



## **SMP Newsletter – Issue 3 [OCTOBER 2020]**



Dear Colleagues,

Welcome to the third issue of the SMP Newsletter. As we head into the fourth quarter of 2020, the project continues to be very busy with activities in preparation for the start of the construction phase in mid-2021.

In this issue we provide you with an update on some of these key activities including procurement of key contracts, business readiness, client engagement, swing space strategy and move planning. An update on the status of the annual progress report of the Secretary-General as submitted to the General Assembly is also provided.

We are also happy to share some exciting news about an upcoming opportunity for you to view and test the future furniture solutions under the SMP and learn more about ergonomics and health and safety in the work environment.

In December 2020, we will issue our next Newsletter.

Until then, stay safe and have a Happy Scary Halloween!

The SMP Team

# REPORT OF THE SECRETARY GENERAL - 75<sup>th</sup> GA SESSION

## Seismic Mitigation Project ACABQ Hearing Concluded in October 2020

The SMP completed and submitted the Annual Report of the Secretary-General to the review committees earlier this year. The report was defended at the hearing of the Advisory Committee on Administrative and Budgetary Questions (ACABQ) on 1st October 2020. Upon further review of the report and the clarifications provided to questions posed, the ACABQ will submit their recommendation to the 5th Committee, shortly. The 5th Committee hearing is expected to take place in November with a formal GA resolution expected to be issued by 31 December 2020.

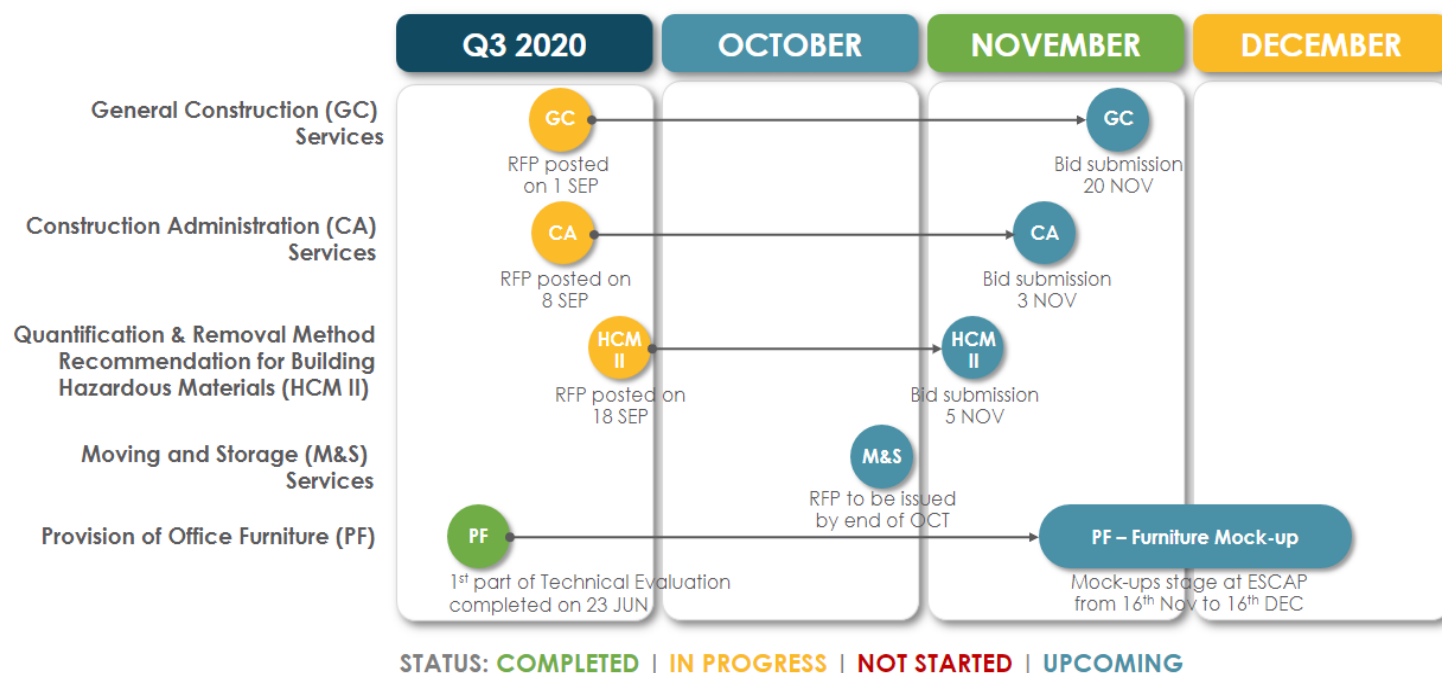
The present report seeks approval to begin the construction phase of the project in mid-2021 including approval for the estimated annual budget and other resources and support.

 [Link to published SG Report \[A/75/235\]](#)

## TENDERING ACTIVITIES & BUSINESS READINESS

### Update on Procurement Activities

In the July issue of this Newsletter we introduced the key procurement activities the project is undertaking in preparation for the construction phase next year. Currently, we have 5 key contracts at various stages in the procurement pipeline. A brief status update on each key contract is provided below:



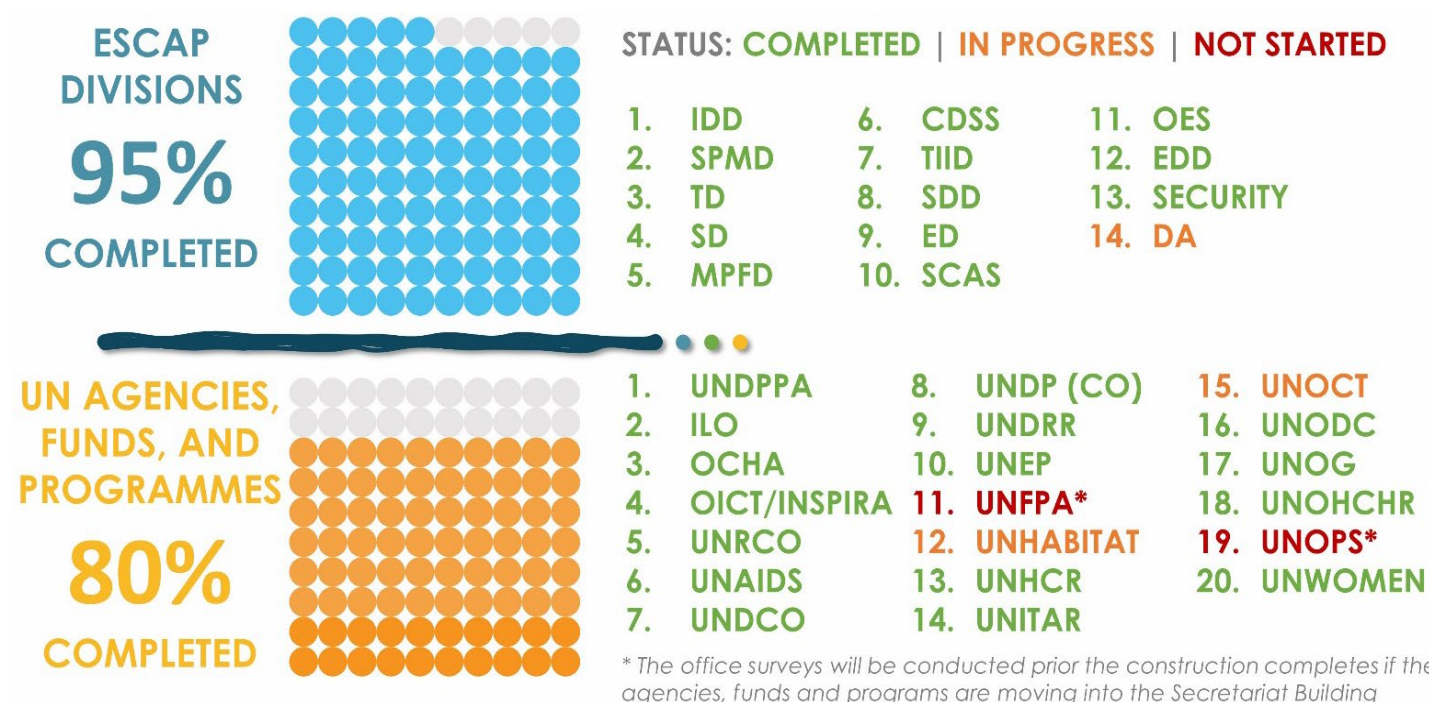
All key contracts including the General Construction Services are expected to be in place by early 2021.

## Move and Logistics Readiness and Property Surveys with Client Groups

Further to the Move and Logistics workshops and kick off meetings conducted by the project team, for both UN Agencies, Funds and Programmes and the ESCAP Divisions since April this year, the project team has continued its engagement with all client groups at the ESCAP premises to prepare them for the moves to swing space in early 2021.

During this period, the SMP conducted 5 meetings and workshops on budget and logistic readiness matters and followed up by conducting one on one property surveys of all client offices to determine the scope of logistic activities required to vacate the Secretariat Building. These activities include moves of staff and equipment, temporary and long-term storage, disposals, technology support and archiving and document management strategies.

The project team expects to conclude the surveys by end of October 2020 and consolidate the client requirements for review and validation by each client group, before the end of year.



## Where is the SMP Swing Space?

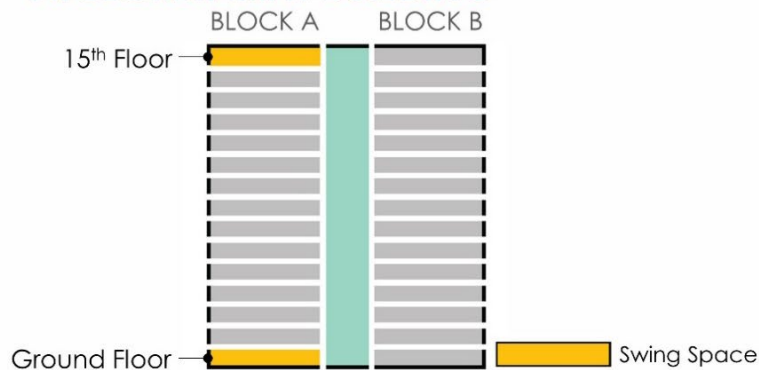
There are 3 swing space locations on site at the ESCAP premises. These include the new construction called the SSLC, which will consist of approximately 1250 sqm of swing space and is due to be completed in early November 2020.

The SMP will also convert into swing space the Ground and 15<sup>th</sup> Floors of the Secretariat Building Block A, thereby adding another 1200 sqm of swing space to the overall inventory.

Additional efficiencies will be sought through the backfill of any available space in Block A, while Block B is under construction and through the continued use of the alternate working

arrangements currently in effect, to the greatest extent possible. First moves to swing space are anticipated in Q2 2021.

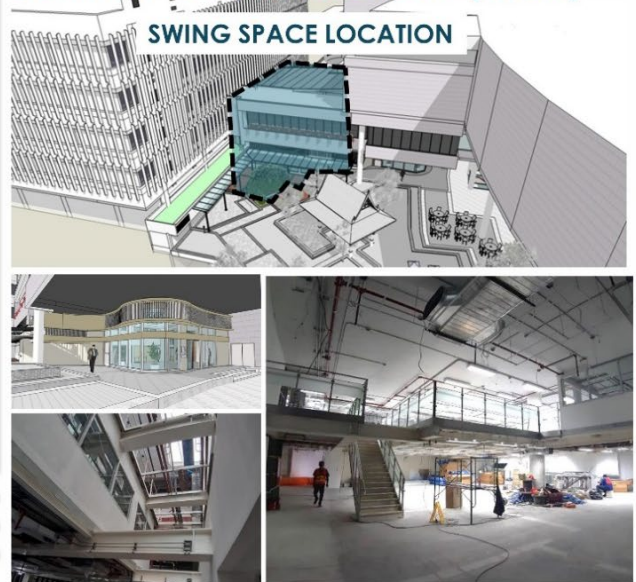
### A. SECRETARIAT BUILDING



There will be 3 Swing Space locations:

- 1. Secretariat Building, Ground Floor Block-A**  
Currently occupied by SCAS and UNWOMEN
- 2. Secretariat Building, 15th Floor Block-A**  
Currently occupied by OES office
- 3. New Swing Space and Library Construction**  
Currently under construction

### B. SWING SPACE & LIBRARY CONSTRUCTION (SSLC)



## What is the Swing Space Assignment Tool or SSAT?

The Secretariat building is occupied by numerous client groups, each with their own specific requirements and client profiles. This makes the planning and phasing of moves in and out of swing space a rather complex logistic challenge. To simplify this process, the SMP team hired a consultant to build a Logistic Simulation Tool to determine the most cost effective and optimal move strategies. In other words, by using this tool, we aim to reduce the number of moves any group needs to make and thereby minimize disruption and related move costs.

**The Swing Space Assignment Tool (SSAT)** will use client profile data such as occupant numbers, end user logistic requirements and other constraints along with information on available swing space inventory to determine the best space assignment and logistic strategy. If the output solutions are not ideal, there is no need to worry, the simulations can be re-run with revised constraints.



The first simulations will be run in early 2021, after all client data and client profiles have been consolidated and validated by each client group.



# CLIENT ENGAGEMENT & COMMUNICATION

## Third Quarterly Stakeholder Committee Meeting

The Third Quarterly Stakeholder Committee Meeting was convened on 22 October 2020. This was the second committee meeting to be conducted virtually since the onset of Covid-19 earlier this year. The meeting was attended by 48 participants from 30 client groups. During the meeting the Project Manager and Project Executive provided a progress update on key project activities and responded to questions from Stakeholders

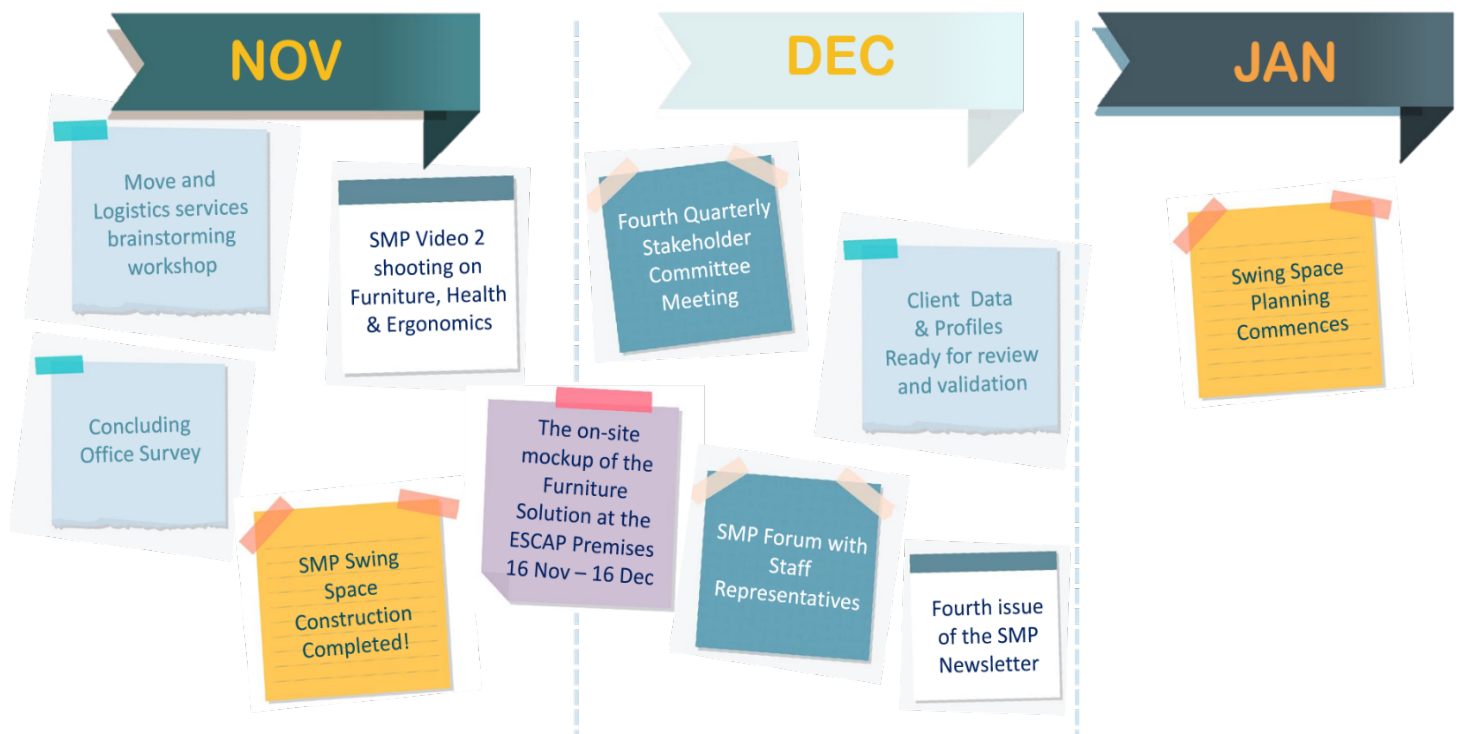
The next stakeholder Committee Meeting will be convened in December 2020.

## SMP Forum with Staff Representatives

The SMP team continues its collaborative consultations with the ESCAP Staff Council and Staff Representatives from the UN Agencies, Funds and Programmes, to ensure that staff requirements and concerns as they relate to the project are heard and addressed through this forum. In 2020, meetings were convened in January, July and September with the next meeting expected to take place before the end of year.

The Project team looks forward to continuing this important partnership throughout the duration of the project.

## Upcoming Activities in the Next 3 Months



## OTHER NEWS

### Future Furniture Solutions on Display at ESCAP from 16 Nov-16 Dec 2020

The SMP is in the process of procuring several new furniture contracts to support the future workspace at the ESCAP premises. As part of the interim technical evaluation process a mock-up of the furniture items offered by 8 shortlisted bidders will be staged at the ESCAP premises from 16 November – 16 December 2020.

In addition to several collections of ergonomic furniture and accessories, bidders have also been requested to provide relevant information on new products and recommendations available to address Covid-19 health and safety concerns in the workplace.



We invite you to experience and test the furniture and accessories many of which you may find in your workspace in the near future. There will also be an opportunity for you to provide your feedback on the items displayed and vote on favorite items.

The display of furniture will be staged in the newly constructed SMP Swing Space Building at the ESCAP premises and is open for viewing by all ESCAP occupants between 9am - 5pm, daily.



For questions or suggestions please contact | [escap-smp@un.org](mailto:escap-smp@un.org)