



Internal Oversight Division

Reference: IOD-INV-2018-01

Management Implication Report

February 8, 2018

1. FACTS

1. The Security and Information Assurance Division (SIAD) recently reported to the Internal Oversight Division (IOD) several incidents related to the access and use of parking areas by staff members.

2. Specifically, instances were noted by SIAD where:

(a) While a vendor vehicle was waiting at the parking gate for WIPO security to complete the necessary verification before gaining access to the parking ramp, a staff member queuing behind the vendor vehicle exited his/her own vehicle and used his/her WIPO badge to open the gate for the vendor; and

(b) While on leave, a staff member lent his/her WIPO badge to an individual with no relationship to WIPO in order to allow this individual to park his/her own car in the WIPO parking garage.

2. RISKS IDENTIFIED

3. The above actions by the staff members concerned undermined access controls at WIPO premises, and posed a material security risk for the Organization. While these were isolated incidents, and the security risk did not materialize, these incidents suggest that the concerned staff members may not have been fully cognizant of their obligations and the potential impact of their actions in terms of security risks for the Organization.

3. CONTROLS

4. Starting in 2008, the WIPO Administration enhanced the security of access to WIPO premises as part of the implementation of United Nations (UN) Headquarters Minimum Operating Security Standards project ("H-MOSS project"). Furthermore, SIAD indicated that premise access to WIPO is managed in accordance with a number of physical security and access protocols which are consonant with these changes. These cover vehicle access to parking areas, which is aligned with UN country security risk management and WIPO's security management system procedures relating to control, verification and screening of vehicle access to UN facilities.

5. However, IOD noted that some of the texts governing staff members' conduct relating to access to WIPO premises predate the H-MOSS security project and related updated security management procedures. The texts predating the H-MOSS update include Information Circular No. 31/2000 on "Security", and Office Instruction No. 03/2007 on "Parking". SIAD is keenly aware of the situation and is considering the need for updated provisions on premise access that are more consonant with the new premise access control environment at WIPO.

4. RECOMMENDATIONS

6. In view of the foregoing, IOD recommends the following:

Recommendations

1. The Human Resources Management Department (HRMD), in consultation as necessary with the Security and Information Assurance Division (SIAD), should communicate to all staff members the importance of abiding with access rules and procedures to WIPO premises, especially with regard to third party access to WIPO premises.
(Importance: High)
2. The Security and Information Assurance Division (SIAD), in consultation as necessary with the Human Resources Management Department (HRMD), should update access rules and procedures to WIPO premises to align them with the current security control environment at WIPO.
(Importance: Medium)

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Reviewed by: Patrice Sam, Head, Investigation Section, IOD

Approved by: Mr. Rajesh Singh, Director, IOD

TABLE OF RECOMMENDATIONS

No.	Recommendation	Responsible unit/manager	Deadline for implementation	Management comment and action plan
1	<p>The Human Resources Management Department (HRMD), in consultation as necessary with the Security and Information Assurance Division (SIAD), should communicate to all staff members the importance of abiding with access rules and procedures to WIPO premises, especially with regard to third party access to WIPO premises.</p> <p>(Importance: High)</p>	HRMD / Cornelia Moussa	March 31, 2018	HRMD agrees with the recommendation and will issue an all-staff email by March 31, 2018.
2	<p>The Security and Information Assurance Division (SIAD), in consultation as necessary with the Human Resources Management Department (HRMD), should update access rules and procedures to WIPO premises to align them with the current security control environment at WIPO.</p> <p>(Importance: Medium)</p>	SIAD / Dennis Murathaty	September 30, 2018	SIAD agrees with the recommendation and will take the necessary action to update the relevant rules and procedures by September 30, 2018.