



## FIFTH ITEM ON THE AGENDA

### **Security and safety of staff and premises**

1. At its 288th (November 2003) Session, the Governing Body authorized the Office “to implement measures to improve security at the headquarters building, including restricted access to the building and the parking facilities” for a cost of US\$780,000.
2. At its 289th (March 2004) Session, the Governing Body noted the proposed strategy on security of staff and premises.

#### **Monitoring access to buildings and parking facilities at ILO headquarters**

3. Following an international invitation to tender, three external companies were selected:
  - the first to install access-monitoring detectors at the four main entrances of the building and to set up security barriers at the entrances to the underground parking facilities;
  - the second to complete the installations set up by the first company by installing sensors to identify those people and vehicles authorized to enter ILO headquarters by means of an electronic identification badge system;
  - the third to ensure that the new sensor systems communicate with the central control system already in place at the ILO; the same company was chosen to install surveillance cameras at strategic points throughout the building;
  - INTER will ensure coordination of the work and also of the computerized data for the preparation of the badges; every effort to use the internal resources of the ILO will be made: for example, BATIM for electrical and computer feeds and JUR/RELCONF for badges to be issued to members of the Governing Body and delegates to the Conference;
  - the company responsible for the upkeep of the grounds of the ILO, together with a civil engineering company, will carry out work both outside and inside the building as this is required.

4. Taking advantage of the work being carried out, signs will be set up inside the building in order to provide helpful directions for visitors.
5. The detection and identification system chosen is flexible and the computer source codes for the interfaces have been given to the ILO so that, if necessary, the system may be modified at the lowest possible cost.
6. Particular attention has been given to confidentiality and the protection of the personal information necessary for preparing badges. This information will be managed by and will remain the property of the accrediting departments, which will preclude a new and unwarranted database being established for the Security Section. This approach will allow us, if need be, to integrate the ILO system with the common system when an agreement is reached with the body of international organizations. This common system is still being investigated and the ILO is part of the working group set up for that purpose.
7. Staff representatives have been informed at each stage of the installation of security equipment. A prototype of the access-monitoring detectors has been installed since August at the R2 North entrance to the building, opposite the restaurants. Information was sent out to future users throughout September and October. The distribution of badges to staff began in mid-October. An introductory implementation period is planned for November and December 2004.
8. The measures described above have an estimated cost of US\$780,000, and this amount should not be exceeded. To date, US\$170,000 has been used and US\$525,000 has been allocated, with the work being currently under way. The remainder of US\$85,000 will be used to complete the installation of surveillance cameras at the entrance points to the building and the parking facilities and to adapt the technical installations in the existing Control Centre.
9. A second stage is planned and could be implemented once the financial implications are known.

### **Security and safety of staff and premises in external offices**

10. As mentioned during the March 2004 session of the Governing Body, training and information for staff are being pursued.
11. The experience of headquarters in implementing access-monitoring detectors and in working to reduce the probability of emergency incidents is shared with the external offices. Wherever possible, common standards are defined, both for strategic installations (computerization, telecommunications) and for the structuring of buildings and fittings.
12. A particular effort has been made to manage coherently the correct procedures to be followed when an emergency incident occurs. In this context, the main premises of the Port-of-Spain Office in the Caribbean is out of commission owing to a fire that was probably accidental and that took place on the night of 19-20 August 2004. Fortunately, there were no injuries. Significant smoke emission has rendered the premises unusable. An emergency relocation was put into operation. Protective measures were immediately taken and the situation was evaluated in order to prevent risks to the health of the staff employed there. The same procedure was used for the fire that took place on the first floor of ILO headquarters in 2001. Two assessors were sent by headquarters to help local staff to find, as quickly as possible, alternative premises adapted to their needs. In collaboration with the Regional Office in Lima and its staff, it was possible to provide technical support from

headquarters, above all after the firefighters and the police had left the affected premises. In this way, the staff of the Port-of-Spain Office were not left to fend for themselves.

Geneva, 15 October 2004.

*Submitted for information.*