

A. Relevance and Orientation

2. The Secretariat shall develop a comprehensive **Manual** on delivery of technical assistance.

(a) The Manual should provide the following information¹:

- a 'menu' or catalogue of development cooperation activities that WIPO provides (e.g., by national, regional and Program) to help countries discern the scope of possible activities;
- focal points within WIPO for each of the activities;
- process for requesting assistance including the time-frame for receiving requested assistance;
- possible modes of cooperation;
- process for engaging other providers, experts in activities;
- processes and tools for monitoring and evaluation of the activities including procedures to submit complaints with regard to technical assistance received;
- considerations re country preparedness such as absorptive capacity, risks and matching resources required;
- processes by which member states can guide overall planning and prioritization of development cooperation activities;
- a full listing of and copies of policies, principles or recommendations approved by Member states or adopted by the Secretariat that are applicable to the delivery of technical assistance including the code of ethics/conduct guiding staff and experts in the provision of technical assistance;
- priorities for the relevant biennium as set out in the relevant Program and Budget;
- a full list and copies or links to tools and other relevant documentation used in the delivery of technical assistance with respect to each of the development cooperation activities;
- a summary of the process for the development of country assistance plans and IP strategies;
- criteria WIPO applies to decide what kinds of requests are approved or declined.

(b) Recommendations listed in the Appendix to this paper should be attached as an annex to the Manual.

(c) The Secretariat shall present the design and content of the Manual to the CDIP for its review and endorsement.

¹ This proposal elaborates on the recommendations at pg. 62 of the External Review that "WIPO Secretariat needs to improve outreach and guidance to Member States on the range of development cooperation activities it offers" and that "A "menu" or catalogue of development cooperation activities be made available...". In the management response (CDIP/9/14) the Secretariat notes at pg 28, Annex 1 that : « The Organization agrees that a catalog, or 'menu' describing its development cooperation activities could be prepared and made available to Member States via the WIPO website, to enhance transparency, and assist in country ownership of development cooperation and in the current Country Planning exercise".

E. Experts & Consultants

3. The Secretariat shall regularly update the online Roster of Consultants and upgrade/redesign the ROC², that is:

- The scope of the online ROC be broadened to include information on all consultants and experts engaged in development cooperation activities, whatever their contracts or location. The information provided by the ROC should also include their full CVs (including prior experience and current employment), explicit disclosure of actual or potential conflicts of interests, the terms of references of their contracts, consultancy rates. Information on the outputs of the experts/consultants' work, and any WIPO evaluations or reports on the results of the activity carried out by the experts/consultants should also be provided where such output, evaluation or report is publicly available or concerns activities undertaken at the global, regional or sub-regional levels.
- The online ROC shall also be searchable according to the total number of consultants in the database, the year, their nationality, their area of expertise and types of affiliations (e.g. independent consultants, industry, former government officials etc.)
- Experts/consultants that agree to accept WIPO's invitation to engage in development cooperation activities must also be willing to permit for their information to be submitted to the ROC.³

F. Transparency & Communication

1. The Secretariat shall ensure that WIPO's website is upgraded to serve as a more effective vehicle for communicating about WIPO's development cooperation activities and as a resource.⁴

(a) WIPO must undertake immediate measures to improve the accessibility and searchability of information, research, and statistics on its website.⁵

(b) WIPO should ensure that the narrative sections of WIPO's website are updated promptly to accurately reflect and describe WIPO's development cooperation activities.⁶

In particular the Secretariat shall ensure that information on all WIPO events (e.g. trainings, seminars, conferences, workshops, organized or co-organized at the global, regional and country levels) are made promptly available on WIPO's website. WIPO should ensure that at least the concept paper on the WIPO event, the draft program, the draft list of speakers and participants are made available for a reasonable period of time prior to the WIPO event taking place. On completion of the event, all relevant documentation should be made promptly

² See recommendation at pg 171 of the External Review; See also Management response in para 5, pg. 27 of Annex 1 which states "...it is agreed that the updating of detailed profiles of consultants in the ROC could be more systematically maintained, in order to facilitate accurate information about WIPO's partners in the provision of development cooperation" See also pg. 163 of the External Review.

³ See pg. 163 of the External Review

⁴ See pg. 170 of the External Review

⁵ See pg. 170 of the External Review

⁶ See recommendation at pg. 170 of the External Review

available (e.g. the final program, list and bios of speakers, list of participants, the presentations/papers delivered, summary of discussion, outcomes of the event etc.,)]

The Secretariat is requested to update CDIP regularly on its implementation efforts in relation to 1(a) and (b).

4. The Secretariat should take appropriate steps to ensure that all development cooperation activities are routed through Geneva based missions and such missions shall serve as the focal point for liaising with WIPO on the details of assistance including in communicating national needs and priorities.⁷

G. Technical Assistance Database

1. The Secretariat should take steps to redesign the Technical Assistance Database to⁸:

- facilitate internal and public searching of activities according to the WIPO Program, region, country, expected results, type of activity, time-frame, categories of beneficiary and modes of delivery;
- to ensure that the design of the database is better aligned with the organization's overarching RBM framework and Program Performance Report process ;

2. The Secretariat should ensure more systematic and regular updating of the database by all its programmes⁹ to facilitate implementation of Recommendation 5 of Development Agenda. The database should contain complete information on technical assistance activities at least from 2007. In relation to technical assistance activities undertaken at the global, regional or sub-regional levels, the Secretariat should also make available general information on the activity such as the objectives, expected and actual outcomes, recipients, participants, donors, experts, consultants, speakers, evaluation reports, and other relevant documentation.¹⁰ (e.g. programs, presentations, CVs of speakers/experts/consultants, list of participants).

The Secretariat is requested to regularly update CDIP on its implementation efforts.

I. IP Policies & Strategies

3. The Secretariat shall make publicly available tools, methodologies and other relevant documentation (e.g. the IP Audit tool, questionnaires) used to inform the development of IP strategies.¹¹

⁷ This proposal is aimed at operationalizing recommendations at pg. 62 of the External Review that: "Governments need to clearly define and communicate to WIPO their preferences in terms of the key focal point between their government and WIPO for development cooperation activities" and "The role of Geneva-based missions in the process of communicating national needs and priorities, and in liaising with WIPO on the details of assistance, warrants more careful definition by countries"

⁸ See recommendation at pg. 170 of the External Review.

⁹ See recommendation at pg. 170 of the External Review

¹⁰ These elements have been agreed as part of CDIP/3/INF/2

¹¹ See pg. 86 of the External Review

J. Legislative & Regulatory Assistance

1. The Secretariat should create a system on its website that enables interested Member States to upload and make available voluntarily the content of WIPO's legislative or regulatory advice.¹²

K. IP Office Modernization, Training & Capacity Building, User Support Systems

3. The Secretariat shall make available the Terms of Reference of WIPO commissioned external review of the WIPO Academy.¹³ In addition, the outcomes of the external review should be made publicly available.

L. Coordination

1. The Secretariat is requested to regularly update/provide information on:

- (a) The outcomes of DG's consultation on the policy related to the WIPO's External Office;¹⁴
- (b) Measures to increase to increase transparency, coordination and communication within WIPO on what activities the organization as a whole is undertaking in each country¹⁵.
- (c) The roles and responsibilities of WIPO's Sectors and their sub-divisions in the implementation of WIPO's Programs including the roles and responsibilities of the Regional bureaus and desk officers.¹⁶

¹² The proposal is aimed at operationalizing Rec. at pg. 101 of the External Review i.e. "Beneficiary countries should simultaneously make publicly available the advice and assistance received from WIPO to facilitate evaluation, review and debate by external experts."

¹³ See para 12 of the Management Response (CDIP/9/14) at pg. 30, Annex 1, whereby the Secretariat has noted it has commissioned an external review of the activities of the WIPO Academy.

¹⁴ The External Review recommends that « The Director-Generals' on-going consultation process on WIPO External Offices should incorporate a review and clarification of their role in the design and delivery of development cooperation activities. This will in turn warrant detailed discussion of appropriate budget and staff resources, and relevant locations of offices. There is also need for more strategic guidance on the role of the External Offices in advancing the goals and work of the Development Agenda" (see pg. 187 of the External Review). The management response states that the: "The role of WIPO's External Offices needs to be reviewed taking into account the political issues involved and the diverse roles performed by each External Office.....In this context, the Director General is currently conducting a consultation process with Member States on the issue of WIPO External Offices." (see para 42, pg 34, Annex 1 of CDIP/9/14)

¹⁵ See pg. 187 of the External Review

¹⁶ See pg. 186-187 of the External Review.