



NOTE BY THE DIRECTOR-GENERAL

**REPORT ON THE STATUS OF IMPLEMENTATION
OF THE ENTERPRISE-RESOURCE-PLANNING SYSTEM**

1. In accordance with paragraph 3 of the decision by the Conference of the States Parties at its Nineteenth Session (C-19/DEC.7, dated 3 December 2014), the Technical Secretariat is requested to provide periodic progress reports to the Executive Council on the status of the implementation of the enterprise-resource-planning (ERP) system. This is the second such progress report.
2. The special fund established as per C-19/DEC.7 to meet the financial requirements of the ERP Implementation Project currently stands at EUR 7,852,063. As at 1 June 2015, total costs of EUR 146,057 had been committed against these funds.
3. Project governance based upon the Prince2 methodology has been established and has been subject to external quality assurance, confirming that the project governance is fit for purpose. External quality assurance for the duration of the project is under tender and is anticipated to be in place by the end of July 2015.
4. The ERP project board and steering committee, as defined in the project governance, have been established and are meeting regularly. Regular project status reports are being provided by the project team to the senior management, project steering committee, and project board.
5. Staffing of the project team for the duration of the project has been initiated and is anticipated to be finalised in the last quarter of this year.
6. Phase 1 of the project has progressed as planned and the following milestones have been achieved:
 - (a) project governance is in place and is subject to quality assurance;
 - (b) as-is business processes have been documented; and
 - (c) to-be business process requirements have been documented.
7. The next major milestone will be the recommendation of an ERP solution that can meet the requirements of the Organisation. The output for this milestone will be achieved based on the inputs from the as-is business processes and to-be business process requirements, the reviews of ERP systems currently in use at other international organisations, and the evaluation of ERP vendor solution proposals.

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