



FIRST ITEM ON THE AGENDA

**DIRECTOR'S REPORT ON THE ACTIVITIES OF THE CENTRE IN
2006-2007 AND PERSPECTIVES FOR 2008**

Report on the internal administration of the Centre

1. Campus renovation programme: the phase following the 2006 Olympic Winter Games in Turin.

After the completion of the work on Pavilions F, G, H and U Thant ahead of the Olympic Games and negotiations with the City of Turin, the latter drew up a renovation programme for the campus pavilions not affected by the Games. It did not, however, release the necessary budget funds, and it was only thanks to continuous negotiations and requests by the Centre that, at the beginning of 2007, the City sent the Italian Government a request to fund that programme and others envisaged for the 150th anniversary of Italian unity in 2011. This plan, costing around €17 000 000, will see Pavilions I, N, P, R, S, T, 1 and 2 renovated.

The refurbishment of Pavilion L, funded by the Piedmont Region and the “Compagnia di San Paolo”, at an estimated cost of €3 500 000, will start at the end of 2007, once the Centre has finalized the project and the appropriate authorities have approved it. The Centre will administer the tendering process and the work directly.

For its part, IRIDE, the local power company, has just finished bringing the electrical, lighting and fire systems in buildings E and M into line with regulations. It will do the same for Pavilions 1, 2 and T during the summer.

2. Extraordinary maintenance of the Centre

After negotiations with the appropriate departments of the City of Turin, an agreement to provide €1 500 000 over three years to fund extraordinary maintenance work at the Centre came into effect in 2006. This agreement is particularly important because it allows the Centre to carry out the most urgent extraordinary maintenance work without having to draw on its budget and hence use funds which, by statute, are exclusively for institutional activities.

Accordingly, in 2006 the U Thant Pavilion was altered to make it suitable for institutional activities and to centralize the services for participants. At the same time, the

Centre set about renovating the bedrooms (including better furniture), the electrical system and the fire system in Pavilion E, work which was completed in the first half of 2007.

In Pavilion X, the Internal Administration Service has had the facilities altered to create three new classrooms to replace the two classrooms on the first floor of Pavilion 2 that will be turned into offices for around 15 staff and a meeting room.

Before the end of 2007, the Internal Administration Service will have to create temporary classrooms on the ground floor of Pavilion I to replace those in Pavilion L that cannot be used owing to works that will last into the first half of 2009.

3. Ordinary maintenance work financed and carried out by the Centre, and management of miscellaneous services

The main projects in 2006/2007 are outlined below.

- a) A programme to adapt and renovate classroom equipment and office furniture in line with ergonomic criteria is under way.
- b) A new, computerized management programme for the off-campus laundry, adapted to the Centre's needs, was installed in the first third of 2007. It will make a significant contribution to controlling the cost of services provided by the laundry sub-contractor.
- c) Several tenders were launched at the end of 2006 and in the first half of 2007. Contracts for the following services were signed with sub-contractors.
 - I. Maintenance: initially entrusted to "Scaletti e figli" but finally awarded to the second best bidder, namely "Superplast di Supertino Albino". The contract runs until 31 December 2010.
 - II. Gardening: awarded to "Prosecur Torino s.r.l." This contract runs until 31 December 2009.
 - III. Cleaning of offices, classrooms and shared areas: awarded to "Reber Servizi Integrati s.r.l." The contract runs until 31 December 2011.
 - IV. Turin-Geneva shuttle: awarded to "Bellando Tours s.r.l." The contract runs until 31 December 2009.
 - V. Transport into the city and to the airports: awarded to "Se.A. Servizi Autonoleggio s.a.s." The contract runs until 31 December 2009.
 - VI. Management of the Reception and the telephone switchboard: awarded to "Se.A. Servizi Alberghieri s.r.l." The contract runs until 31 December 2011.
 - VII. Management of the internal mail and shuttle: awarded to "Se.A. Servizi Alberghieri s.r.l." The contract runs until 31 December 2011.
 - VIII. Cleaning of bedrooms: awarded to "Reber Servizi Integrati s.r.l." The contract runs until 31 December 2011.

- IX. Laundry service for participants in the Centre's activities: awarded to "Reber Servizi Integrati s.r.l." The contract runs until 31 December 2011.

The process consisted of extensive market research, drawing up lists of specifications (with several modifications) and assessing the bids received. It required a substantial effort by the Centre's Internal Administration Service. The Centre went on to award the services to the firms that had made the lowest bids, thereby making significant savings while seeking to ensure top-quality services. The tenders lightened the Centre's budget expenditure by some €500 000. Other services, namely electricity and heating, have seen a rise in costs, mainly due to higher prices for raw materials and higher consumption due to an 11.5 per cent increase in bedroom occupancy between 2004 and 2006. Heating, however, has been brought under constant monitoring in the pavilions renovated for the Olympic Games, thanks to a computerized system installed during the refurbishment work.

- d) The Centre changed its telephone network in March 2007. It was able to buy two switchboards that had only been used for a few months from TOROC for around € 100 000, thereby saving around €150 000, since the average cost of a network is € 250 000.

4. Occupational safety and health

- a) Some of the older buildings on the campus, more specifically those constructed before 1994, had dangerous materials in their structure. Nevertheless, those materials were "contained" within very precise spaces and did not release dangerous particles into the air. In the wake of analyses carried out by the Turin Chamber of Commerce during a big campaign, firstly in 2005 and again in February 2006, the Centre received confirmation that the air in the pavilions was not contaminated. The Centre's Health and Safety Committee, and all staff, were told the results of these analyses, and the Internal Administration Service held two meetings attended by outside experts to give staff a detailed understanding of the situation. The same information was passed on to the firms awarded maintenance contracts so that they could have their employees take all due precautions and follow all due procedures while working.

In March 2006, the Centre received technical reports on fibres dispersed in the air in each building. These confirmed that in each of the buildings examined, the air quality met the standards laid down by law, and that there was no risk to health. However, the reports noted a limited number of cases of degradation of the fixtures holding asbestos in, such as paving, sealing panels and false ceilings. The documentation and the report produced by the Chamber of Commerce laboratory are available for consultation in the offices of the Internal Administration Service.

Nevertheless, while waiting for those pavilions to be renovated, the Centre itself has decided to remove certain materials containing asbestos from Pavilion I, to avoid any erosion or breakage that could release dangerous particles into the air. This was done in March 2007. For all other pavilions, the Centre will await their renovation.

- b) Signs showing evacuation routes are being put up in the pavilions, bedrooms, offices and classrooms.

5. Security of staff and facilities at the Centre

At its 288th session, the ILO Governing Body authorized the Office to take security measures at the Headquarters building. Unfortunately, it did not allocate funds for the Centre to do the same. On the basis of those steps, and of analogous measures throughout the United Nations system, a working party based in Turin, made up of representatives of the Centre, the United Nations Interregional Crime and Justice Research Institute (UNICRI) and the United Nations System Staff College (UNSSC) was set up. This working party meets regularly to provide coordinated advice on issues and priorities concerning security and safety.

A number of measures have already been taken, whereas others are still being looked into and may call for additional funding.

- a) In addition to the measures already taken to control access (identification of the vehicles of staff and business visitors, recording of visitors' identity documents and increased security checks), a system of identity cards was brought in as a matter of priority.
- b) Regular meetings were held with the police authorities of the host country to assess the potential risks and decide on the extra security measures to take. A system of electronic surveillance of the campus perimeter (using surveillance cameras, sensors and a central control room) was devised and installed in conjunction with the local authorities, after a tender launched at the beginning of February 2006. The total cost of setting up the system was around €160 000, paid entirely out of the Centre's budget. Since it was installed, thefts of information technology items from classrooms and offices have almost completely stopped.

Emergency evacuation procedures are to be established, and evacuation teams for each pavilion are being formed and trained. A safety expert from the World Food Programme came on a mission to Turin in February 2007. This expert will decide what procedures are required, drawing on those used by the World Food Programme, and will devise an awareness-raising course for all staff on the campus. All these projects will be implemented in the first half of 2007. In addition, the conditions for recruiting security guards are to be revised and further training may be called for.

Finally, the Centre will work together with the United Nations' (recently created) Department of Safety and Security (DSS), the ILO security service, the United Nations' Security and Safety Sections in Geneva and Vienna, and the local authorities responsible for security to keep threat assessment continuously up to date and to adjust security measures regularly.

6. Travel Unit

The Travel Unit organizes journeys by Centre participants, collaborators and officials. It always seeks the best way to meet the travellers' needs while respecting financial standards and procedures. Supervising the details of participants' arrival and departure, and making them available to all the Centre's services allows for efficient management of the logistical and financial aspects of the courses.

By overcoming several problems concerning visas and stay permits very quickly, the Unit enabled a large number of people to participate fully in the courses and study visits.

In 2007, the Italian Government changed the law on stay permits, standardizing the postal procedure and abolishing permits for foreigners for a stay of up to 90 days. The Centre obtained special treatment from the police headquarters (the “Questura”) and the procedure was swiftly adapted to the Centre’s needs. This was done while respecting the rules, and it brought advantages to the majority of participants, together with a cut in costs.

In 2006, the Unit handled 155 activities at the Centre and in the field. It dealt with the journeys, visas and stay permits of 3 400 participants, 1 120 of whom had their travel ticket and expenses paid by the Unit. It handled hotels and transport for 49 study visits with accommodation, 33 per cent of them to Geneva. In addition, it bought over 1 000 tickets for journeys by officials and collaborators. Finally, it hired 1 086 coaches for the courses in Turin.

Two tenders were launched in mid-2007 involving the travel agency and the coach transport. The Travel Unit will be involved in the process of awarding the tenders (i.e. doing market research, drawing up specifications, assessing the bids received) so as to cut costs and yet obtain quality services.

7. Services to third parties

As in previous years, the Internal Administration Service coordinated services to third parties, which make the campus residential and training facilities available to carefully chosen outside institutions. These services, which imply no responsibility on the part of the Centre for the content of activities, generated an additional income of around €225 000 in 2006. Furthermore, for the first time, the Centre ran a media village for the Olympic Games, which brought in some €740 000 in extra revenue. The services to third parties, moreover, are an excellent way of making the activities of the ILO and of the Centre more widely known among local institutions and cultural circles.

8. Collaboration with the ILO

As usual, all aspects of the Centre’s internal administration were the subject of prior consultation with the Legal Adviser (JUR), the Bureau of Internal Administration (INTER) and the Budget and Finance Branch (BUDFIN) of the ILO. The consultations with JUR were of fundamental importance in drawing up the specifications for the tenders launched at the end of 2006 and the beginning of 2007.

For information