



COUNCIL
96th session
Agenda item 4(b)

C 96/4(b)
5 April 2006
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PROGRAMME FOR CHANGE

(b) HQ building refurbishment

Note by the Secretary-General and the United Kingdom

SUMMARY

Executive summary: This document provides Council with a progress report on developments concerning the forthcoming refurbishment of the Headquarters building and the temporary relocation of the Secretariat to No. 55 Victoria Street, London SW1

Action to be taken: Paragraph 13

Related documents: C/ES.23/4(b) and PROG/114

Background

1 The Council, at its twenty-third extraordinary session, noted the information provided by the Secretary-General and the United Kingdom (C/ES.23/4(b)) on the scope of Phase 1 of the planned refurbishment of the Headquarters building, including the programme of works, its duration and timing, the arrangements made for the temporary relocation of the Secretariat and the revised Meetings programme. The Council endorsed the proposals for the Meetings programme in the latter part of 2006 and authorized the Secretary-General to make the necessary financial commitments to ensure a cost-effective and efficient schedule of Meetings for 2007. In expressing its appreciation to the United Kingdom, the Secretary-General and the Secretariat, the Council invited the Secretary-General to continue, in conjunction with the United Kingdom, to work toward a successful refurbishment of the Headquarters building, while maintaining the Organization's core work.

Management of the Refurbishment Project

2 A project Steering Board, chaired by the United Kingdom Government's Permanent Representative to IMO and including representatives of the IMO Secretariat, the United Kingdom Government's Department for Transport (DfT) Estates Division, the Project Managers and Project Advisors meet on a regular monthly basis to oversee the refurbishment project; to ensure that the necessary governance is exercised and to consider issues related to the temporary relocation. Overall and day-to-day responsibility for the management of the relocation project remains with IMO.

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3 In addition, a Senior Project Board has been established, comprised of the Secretary-General of IMO; the Director General, Roads, Regional and Local Transport at the DfT; and the respective Project representatives from IMO and DfT. The main function of this Board is to provide a high level overview of all aspects of the planning and delivery of the refurbishment project. The Senior Project Board meets on an *ad hoc* basis and may be timed to correspond with important project milestones, such as the signature of the refurbishment contract and the Secretariat's move to its temporary location.

4 Within the Secretariat, an internal Project Board and a Refurbishment Project Steering Group have been established, the latter including staff representatives from all of the divisions and major operational sections of the Secretariat and the Staff Union. The Steering Group has been set up to liaise with, and provide advice to, the external refurbishment and relocation project managers and the IMO Project Board on matters relating to the temporary relocation of the IMO Secretariat and the refurbishment of the IMO Headquarters. The main function and objectives of the Steering Group are to assist the relocation project managers to plan and manage all aspects of the removal from Albert Embankment, the installation of the Secretariat in Victoria Street and the return to Albert Embankment, while at the same time maintaining optimum business continuity.

5 Legal advisers have been engaged to advise on matters pertaining to the Headquarters Lease Agreement and other agreements between the host Government and IMO that may be necessary for the duration of the project.

Programme and timing of Phase I

6 A tender has been issued for the contractors to undertake the refurbishment work. Five contractors have submitted positive replies, which have been reviewed and, following tender interviews with the potential contractors in which IMO has participated, a contractor is expected to be appointed early in April 2006. Following the appointment of the contractor, on-site work will resume on the **detailed design** of the works related to the refurbishment of the IMO Headquarters building. No changes are expected to the timing and duration of Phase I and it is envisaged that the work will commence, as planned, in August 2006.

Temporary relocation of the IMO Secretariat

7 As advised at the Council's last extraordinary session, the Secretariat will move to temporary office accommodation located at No. 55 Victoria Street, London SW1. The temporary relocation to 55 Victoria Street is scheduled to be completed by the end of July 2006. Planning is well underway for this initiative and includes the engagement of consultants to advise on the space allocation, to undertake an audit of the document filing currently held at IMO and to assist in the development of a strategy for ensuring business continuity through enhanced information and communication technology. Consultations have been held with relevant authorities in the United Kingdom to ensure that the security measures planned at Victoria Street will be in line with those currently provided at the Headquarters building.

Meetings Programme

8 Further to the information provided to the Council at its last session on the relocation of IMO meetings to other locations during the period of the refurbishment, firm arrangements have been made for meetings taking place in 2006 as listed in the Programme of Meetings for 2006 (PROG/114). In line with the Secretary-General's stated intention that as many IMO meetings as

possible are held in London, the following locations have been identified for holding such meetings:

- International Coffee Organization
22 Berner Street
London, W1T 3DD
- Central Hall Westminster
Storey's Gate
London, SW1H 9NH
- Royal Horticultural Halls and Conference Centre
80 Vincent Square
London, SW1P 2PE.

In view of the limited availability of suitable conference facilities in London, bookings are being made at the locations indicated above. A full list of the locations for the meetings planned to be held during 2006 and 2007 in locations other than IMO Headquarters is attached at annex. Information on facilities, such as hotels, etc., at locations abroad (i.e. Paris, Istanbul and Nairobi) will be promulgated in due course.

Financing

9 The Council will recall that it has agreed that the Organization's contribution of £2.5 million to the cost associated with Phase 1 of the refurbishment be paid over two biennia and that this proposal has been accepted in principle by the Host Government. The budget allocation agreed by the Council is for £625,000 for each year of the 2006-2007 biennium, with provisional agreement given for the same allocation for each year of the 2008-2009 biennium.

10 The Organization has been requested by the Host Government to pay its contribution according to the following schedule:

- first instalments of £625,000 by 31 December 2006;
- second instalment of £625,000 by 30 June 2007; and
- balance of £1,250,000 by 31 March 2008.

11 The Host Government's request for the balance to be paid by 31 March 2008 is to tie in with the United Kingdom authorities' financial year, which extends from April of one year to March of the next. Future discussion in Council on the 2008-2009 budget will have to take into account this request to ensure that the Organization has sufficient funds available to meet the request so early in the biennium.

12 The Council will recall that the IMO Refurbishment Project also includes an allocation of £1.9 million to cover expenditure associated with the relocation of the Secretariat during the planned works. This sum will cover costs associated with the removal to 55 Victoria Street and return to Albert Embankment, the relocation of the meetings programme, additional costs relating to IT, etc. The budget allocation will be paid in advance to the Organization on a quarterly basis based on expenditure forecasts provided by the Organization and agreed by the DfT. For both practical and transparency purposes, this budget and the Organization's contribution of £2.5 million to the works will be administered by IMO under the Headquarters Capital Fund, but accounted for separately.

Action requested of the Council

13 The Council is invited to note the information provided in this document. An update on developments will be provided by the Secretary-General at the session.

ANNEX

**LOCATIONS FOR IMO MEETINGS OUTSIDE HEADQUARTERS
DURING 2006 AND 2007**

Meeting/date	Venue
2006	
DSC 11 11-15 September	International Coffee Organization
MEPC 55 9-13 October	Central Hall Westminster
LEG 92 16-20 October	UNESCO, Paris
LC 28 30 October-3 November	International Coffee Organization
Council 97 6-10 November	Central Hall Westminster
MSC 82 29 November-8 December	Istanbul, Turkey
2007	
STW 38 22-26 January	Horticultural Halls
FP 51 5-9 February	International Coffee Organization
COMSAR 11 19-23 February	Horticultural Halls
DE 50 5-9 March	Horticultural Halls
FAL 34 26-30 March	International Coffee Organization
BLG 11 16-20 April	International Coffee Organization
SLF 50 30 April-4 May	International Coffee Organization

Meeting/date	Venue
2007	
FSI 15 4-8 June	Horticultural Halls
TCC 57 18-22 June	International Coffee Organization
Council 98 25-29 June	Horticultural Halls
MEPC 56 9-13 July	Horticultural Halls
NAV 53 23-27 July	Horticultural Halls
Meetings scheduled to be held after July 2007	IMO Headquarters 4 Albert Embankment
