



Governing Body

315th Session, Geneva, 15 June 2012

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SIXTH ITEM ON THE AGENDA

Report of the Director-General: Supplementary report

Update on the headquarters building renovation project

Purpose of the document

Report on progress made in respect of the headquarters building renovation project since the 313th Session of the Governing Body.

Relevant strategic objective: Not applicable.

Policy implications: None.

Legal implications: None.

Financial implications: None.

Follow-up action required: The paper is submitted to the Governing Body for debate and guidance.

Author unit: Department of Facilities Management (FACILITIES)

Related documents: GB.309/PFA/BS/2(&Corr.); GB.309/PFA/11/1; GB.310/PFA/BS/1; GB.312/PFA/5(&Corr.); GB.313/PFA/INF/2; GB.313/PFA/INF/2(Add.); and GB.313/PFA/3/2.

Introduction

1. At its 309th Session (November 2010), the Governing Body approved a comprehensive plan for the renovation of the ILO headquarters building.¹ It also approved the replacement of the 16 main elevators in the building.² Progress reports on the renovation project were submitted to the Governing Body at its 310th, 312th and 313th Sessions.³ As requested by the Governing Body at its last session and following its decision to undertake the renovation of the building, one third at a time, thus avoiding the construction of an annex, this paper provides information on project developments between the end of March and the beginning of May 2012 as well as information on project expenditure and financial commitments to date.

Replacement of elevators

2. The replacement of the 16 main elevators will start in July 2012 and should be completed by December 2013. The replacement contract stipulates that on each side of the building at least five elevators (out of eight) need to remain in service at any one time.

Asbestos survey

3. A comprehensive asbestos survey of the building began in August 2011. To safeguard the health and safety of both ILO staff and the employees of the contractor undertaking the survey, all necessary measures were taken, including regular air sampling, in line with cantonal regulations.
4. The survey was completed in April 2012. The results of the survey show that asbestos is present in areas where it had been expected to be present, such as in the glue between the linoleum floor tiles and the concrete floors in the lavatory areas, in the joints of the ventilation and heating ducts and in the partitions between offices. The study reconfirmed that the asbestos is entirely confined and air tests have shown that the air quality throughout the building is in conformity with the applicable host country standards, which are among the most stringent in the world. To ensure proper asbestos removal and confinement before the renovation works start, the findings of the survey are being reflected in the detailed technical specifications for all works.

Kitchens

5. The international bidding process for the award of the different contracts for the structural repairs to the floors, the ventilation, plumbing and electrical installations in the kitchen areas was still under way at the time this document was drafted. Since the award of some of the contracts may take longer than originally expected, a slight delay in the start date for the works, initially foreseen for the end of June 2012, is now likely. Scheduling of the works may have to be modified accordingly to ensure that full catering services remain

¹ For details of the plan see GB.309/PFA/BS/2(&Corr.).

² See GB.309/PFA/11/1.

³ See GB.310/PFA/BS/1; GB.312/PFA/5(&Corr.); GB.313/PFA/INF/2; GB.313/PFA/INF/2(Add.); and GB.313/PFA/3/2.

available during sessions of the Governing Body and the International Labour Conference in 2012–13.

Project management

6. The international bidding process for the services of the “project pilot” was close to completion at the time of writing. The pilot comprises a multi-disciplinary team of some 15 architects, engineers and other construction specialists who will undertake all necessary preparatory activities, including drafting of the detailed technical specifications for the works to be undertaken in the building as a whole and of the documents required to launch the international bidding process for the refurbishment of floors 1–11 by a general contractor. The pilot will also assist in the evaluation of the respective offers. In the process of drafting the technical specifications, the pilot will pay special attention to safety and health issues and the need to ensure effective evacuation plans in the event of fire or other emergencies during the renovation period. The pilot will further review and complete the project risk register.
7. As requested by the Governing Body at its 313th Session, in early May 2012 the Office relaunched the process of recruiting a senior project manager, adjusting the profile of the new requirements in terms of technical and private-sector experience. A call for candidatures was published on the ILO website, in the local press and on specialized websites. This is to be followed by interviews and assessments of the technical and personal qualifications of shortlisted candidates in June 2012, after which the final recruitment formalities will be completed as soon as possible.
8. The project manager will work under the overall guidance and supervision of the Director-General’s office and benefiting from the advice of the Project Steering Committee. The project manager will be located in the Department of Facilities Management (FACILITIES) to ensure effective and full coordination and avoid conflicting workplans, duplication of effort and unnecessary interruptions in services.
9. Regular meetings continued to take place of the Project Steering Committee, which comprises ten senior ILO officials and is chaired by the Executive Director for the Management and Administration Sector, and of the Project Team, which includes operational-level ILO staff from the different units directly involved in the project.

Communication

10. In accordance with the project communication strategy, information on the project on the ILO Internet and Intranet sites was updated and presentations were made at the April 2012 line managers meeting and at a Staff Union shop steward meeting. Other planned communication activities include articles in the newsletter published by the Human Resources Department, staff meetings and video presentations on electronic screens at the R2 North entrance to the building. The aim of the communication strategy is to ensure that ILO staff, visitors and neighbours are fully informed of planned activities and consulted as appropriate.

Relations with the host government

11. A delegation led by the officer-in-charge of the Management and Administration Sector met with the host country authorities to inform them of the decision to abandon the construction of a temporary building to accommodate part of the staff during the

renovation, and to discuss their involvement in the preparation and execution of the renovation works. Agreement was reached in principle that a joint technical working group would be established. The group would comprise ILO technical staff, the project pilot and host country representatives. Its mission would be to monitor the project and ensure its compliance with applicable local technical and safety standards.

Project budget

- 12.** Appendix I provides detailed information on project expenditure incurred under the Building and Accommodation Fund and the regular budget as recorded at the end of April 2012 as well as on existing and planned financial commitments for the current biennium, including the cost of ILO staff recruited specifically for the project. Since, as indicated above, the international bidding processes for the renovation of the kitchens and for the services of the project pilot had not yet been completed at the time of writing, the expected cost of the respective contracts is indicative only at this stage. The actual cost will be reflected in the project progress report to be submitted to the 316th Session of the Governing Body in November 2012.

- 13.** Appendix II reflects expenditure incurred in the period prior to the approval of the comprehensive plan in November 2010.

Appendix I

Headquarters building renovation project

Financial status as at 30 April 2012 (in thousand CHF)

	Approved budget	2010–11 Expenditure	2012–13		2010–13 Total	
			Expenditure	Current commitments	Planned	
Building and Accommodation Fund						
Comprehensive plan ¹						
Asbestos survey	336			152		152
Kitchens	4 144	242	180	379	3 343	4 144
Floors 1 to 11	56 448				8 000	8 000
Project staff	6 000		161	798	332	1 291
Temporary offices	7 500		28			28
Moving costs	1 500					
Unforeseen	7 100					
Insurance and miscellaneous	400					
Inflation	5 700					
Total	89 128	242	369	1 329	11 675	13 615
Replacement of elevators ²	4 300	40	640	3 507		4 187
Regular budget						
Preliminary studies temporary offices		216				

¹ GB.309/PFA/BS/2 November 2010.

² GB.309/PFA/BS/4 November 2010.

Appendix II

Headquarters building renovation project

Expenditure prior to approval comprehensive plan (in thousand CHF)

Building and Accommodation Fund	
Urgent repairs 2008–10 ¹	5 978
Consultancies related to land development ²	349
Total	6 327
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Regular budget	
Preliminary technical studies	499
Preparation comprehensive plan	348
Total	847

¹ GB.297/PFA/BS/3 November 2006.

² GB.301/PFA/BS/1 March 2008.