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COUNCIL
24th extraordinary session
Agenda item 4(b)

C/ES.24/4(b)
18 September 2007
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PROGRAMME FOR CHANGE

(b) HQ building refurbishment

Note by the Secretary-General and the United Kingdom

SUMMARY

<i>Executive summary:</i>	This document reports on developments concerning progress with the refurbishment of the Headquarters building (Phases 1 and 2)
<i>Action to be taken:</i>	Paragraph 11
<i>Related documents:</i>	C 98/D, C 98/4(b); C 97/D, C 97/4(b); C 96/D, C 96/4(b); C/ES.23/D; and C 94/D

Introduction

1 At its ninety-eighth session, the Council decided (C 98/D, paragraph 4(b).2(i)) to extend the Phase 1 refurbishment works to include those planned for Phase 2 on the basis of agreed criteria. This document reports on progress made since.

Phase 1 of the project

2 The main works comprising Phase 1 of the Headquarters refurbishment project, which was due to be completed at the end of July 2007, are now close to completion. Following agreement to undertake Phase 2 of the refurbishment project back-to-back with Phase 1, certain items of Phase 1 work have been rescheduled in order to provide the most efficient consolidated programme.

3 In detail, the **fourth floor** extension to the cafeteria is practically complete and fitting out of this area is progressing in conjunction with the remaining fourth floor areas. The fitting out of the fourth floor kitchen and restaurant is complete and commissioning of kitchen equipment has commenced. Due to the need to seek road closure permission for crane access, some work remains in order to complete the fourth floor terrace works. Planting of trees and shrubs will be undertaken in October/November. The **second floor** offices are complete but these are now being used as temporary office accommodation by the contractor. The **foyer reception**, audio-visual projection equipment room and meeting rooms on the ground floor are close to completion. The installation of the furniture in the **plenary meeting room** has commenced. Testing of new service installations is under way but full commissioning of installations will await completion of the Phase 2 works. The final application of the new roof finishes has been completed.

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4 The initial responses received from delegates to the Council's ninety-eighth session, who took the opportunity to visit the Headquarters building and see the emerging quality of the refurbishment in Phase 1 at that time, were that, when completed, the finished building will be well-received.

Phase 2 of the project

5 The main preparatory works for Phase 2, particularly the demolition and stripping-out work on the remaining office floors, is progressing generally to programme. The construction of a new computer server room on the first floor has been completed and computer equipment in the eighth floor room relocated to permit the completion of the demolition works on that floor. Additional high priority works have been identified for inclusion in the Phase 2 programme including works to the cladding and external areas of the building and replacement or refurbishment of fire and entrance doors. This work will only be undertaken if it can be implemented within the budget and the time available.

6 The need for the replacement of **ventilation ductwork** in the vertical risers in the building has also been identified as essential to ensure effective operation of the refurbished air conditioning services installations. The contractor has reported that these works will require an extension to the contract programme completion date by 28 days: to 31 March 2008. The impact on the IMO meetings programme is to extend the number of meetings scheduled to be held outside Headquarters by one meeting week only – since IMO meetings in March 2008 had already been planned to be held in the Royal Horticultural Halls. The only IMO meeting expected to be affected by the contract extension is COMSAR 12 in the week commencing 7 April 2008 (see also paragraph 9 below). The impact on the Secretariat will be to delay return to the office areas of the Headquarters building by approximately one month.

Security and environmental issues

7 Phase 1 of the refurbishment project included budgetary provision for enhanced **building security**. Due to the location and design of the front of the building, it has proved difficult to fully address all of the recommendations made in the security consultants' reviews. Following detailed consideration of the options available, appropriate security provisions have been identified to enhance the security of the entrance and exit to the underground car park and to improve both the look and performance of the security across the front of the building at ground level. These works will be undertaken concurrently with the other work in Phase 2.

8 As part of the refurbishment work, the design, equipment and future operation of the building has been subject to environmental assessment using the United Kingdom Building Research Establishment Environmental Assessment Method (BREEAM), which is a tool which allows the owners, users and designers of buildings to review and improve environmental performance throughout the life of a building. It is a widely accepted and respected scheme that sets a benchmark for environmental performance and provides a wide range of benefits. It is independent and authoritative, being based on many years of construction and environmental research.

Meetings programme

9 Due to the revised completion date for the project, arrangements have been made to extend the existing contingency period for meetings to be held outside the Headquarters building. MEPC 57 (31 March to 4 April 2008) had previously been scheduled to be held at the Royal Horticultural Halls and this contingency has to be extended by one week only by provisionally

arranging for the meeting to be held in the week commencing 7 April 2008 (COMSAR 12) to also be held at the Royal Horticultural Halls. The consequential cost of the revised contractual completion on meetings expenditure will be met from the existing Project Budget. Discussions with the contractors are on-going with respect to access to the building in advance of the new completion date in order to commence installation of office furniture and equipment.

Office accommodation

10 In addition to the physical works to the office areas, work is soon to commence on planning the allocation of space for the return of staff to the building. In this regard, a tender has been issued for the provision of new office furniture and a preferred supplier has been identified.

Action requested of the Council

- 11 The Council is invited to:
- .1 note progress with the works under Phases 1 and 2;
 - .2 note the revised contract completion date of 31 March 2008; and
 - .3 note the contingent arrangements made for the holding of COMSAR 12.
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