and circulation routes, delivery points, layout of external areas, pedestrian routes.
- A current 1:500 floor plan.
- Transverse and longitudinal sections at a scale of 1:500 with levels to facilitate understanding of the project.
- Plan or scheme representing the connection(s) linking the new building and Montbrillant building.
- the overall architectural concept; free scale (facades, sections, perspectives).
- description of the key principles concerning environment and sustainable development.

N°1.18.02 **Quantitative data** pertaining to the building on an A4 sheet duly completed, one copy.

N°1.18.03 **An A3 document** in two copies representing a reduced version of the A0 board
This is essential for the preliminary examination of the file.
These copies will not be subject to assessment.

N°1.18.04 A sealed envelope identified by the candidate's typewritten identifier and containing the duly completed, dated and signed *Identification fiche*.

The identifier is a word or short combination of between 7 and 13 letters and/or numbers. The identifier is chosen freely by the candidate and enables the candidate to identify his or her design while preserving anonymity.

1.19 DOCUMENTS TO BE SUBMITTED BY CANDIDATES IN THE SECOND STAGE

The documents to be submitted by successful candidates for the second stage will be specified in the second stage programme and sent with the Jury report and comments on each individual project.

Required documents will include plans, sections and facades at a scale of 1:200, salient details allowing a good comprehension of the design and its feasibility, an A4-sized document and report, and surface area calculations.

A maximum of five A0 format boards will be accepted.

A 1:500 scale model on a removable support, the latter to be provided by the Organizer.

1.20 SUBMISSION OF DOCUMENTS

The Jury requires clear and intelligible submission documents. For display purposes, a 2-cm margin should be left blank at the top and bottom of the A0 board.

The candidate's identifier shall appear in the upper right-hand corner. It shall comprise a minimum of 7 and a maximum of 13 letters or numbers.

Reminder: The identifier is a word or short combination letters and/or numbers chosen by candidate enabling the latter to identify his or her design while preserving anonymity.

The layout of the A0 board is left to the candidate's discretion. The candidate must, however, adhere to the format indicated, vertical (portrait) layout and location of the identifier.

Only metric system measurements will be accepted. All texts shall be in French or English only.

The designation of the main premises (as indicated in the programme), as well as their usable surface areas (m²) must be indicated on the plans and sections.

No reports or annexes other than those listed in § 1.18 will be accepted.

1.21 IDENTIFICATION AND ANONYMITY

All designs shall be submitted under conditions of the strictest anonymity.

The candidate's identifier shall appear on all items submitted, including plans, portfolios and protective packages, as well as on the sealed envelope containing the identification fiche of the author and any collaborators.

All project documents and packaging shall, in addition to the candidate's identifier, bear the reference “Concours Nouveau Bâtiment - UIT Genève”.

Failure to observe the condition of anonymity shall result in immediate elimination.

All candidates that have submitted a project for the first stage of the competition shall undertake to observe a strict duty of confidentiality and to refrain from revealing the design to the public before the official announcement of the second-stage results, on pain of immediate elimination.

1.22 SUBMISSION OF PROJECTS

In the first stage of the competition, project documents shall be submitted anonymously in a portfolio or roll and must reach the competition secretariat not later than **1700 on 19 June 2017** at the following address:

Baron & Chevalley architectes
Rue de la Gare, 38
1260 Nyon / VD
Switzerland

If the design documents are sent by normal mail, the candidate must take the necessary steps to ensure that the deadline for submitting documents to the secretariat of the competition is respected (see below).

The candidate should anticipate postal delivery timelines or possible delays in transport of the documents in order to ensure that design documents are in the secretariat's possession no later than **1700 on 19 June 2017**.

All candidates are responsible for submitting their documents within the prescribed deadlines. Candidates remain fully responsible for their documents when the latter are being transported.

All project documents and packaging should bear the reference:

“*Concours Nouveau Bâtiment - UIT Genève*” and the candidate's typed identifier.

The identification fiche shall be sent separately in a sealed envelope on which will appear the candidate's identifier in typed characters.

Documents will be accepted at the offices of Baron & Chevalley architects from 0900 to 1200 and from 1400 to 1700.

In the second stage, the notary shall inform successful candidates of the deadline and conditions for submitting their designs and models.

There will be no extensions of the deadline.

Failure to abide by the deadline shall result in the candidate's elimination from the competition.

All designs arriving after the deadline will be rejected without appeal.

1.23 OWNERSHIP OF DESIGNS

Authors shall retain the copyright on their projects but associated documents (drawings, plans, etc.) of projects that win awards or commendations shall become the property of the Client.

The Client shall not be entitled to use these design proposals for any purpose other than the execution of the work for which this competition is organized.

Documents related to the designs that win awards shall be retained by the Client.

Documents relating to non award-winning projects may be collected by the authors at the end of the exhibition (*date and place to be specified in due course*).

No claims for compensation will be accepted in respect of accidental or malicious damage to documents or models relating to a given design.

1.24 DELIBERATIONS, EXHIBITION AND PUBLICATION

All candidates submitting a design undertake to observe confidentiality and to refrain from revealing their designs to the public before the official announcement of the results, on pain of immediate elimination.

The Client reserves the right to publish all or part of the designs submitted and accepted by the Jury.

The Client reserves the right to publish the results of the competition in the press and/or in specialist professional journals of its choice, indicating the names of the design authors.

In the event of publication of a design, the Client shall be under no obligation to consult the authors.

Once the competition is concluded, all designs accepted for consideration by the Jury may be exhibited publicly, at a date and place which will be communicated to the public via the media and directly to the candidates, as appropriate.

In such cases, the public shall be informed of the names of all the authors of the designs concerned.

The planned date for the exhibition will be during the first half of 2018.

The report of the Jury's deliberations shall be given to all the candidates whose projects were accepted for the first and second stages.

1.25 USE OF THE ITU NAME, ACRONYM AND LOGO

Once the condition of anonymity has been lifted and the Jury's report published, no candidate shall be authorized to use ITU's name, acronym or logo for any promotional or other purpose whatsoever without the prior written consent of the Secretary-General of ITU or his authorized representative.

2. SPECIFICATIONS

2.01 PURPOSE OF THE COMPETITION

After 55 years at its current headquarters site in Geneva, ITU is now committed to a major building restructuring project.

In its Decision 588 of 10 June 2016, the ITU Council decided to favour scenario 2: "DUO" set out in the feasibility study of 1 February 2016 (documents can be downloaded from the competition platform).

By holding the present competition, ITU should be able in the long term to house all its staff and activities in just two buildings, under an overall plan which seeks to achieve greater architectural and urban coherence, modernization, and more efficient site management.

This restructuration process will entail, first, the demolition of the Varembe building that dates from the early 1960s and no longer meets modern building standards.

It will be replaced by the New Building, the construction of which is the object of the present competition.

On the functional level, the New Building will have to be connected to the Montbrillant building, which will be conserved.

After transferring 723 new work places and activities to the New Building, ITU will relinquish the Tower to a third party.

The strategy for the headquarters site project is in outline as follows:

- Demolition of the Varembe building
- Construction of the New Building to which the present competition relates
- Transfer of the Tower to a third party.

As well as being an important project in terms of architecture and urban planning, the New Building must also meet exemplary environmental standards.

Overall concept for the site project

This competition is about defining an overall concept for the development of the site.

In this light, design of a possible thematic area included in the competition programme could be left to the candidate's discretion

Candidates' designs must consider the development of the area around the New Building, incorporating UN-MOSS security measures to provide anti-vehicle and anti-intruder measures.

2.02 OBJECTIVES OF THE CLIENT

ITU is seeking a design proposal which, in terms of urban planning, architecture and functionality, is well suited to the site and incorporates current environmental thinking.

Candidates are expected to propose economical solutions with respect to operating and maintenance costs, and architectural and technical concepts that contribute to environmental protection and respect sustainable development criteria.

The architectural expression of the New Building, its integration into the site, its functionality and its connection with the existing Montbrillant Building, are as much the objectives of the competition as the viability of the implementation costs.

The Client wants a high-performance building for its services in terms of office facilities.

The location of the multifunctional conference rooms and cafeteria/restaurant is an important element in this context.

The proposed building design must be capable of adapting easily at all times to ITU's evolving needs. Its different areas must be adaptable to different functions and be modular in design.

ITU's vision of the new building is a "smart building", utilising the latest technology, self-contained, future proofed and adaptable to the introduction of flexible working procedures.

When necessary, office spaces must be easily convertible into individual or mixed open-plan areas, at reasonable investment and operating costs.

ITU, having received the approval of its decision-making bodies for holding this international competition, has determined that the date for moving into and commissioning the New Building will be during 2024, if the work proceeds according to schedule.

2.03 INTERVENTIONS ON SITE

The candidates will have to ensure that the New Building fits within the site perimeter as defined in plan No. 1.15.09a and No.1.15.09b, and deal with the outdoor areas delimited by the site perimeter.

The site perimeter shall not be subject to any change.

During the implementation of the project, all measures shall be taken to limit any disruption to the work of the Montbrillant building and Tower.

During the period of the works, a weatherproof, secure pedestrian connecting way shall be maintained at all times between the Montbrillant building and Tower.

Candidates must take into consideration the fact that access to the New Building must be subject to stringent controls. For imperative reasons of security, a peripheral security system must be set up and complemented by access control systems.

2.04 COMPETITION SITE PERIMETER AND LEGAL PROVISIONS

Candidates must ensure that the New Building fits within the site perimeter as defined in plan No. 1.15.07.

Designs submitted must meet all legal and regulatory provisions applicable in Geneva and in Switzerland.

The following in particular must be considered:

- The Geneva cantonal Law and implementing regulations concerning various constructions and installations, which can be consulted on the website <http://www.geneve.ch/legislation/welcome.html>.
- The federal Law on territorial planning, with its implementing law and regulations for Geneva. https://www.ge.ch/legislation/rsg/f/rsg_11_30.html
- The Geneva Law modifying zone limits in the territory of the City of Geneva, section Petit-Saconnex, for the central site of the international organizations “*Jardin des Nations*” (10502), <https://www.ge.ch/grandconseil/data/loisvotee/L10502.pdf>.
- The Regulations concerning measures to help disabled persons in the field of construction L5.05.06, https://www.ge.ch/legislation/rsg/f/s/rsg_15_05p06.html.
- The norms, regulations and recommendations of the *Société Suisse des Ingénieurs et Architectes* ((SIA - Swiss Society of Engineers and Architects) concerning construction, installations and equipment, <https://www.sia.ch>

- The directives, conditions and recommendations of the *Association des Établissements cantonaux d'Assurance contre l'Incendie* (AEAI) (Association of cantonal fire insurance agencies), <https://www.vkf.ch/default.aspx?>
- The Commune Master Plan, <http://www.ge.ch/amenagement/pdcom-ville-de-geneve>.
- International Standard ISO/FDIS 2603 concerning design of interpreters' booths, <https://www.iso.org/obp/ui#!iso:std:iso:2603:ed-3:v1:fr>.
- UN-MOSS security measures

2.05 SUSTAINABLE DEVELOPMENT CONCEPT AND ENERGY CONSIDERATIONS

It is ITU's wish to construct a building with very low energy consumption, by:

- Minimizing consumption of electricity and drinking water
- Making best use of renewable energy
- Integrating energy sources that are immediately available on the site, such as water from Lake Geneva (Geneva Canton/SIG/Génilac project)
- Minimizing building maintenance costs.

The building must respond to "Minergie" label requirements.

The ground footprint of the New Building must be optimized and displacement of soil limited.

Construction materials must be of low environmental impact, non-polluting, recyclable and requiring little maintenance.

The balance achieved between architectural design quality and principles of sustainable development will be assessed by the competition Jury specifically during the second stage.

2.06 ASSESSMENT CRITERIA

The Jury's primary criteria will be the quality and coherence of the design in relation to the requirements of the site, and the extent to which the design proposals respond to the Client's programme and objectives.

In the first stage:

Proposals will be judged on the basis of the following criteria:

- Reflecting the universal character of ITU
Absence of any signs or symbols of or reference to any particular religion, culture or State.
- Urban concept
General quality of the project's integration into the site.
Overall proportions and definition of access points.
Consideration of UN-MOSS security norms
- Architectural concept
Architectural quality of the proposal
Relationship between the different activities of the programme, the quality of circulation routes.
- Functionality quality
Quality of the proposed organization, access and interior flows, including the link with the Montbrillant building.
Coherence in the distribution of programme elements.

- Economic and environmental quality
Balance between the architectural concept and its overall economy.
The capacity of the project to respond to very high environmental expectations.

In the second stage

In addition to the first stage criteria, the Jury will apply the following criteria:

- Development of the initial design proposal in accordance with the Jury's individual comments and recommendations at the conclusion of the first stage.
- Facade design and materials
- Adaptability of interior spaces
- Quality of external landscaping.

These criteria are not exhaustive and are not listed in any particular order of priority.

3. PROGRAMME

3.01 PREAMBLE

Some key elements of project operations on the site are set out below. They will guide candidates with regard to the main principles.

Main entrance and access

The new main entrance of ITU headquarters will be located in the New Building and the access will be from the rue de Varembeé.

This entrance will be equipped with registration facilities for delegates and visitors. On the ground floor of this building accreditations (badges or electronic smart cards) will be issued allowing access to public or semi-public areas, or possibly used for specific events (large conference rooms, cafeteria and exhibition spaces).

From this entrance, access to the different activity areas will be authorized and secured by access controls.

Public and semi-public areas (conferences rooms, cafeteria and thematic areas) will be clearly separated.

There will be an access point, with an automated secure access system, reserved for ITU staff, on the Place des Nations side.

The New Building will also be provided with access points for goods and deliveries.

Connection between buildings and movement on the site

The connection between the Montbrillant building and the New Building will be very important from a logistical point of view.

One of the major concerns for the project concept is communications and flow between services divided between the two buildings which will constitute ITU headquarters.

Functional connections between the New Building and the Montbrillant building will be essential to facilitate flows of people, goods and energy.

Outdoor parking spaces

The Place des Nations car park is very close to the site of the New Building, and there are therefore no plans to create additional covered parking spaces.

However, outside the future new building, 15 visitors' parking spaces, including one for disabled people, will need to be provided, as well as 40 parking spaces for motorcycles and 60 parking spaces for bicycles.

These outdoor spaces must comply with the UN-MOSS security norms through the installation of obstacles to block access by vehicles or pedestrians.

Rights of way

At ground floor level between the Varembe building and the Montbrillant building there are two rights of way:

- a right of way for vehicles allowing access to the Nations car park;
- a right of way for pedestrian passage allowing a connection between the rue Varembe and the Place des Nations.

These rights of way are indicated on Plan No. 1.15.09a and No. 1.15.09b (Surveyor's plan, layout of the existing site (PDF, scale 1:250)).

3.02 DESCRIPTION OF MAIN AREAS OF THE NEW BUILDING

The competition Programme is divided into 17 distinct parts:

1. Reception hall – main entrance
2. Administration and offices: 723 work places
3. Conference rooms
4. Cafeteria/restaurant/kitchen
5. Thematic area (*optional*)
6. Cultural area
7. Sports area
8. Infirmary
9. Security area
10. IT rooms
11. Reprography
12. Workshops
13. Technical premises
14. Storage areas
15. Unloading bay
16. Waste sorting area
17. Other areas

Note:

- a) *The surface areas correspond to minimum net surface areas (interior surface areas of the rooms).*
- b) *Dimensioning of the areas required for the following is left to candidates' discretion: movement and transport of persons and goods (lifts, freight elevator), emergency evacuation and rescue routes, vertically and horizontally distributed technical installations, and structural elements.*
- c) *All areas must be accessible to disabled persons.*

Description of the spaces of the New ITU Building

1. Reception Hall - Main entrance

Reception and registration zone for delegates and visitors	
Access to public and semi-public spaces	
Access to staff offices	
Reception space	
Delegate's space	
Cyber café	
Bathroom block (M/W/disabled)	
Total net surface area	Areas to be proposed by competitors.

2. Administration and offices

	Number	Area m2	Total m2
Office for the Secretary-General	1	48	48
Office for the Deputy Secretary-General	1	36	36
Offices for the elected Directors	3	36	108
Offices for D1 - D2 grades	14	18	252
Work places	332	9	2988
Work places	372	6	2232
Total	723		

Work place zones must also be equipped for exchanges among colleagues.

Areas for specific associated uses must be created: such as meeting spaces, confidential spaces, phone boxes, etc.

The list of these spaces is not exhaustive and is to be proposed by the competitor.

The disposition of rooms such as for photocopy, archives, cleaning material, bathroom (M/W/disabled) etc. is to be proposed by the competitor.

	Number	Number of places
Common meeting rooms must be created		
Meeting room for the Secretary-General	1	48
Meeting rooms	4	40
Meeting room	1	30
Meeting room	1	20
Meeting rooms	6	16
Small meeting rooms distributed by business unit around the building	15	12

3. Conference halls

The new Popov Hall, of a capacity of 500 seats, will be equipped with 8 interpretation cabins.

This hall will be dividable:

- into 2 halls, each equipped with 4 interpretation cabins
- into 4 halls, each equipped with 2 interpretation cabins

The second Conference hall, of a capacity of 234 seats, will be equipped with 8 interpretation cabins.

This hall will be dividable:

- into 2 halls, each equipped with 4 interpretation cabins
- into 4 halls, each equipped with 2 interpretation cabins

The third Conference hall, of a capacity of 100 seats arranged in boardroom style, will be equipped with 6 interpretation cabins.

Each conference hall will be equipped with:

- a lobby with coat storage and bathrooms
- a lounge for delegates
- a room for stowing furniture
- a room for stowing material

(the lobby can be a shared space for the three halls, left to the proposal of the competitor)

4. Cafeteria/restaurant/cuisine

	Number	Area m2	Total m2
Cafeteria			
Self-service/distribution/400 places/WC	1	800	800
Cafeteria terrace 300 places	1	Area to be proposed by the competitors	
Restaurant (VIP)	1	80	80
Kitchen			
Preparation/storage/stowage/delivery/washing	1	260	260
Bathrooms (M/W/disabled)	1	50	50
Kitchen staff changing, bathrooms (M/W/disabled)	1	20	20
Total net area			1210

5. Thematic spaces

	Number	Area m2	Total m2
"Discovery" exhibition or other sponsored space or meeting rooms (<i>optio</i>	1	1000	1000
Total net area			1000

6. Cultural spaces

	Number	Area m2	Total m2
Library/information centre & work places for 6	1	100	100
Art workshop / 20 persons	1	60	60
Music/piano rooms	2	25	50
Multi-faith prayer room	1	25	25
Relaxation room	1	15	15
Office for retired staff association	1	20	20
Total net area			170

7. Sports spaces

	Number	Area m2	Total m2
Gymnastic hall	1	100	100
Exercise equipment room	1	50	50
Adjoining room	1	50	50
Total net surface			200
Changing rooms / bathrooms	Area to be proposed by the competitors		

8. Infirmary

	Number	Area m2	Total m2
Office of the doctor, nurse, pharmacy, waiting room	1	150	150
Consultation room, breastfeeding room, WC.			
Total net area			150

9. Security spaces

	Number	Area m2	Total m2
Control center	1	40	40
Training room / 20 persons	1	40	40
Storage room	1	20	20
Total net surface			100
Changing rooms / bathrooms	Area to be proposed by the competitors		

10. Information technologies space

	Number	Area m2	Total m2
Server room (with false floor and air conditioning)	1	300	300
Training room / 24 places	1	50	50
Training rooms / 16 places	2	30	60

Total net area			410
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11. Reprography, Postal, Stores and Supplies

	Number	(min.) Area m2	Total m2
Reprography workshop & workplaces for 8	1	350	350
Postal document processing room & workplaces for 4	1	200	200
Stores and Supplies section & work places for 2	1	200	200
Total net area			Area to be proposed by the competitors

12. Workshops

	Number	(min.) Area m2	Total m2
Electricity + office for 2 electricians	1	40	
Audiovisual section + office for 2 technicians	1	85	
Information technologies section + office for 2 electricians	1	70	
Total net area			Area to be proposed by the competitors

13. Technical rooms for the building

	Number	(min.) Area m2	Total m2
Heating - air-conditioning - sanitary installations rooms	1	350	
Electricity rooms	1	200	
Space for staff and freight elevators	1		
Total net area			Area to be proposed by the competitors

14. Storage rooms

	Number	Area m2	Total m2
Cleaning services, 1 per floor + water supply	6	5	30
Office for the cleaning services	1	30	30
Stowage room for the maintenance services	1	30	30
Information technologies services	1	100	100
Logistic services	1	100	100
Printing and mailing division	1	100	100
Sales	1	100	100
Stores and Supplies section	1	400	400
Various	3	20	60
Total net area			950

15. Unloading dock

	Number	Area m2	Total m2
Office for the manager	1	10	10
X ray room	1	10	10
Temporary storage spaces for goods-out & goods-in	2	30	60
Secured storage under lock and key	1	40	40
Total net area			120

16. Waste sorting spaces

	Number	Area m2	Total m2
Container room / waste bins	1	20	20
Sorting zone	1	20	20
Total net area			40

17. Various

	Number	Area m2	Total m2
Premises for amateur radio with direct access to the roof of the building.	1	25	25
Total net area			25