



## FOURTH ITEM ON THE AGENDA

**Building and Accommodation Fund****Additional office space at headquarters**

1. In recent years, the Office has been faced with a serious lack of office and storage space at headquarters. Despite zero growth in the regular budget, there have been a number of activities, financed from other sources, which require additional temporary and long-term staff (IPEC, DECLARATION, the Enterprise Resource Planning (ERP) system project, etc.). In an attempt to cope with this situation, the Office has, wherever possible, endeavoured to make the best possible use of available space by converting areas designated as documentation centres and meeting rooms into offices and creating new storage areas in the basement of the headquarters building.
2. The headquarters building has now reached its full capacity, however (currently housing 1,700, including 136 technical cooperation project staff), and a number of alternative solutions have been examined which would meet the Office's immediate needs of 1,000 m<sup>2</sup> of office space to accommodate approximately 70 additional persons. Renting office space in the surrounding international area has not proved to be possible as other Geneva-based organizations are presently facing similar problems. Renting office space in the open market has also been considered, but this would entail ongoing rental costs of approximately US\$400,000 to US\$600,000 per annum.
3. A third possibility is the installation of temporary office buildings in the headquarters grounds and a study has shown that the cost of an additional 1,000 m<sup>2</sup> of space, would be approximately US\$550,000, and that installation would take 4-6 months. Furniture and equipment would be provided from existing stocks and cleaning and maintenance contracts, which are due for renewal, would be negotiated to extend these services to the temporary buildings. Additional costs are therefore expected to be minimal. The temporary buildings would be used to house the training centre, documentation centres and temporary project staff, thus liberating space in the main building in order to accommodate some 70 additional officials.
4. Under the circumstances, the Director-General considers that the installation of temporary office buildings would represent a quick and cost-effective solution to the Office's immediate requirements until a more permanent solution to the problem can be found.

- 5. The Committee may therefore wish to recommend that the Governing Body agree to the proposal to purchase temporary office buildings at headquarters, and agree that the cost, which is estimated at US\$550,000, be charged to the Building and Accommodation Fund.***

Geneva, 20 February 2002.

*Point for decision:* Paragraph 5.