

**Mission Permanente
De la République de Djibouti
Auprès de L'office des Nations –
Unies
Et des autres Organisations
Internationales à Genève**



المبعوثية الدائمة لجمهورية جيبوتي
لدى مكتب الأمم المتحدة
والمنظمات الدولية الأخرى
جنيف - سويسرا

Dear Ms. Egutia,

I would like to congratulate you for the excellent draft Terms of Reference for the Independent Review of the implementation of the Development Agenda Recommendations. It responds well to the various comments made by delegations. I have the following observations which you might like to take into account while finalizing the draft:

On the timeline

- (i) From my discussions with the Secretariat in the past, I understand that once the TOR are finalized by the CDIP, the Secretariat would need at least one month to launch a Request for Offers (RFO), finalize the selection of the experts and seek internal approvals. This process could take longer if delegations wish to participate in the selection process. It might be pertinent to include in the document a paragraph on the process for the selection of experts.
- (ii) Another two months would be required for the experts to prepare an inception report and its approval by the Review manager(s) / stakeholders, before the actual Review work begins.
- (iii) In our discussions on this subject, on several occasions the member states have expressed the wish to have a good quality Review Report. It would therefore be reasonable to give a fair amount of time to the experts. I would feel that after the inception report has been approved, about a four month period would be appropriate.
- (iv) In our planning, we will have to bear in mind that the months of July and August correspond to a holiday season and interested member state representatives and the relevant staff in WIPO may not be available during this period.
- (v) In addition, and in accordance with the rule (to which Secretariat seeks to adhere to) CDIP documents are to be made available two months before a session. If the aim were to have the Review Report finalized for the November session, the Review Report should be made available to the Secretariat by September 01, 2014, allowing it the time to prepare it as a CDIP document and translated into all the official languages.

In view of the above, aiming to conclude the Review exercise before the November session of the CDIP appears unachievable. I would therefore like to propose to the delegates that we plan the consideration of the Review Report during the May 2015 session of the Committee. You might consider including an explanation to this effect as an annex to the draft TOR.

On the budget

The Secretariat has informed me that sourcing Sfr 239,000 may pose a challenge. I therefore feel that we achieve reductions in the following areas:

- (i) Make a lump sum payment of Sfr 20,000 each to the two expert and Sfr 25,000 to the lead Reviewer. This will be notionally based upon 20 working days for the experts and 25 working days for the lead Reviewer.
- (ii) Eliminate the 2nd mission to Geneva and instead extend the first mission to a period of two weeks. This will also allow sufficient time for the reviewers to meet the Member State representatives and WIPO staff. If subsequently considered important, a second mission could be considered, subject to any savings that might accrue from the budgeted amount for the first mission. The Review team should also be encouraged to rely to the greatest extent possible on electronic communication, such as Skype.
- (iii) The third mission to Geneva for presenting the Review Report before the CDIP should be undertaken by the lead reviewer alone.
- (iv) As mentioned by you in the draft, field missions were agreed to in the informal sessions “bearing in mind the budgetary constraints”. Maybe we should eliminate field missions and instead advise the Review Team to rely upon questionnaires and electronic media to gather information from the beneficiary countries.

The draft TOR should also include a paragraph about deliverables, including a broad outline as regards its structure and the length of the report.

I would suggest that once you have further revised the document, we should seek the Secretariat’s assistance in costing all the activities, including the translation cost, etc.

The Secretariat is in the process of organizing the proposed informal meeting on the TOR on April 24, 2014. I have requested them to explore the possibility of funding your travel to Geneva on that date so that you could present the draft TOR before the delegates.

I look forward to receiving a revised draft.

Best regards,

M. Mohamed Siad Douale
Représentant permanent de la République
de Djibouti auprès des Nations-Unies à
Genève

