



FOR DEBATE AND GUIDANCE

SECOND ITEM ON THE AGENDA

Follow-up to the accommodation strategy

Introduction

1. At the 292nd (March 2005) Session of the Governing Body, the Building Subcommittee considered the policies, practices and decision-making processes applied by the Office on matters relating to its accommodation worldwide and requested that they be compiled in a compendium to be regularly updated by the Office. Such a compendium is being prepared and will be posted on the ILO's Intranet site during 2006.
2. At the same time, some members of the Building Subcommittee noted the absence of a consistent approach to the accommodation of technical cooperation projects. It was also noted the absence of a medium and long-term prioritized plan concerning maintenance and renovation requirements of the Organization's headquarters building and its network of field offices. Arising from this, the Subcommittee requested the Office:
 - to provide it with detailed information on all ILO established offices, their running costs, the countries they cover, the staff they employ, whether the premises are owned, rented, provided by the host country or in UN common premises, as well as a prioritized list of any urgent security, health and safety and renovation requirements;
 - to review the accommodation arrangements relating to technical cooperation projects; and
 - to commission, as soon as possible, an independent technical survey of the headquarters building as a first step towards a 10 to 15-year investment plan, and to consider possible sources of financing of such an investment plan for the updating and modernization of the headquarters building and the field offices, including possible changes to the rules governing the use of the Building and Accommodation Fund.

ILO established field offices

3. The appendices to this document provide the following information:

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| Appendix I | ILO established offices. |
| Appendix II | Arrangements prevailing in each office. Data correspond to the situation in 2004. |
| Appendix III | Estimates of immediate repair and renovation costs in field offices, including MOSS-related costs. |
| Appendix IV | Compliance with MOSS requirements by field offices. |

Review of accommodation arrangements of technical cooperation projects

4. A significant share of the ILO's programme of work is currently financed from extra-budgetary resources that require technical backstopping and administrative support by both headquarters and the field. Activities funded from extra-budgetary resources continue to expand with expenditure in 2004-05 estimated at US\$274 million and estimated at US\$306 million for 2006-07, which represents an 11 per cent increase.¹
5. In locations where the ILO has no established offices, technical cooperation projects are normally accommodated in rented premises. However, where a project is located in a duty station where the ILO has an established office, the project staff is very often accommodated in such offices. In 2004, there were 844 ILO officials working for field-based extra-budgetary technical cooperation projects: 490 of these officials were accommodated in an established ILO office (i.e. around 60 per cent of technical cooperation project staff).
6. Existing practices and procedures governing the accommodation of technical cooperation projects in ILO offices vary due to the absence of clear guidelines or policy framework. Some projects benefit from space available in ILO-owned or rented premises. Such space is usually allocated on a first-come, first-served basis. In many cases, there are no charges for rent or occupancy costs to the projects. Where space has not been available, projects have, in general, been required to rent office accommodation on the open market.
7. To address the inconsistency in the treatment of technical cooperation projects and to ensure that regular budget resources are only used for regular budget purposes, the Office proposes that the following guidelines apply, in order of priority, to the accommodation of extra-budgetary technical cooperation projects:
 - as part of the cooperation between the donor, the ILO and the host country, every effort should be made to secure free office space from the host country free of charge;
 - where ILO premises exist in the location, either owned or rented, the ILO may accommodate project staff within available space. In such cases, the ILO will recover

¹ Programme and Budget proposals for 2006-07, proposed strategic budget.

a pro rata share of accommodation costs that, as appropriate, would include a notional rental based on market rates;

- where office space cannot be obtained from the host country, nor within ILO premises, the project would, in line with current practice, be required to rent premises on the open market. This could include subletting space from another UN agency present in the country.

8. Amounts charged to technical cooperation projects representing a pro rata share of rent and occupancy costs could be used to offset the corresponding charges made to the regular budget. Where a notional rent has been charged, i.e. when projects are housed in ILO-owned premises, in accordance with the provisions of the Financial Rules,² such rental income would be credited to the Building and Accommodation Fund.

Headquarters renovation

9. Further to the Governing Body's request in March 2005 to undertake a comprehensive study by an independent consultant to determine the short-, medium- and long-term needs for the renovation of the ILO headquarters building, the Office launched an international competitive bidding process. This study is currently under way and an oral report will be provided to the Subcommittee on progress made and the likely completion date of the study.
10. The Office had also identified a range of options for financing the renovation of the headquarters building which were briefly discussed by the Subcommittee and the Governing Body last March. However, until the comprehensive study is complete, it will not be possible to discuss in concrete terms the options for financing. Since March, informal consultations with the host country have continued and indications are that it is unlikely to make available a loan to cover renovation costs. However, the Office's principal bankers have indicated that commercial financing would be available. When the results of the study are known, including the estimated cost of the renovations and the possible phasing of the work, it will be possible to present more details on all financing options and their associated costs.

Renovation of field offices

11. As indicated in Appendices II and III, the Office now owns buildings in nine duty stations, premises are provided rent free to the Organization in 12 duty stations (including four offices located in UN common premises), and in another seven duty stations the ILO offices are located in UN common premises where the ILO shares the rental and ongoing maintenance costs. The remaining 18 offices are commercially rented premises.

² Financial Rule No. 3.32 (Treatment of income from rentals) provides: "Income from the rental of premises shall be credited to the Building and Accommodation Fund, which may be drawn upon only with the authorization of the Governing Body for specific purposes relating to ILO premises, in particular to meet costs of construction, alterations, repairs and renewals. The rental income shall be credited to the Fund after deduction of an appropriate amount in respect of heating, lighting and other facilities and services covered by them, provided that expenditure and reimbursement for such facilities and services occur within the same financial period; the amounts deducted shall be credited to the budget provisions under which the expenditure was incurred. Otherwise the full amount of the rental income shall be credited to the Fund."

12. Whilst some of the nine ILO properties are relatively new (Lima and Santiago have both just been finished and Dar es Salaam should be completed in 2006), others are in need of renovation work or major repairs for which funding will be required. Appendix III provides a list by location of the work that has been identified to date with a preliminary estimate of the likely cost. To avoid diverting programme resources to meet such costs, resources from the Building and Accommodation Fund (BAF) could be used for any substantial repair work beyond a certain threshold. As can be seen in Appendix II, the total expenditure in repairs in 2004 amounted to more than US\$0.5 million and was funded through a reprioritization of other expenditure under the regular budget.
13. Concerning rented premises, the cost of any adaptation needed to accommodate an ILO office should normally be capitalized by the owner into the rent, or conversely, paid for by the ILO in exchange for a lower rent over an extended lease. In the latter case, the cost has normally been funded from the regular budget of the region concerned. Similarly, major repairs needed to adapt premises offered free of rent by the host government or in common UN premises are normally funded in the same manner. Given the more restricted budgetary situation in 2006-07, some of the estimated costs identified in Appendix III are too substantial to be absorbed by the regular budget without impacting programme activities.
14. The Governing Body may therefore wish to consider that in such cases, funding should come from the BAF. This would require some minor modification to current interpretation of the rules governing the use of the BAF, as at present the funds are only used for expenditure connected with ILO-owned real estate. This would also require further contributions from the regular budget to the BAF. Such contributions could be earmarked for major repairs approved by the Governing Body in cases referred to in paragraph 13 above or to cover major expenses in connection with unforeseen moves (for instance in the event of the relocation of an office to a different country, in connection with a natural disaster or a non-renewal of a lease by the landlord).

Financing

15. As at 31 August 2005, the BAF had an unallocated balance of 2,866,670 Swiss francs (US\$2,108,577) with a further 4.4 million Swiss francs reserved for major repairs to technical installations at headquarters, such as heating, air conditioning and plumbing.
16. The Fund receives a biennial contribution from the regular budget of 368,665 Swiss francs. In addition, net rental income of some 600,000 Swiss francs is credited to the Fund each biennium. The Fund has also been credited with periodic transfers from cash surpluses, the most recent example being the US\$2.75 million from the 2000-01 surplus.
17. The Fund has so far proven sufficient to cover the repairs of ILO-owned properties and even major construction in field duty stations, such as Abidjan and Islamabad in the 1990s or more recently the Regional Office in Lima, the Subregional Office in Santiago and the Office in Dar es Salaam (currently under construction). However, the BAF is insufficient to cover any major refurbishment of the headquarters building. It is therefore important to review its funding level. A possibility would be to align the regular budget contribution to the Fund with industry benchmarks used by public and private corporations for the periodic maintenance and renovation work of their real estate. This would require a provision of 1 per cent per annum based on the current value of the property. This possibility was reported to the Subcommittee at its last session and was discussed during the programme and budget debate in March 2005. The Programme and Budget proposals for 2008-09 could include a provision based on this benchmark which would be transferred

to the Building and Accommodation Fund and used, subject to Governing Body approval, for such work.

- 18.** Based on the insurance value of headquarters and the construction value (as an interim measure) of ILO-owned field offices, the amount of this annual provision to the BAF would be some US\$3.5 million.

	Value (US\$000)	Annual provision (US\$000)
Headquarters	340 000	3 400
Africa	4 100	41
Asia	2 500	25
Europe	450	5
Americas	4 800	48
Total	351 850	3 519

- 19.** Such provision in each subsequent biennial budget would need to be reassessed based on valuations at that time. The inclusion of such a provision would be in line with the views expressed during the discussion of the Programme and Budget proposals for 2006-07, during which the Office was called on to provide for future financing on a systematic basis for the proper maintenance of such important assets without requiring wide fluctuations in programmable resources. It will be for the Governing Body, and ultimately the Conference in adopting the Programme and Budget for 2008-09, to determine whether such an approach is acceptable.
- 20.** The day-to-day maintenance costs of ILO properties will continue to form part of the administrative budget of each office, or shared by projects accommodated within those offices.
- 21.** The Subcommittee may wish to provide guidance on the elaboration of concrete proposals regarding the various options set down in paragraphs 12-14 and 17-20 above.

Geneva, 19 October 2005.

Submitted for debate and guidance.

Appendix I

ILO established field offices

The network of ILO field offices is the result of the review undertaken further to the request by the Conference in 1999 to achieve a more coherent and efficient implementation of the ILO programme. It is a three-tier structure with regional offices, subregional offices and ILO offices in four regions (Africa, Asia and the Pacific, Americas, and Europe and Central Asia); in the Arab region, the Regional Office undertakes all functions pertaining to the countries it services. The ILO also has a presence in some countries under special arrangements.

Regional offices (5)

Regional offices have overall political and managerial responsibility for promoting the ILO's objectives and for coordinating the implementation of decent work policies and programmes at the regional level, including liaison with regional bodies.

Subregional offices (15)

Subregional offices represent the ILO in the countries under their direct responsibility and are responsible for programme planning, implementation and evaluation of ILO activities in all the countries in the subregion. Three subregional offices (Bangkok, Lima and Addis Ababa) are accommodated in the same premises as their respective regional offices.

ILO offices (29)

ILO offices represent the Organization in the countries they service and liaise with the constituents. As appropriate, they provide administrative and logistical support to the subregional office for the implementation of programmes and projects in the country concerned. The function of the ILO Office in New York is to liaise with the UN. The Washington, DC Office liaises with international financial institutions.

Other arrangements

In the Americas, there is the ILO Inter-American Research and Documentation Centre on Vocational Training (CINTERFOR), located in Montevideo.

In the Arab region, there are ILO representatives in Kuwait and in Jerusalem.

In Asia and the Pacific, there is a Senior Coordinator in Kabul (Afghanistan), a Liaison Officer in Dili (East Timor) and a Liaison Officer in Yangon (Myanmar).

In Europe and Central Asia, there are eight national correspondents (in Albania, Bosnia and Herzegovina, Bulgaria, Romania, Ukraine, Azerbaijan, Belarus and Kazakhstan). The appointment of two additional correspondents has been approved for Armenia and Moldova. These correspondents are nationals of the country and facilitate liaison with national constituents and keep the regional office informed of developments in the country.

ILO offices reporting directly to the Director-General

ILO offices	Countries	Comment
ILO-Tokyo	Japan	ILO-Tokyo liaises with SRO-Bangkok for technical assistance for Japan and technical cooperation of common interest in the region. SRO-Bangkok provides technical support, in consultation with RO-Bangkok
ILO-Washington	United States Multilateral institutions based in Washington, DC	
ILO-New York	<i>United Nations</i> ¹	

Regional Office for Africa (RO-Abidjan)

Regional and subregional offices	Countries	ILO offices and other
RO-Abidjan ²		
SRO-Abidjan ³	Benin Burkina Faso Côte d'Ivoire Niger Togo	
	Ghana Liberia Nigeria Sierra Leone	ILO Office, Abuja
SRO-Addis Ababa	Djibouti Eritrea Ethiopia	
	Comoros Madagascar Mauritius Seychelles	ILO Office, Antananarivo
	Kenya Somalia Tanzania, United Republic of Uganda	ILO Office, Dar es Salaam
SRO-Cairo	Egypt Sudan	
	Algeria Libyan Arab Jamahiriya Morocco Tunisia	ILO Office, Algiers

¹ Italics refer to non-member States.

² Temporarily relocated in Addis Ababa.

³ Temporarily relocated in Dakar.

Regional and subregional offices	Countries	ILO offices and other
SRO-Dakar	Cape Verde Gambia Guinea Guinea-Bissau Mali Mauritania Senegal	
	Zimbabwe	
SRO-Harare	Malawi Mozambique Zambia	ILO Office, Lusaka
	Botswana Lesotho Namibia South Africa Swaziland	ILO Office, Pretoria
SRO-Yaoundé	Angola Cameroon Central African Republic Chad Equatorial Guinea Gabon Sao Tome and Principe	
	Burundi Congo Democratic Republic of the Congo Rwanda	ILO Office, Kinshasa

Regional Office for Arab States (RO-Beirut)

Regional and subregional offices	Countries	ILO offices and other
RO-Beirut	Bahrain Iraq Jordan Lebanon Oman Qatar Saudi Arabia Syrian Arab Republic United Arab Emirates Yemen	
	Kuwait	ILO representative, Kuwait
	West Bank and Gaza	ILO representative, Jerusalem

Regional Office for Asia and the Pacific (RO-Bangkok)

Regional and subregional offices	Countries	ILO offices and other
RO-Bangkok	Australia New Zealand	Technical cooperation coordinated by SRO-Manila
	Afghanistan	Senior Coordinator reports to RO-Bangkok, receives technical support from SRO-New Delhi

Regional and subregional offices	Countries	ILO offices and other
SRO-Bangkok	<i>Brunei Darussalam</i> Cambodia Korea, Democratic Republic of Korea, Republic of Lao People's Democratic Republic Malaysia Singapore Thailand	
	Myanmar	ILO Liaison Officer in Yangon reports to the Director-General through ED/NORM
	Pakistan	ILO Office, Islamabad
	Viet Nam	ILO Office, Hanoi
	Timor-Leste	ILO Liaison Officer in Dili
	China (including Hong Kong SAR and Macao SAR) Mongolia	ILO Office, Beijing
	SRO-New Delhi	Afghanistan <i>Bhutan</i> India Iran, Islamic Republic of
Bangladesh		ILO Office, Dhaka
<i>Maldives</i> Sri Lanka		ILO Office, Colombo
Nepal		ILO Office, Kathmandu
Pakistan		ILO Office, Islamabad
SRO-Manila		Philippines
	Indonesia	ILO Office, Jakarta
	Fiji Papua New Guinea Solomon Islands Kiribati	
	<i>Other South Pacific islands, countries and territories:</i>	
	<i>American Samoa</i> <i>Cook Islands</i> <i>French Polynesia</i> <i>Guam</i> <i>Marshall Islands</i> <i>Micronesia</i> <i>Nauru</i> <i>New Caledonia</i> <i>Niue Island</i> <i>Norfolk Island</i> <i>Palau (Trust Territories of Pacific Islands)</i> <i>Pitcairn Islands</i> <i>Tokelau Islands</i> <i>Tonga</i> <i>Tuvalu</i> <i>Vanuatu</i> <i>Wallis and Futuna Islands</i> <i>Western Samoa</i>	ILO Office, Suva

Regional Office for Europe and Central Asia (RO-Geneva)

Regional and subregional offices	Countries	ILO offices and other
RO-Geneva	Turkey	ILO Office, Ankara
	Germany	ILO Office, Bonn
	Belgium Luxemburg Netherlands <i>European Union</i>	ILO Office, Brussels
	Portugal	ILO Office, Lisbon
	Ireland United Kingdom	ILO Office, London
	Spain	ILO Office, Madrid
	France	ILO Office, Paris
	Italy San Marino <i>Vatican</i>	ILO Office, Rome
	SRO-Budapest	Albania
Bosnia and Herzegovina		(National Correspondent in Sarajevo)
Bulgaria		(National Correspondent in Sofia)
Croatia		
Czech Republic		
Estonia		(National Correspondent in Tallinn)
Hungary		
Latvia		
Lithuania		
Macedonia (The former Yugoslav Republic of)		
Moldova (Republic of)		(National Correspondent to be appointed)
Poland		
Romania	(National Correspondent in Bucharest)	
Serbia and Montenegro		
Slovakia		
Slovenia		
Ukraine	(National Correspondent in Kiev)	
SRO-Moscow	Armenia	(National Correspondent to be appointed)
	Azerbaijan	(National Correspondent in Baku)
	Belarus	(National Correspondent in Minsk)
	Georgia	
	Kazakhstan	(National Correspondent in Almaty)
	Kyrgyzstan	
	Russian Federation	
	Tajikistan	
Turkmenistan		
Uzbekistan		

Regional Office for Latin America and the Caribbean (RO-Lima)

Regional and subregional offices	ILO office	Countries	Comment
RO-Lima			The Inter-American Centre on Vocational Training (CINTERFOR) located in Montevideo, Uruguay, reports to RO-Lima

Regional and subregional offices	ILO office	Countries	Comment
SRO-Lima		Bolivia Colombia Ecuador Peru Venezuela	
SRO-San José		Costa Rica Dominican Republic El Salvador Guatemala Haiti Honduras Nicaragua Panama	
	ILO Office, Mexico	Cuba Mexico	Reporting to RO-Lima, technical services provided by RO-Lima. ACTRAV and ACT/EMP specialists from SRO-San José provide support
SRO-Santiago		Chile Paraguay Uruguay	
	ILO Office, Buenos Aires	Argentina	Reporting to RO-Lima, technical services provided by RO-Lima. ACTRAV and ACT/EMP specialists from SRO-Santiago provide support
	ILO Office, Brasilia	Brazil	Reporting to RO-Lima, technical services provided by RO-Lima. ACTRAV and ACT/EMP specialists from SRO-Santiago provide support
SRO-Port-of-Spain		Antigua and Barbuda Bahamas Barbados Belize Dominica Grenada Guyana Jamaica Saint Kitts and Nevis Saint Lucia Saint Vincent and the Grenadines Suriname Trinidad and Tobago <i>Other countries and territories:</i> <i>Anguila</i> <i>Aruba</i> <i>Bermuda</i> <i>British Virgin Islands</i> <i>Cayman Islands Montserrat</i> <i>Netherlands Antilles</i> <i>Turks and Caicos Islands</i>	

Appendix II

Arrangements prevailing in each office

	Accommodation type				Financial information						Staffing information					Premises			
	Owned	Free	UN	Rent	Rents	Utilities	Ongoing maintenance	Repairs	MOSS related*	Total	RB core	Temp. and outsourced	TC	Total	% TC	Year of construction	Total surface m2	Office surface m2	Common spaces m2
					5,047	84,852	25,196	83,519	11,600	210,214	73	24	10	107	9.35				
	X				130,864		13,932	2,679		147,475	29	5	10	44	22.73	1998	2,476	1,263	1,213
			X	X	14,966	3,159	12,802	22,781	4,873	58,581	16	6	2	24	8.33	1961	1,300	1,154	146
		X			18,396	17,998	5,835	10,171	17,679	70,079	37	11	6	54	11.11	1960	961	336	625
A				X	50,328	3,782	1,882	3,708		59,700	16	6	18	40	45.00	1954	700	600	100
F		X				20,434	16,229	88,099		124,762	25	20	7	52	13.46		488	304	184
R		X	X		20,761	2,596	2,101	139,793		165,251	14	0	10	24	41.67		414	334	80
I		X	X				5,361	533	9,449	15,343	9	1	1	11	9.09	1965	157	73	84
C				X	21,091	1,810	2,707	1,079	1,200	27,886	14	13	0	27	0.00	1952	357	233	124
A				X	72,000	10,475	5,186	5,215	35,077	127,952	14	18	33	65	50.77		900		
			X	X	60,968		354			61,321	11	5	1	17	5.88				
				X	23,592	2,889	15,265	1,783		43,529	12	3	6	21	28.57	1982	523	403	120
				X	98,670	19,801	3,932	424		122,828	13	2	19	34	55.88				
				Subtotal	516,682	167,795	110,781	359,785	79,878	1,234,921	283	114	123	520	23.65				
A		X			5,277	49,337	45,623	8,480		108,716	60	28	30	118	25.42	2004	3,770	1,600	2,170
M				X	62,931	9,022	10,486	3,536	26,810	112,786	25	17	10	52	19.23		964	542	422
E				X	182,545	12,560	16,519	11,660	8,140	231,423	24	3	10	37	27.03	1997	1,000	380	620
R				X	134,235	12,797	30,206	40,381		217,620	26	4	2	32	6.25	2005	2,270	835	1,435
I		X				10,956	26,984	3,163		41,103	14	8	22	44	50.00	1983	1,000	800	200
C		X			7,539	2,281	5,636	27,846	5,600	48,901	15	0	9	24	37.50	1994	332	214	118
A				X	127,801	4,742	6,744	2,006	10,542	151,835	14	2	5	21	23.81	1997	598	280	318
S			X			7,048	10,591	2,752		20,391	15	7	10	32	31.25				
				Subtotal	520,328	108,742	152,790	99,823	51,092	932,776	193	69	98	360	27.22				
A			X			13,155	25,240	700	23,150	62,245	35	5	2	42	4.76		1,262	310	952
R				X	15,000	1,950	843		9,500	27,293	2	2	0	4	0.00	1955	150	150	
A		X					2,886	32		2,918	2	0	0	2	0.00		107	38	69
B				Subtotal	15,000	15,105	28,969	732	32,650	92,456	39	7	2	48	4.17				
			X	X	224,901			6,652		231,553	72	10	59	141	41.84	1975	2,134	1,855	279
				X	131,754	14,195	12,190	1,173	59,568	218,879	27	2	10	39	25.64	1994	2,500	1,481	1,019
	X					4,561	64,090	1,690		70,341	44	18	28	90	31.11	2000	2,500	1,084	1,416
A			X	X	83,610	1,933	1,053	12,460	4,597	103,652	16	1	16	33	48.48	1980	704	680	24
S		X	X				23,150			23,150	10	5	7	22	31.82	1995	262	234	28
I				X	32,557	9,725	11,977	566	8,250	63,076	12	10	32	54	59.26		1,400		1,400
A				X	24,232	2,739	3,971		8,650	39,592	8	16	24	48	50.00	1950	600	382	218
	X					22,178	18,305	12,643		53,126	13	15	18	46	39.13	1998	3,116	920	2,196
				X	55,413	1,336	7,028			63,777	14	9	27	50	54.00		837	761	76
				X	16,188	5,097	17,094	4,263	31,061	73,704	11	2	18	31	58.06	1997	420	420	
			X	X	39,992	6,744	4,233	67		51,035	10	2	4	16	25.00	1995	431	381	50
				Subtotal	608,647	68,508	163,092	39,513	112,126	991,886	237	90	243	570	42.63				

	Accommodation type				Financial information						Staffing					Premises			
	Owned	Free	UN	Rent	Rents	Utilities	Ongoing maintenance	Repairs & renewals	MOSS related	Total	RB	Other incl. temp.	TC	Total	% TC	Year of construction	Total surface	Office surface	Common space
					Included in HQ costs														
	X				1,109		6,902	1,555	2,700	12,266	7	0	0	7	0.00				
		X			138,664	2,246	11,676	7,420		160,006	22	9	9	40	22.50	1960	400	157	243
				X							23	0	4	27	14.81		540	334	206
E		X				9,483	5,189	2,065	7,808	24,545	4	2	4	10	40.00	2001	1,280	246	1,034
U				X	15,927	3,130	7,079	2,520		28,657	3	2	1	6	16.67		295	295	
R	X					3,055	20,013	3,607		26,675	4	3	3	10	30.00	1950	462	383	79
O		X								0	1	6	0	7	0.00				
P				X	315,509	75,218	8,792	202		399,721	3	1	1	5	20.00	1960	352	75	277
E		X								0	1	5	3	9	33.33				
				X	130,269	1,604	3,694	659		136,226	4	3	1	8	12.50	1930	265	160	105
		X	X			3,815	6,211			10,026	4	4	0	8	0.00	1650	270	172	98
					Subtotal	601,478	98,551	69,557	18,028	798,123	69	35	26	137	18.98				
				X	275,237	15,336	3,270	3,347		297,190	8	4	0	12	0.00	1930	523	175	348
			X		190,498	5,355	9,143	1,392		206,389	9	2	1	12	8.33	1969	528	528	
			X		210,968					210,968	5	7	0	12	0.00	1992	276	211	65
					676,703	20,691	12,413	4,740		714,547	22	13	1	36	2.78				
					TOTAL	2,938,839	479,392	537,602	522,622	4,764,709	843	328	493	1,671	29.50				

* Contains expenditure from 2000-01 surplus earmarked for staff security.

- (1) The RO and SRO were evacuated end 2004 and will be temporarily relocated in Addis Ababa in 2005.
- (2) Due to the lack of space in the premises provided free of charge by the Government, the ILO rents additional premises nearby.
- (3) The UN compound where the ILO is located is provided free of charge by the Government.
- (4) The ILO will move end 2005 to UN common premises.
- (5) The ILO is in the process of constructing a new building; it should be finished by 2006.
- (6) The figure under rental relates to costs incurred during the temporary relocation of the office pending the finalization of the new building.
- (7) Data concerning the office before the fire.
- (8) Data concerning the office before the move to the new building.
- (9) The ILO pays a lump sum to the ESCAP covering all running costs on a pro rata basis.
- (10) The UN compound is provided free of rent; the running costs correspond to actual consumption of utilities and a share of maintenance and repairs.
- (11) The Government subsidizes part of the rent.
- (12) The London Office will move to smaller premises before the end of the year.
- (13) The Government subsidizes part of the rent.
- (14) UNIDROIT provides space rent free but the ILO contributes to the running costs.

Appendix III

Estimates of immediate repair and renovation costs in field offices, including MOSS-related costs

	Estimate of short-term renovations and repairs	Comment	Estimate of expenditure to meet MOSS requirements *	Comment
Regional Office Abidjan, incl. SRO	70 000		2 350.00	Security camera
ILO Dar es Salaam		Construction under way		
Regional Office Lima, incl. SRO		Construction finished in 2004		
O W SRO Santiago		Construction finished in 2005	42 900.00	Emergency power supply
N ILO Brasilia	55 000	Roof repair, sanitary renovation	55 000.00	
E ILO Buenos Aires	13 000	Various repairs	40 000.00	Emergency power supply
D SRO New Delhi	25 000	Various repairs		Emergency power supply
ILO Islamabad	170 000	(Including 100,000 already committed for isolation auditorium roof)		
ILO Brussels				
Total	333 000		140 250	
SRO Dakar				
R SRO Yaoundé	14 800	Painting of the building	40 000.00	
E ILO Algiers			40 000.00	Emergency power supply
N CINTERFOR, Montevideo			40 000.00	Emergency power supply
T Beirut	30 000	Partitioning and electrical work		Emergency power supply
F ILO Colombo	58 000	Electrical wiring and structural repairs		
R SRO Budapest	17 500	Minor repairs		
E ILO Ankara	11 500	Water proofing and painting		
ILO Lisbon		Borne by the Government		
ILO Madrid		Borne by the Government		

	Estimate of short-term renovations and repairs	Comment	Estimate of expenditure to meet MOSS requirements *	Comment
ILO Rome	8 000	Replacement of windows		
Total	139 800		120 000	

* Expenditure on MOSS equipment fluctuates from year to year. In 2003, the cost of equipment amounted to US\$415,000. In 2004 expenditure decreased to US\$290,000 and in 2005 (up to September) an amount of US\$321,000 has been disbursed. The estimate for future requirements is based on the average cost of providing an emergency power supply to those offices not already equipped plus other requests received from field offices so far. The total amount eventually required will naturally be higher than this current estimate as new security situations develop and the MOSS requirements change.

	Estimate of short-term renovations and repairs	Comment	Estimate of expenditure to meet MOSS requirements	Comment
SRO Addis Ababa				
U N C O M M O N	ILO Abuja		40 000.00	Emergency power supply
	ILO Antananarivo	135 000		Move and installation in new UN compound in 2005
	ILO Kinshasa		40 000.00	Emergency power supply
	Regional Office Bangkok, incl. SRO			Determined by UNESCAP
	ILO Beijing	55 000	40 000.00	Renovation floor, cabling, ceilings
	ILO Suva			
	Tokyo	45 000		Reorganization of office space and cabling
	Total	235 000	120 000	
	SRO Cairo			
R E N T E D	SRO Harare		40 000.00	Emergency power supply
	ILO Lusaka	20 000	54 000.00	Painting, cabling, carpets
	ILO Pretoria	20 000	40 000.00	Painting, tiling and electrical work
	SRO Port of Spain (7)		12 100.00	Card access security + radios
	SRO San José			
	ILO Mexico	15 179		Roof isolation and repainting
	SRO Manila		20 000.00	Scanner
	ILO Dhaka	5 500		Entrance gate repairs

	Estimate of short-term renovations and repairs	Comment	Estimate of expenditure to meet MOSS requirements	Comment
ILO Hanoi	50 000	Roof repair, painting, sewerage, office setting		
ILO Jakarta	50 000	Telecommunications re-cabling	40 000.00	Emergency power supply
ILO Kathmandu	15 000	Adaptation of new premises		
SRO Moscow				
ILO Berlin (11)				
ILO London (12)				
ILO Paris (13)				
New York				
Washington				
Total	175 679		206 100	
Grand total	883 479		586 350	

Appendix IV

Compliance with MOSS requirements by field offices

The Minimum Operating Security Standards (MOSS) were developed in response to the threats and risks faced by United Nations staff and operations in the field duty stations to ensure that minimal essential security practices and procedures were established and equipment and physical resources were available to mitigate the risk. The MOSS standards are established and revised by the United Nations Department of Safety and Security (DSS) in consultation with the Inter-Agency Security Management Network (IASMN) and the current version, established in 2004, takes into account the specific threat from terrorism.

MOSS standards vary from duty station to duty station and they provide for requirements depending on the security phase applicable to the duty station concerned. Thus, compliance with these standards depends on a number of evolving factors. For instance, deterioration in the security situation at a duty station entails an increase in MOSS requirements and hence an increase in expenditure.

The table below contains information relating to the security situation as at September 2005. It is not practical to use every item in the MOSS baseline document as the criteria to judge MOSS compliance of our field offices as some items are not entirely under the control of the ILO such as, for example, the establishment of a warden system and duty station-wide security plans. In this table we have selected the items which can be provided by the ILO alone and which are considered essential for the security of our field offices.

Emergency power supply, office telecommunications and telecommunications equipment for vehicles are standard equipment even at “no phase” duty stations. Shatter-resistant film is listed in Annex A of the MOSS document (Protective equipment and facilities) but in most duty stations is now a basic MOSS requirement. CCTV is not standard for all duty stations and is installed only when recommended as essential by the DSS official.

Continent	Duty station	Security phase	Emergency power supply	Telecom system	Shatter-resist. film	Telecom vehicles	CCTV	Fire extinguishers	Comments
Africa	RO and SRO, Abidjan	III	X	X	X	X	X	X	
	SRO Addis Ababa	I	X	X		X			UNECA
	SRO Cairo	I	X	X	X	X	X	X	
	SRO Dakar	No phase	X	X		X	X	X	
	SRO Harare	I		X		X			
	SRO Yaoundé	I		X				X	
	Abuja	II		X		X			UN compound
	Alger	II							Incomplete info.
	Antananarivo	No phase	X	X		X		X	
	Dar es Salaam	No phase	X	X	X	X			
	Kinshasa	II		X	X	X			
	Lusaka	No phase	X	X	X	X	X		
	Pretoria	No phase							Incomplete info.
	Americas	RO and SRO, Lima	I	X	X	X	X	X	X
SRO Port of Spain		No phase	X	X	X	X	X	X	
SRO San José		No phase	X	X		X	X	X	
SRO Santiago		No phase					X	X	Move to new offices
Brasilia		No phase	X	X		X	X		
Buenos Aires		I		X		Cell phones			
Mexico		No phase	X	X	X	X		X	
CINTERFOR, Montevideo	No phase			X		X			
Arab States	RO Beirut	II	X	X	X	X		X	
	Kuwait	I		X	X	X	X	X	
	Jerusalem	I		X	X	X			
Asia & Pacific	RO and SRO, Bangkok	No phase	X	X		X			UN compound

Continent	Duty station	Security phase	Emergency power supply	Telecom system	Shatter-resist. film	Telecom vehicles	CCTV	Fire extinguishers	Comments
	SRO New Delhi	No phase	X	X	X	X			
	SRO Manila	I		X	X	X	X		
	Beijing	No phase		X	X	X			
	Colombo	I	X	X	X	X			
	Dhaka	I	X	X	X	X			
	Hanoi	No phase	X	X	X	X	X	X	
	Islamabad	I	X	X	X	X	X	X	
	Jakarta	I		X		X			
	Kathmandu	I	X	X	X	X	X	X	
	Suva	No phase	X	X		X		X	
	Dili	I	X	X					UN compound
	Kabul	III	X	X	X	X			UN compound
	Yangon	I		X	X	X			
Europe	SRO Budapest	No phase		X		X	X	X	
	SRO Moscow	No phase	X					X	Incomplete info.
	Ankara	No phase	X	X	X	X	X		
	Bonn/Berlin	No phase	X	N/A		N/A			
	Brussels	No phase		N/A	X	N/A	X		Govt. building
	Lisbon	No phase		N/A		N/A			
	London	No phase		N/A		N/A			
	Madrid	No phase		N/A		N/A			
	Paris	No phase		N/A		N/A			
	Rome	No phase		N/A		N/A			
HQ report	New York	No phase	X	X		N/A			
	Tokyo	No phase		X					UN house
	Washington	No phase	X	X		N/A			