



FOURTH ITEM ON THE AGENDA

Overview of ILO office accommodation

1. The ILO's property portfolio covers the headquarters building in Geneva and 47 external offices¹ across the world. Of these, seven premises are currently owned by the ILO, eight are located in United Nations common premises and the remaining 32 offices occupy rented premises of which eight are provided rent-free by the host country.
2. At the 288th (November 2003) Session of the Governing Body, the Office informed this Subcommittee² of the priority being given to gathering up-to-date information on its office accommodation facilities to ensure that the ILO had a suitable and affordable worldwide property portfolio. This is a necessary step for achieving effective and economic property management, specifically to meet the ILO's current and substantiated future accommodation needs, reduce operational costs, enhance staff productivity and address health, safety and security concerns.
3. The Office has begun collecting up-to-date information on field and headquarters accommodation through an Internet-based application. Comprehensive data is being provided from ILO focal points in every office on numerous aspects of infrastructure, including: land (e.g. access to the land, plot size, details of ownership, gardens and open parking facilities); building (e.g. size, facilities available, services for the disabled, types of utilities, recent renovations, uses to which the building is put); details on technical installations (e.g. lifts, telephone systems, videoconferencing, computers and local area network); insurance provisions, security and safety (e.g. guards, electronic security, access checkpoints, emergency system plans); and staffing information.
4. Information has so far been collected for headquarters and the regional offices, and the data for the subregional offices will be available by mid-2004. This information will complement the regular update of the worldwide inventory which was carried out at the end of 2003.
5. A comprehensive and up-to-date information system will facilitate property operations, including review of compliance with operational and legal requirements, and is a necessary

¹ These exclude National Correspondents' offices and the training centres in Turin and Montevideo (CINTERFOR).

² GB.288/PFA/BS/2.

tool for decision-making. The results of the web-based questionnaire will permit the development and monitoring of key property performance indicators. This will begin with identification of common indicators for all offices on space utilization (e.g. vacant office space as a percentage of total office space, average space utilized per staff member, common areas as a proportion of total floor space) and occupancy costs (e.g. occupancy cost per square metre, or per staff member). It will be followed by the preparation of baseline results for each office and the analysis of comparative performance indicators between ILO offices in order to understand the reasons for differences between ILO locations and to focus on offices in need of attention or corrective action. Finally, if possible, external benchmarks will be sought and compared with the ILO results and statistics.

6. The Office will be pleased to provide Subcommittee members with more details of the computer application being used to collect the information referred to in this paper.

Geneva, 3 March 2004.

Submitted for information.