



## FOURTH ITEM ON THE AGENDA

### Overview of ILO office accommodation

1. During recent sessions of the Governing Body, the Office has been requested to provide more information concerning: criteria and priorities in respect of premises and related services which would enable the ILO to meet its medium- and long-term requirements; adaptation of the working environment to ensure that all offices comply with the latest security, safety and health standards; and budgetary resources and proposals for long-term funding in view of the work envisaged.
2. At its 289th (March 2004) Session, the Governing Body was informed of progress concerning the collection of information on headquarters and field office accommodation through an Internet-based survey. Since then, the survey has been virtually completed and detailed information is now available for field offices on numerous aspects which include staffing, security, safety and health issues, infrastructure, buildings, facilities, utilities and technical installations. This detailed information will enable the continuous monitoring and assessment of ILO offices on a day-to-day basis. A summary table of some of the information gathered is attached as an appendix to this document for the information of members of the Subcommittee.
3. Preliminary analysis of the information received as a result of this survey has shown that 85 per cent of external offices conform to safety and health standards and that more than 70 per cent of external offices conform to Minimum Operating Security System (MOSS) standards established by UNSECOORD. Offices that require improvements will be the subject of operational and budgetary planning aimed at rectifying the weaknesses identified in the survey.

### Accommodation strategy

4. This collection of data is an important step in the establishment of an overall ILO accommodation strategy. Such a strategy involves many complex considerations and must remain sufficiently flexible to meet the evolving requirements of the Office. These include:
  - (a) the preparation of carefully structured business cases to identify the expected costs and benefits which would result from a relocation or a purchase/lease decision. This would ensure that such decisions would represent a viable financial and operational option for the ILO;

- (b) considerations relating to geographical coverage, the ILO's requirements in terms of support to its present and future programmes, and the ability to serve ILO constituents effectively and efficiently;
- (c) the use of resources available in the Building and Accommodation Fund and the consideration of other possible sources of financing;
- (d) comprehensive analyses of the advantages and disadvantages associated with the acceptance of gifts of land and buildings from governments and a full assessment of the financial and political implications involved;
- (e) ensuring that office accommodation meets with health, safety and security requirements and standards; and
- (f) other accommodation policy concerns expressed by the Governing Body.

## Accommodation challenges

### Headquarters

5. A major challenge currently facing the ILO is the financing of major repairs and maintenance for the headquarters building in Geneva. As part of the installation of new security equipment in the main entrances to the parking areas and the building, a number of insurance companies visited the headquarters building and concluded that, besides the security issues, further improvements were required to bring the 30-year-old building into line with current construction, safety and health standards. Specific problem areas have been identified and these include:
  - (a) replacing all electrical wiring, plumbing and insulation material on all floors to ensure compliance with current safety and health standards. This would be carried out in phases over a number of years and, in view of the extensive work involved, it would be advisable to combine this work with the redesign and maximization of office space;
  - (b) upgrading and refurbishing (waterproofing) of deteriorating roofing material;
  - (c) refurbishing and replacing elements of the building's facade material and joints as well as structural elements of the car park, where this has been found to be necessary due to deterioration and carbonization;
  - (d) upgrading the elevators and escalators which now require frequent maintenance;
  - (e) installing additional fire detection and prevention equipment including extinguishers, automatic fireproof doors, fireproofing of cables, plumbing, etc.;
  - (f) renovating the kitchens to improve standards of hygiene, safety and security. Negotiations are currently in progress for the required work to be partially financed by the company responsible for running the restaurants;
  - (g) refurbishment of the interpreters' booths and equipment serving the conference rooms which in some cases are no longer useable.
6. The Office has commenced a process of consultation with a structural engineer with a view to developing a more detailed plan in the future. Preliminary work indicates that the costs

involved would be substantial and could be in the range of US\$60-80 million. It is proposed that renovation/refurbishment would be carried out over the short, medium and long term with realistic priorities being set to ensure urgent work is identified and suitably addressed. The Office will prepare proposals for the next session of the Governing Body in March 2005, to cover immediate needs and short-term priorities, together with detailed cost estimates. It will also be important to ensure that the renovation/refurbishment plan and its financing would include an element of preventive maintenance so as to avoid having to face substantial expenditure requirements in the future.

7. The main source of funding for the refurbishment and maintenance of the headquarters building is the Building and Accommodation Fund. This Fund is financed from the regular budget by a transfer of 385,000 Swiss francs every biennium and is also credited with income from the rental of available office and parking spaces amounting to some 600,000 Swiss francs per biennium. The current balance available on the Building and Accommodation Fund is some 5.1 million Swiss francs, with a further 4.3 million Swiss francs reserved for major repairs to technical installations such as heating, air conditioning and plumbing.
8. Transfers from budgetary surpluses have also been approved by the Governing Body to supplement amounts available in the Building and Accommodation Fund, the most recent example being a transfer of US\$2.75 million from the 2000-01 surplus.
9. In order to finance the considerable investment required to carry out the refurbishment of the headquarters building referred to above, additional comprehensive funding arrangements will have to be considered. The Office is currently exploring all possibilities including a multi-biennium funding strategy and would welcome any suggestions that members of this Subcommittee may wish to make on this matter.

## External offices

10. With regard to external offices, there have been a number of unforeseen requirements for expenditure where a move to alternative premises was necessary due to emergencies or security issues. Recent examples include:
  - **Port-of-Spain:** Following a fire, office staff required relocation to alternative premises.
  - **Manila:** Due to the deterioration of the building housing the ILO office, staff were relocated from United Nations common premises to rented premises for security and safety reasons.
  - **Jakarta:** The office was relocated from United Nations common premises to rented premises for security reasons.
  - **Abidjan:** The security situation in this country has required the relocation of staff for an extended period of time.
11. The Subcommittee may wish to provide guidance to the Office on the further development of an accommodation strategy within the framework outlined above.

Geneva, 26 October 2004.

*Submitted for discussion.*

## Appendix

			Staff	ILO-owned	Rent free	Rented	UN common premises
Headquarters			1,425	X			
Turin Centre			210		X		
CINTERFOR			30		X		
<b>Regional offices</b>							
	Europe	Geneva	7				
	Africa	Abidjan	79	X			
	Americas	Lima	96	X			
	Asia	Bangkok	127				X
	Arab States	Beirut	31			X	
<b>Subregional offices</b>							
	Europe	Budapest	29		X		
	Europe	Moscow	10			X	
	Africa	Abidjan *					X
	Africa	Addis Ababa	35				
	Africa	Cairo	17			X	
	Africa	Dakar	35			X	
	Africa	Harare	37			X	
	Africa	Yaounde	22		X		
	Americas	Lima *					
	Americas	Port-of-Spain	32			X	
	Americas	San Jose	40			X	
	Americas	Santiago	20			X	
	Asia	Bangkok *					
	Asia	Manila	35			X	
	Asia	New Delhi	72	X			
<b>Offices</b>							
		New York	8			X	
		Tokyo	15				X
		Washington	6			X	
	Europe	Ankara	12		X		
	Europe	Berlin	4			X	
	Europe	Brussels	9	X			
	Europe	Lisbon	4		X		
	Europe	London	6			X	
	Europe	Madrid	8		X		
	Europe	Paris	6			X	
	Europe	Rome	9		X		
	Africa	Algiers	6				X**
	Africa	Antananarivo	21				X
	Africa	Dar es Salaam	35			X	
	Africa	Kinshasa	11				X
	Africa	Abuja	12		X		
	Africa	Lusaka	18			X	
	Africa	Pretoria	11			X	
	Americas	Brasilia	40	X			
	Americas	Buenos Aires	25	X			
	Americas	Mexico	19			X	
	Asia	Beijing	25				X
	Asia	Colombo	15				X**
	Asia	Dhaka	31			X	
	Asia	Hanoi	29			X	
	Asia	Islamabad	27	X			
	Asia	Jakarta	20			X	
	Asia	Kathmandu	42			X	
	Asia	Suva	9				X
	Asia	Yangon	5			X	
	Arab States	Kuwait	3		X		
<b>National correspondents</b>							
	Europe	Almaty	5			X	
	Europe	Baku	1			X	
	Europe	Bucarest	1		X		
	Europe	Kiev	3		X		
	Europe	Minsk	1		X		
	Europe	Sarajevo	1			X	
	Europe	Sofia	1		X		
	Europe	Tirana	1		X		
	Asia	Dili	1			X	
	Asia	Kabul	1			X	
	Arab States	Jerusalem	3			X	
<b>Total staff</b>			<b>2,899</b>	<b>8</b>	<b>15</b>	<b>29</b>	<b>9</b>
<b>Total offices</b>							<b>61</b>

\* See under regional offices for staffing.

\*\* Rent free with payment for share of common services.