



# 2023

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C P A G  
A N N U A L  
R E P O R T

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GENEVA-BASED UNITED  
NATIONS ENTITIES AND OTHER  
INTERNATIONAL ORGANIZATIONS



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# Opening Remarks



© Photo by Zoran Cikić

The Common Procurement Activities Group (CPAG) navigated through a productive 2023, solidifying its position as a leading procurement network, owing to the dynamic and efficient contributions of all CPAG members. Our network flourished and demonstrated resilience across various procurement domains.

A standout feature of CPAG's endeavors in 2023 was the knowledge sharing, evidenced by a total number of 200 queries circulated among members. This robust exchange of information, experiences, contracts, best practices, and policies underscores the invaluable collaborative ethos within the CPAG network.

Moreover, CPAG members reported an impressive overall Estimated Cost Efficiencies (ECE) of **CHF 39,923,870.81** from 27 CPAG common contracts, a testament to the successful outcomes derived from our collective endeavors.

Furthermore, CPAG's Working Groups made significant headway in their designated focus areas. The Working Group for CPAG common templates garnered members' approval during the Q1 meeting in 2023. The Working Group for CPAG Statute Update established in Q2 2023 conducted 12 productive sessions, culminating in substantial progress.

The 2023 annual report stands as a testament to CPAG's effectiveness and the unwavering support, enthusiasm, and dedication of its Member Organizations and the CPAG Secretariat. We extend heartfelt appreciation to all involved parties and remain steadfast in our commitment to fostering enhanced cooperation to maximize the benefits of CPAG for all participants.

**Zoran Cikić**

**2023 CPAG Chairperson**

**International Telecommunication Union**

# CPAG at a Glance



© UN Photo / Jean Marc Ferré

The Common Procurement Activities Group (CPAG) is a voluntary inter-agency procurement network of UN entities and international organizations based in Geneva. CPAG is focused on advancing and refining procurement processes by harnessing the collective expertise, experience, and best practices of its members.

Founded on 15 May 1952 as the Committee on the Coordination of Purchase and Supply Services of the United Nations Office and Specialized Agencies at Geneva, CPAG has undergone significant transformations. The group operates under the Statutes and Rules of Procedure, which were initially adopted on 22 April 2005, with the latest amendments made on 26 September 2017.

## History of CPAG

Prior to WWII

- **Prior to World War II (WWII)** The Joint Purchasing Committee, comprising the International Labour Organization (ILO) and the League of Nations, successfully procured thirty standardized items through public tender. This achievement is documented in Chapter I of the 1952 Committee on the Coordination of Purchase and Supplies Services' Report. Following World War II, the Joint Purchasing Committee resumed its activities, including the World Health Organization (WHO) as a new member.

1951

- **1951.** The executive heads of the United Nations Office at Geneva (UNOG), ILO, WHO, World Meteorological Organization (WMO), and International Telecommunication Union (ITU) initiated a survey to explore the feasibility of creating a common purchase service for their organizations.

26 Nov 1951

- **26 November 1951.** The Committee on the Coordination of Purchase and Supplies Services held its inaugural meeting.

15 May 1952

- **15 May 1952.** The Committee's report detailed the establishment of the Common Purchase and Supplies Services for the International Organizations at Geneva and recommended the formation of the Joint Purchase Service (JPS), which had a slightly broader scope than its predecessor.

8 Dec 1952

- **8 December 1952.** The Statute of the JPS for the European Office of the United Nations and the Specialized Agencies in Geneva (ILO, WHO, ITU, WMO) were approved.

22 Apr 2005

- **22 April 2005.** UNOG, along with specialized agencies, funds, and programmes, adopted the Statutes of the Common Procurement Activities Group (CPAG), replacing the JPS.

26 Sep 2017

- **26 September 2017.** The Statute of CPAG were revised to reflect the evolving needs and practices of the member organizations.



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CPAG not only provides a mechanism for realizing cost efficiencies and economies of scale as members undertake joint solicitations, it is also an excellent forum for sharing best practices and combining expertise from all of our various organizations. Participants can learn from each other and smaller members can realize significant cost avoidance by coordinating their purchasing with their larger CPAG partners. Even piggybacking saves different CPAG partners from repeating recently completed solicitations that other CPAG partners have completed thus also saving valuable staffing resources.

We are all very proud that not only are we jointly generating significant cost avoidances for the whole of the organization, we are also actively implementing the principal of One UN through CPAG!

**Stephen FARRELL**

Chief, Purchasing and Transportation Section, UNOG

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## Objectives



CPAG strives to standardize procurement activities and centralize requirements through group purchasing, all while respecting the unique policies and procedures of its Member Organizations and maintaining their constitutional, budgetary, and administrative autonomy. CPAG provides a platform for Member Organizations to collaborate, share best practices, and coordinate their procurement operations. The key objectives of CPAG include:

- Promoting the harmonization of procurement policies and procedures;
- Standardizing the procurement of goods, works, and services where possible;
- Enhancing the efficiency and effectiveness of procurement operations by enabling member organizations to benefit from the results of the procurement operations of other members; and
- Consolidating procurement requirements to benefit from economies of scale and achieve cost savings.

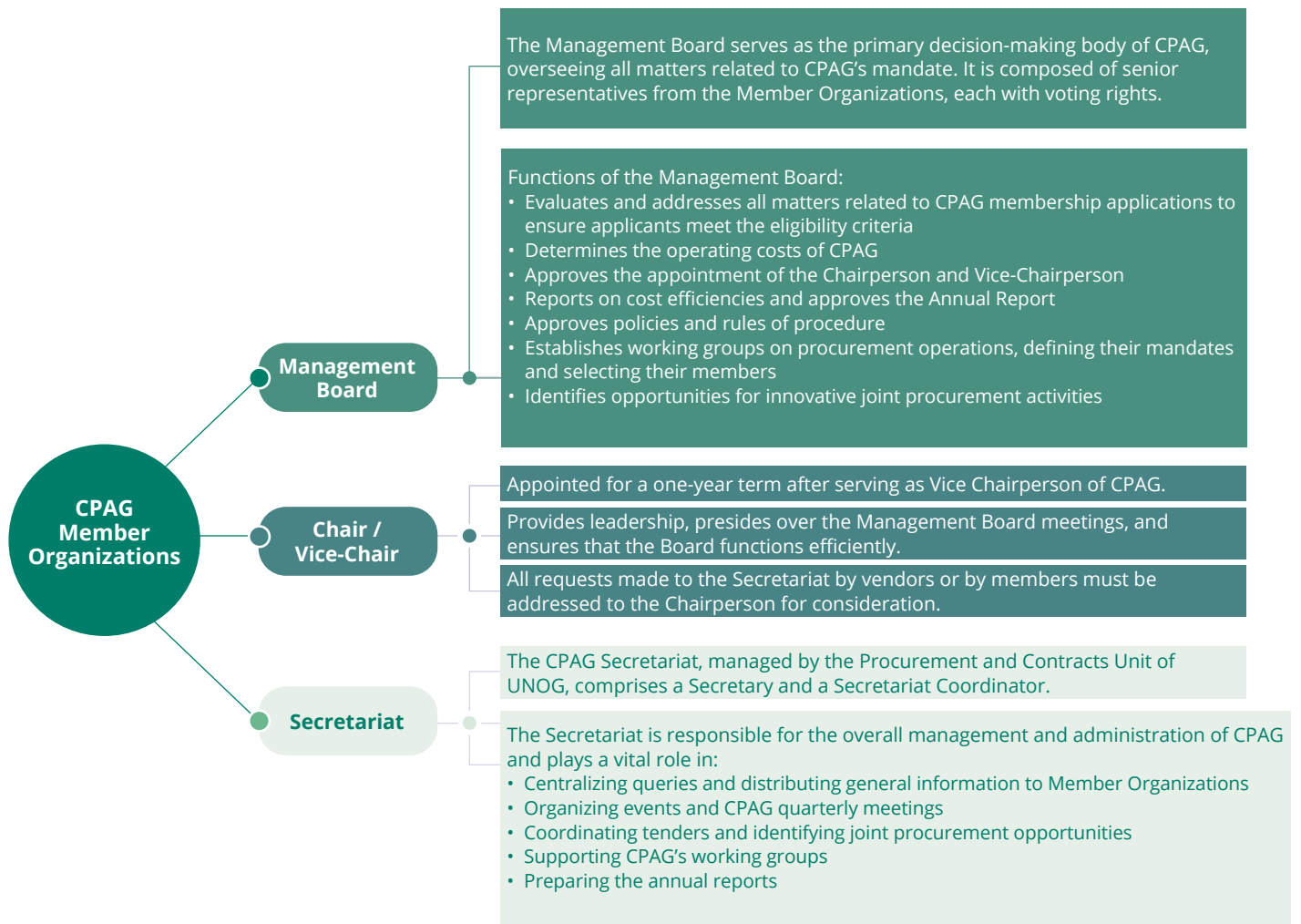


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# Structure

CPAG's effective management and functionality are supported by its well-defined structure, which includes a Management Board, a Secretariat, a Chairperson, and a Vice-Chairperson. Each of them has clear roles and responsibilities, which contribute to the efficient operation of CPAG.

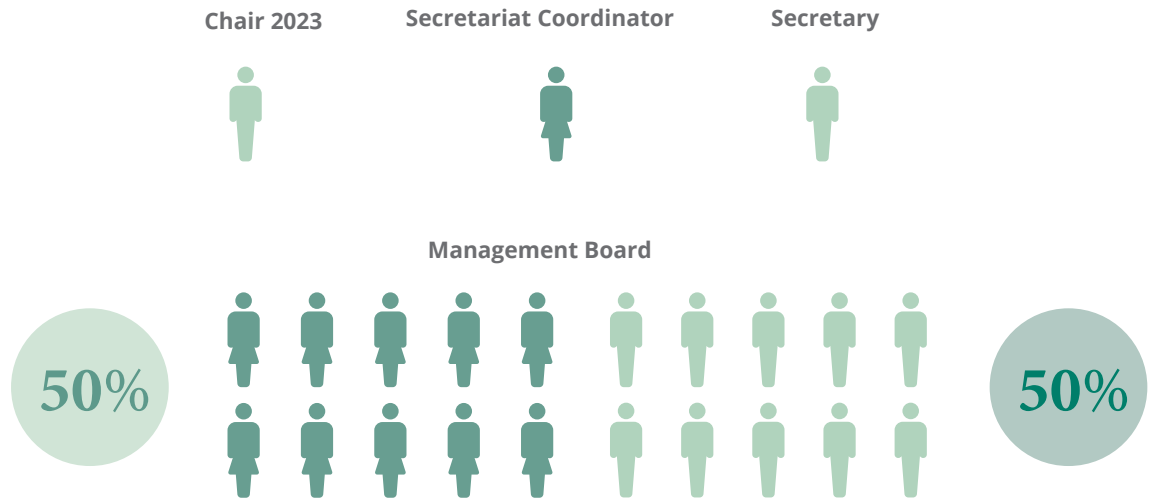
## Structure of CPAG





### Distribution of CPAG per gender in 2023

In 2023, CPAG achieved gender parity within its management bodies, ensuring balanced representation of both female and male members in the Management Board.



### CPAG Member Organizations

CPAG Member Organizations consist of UN entities and international organizations based in Geneva, united by an agreement to collaborate as a cohesive group. Their primary goal is to harness collective knowledge and expertise. This collaboration focuses on identifying opportunities for joint procurement activities and engaging in collaborative events, meetings, and working groups.

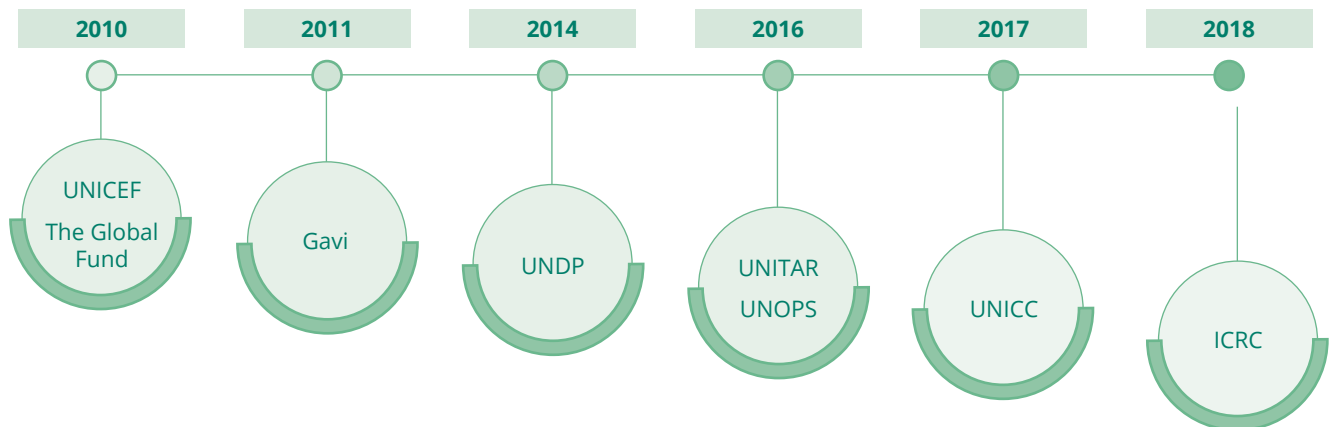
#### 2023 CPAG MEMBERS



## 2023 CPAG MEMBERS LOCATION



## History of CPAG Membership





# New Membership

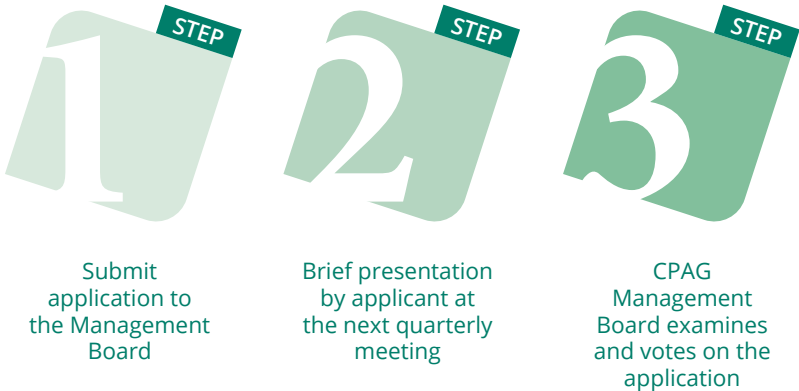
CPAG Management Board is responsible for evaluating applications from organizations and entities seeking to join the CPAG community. CPAG welcomes and encourages interested parties to explore the potential benefits and value of CPAG membership.

**Eligible entities include:**

- Existing or future organizations that are part of the United Nations System with a presence in Switzerland; and
- International, intergovernmental or non-governmental organizations or activities financed from trust funds or special accounts benefiting from privileges and immunities within Switzerland.

Over the past decade, CPAG has experienced significant growth, increasing its membership from 12 organizations in 2010 to 20 organizations in 2023.

### Membership Application Procedure



© UN Photo / OHCHR Pierre Albouy

## CPAG Members Representatives in 2023

### Gavi Alliance



**Florie Leguay**  
Head of Procurement  
fleguay@gavi.org

### The Global Fund



**Alan Taylor**  
Manager, Indirect Sourcing Team  
Alan.Taylor@theglobalfund.org

### International Bureau of Education (IBE-UNESCO)



**Maria Elena Pullig**  
Administrative and Finance Officer  
me.pullig@unesco.org

### International Committee of the Red Cross (ICRC)



**Romain Fournier**  
Head of Indirect Procurement  
rfournier@icrc.org

### International Labour Organization (ILO)



**Vanja M. Ostojic**  
Chief, Procurement Bureau  
ostojic@ilo.org

### International Organization for Migration (IOM)



**Vladimir Maslarov**  
Senior Procurement Officer  
vmaslarov@iom.int

### International Telecommunication Union (ITU)



**Zoran Cikir**  
Head Procurement  
zoran.cikir@itu.int

### International Trade Centre (ITC)



**Sophie Hecht de Alwis**  
Chief, Central Support Services  
hecht@intracen.org

### Joint United Nations Programme on HIV/AIDS (UNAIDS)



**Archana Sood**  
Procurement and Travel Advisor  
sooda@unaids.org

### United Nations Children's Fund (UNICEF)



**Claudia Melani**  
Procurement Manager  
cmelani@unicef.org





#### United Nations Development Programme (UNDP)



**Nancy Bourquin**  
Operations Associate  
nancy.bourquin@undp.org

#### United Nations High Commissioner for Refugees (UNHCR)



**Fabrizio Bertora**  
Chief of Section - HQ Procurement  
bertora@unhcr.org

#### United Nations Institute for Training and Research (UNITAR)



**Administration and Procurement Unit**  
apu@unitar.org

#### United Nations International Computing Centre (UNICC)



**Jacqueline Enstone**  
Chief, Procurement Section  
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#### United Nations Office at Geneva (UNOG)



**Stephen Farrell**  
Chief, Purchasing and Transportation Section  
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#### United Nations Office for Project Services (UNOPS)



**Tunahan Kucukcelebi**  
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#### World Health Organization (WHO)



**Imre Erdelyi**  
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#### World Intellectual Property Organization (WIPO)



**Donatella Castellucci**  
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#### World Meteorological Organization (WMO)



**Veronica Golini**  
Chief, Procurement Section  
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#### World Trade Organization (WTO)



**Alessandra Caratozzolo**  
Chief, Procurement Section  
alessandra.caratozzolo@wto.org

# Governance

The Management Board serves as the central governing body of CPAG, entrusted with overseeing and executing all activities aligned with CPAG's mandate. This influential board possesses the authority to make pivotal decisions, which are meticulously documented, effectively communicated, and implemented by the CPAG Secretariat.

## Functions of the Management Board

The Management Board convenes quarterly meetings to fulfill several key objectives:

- Keeping all Members informed about the latest developments in procurement procedures and highlighting any recent achievements;
- Discussing and setting strategic objectives for the upcoming quarter;
- Addressing matters of mutual interest to Member Organizations; and
- Analyzing specific aspects of procurement activities and policies.

The quarterly meetings serve not only as a platform for information dissemination but also as a pivotal arena for collaborative decision-making. From addressing operational challenges to deliberating on significant contractual matters, these meetings play a crucial role in guiding CPAG's strategic direction. Moreover, they enable the CPAG Secretariat to regularly evaluate the group's performance and establish clear goals for both immediate and long-term success.

In collaboration with the Secretariat, the Chairperson develops the agenda for meetings, incorporating input from Members to ensure that all Member Organizations have an opportunity to participate in discussions and decision-making during the quarterly meetings.

The Secretariat is responsible for preparing background documents for the Management Board meetings and executing decisions and instructions accordingly.



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## Main Items Addressed During the 2023 Quarterly Meetings

<b>Q1</b>	30 March 2023	<ul style="list-style-type: none"> <li>* Update on status of CPAG tenders</li> <li>* Networks under CPAG umbrella (Travel, IT etc.)</li> <li>* Update: Working Group for Common Contract Template</li> <li>* Show and Tell: TGF</li> <li>* Update and presentation of CPAG 2022 Annual Report</li> <li>* Approval of 2023 CPAG operational costs</li> <li>* Presentation of the chairperson rotation list</li> <li>* CPAG 2022 queries data analysis</li> <li>* Commercial negotiations with airlines</li> </ul>
<b>Q2</b>	28 June 2023	<ul style="list-style-type: none"> <li>* Update on status of CPAG tenders</li> <li>* Contract for the provision of lodge card for travel services</li> <li>* Update of the CPAG Statutes</li> <li>* Discussion: piggybacking on contracts from organizations that did not sign the mutual recognition agreement</li> <li>* Show and Tell: WIPO</li> <li>* CPAG Annual Report progress</li> </ul>
<b>Q3</b>	28 September 2023	<ul style="list-style-type: none"> <li>* Update on status of CPAG tenders</li> <li>* Update from Working Groups</li> <li>* Update of the HLCM PN award on joint procurement</li> <li>* Estonia Mission: meeting with CPAG</li> <li>* For discussion: new query mechanism</li> </ul>
<b>Q4</b>	14 December 2023	<ul style="list-style-type: none"> <li>* Update on status of CPAG tenders</li> <li>* Update of the Adobe contract</li> <li>* Update of Working Group on CPAG Statute</li> <li>* Discussion: feedback regarding the new query mechanism</li> <li>* CPAG 2023 annual report preparation</li> <li>* Handover of Chairpersonship from ITU to UNOG</li> <li>* Updated link of UN eligible entities in UNOG contract template</li> </ul>

## Proposed Schedule for the 2024 Quarterly Meetings



## Chairperson History and Rotation

During the 3rd Quarterly Meeting (Q3) of 2022, the Chairpersonship transitioned from WIPO to the ITU representative, with UNOG assuming the Vice Chair. This change became effective as of the 4th Quarterly Meeting (Q4) of 2022, as per the rotation list.

ITU chaired five quarterly meetings from Q4 2022 to Q4 2023.

At the CPAG Q4 meeting in 2023, it was unanimously agreed by CPAG members that the Chairperson would officially assume duties on 1 January and serve a full year term. Therefore, the handover occurred during Q4, transitioning from ITU to UNOG, with ILO assuming the Vice Chair position. UNOG officially assumed the role of Chair on 1 January 2024, for the entirety of 2024.

### Rotation History of Chairperson and Vice-Chairperson

	Chair	Vice-Chair
2010-2011	ITU	UNOG
2011-2012	UNOG	WHO
2012-2013	ILO	WHO
2013-2014	WHO	UNESCO
2014-2015	WMO	UNESCO
2015-2016	UNICEF	THE GLOBAL FUND
2016-2017	THE GLOBAL FUND	GAVI
2017-2018	ITC	WTO
2018-2019	WTO	UNDP
2019-2020	UNDP	UNHCR
2020-2021	UNOPS	UNHCR
2021-2022	WIPO	ITU
2022-2023	ITU	UNOG

© WHO



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*For WHO, CPAG has many valuable dimensions to discover and benefit from. We believe that CPAG is not only a platform for sharing procurement opportunities and creating organizational (and with that UN) level savings but also a community; a community of valuable procurement experts who can achieve greater goals for the UN family with their united power, enabled by CPAG.*

**Imre ERDELYI**  
Procurement Officer  
WHO”

## Future Rotation of Chairperson and Vice-Chairperson

	Chair	Vice-Chair
2024	UNOG	ILO
2025	ILO	WHO
2026	WHO	UNESCO
2027	UNESCO	WMO
2028	WMO	UNICEF
2029	UNICEF	THE GLOBAL FUND
2030	THE GLOBAL FUND	GAVI
2031	GAVI	ITC
2032	ITC	WTO
2033	WTO	UNDP
2034	UNDP	UNHCR
2035	UNHCR	UNOPS
2036	UNOPS	IOM
2037	IOM	UNICC
2038	UNICC	ICRC
2039	ICRC	UNAIDS
2040	UNAIDS	UNITAR
2041	UNITAR	WIPO
2042	WIPO	ITU
2043	ITU	UNOG

## Operational Costs

Annually, CPAG members contribute towards the operational expenses of the group, as determined by the Management Board. Since 1 December 2017, a minimum threshold of USD 2,500 has been established for the Membership fee.

The operational costs of CPAG include the salary of one full-time staff member and associated administrative expenses. These costs are distributed among members based on their respective headcounts of non-temporary staff as of 31 December of the preceding year.



The operational costs are integral for ensuring efficient resource allocation, as they support the CPAG Secretariat's dedicated full-time administration.

Each member's contribution to these costs ensures the Secretariat has reliable resources to fulfill its duties, promoting effective resource management within the group.

### Costs for 2023

The total amount of operational costs for 2023 was **USD 204,734**, which includes:

- **USD 196,130** standard salary cost for a P-3 in 2023
- **USD 8,604** office expenses

CPAG Cost Breakdown 2023 (USD)					
Member Organization	Staff per Member Organization	Percent (%) Member's Staff over Total Staff	Annual Fixed Membership Fee	Remaining Cost for Services	TOTAL Share per Organization
Gavi	334	2.5145%	\$2,500.00	\$3,890.77	\$6,390.77
ICRC	1,439	10.8334%	\$2,500.00	\$16,762.95	\$19,262.95
ILO	1,189	8.9513%	\$2,500.00	\$13,850.69	\$16,350.69
IOM	409	3.0791%	\$2,500.00	\$4,764.45	\$7,264.45
ITC	372	2.8006%	\$2,500.00	\$4,333.44	\$6,833.44
ITU	684	5.1494%	\$2,500.00	\$7,967.93	\$10,467.93
The Global Fund	739	5.5635%	\$2,500.00	\$8,608.63	\$11,108.63
UNAIDS	170	1.2798%	\$2,500.00	\$1,980.33	\$4,480.33
UNDP	47	0.3538%	\$2,500.00	\$547.50	\$3,047.50
UNESCO-IBE	14	0.1054%	\$2,500.00	\$163.09	\$2,663.09
UNHCR	767	5.7743%	\$2,500.00	\$8,934.80	\$11,434.80
UNICC	51	0.3839%	\$2,500.00	\$594.10	\$3,094.10
UNICEF	304	2.2886%	\$2,500.00	\$3,541.30	\$6,041.30
UNITAR	54	0.4065%	\$2,500.00	\$629.05	\$3,129.05
UNOG	2,874	21.6367%	\$2,500.00	\$33,479.30	\$35,979.30
UNOPS	111	0.8357%	\$2,500.00	\$1,293.04	\$3,793.04
WHO	1,723	12.9715%	\$2,500.00	\$20,071.27	\$22,571.27
WIPO	1,044	7.8597%	\$2,500.00	\$12,161.58	\$14,661.58
WMO	295	2.2209%	\$2,500.00	\$3,436.46	\$5,936.46
WTO	663	4.9913%	\$2,500.00	\$7,723.30	\$10,223.30
<b>TOTAL</b>	<b>13,283</b>	<b>100.00%</b>	<b>\$50,000.00</b>	<b>\$154,734.00</b>	<b>\$204,734.00</b>

## Costs for 2024

Members are requested to review and approve the operational costs for 2024 during the CPAG Q1 Meeting in 2024. The projected total is **USD 215,210**, comprising:

- **USD 206,590**, standard salary cost for a P-3 in 2024
- **USD 8,620** office expenses

### CPAG Cost Breakdown 2024 (USD)

Member Organization	Staff per Member Organization	Percent (%) Member's Staff over Total Staff	Annual Fixed Membership Fee	Remaining Cost for Services	TOTAL Share per Organization
Gavi	326	2.4905%	\$2,500.00	\$4,114.47	\$6,614.47
ICRC	1,346	10.2827%	\$2,500.00	\$16,987.98	\$19,487.98
ILO	1,155	8.8235%	\$2,500.00	\$14,577.35	\$17,077.35
IOM	477	3.6440%	\$2,500.00	\$6,020.26	\$8,520.26
ITC	372	2.8419%	\$2,500.00	\$4,695.04	\$7,195.04
ITU	646	4.9351%	\$2,500.00	\$8,153.22	\$10,653.22
The Global Fund	766	5.8518%	\$2,500.00	\$9,667.75	\$12,167.75
UNAIDS	110	0.8403%	\$2,500.00	\$1,388.32	\$3,888.32
UNDP	65	0.4966%	\$2,500.00	\$820.37	\$3,320.37
UNESCO-IBE	15	0.1146%	\$2,500.00	\$189.32	\$2,689.32
UNHCR	623	4.7594%	\$2,500.00	\$7,862.94	\$10,362.94
UNICC	50	0.3820%	\$2,500.00	\$631.05	\$3,131.05
UNICEF	223	1.7036%	\$2,500.00	\$2,814.50	\$5,314.50
UNITAR	58	0.4431%	\$2,500.00	\$732.02	\$3,232.02
UNOG	2,953	22.5592%	\$2,500.00	\$37,270.06	\$39,770.06
UNOPS	141	1.0772%	\$2,500.00	\$1,779.57	\$4,279.57
WHO	1,768	13.5065%	\$2,500.00	\$22,314.08	\$24,814.08
WIPO	1,045	7.9832%	\$2,500.00	\$13,189.03	\$15,689.03
WMO	277	2.1161%	\$2,500.00	\$3,496.04	\$5,996.04
WTO	674	5.1490%	\$2,500.00	\$8,506.61	\$11,006.61
<b>TOTAL</b>	<b>13,090</b>	<b>100.00%</b>	<b>\$50,000.00</b>	<b>\$165,210.00</b>	<b>\$215,210.00</b>

© WTO



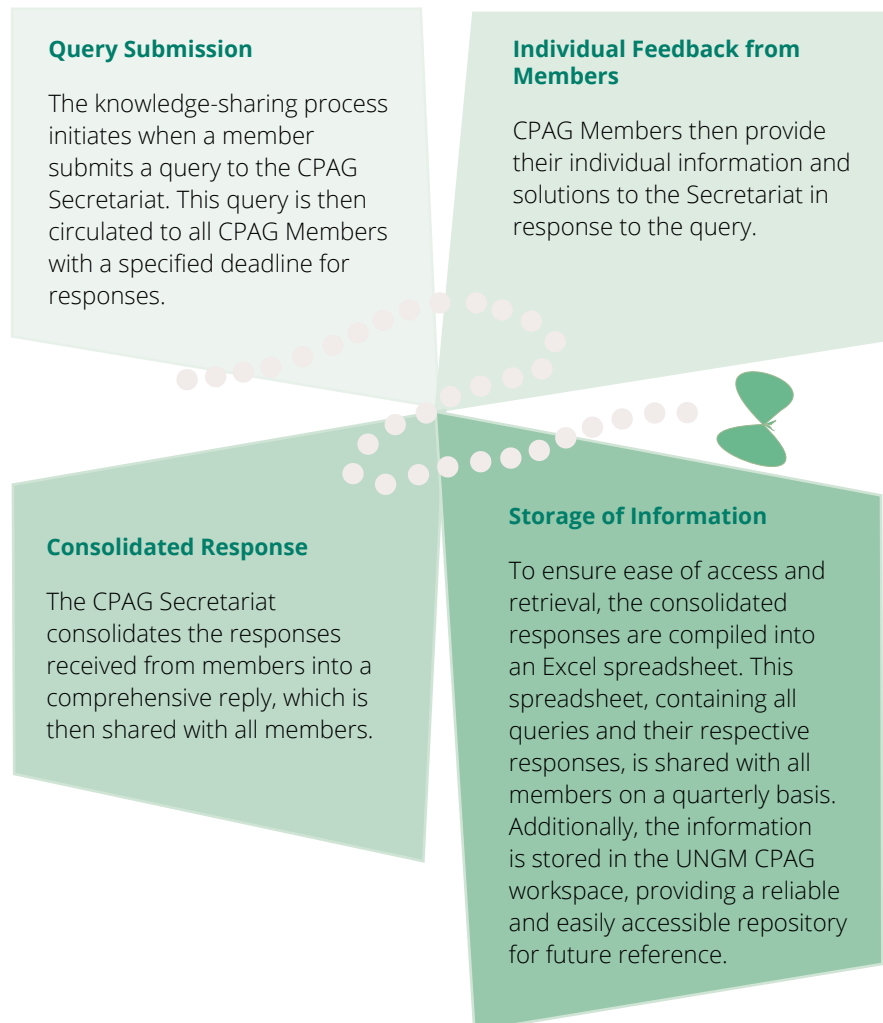
# Knowledge Sharing

Effective knowledge sharing is a critical component of CPAG’s operations, providing a platform for disseminating information and sharing existing contracts, policies, and experiences. This mechanism allows members to learn from each other, enhancing the efficiency and effectiveness of their procurement activities.

The benefits of this knowledge sharing for members are substantial and include:

- Enhancing the lists of vendors invited to tenders;
- Obtaining clarifications on current practices and innovative policies, helping to standardize and improve procedures;
- Gaining valuable information on the performance of various vendors; and
- Identifying recent tenders or contracts to avoid duplication of procurement procedures.

## Knowledge Sharing Process

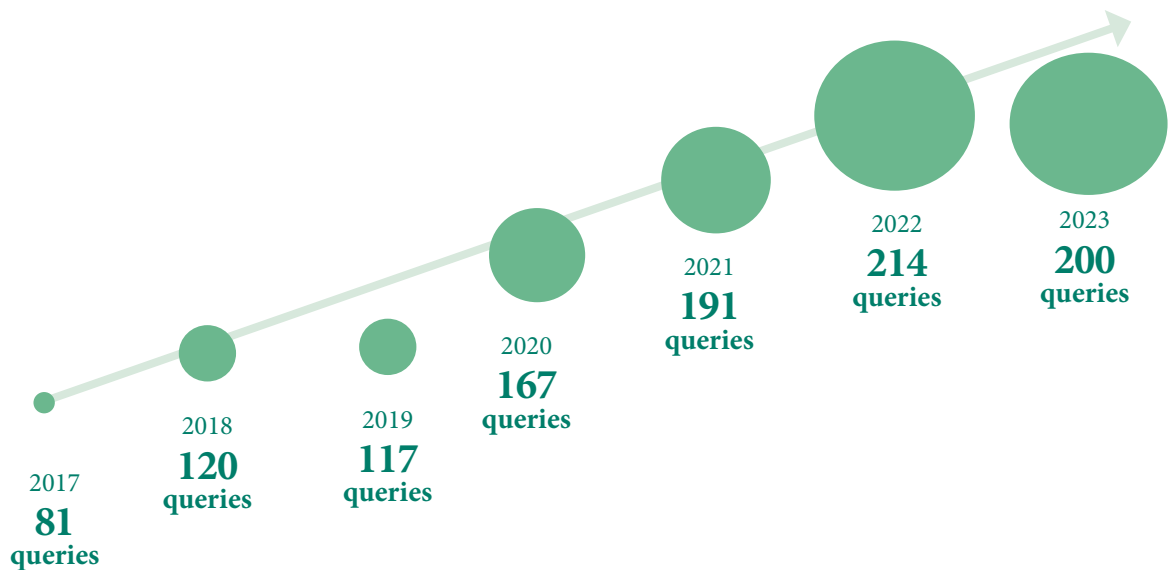






In 2023, the level of knowledge exchange within CPAG reached a notable height. A total of 200 queries (see Annex I) were distributed, yielding 1115 informative responses from Members. Although slightly lower than the 2022 figure of 214 queries, this still represents a considerable level of engagement, maintaining an upward trend in active participation in knowledge sharing among CPAG members since 2017.

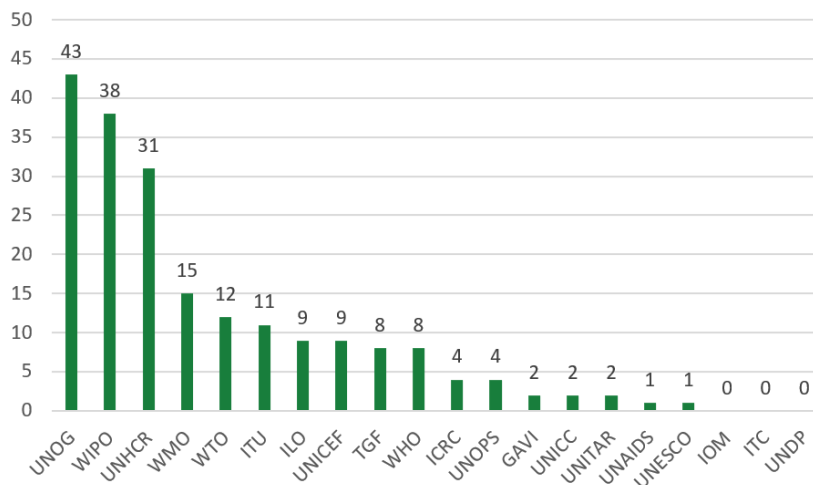
Number of queries per year



The significant expansion in query volumes over the years underscores the invaluable benefits derived from the knowledge sharing process within CPAG. Members have progressively acknowledged the critical role of information exchange in augmenting their procurement methodologies and practices.

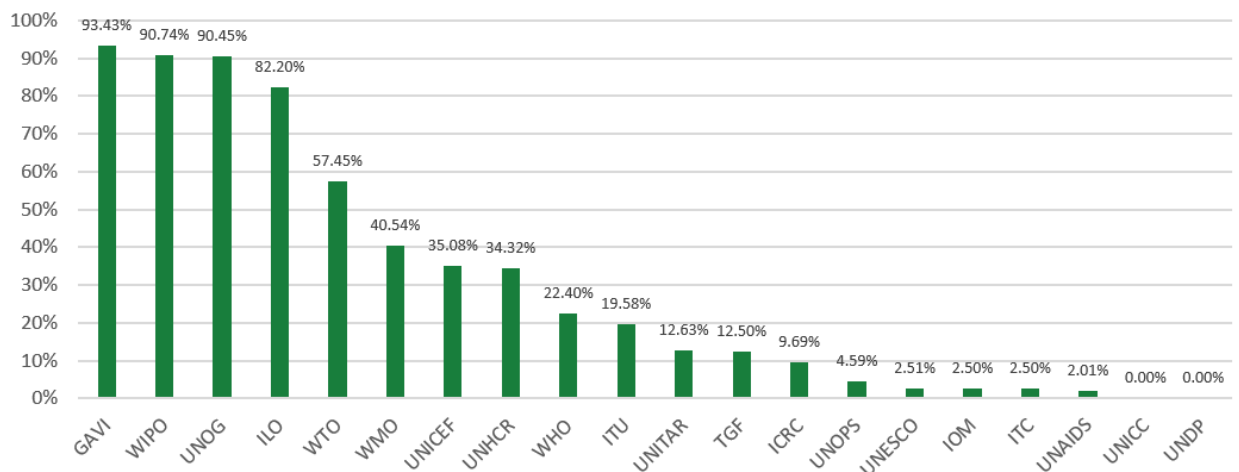
In the year 2023, out of the 200 queries circulated in CPAG, UNOG led with the highest number of queries, totaling 43, followed by WIPO with 38, UNHCR with 31, and WMO with 15. Furthermore, WTO raised 12 queries within CPAG. For a detailed breakdown of the number of queries raised per organization, please refer to the chart titled “Number of Queries Raised in 2023 per Organization” below.

**Number of Queries Raised in 2023 per Organization**



The CPAG Secretariat meticulously computed the response rates of each member organization, delineated as the ratio of responses provided to the total number of CPAG queries, minus the number of queries raised. GAVI exhibited the highest response rate, promptly addressing 93.43% of the queries received, closely followed by WIPO at 90.74% and UNOG at 90.45%. Other proactive participants in the query/response mechanism include ILO, WTO and WMO, boasting response rates of 82.20%, 57.45% and 40.54% respectively. Conversely, UNICEF and UNHCR demonstrated response rates of 35.08% and 34.32%, while WHO’s rate stood at 22.40% and ITU at 19.58%. We extend our sincere appreciation to all colleagues who contributed to this valuable query/response initiative within CPAG, enhancing information dissemination and collaboration among its members.

**Response Rate in 2023 per Organization**



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UNICEF takes great pride in its CPAG membership. Above all, we appreciate the mutually beneficial partnerships that allow us not only to benefit from the expertise and hard work of colleagues from sister agencies for our procurement needs, but even more so to give back and provide tailor-made solutions of our own for the not-for-profit sector's benefit here in Geneva.

**Adam ALI**

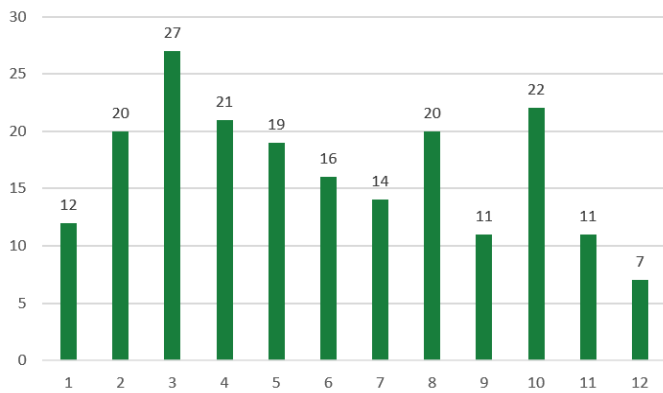
Administrative Assistant  
Procurement and Finance

UNICEF

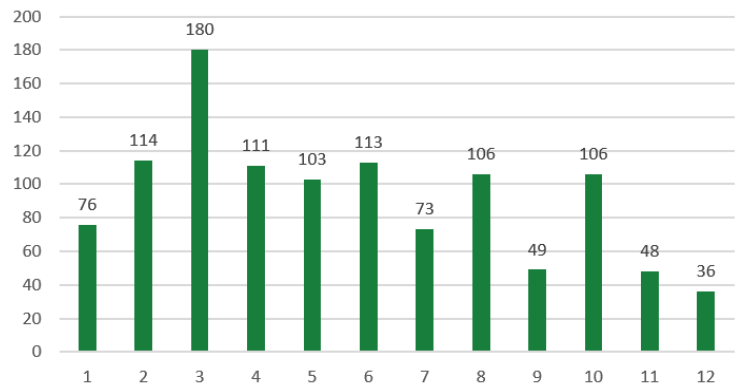
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The CPAG Secretariat conducted an analysis of query volumes across each month of 2023, as illustrated in the chart titled “Number of Queries Raised in 2023 per Month” below. Query figures reached their lowest point in December and peaked in March, consistent with trends observed in previous years. Correspondingly, response volumes fluctuated in alignment with these query patterns.

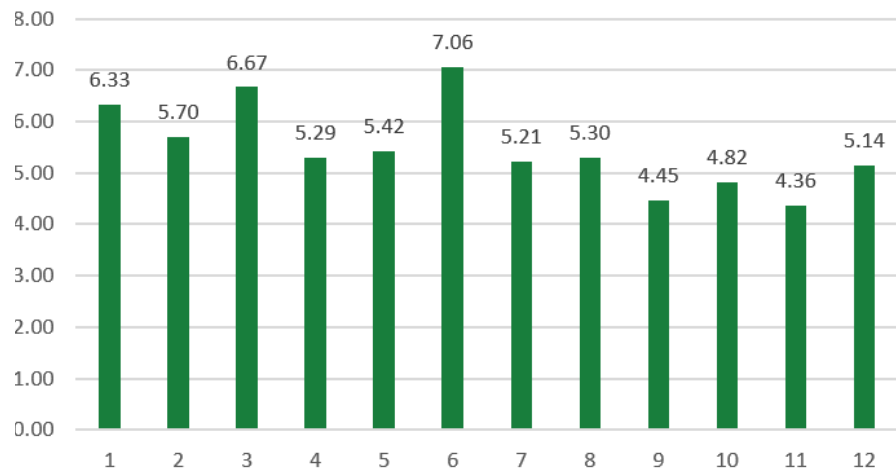
**Number of Queries Raised in 2023 per Month**



**Number of Responses Provided in 2023 per Month**

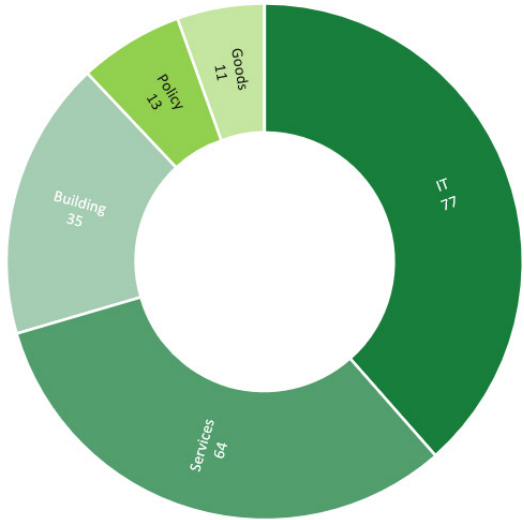


Throughout the year, the average number of responses per query stood at 5.58, reflecting a slight increase of 0.02 compared to the previous year's average of 5.56. June witnessed the highest response rate per query, with an average of 7.06 responses. Conversely, November saw a decrease in the average response rate per query to 4.36.





Out of the 200 queries received, the majority were related to IT and Services, comprising 77 and 64 queries respectively. Facility management accounted for 35 queries, while policy-related queries totaled 13, and Goods-related queries amounted to 11.



# Capacity building

Procurement training provides substantial benefits, including expanded knowledge and enhanced staff skills, which result in increased productivity and motivation. For many years, UNDP has offered procurement training and certifications accredited by the Chartered Institute of Purchasing and Supply (CIPS) to the UN system. This training ensures adherence to high-quality procurement standards and facilitates engagement with an international community of procurement professionals, fostering continuous learning and improvement.

### Participation to CIPS training



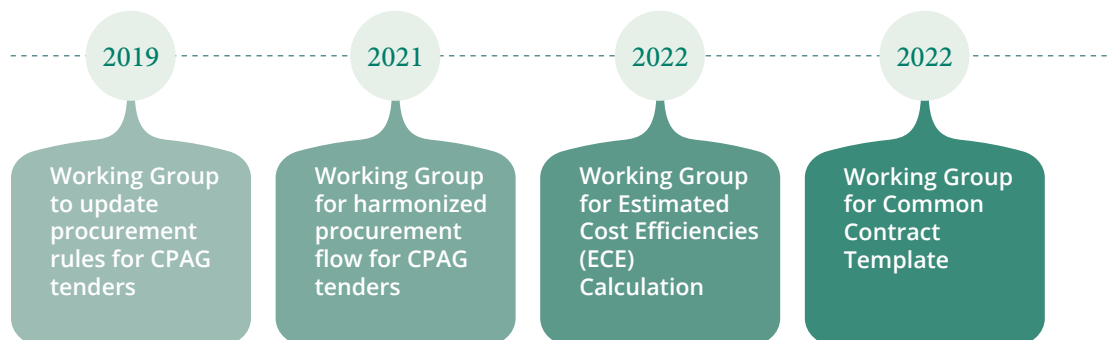
In 2023, a total of 17 CPAG participants attended the CIPS training sessions.

Training Course	Number of Participants
Introductory Certificate in Public Procurement - Level 2	9
Advanced Certificate in Public Procurement - Level 3	2
Diploma in Strategic Public Procurement - Level 4	6
<b>TOTAL Participants: 17</b>	

# Working Groups

Consistent with previous years, the CPAG working groups have proven to be an invaluable platform where CPAG members can actively contribute their expertise and passion to address shared concerns across a wide range of topics.

## Previous Working Groups



## 2023 Working Group for CPAG Statute

**In 2023 Q2 CPAG meeting, the Working Group (WG) was initiated. Chaired by WIPO, the working group was tasked with conducting a comprehensive review of the Statute.**

Twelve sessions of discussions were held, with participation from WIPO, ILO, UNOG, and WTO. UNOPS and the Global Fund also joined the initial sessions.

- Changes to CPAG membership were introduced, including simplification of membership criteria by removing the distinction between full and associate members.
- All members with a presence in Switzerland are considered CPAG members.
- The role of Observers was clarified. Observers can assess interest in joining CPAG and understand its operations. Observers cannot participate in tenders or vote and must sign a confidentiality agreement. Observer status is limited to one year.
- The meeting schedule of the Management Board was updated in Article 8 to reflect current practice: Regular quarterly sessions with the possibility of extraordinary sessions if needed.
- Article 9 was amended to maintain the principle of consensus: In the absence of consensus, decisions will be made by a majority vote of 75%.
- The roles of the Chair and the Secretariat were further clarified.
- Adjustments were made to the membership section: 1) Streamlined roles and contributions of member organizations; 2) Revised requirement for sharing procurement plans to allow flexibility in identifying procurement needs.
- Clarifications were made to financing arrangements for clarity and consistency in contributions.
- The Annex of the CPAG tender procedures was removed, and its content was incorporated into the body of the Statute without substantial changes.
- The updated CPAG Statute is shared with all members for review.



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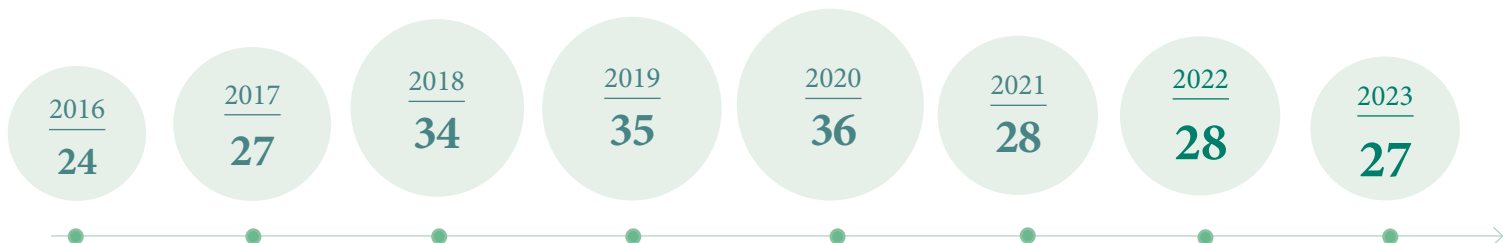




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# Common Contracts

In 2023, CPAG members derived significant benefits from **27** contracts listed in Annex II, which were procured under favorable terms and competitive rates across all participating agencies. Notably, the contract list underwent a comprehensive update in 2021, ensuring that only contracts originating from CPAG joint tenders were included. Contracts piggybacked by members subsequent to the bidding processes were excluded from the consolidated contract list to maintain clarity and adherence to procurement guidelines. However, the cost savings achieved through these piggybacked arrangements were meticulously documented and are detailed in the Key Figures chapter of this report.



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*As the CPAG Secretariat Coordinator, I am honored to be part of such a remarkable network. I am immensely proud of the progress we have made in recent years and deeply grateful for the dedication and collaboration demonstrated by all members. Together, we continue to achieve excellence in procurement, and I look forward to our ongoing success.*

**Yanmei DUAN**  
CPAG Secretariat Coordinator

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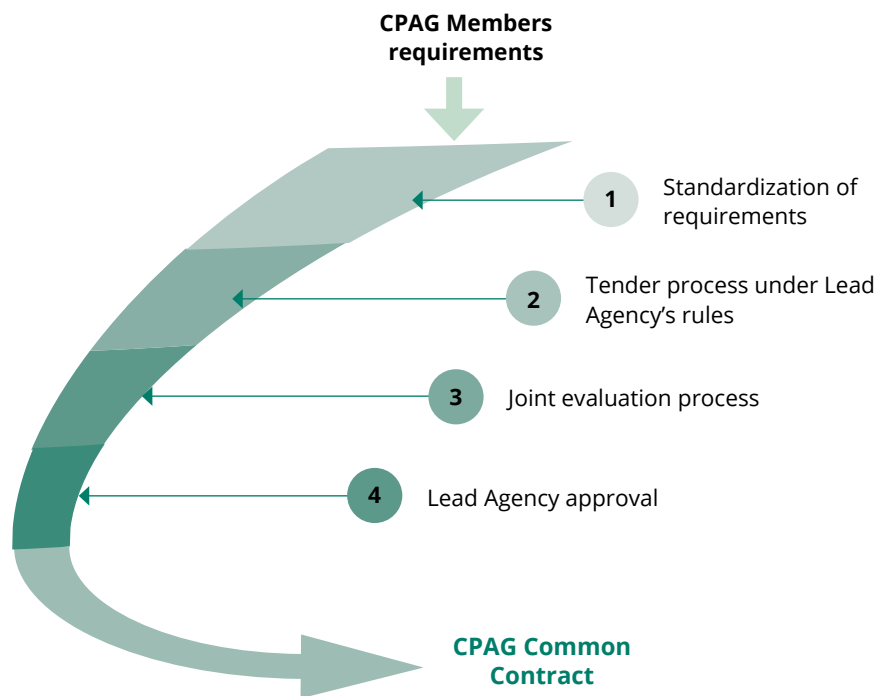
# Joint Tenders

CPAG Members share a common commitment to conducting joint solicitations in a manner that maximizes productivity and ensures the best value for money. Such solicitations or tenders within the CPAG framework involve the inclusion of requirements from multiple CPAG Members and are coordinated by the CPAG Secretariat.

To ensure consistency and effective execution, the joint tenders are organized according to the approved Harmonized Procurement Flow for CPAG Tenders, as of 14 December 2021.

## How the process is organized

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In 2023, CPAG members demonstrated their proactive engagement in collaborative procurement efforts by conducting one joint tender for the provision of printing and administrative paper.



## Provision of Printing and Administrative Paper



In Q2 2023, CPAG members initiated discussions on launching a joint tender for the **provision of printing and administrative paper**. UNOG was assigned as the lead organization. The Terms of Reference (TOR) were deliberated throughout Q2 and Q3 2023 to establish the necessary framework for the tender. Consequently, the joint ITB was officially launched on 22 September 2023 and concluded on 19 October 2023.

The primary goal of the ITB is to create a pool of qualified suppliers. When a request arises, secondary bidding will be held among these suppliers. Contractors will be required to submit

prompt quotations, and the contractor providing the lowest technically compliant quote will be awarded the Purchase Order. This approach mitigates the risk of price increases leading to contract termination and ensures a cost-effective and efficient selection of the most competitive supplier for each request during the contract period.

# Future Tenders

During each quarterly meeting, the CPAG Secretariat presents updates on the progress of joint tenders and introduces new tender opportunities based on Members' requests. Potential tenders for the future, requiring collaboration between at least two CPAG members, are thoroughly discussed and approved by the Management Board.

In 2024, the following opportunity was identified for consideration:



### Provision of Multi-functional Network Printer Services and Related Accessories

**Leading Organization: UNOG**

**Participating Organizations: ILO, UNICEF, WIPO, WMO, WTO**

The previous joint tender for Multi-functional Network Printer Services (MFP) was conducted in 2017. Due to the COVID-19 pandemic and the ongoing UNOG renovation program, this contract was extended to 31 December 2024. In 2024, UNOG plans to launch a new tender following the Cost Per Click strategy. ILO, UNICEF, WIPO, WMO, and WTO have already confirmed their participation in this collaborative solicitation. By conducting a joint tender, organizations aim to leverage their collective strength to secure more favorable terms and pricing for printing services.

# Joint Contract Management

Following the conclusion of a joint tender and the establishment of a CPAG common contracts, members manage their contracts separately. In 2023, CPAG members collectively managed the common contract for electricity, focusing on price fixation for 2024 and 2025.

## Contract for the Provision of Electricity

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In 2021, twelve CPAG members jointly signed a three-year contract with SIG for the provision of electricity, effective from 1 January 2022 to 31 December 2024, with an option to extend for an additional year. To facilitate rapid decision-making, WIPO, UNOG and ILO formed a Monitoring Group (MG), which could act swiftly on behalf of the entire group, guided by the external consultant's advice. This was crucial given the volatile nature of the energy market.

On 19 January 2023, the MG initiated discussions on fixing prices for 2024. On 20 January 2023, the MG, after consulting with the consultants, confirmed it was an opportune time to fix 2024 prices and decided to intensify market monitoring. WIPO communicated this approach to all members.

On 31 January 2023, CPAG fixed the electricity price for 2024.

Recognizing similar market trends for 2025, the MG applied the same strategy. On 3 February 2023, it was recommended the immediate price fixation for 2025, aligning with consultant's assessment. The MG agreed to monitor the market daily for 2025 price fixation. All the MG members endorsed this strategy, emphasizing risk mitigation and budget management.

On 13 February 2023, CPAG fixed the electricity price for 2025, ensuring stability and cost-effectiveness for all participating organizations.

This joint effort highlighted CPAG's collaborative approach and ability to effectively address challenges as a cohesive team. In 2022, CPAG successfully tackled the complexities of the energy market, demonstrating the capacity to respond swiftly and strategically. In 2023, CPAG continued to perform well as a unified group, ensuring that the joint contract management remains robust and responsive to changing market conditions. This ongoing collaboration not only reinforces CPAG's collective strength but also sets a standard for future joint initiatives within the CPAG framework.





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# Show and Tell

**In 2022 Q4 CPAG meeting, CPAG introduced a new session to its quarterly meetings called “Show and Tell”.** This initiative was designed to foster mutual understanding among CPAG members and to create a platform for sharing insights and best practices. The “Show and Tell” sessions provide an opportunity for members to present various aspects of their organizations, operations, procurement units, and special projects etc.

The objectives of the “Show and Tell” sessions are as follows:

**Enhance mutual understanding:** Allow Member Organizations to showcase their procurement processes, methodologies, and achievements. Encourage the exchange of knowledge and experiences related to procurement, which can help organizations improve their practices and adopt innovative solutions.

**Highlight special projects:** Provide a platform for members to present special projects or initiatives they are undertaking, which may be of interest or benefit to other organizations.

**Strengthen collaboration:** Enhance the sense of community within CPAG by enabling members to learn more about each other’s operations, challenges, and successes, leading to stronger collaboration.

## *Format of the “Show and Tell” Sessions*

Each “Show and Tell” session typically includes a presentation covering the chosen topic, which could range from an overview of the procurement unit to a specific project or initiative and a Q&A Session. An interactive question-and-answer segment where other CPAG Members can ask questions, seek clarifications, and engage in discussions.

## *Future of “Show and Tell”*

CPAG plans to continue the “Show and Tell” sessions in future meetings, with the aim of



continually enriching the collective knowledge and fostering a culture of openness and collaboration. Member Organizations are encouraged to actively participate and take advantage of this platform to share their experiences.

#### *Participation to Date*

Since the inception of the “Show and Tell” sessions, several Member Organizations have actively participated, enriching the collective knowledge base of CPAG. In 2023, UNOG, UNICC, TGF, and WIPO have delivered insightful presentations, each contributing unique perspectives and valuable information. The tradition of sharing continued with ILO and UNICEF presenting their respective organizations and procurement practices. These sessions have not only showcased the diversity within CPAG but also reinforced the collaborative spirit that is central to the group’s mission.

# Way Forward

**The CPAG Secretariat is dedicated to advancing the efficiency and effectiveness of CPAG’s procurement activities. Building on past successes and lessons learned, the Secretariat is prioritizing several key initiatives to foster continuous improvement and collaboration:**

- Enhancing the implementation of Mutual Recognition
- Leveraging volume discounts and most favored treatment
- Optimizing resource planning
- Formalizing harmonization and best practices
- Training and capacity building

Additionally, the Secretariat will actively solicit feedback from CPAG Members on the performance of current vendors and contractors. Establishing robust communication channels will allow agencies to share valuable insights and address any challenges encountered during the procurement process.

The Secretariat is committed to these objectives to ensure CPAG remains a leading example of successful procurement collaboration within the UN system. By promoting a culture of cooperation, knowledge sharing, and continuous improvement, CPAG will continue to serve its members as a reliable platform for exchanging information, refining procurement practices, and delivering greater value for the UN as a whole.



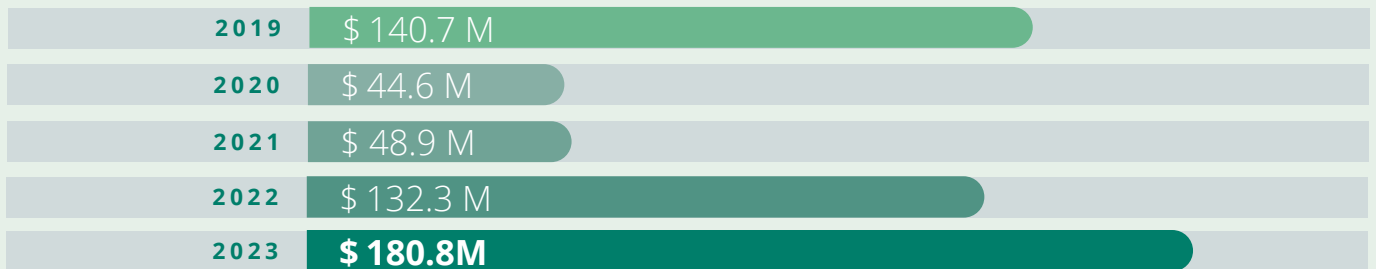
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# Key Figures

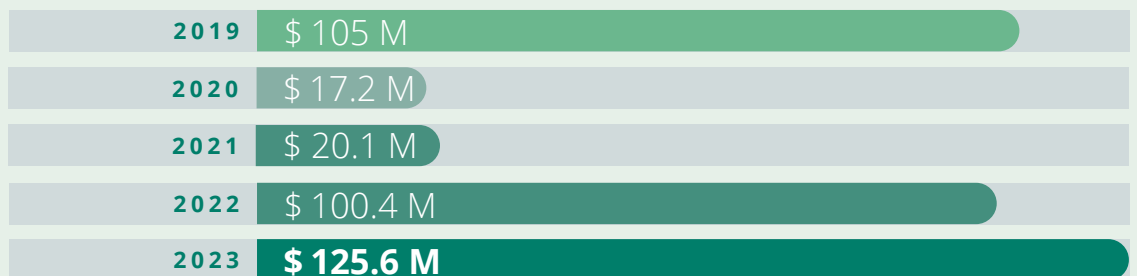
In 2023, CPAG achieved an Estimated Cost Efficiency (ECE) of CHF 39,923,870.81 (equivalent to USD 43,254,464.58 using the UN Operational Rate of Exchange as of 31 December 2023). This notable achievement resulted from 27 common contracts and 83 piggyback contracts, generating a total procurement volume of CHF 166,858,105.30 (USD 180,778,012.24).

## Total CPAG Procurement Volume for CPAG common contracts (USD)

A comparison of total procurement volumes for CPAG common contracts indicates a significant increase in 2023 expenditure compared to previous years. The years 2020 and 2021 were heavily impacted by the Covid-19 pandemic, leading to reduced procurement activities. However, 2023 saw a remarkable recovery, surpassing even the pre-pandemic expenditure levels of 2019, highlighting a robust resurgence in procurement activities.



In the category of travel services, expenditure dropped dramatically from CHF 105 million in 2019 to approximately CHF 20 million in both 2020 and 2021, due to travel restrictions and safety concerns. By 2022, expenditure rebounded to CHF 100.4 million, signaling a return to near pre-pandemic levels. In 2023, this trend continued, with expenditure rising to CHF 125.6 million, demonstrating a strong recovery and increased demand for travel services.



## Total Estimated Cost Efficiencies (ECE) 2019-2023(USD)

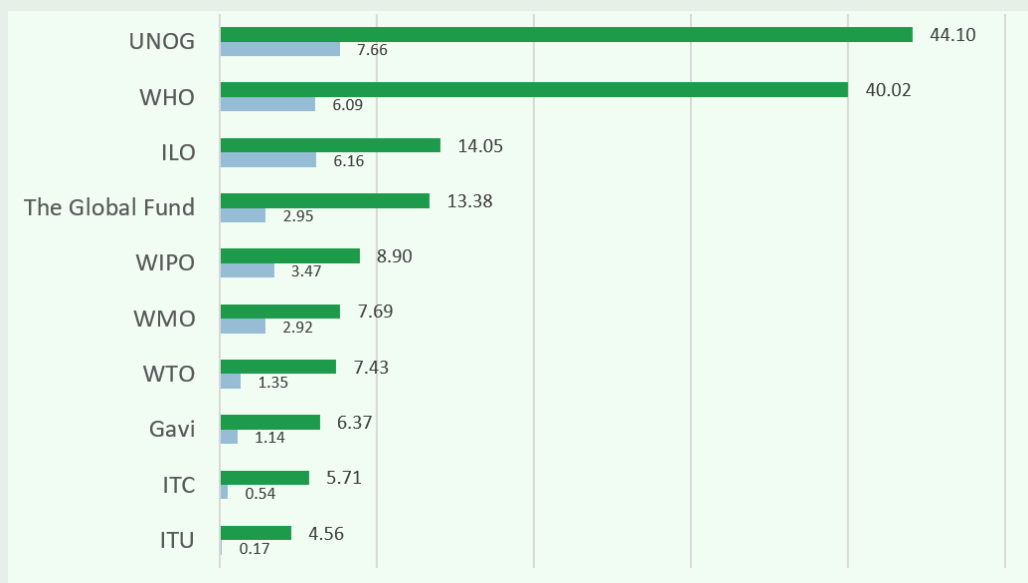
The ECE figures are derived from data provided by Member Organizations to the CPAG Secretariat. The pandemic-induced decline in ECE in 2020 and 2021 was followed by a significant rebound in 2022 and 2023, with the ECE reaching USD 43,254,464.58 (including USD 27,968,207 for travel) in 2023 - the highest in recent years. This rebound underscores the full recovery in procurement activities in 2023.



2019	\$ 41,403,578
2020	\$ 18,097,180
2021	\$ 17,645,121
2022	\$ 32,758,581
2023	<b>\$ 43,254,465</b>

## Estimated Cost Efficiencies Achieved by Each Member Organization (CHF)

The **ECE** achieved is demonstrated in the below graph in comparison to the **expenditure** (top ten agencies) in millions of CHF.



## Total Administrative Savings in 2023

Since 2020, the CPAG Secretariat has included the calculation of administrative savings in the ECE. In 2023, this practice continued, assessing savings generated when members used existing CPAG contracts without initiating separate tender processes (piggybacking). The total administrative savings in 2023 reached **CHF 4.34 million**, with CHF 0.38 million from joint tenders and CHF 3.96 million from piggybacking on existing contracts - a 16.7% increase compared to 2022. The number of piggybacking contracts rose from 74 in 2022 to 83 in 2023, demonstrating members' strong commitment to CPAG coordination and collaboration.

# Annex I

## List of 2023 query topics

ABDT SA	Cooling/refrigeration towers	Google
Accessibility consultant	Cost variation policies	Greenwashing practices: due diligence mechanisms
Accommodation and event venue	Data backup software	HackerOne
Actuarial consultancy services	Defibrillator or pacemaker	Health insurance for fellows and UNVs
Adecco (Japan) Limited	DHL	Hewlett Packard Enterprise
Administration contracts questionnaire	Digital content	Hotel and Conference Events and agreements for temporary working
Adobe products	Digital transformation	Humanitarian organizations
AFP	Digital workplace tool	ICT developers and transdisciplinary designers
AI Graphic design platforms	Disciplinary investigation and case review services	ICT project support services (consultancy)
Amarante International	Domain name registration	ICT security consultancy services
Archibus software	Dropbox	Independent consultants
Architects and engineers	eBooks	Information architecture design
Armored vehicles	Ecoflow	Innovation/idea sharing/engagement platform
Audio-visual equipment	Editorial services	Institute for International Criminal Investigation (IICI)
Audit of cloud management	Electric vehicle charging station infrastructure	Investment advisory services
Audit of cybersecurity management	Electrical installation	iPad rental
Backend as a service software	Electrician	IT advisory subscription services
Benchmarking services in the area of health insurance benefits	Electronic Bulletin Boards (EBB)	IT platform for conference management
Biometric hardware devices	Elsevier	IT Service Desk
Biometric smartcard	Email marketing tool	IT spend as a percentage of operating expenses
Bloomintdesign	End user computing services	Job profile standardization
Bornes escamotables	Engineering consultancy services	KPIs for cleaning services
Bulletproof glass and frames for doors and windows	EPLAN Electric P8	Lease agreement template
Buy-back of IT equipment	Équipement électroménager	Leasing of laptops
Cafeteria and catering services	Equipment and tools for HVAC	Legal consultancy services
Captioning and transcription services	E-tendering systems	Lego
CART	Event management	Linkedin
Catering services	Events services	Local video production
Ciptex	Experience management software	Location d'équipements professionnels
Classification of contract awards for UN cooperation and piggybacking	Facilities Managers	Maintenance des braisières
Communication, Media and PR services	fDi Intelligence database	Maintenance des exutoires de fumée et des ventilateurs d'extraction
Computer forensic investigation services	Feasibility study of establishing an on-site creche	Maintenance of expansion tanks
Conference and accommodation services in Budapest	Financial Rules related to Procurement	Maintenance of fire doors
Conference services	Financial, market and economic data	Maintenance of water system treatment facilities
Consultancy for facilities management	Fire extinguishers	Maintenance of X-Ray machine
Consultancy services	Fiscal and fiduciary agents service	Managed Network Security Services
Contact Fundraising and Partnership Division	Frame Agreements/Long Term Agreements with Blossom SRL	ManageEngine
Content migrations from OpenText to SharePoint	Franklin Street Studio	
Contract for change management solution/training aligned with the Prosci method	Fully managed IT support services	
	Futures thinking, strategic foresight, scenario planning	
	Global Contact Center outsourcing exploration	

## List of 2023 query topics

Management consultancy services	Relocation/accommodation search	Waste collection and disposal - Incinerable
Maritime Intelligence	Reputational risk management and crisis communications training	Web and social media archiving services
Marketing and advertising	Salesforce and Tableau	Webcasting services and mobile phone application
Masonry and civil engineering works	Secure electronic key cabinet and installation services	Website revamp
Master Data Management (MDM) tools	Server and Media Asset Management System	Workflow Approval and Records Management
Maverick Publishing Specialists	Sign language interpretation	
Mechanical engineer and building physics engineer	SIP Trunk service	
Media monitoring	Soapbox	
Media training	Social media content publishing and scheduling service	
Mergers and acquisitions (M&As) data	Social media management and monitoring tool	
Microsoft consulting services	Social media services	
Microsoft support services	Software benchmark	
Migration to Microsoft 365	Software development services	
Mobile phone	Software reseller	
Mobilidee	Standard payment terms	
MREs	Studio equipment & Studio lights	
Mugs	Supply and delivery of wristbands	
Multi-functional Printers	Swiss Bankers Prepaid Services	
News serving agencies	Synthesia	
OIBT	Synthetic Transaction Monitoring and Application Performance Monitoring	
Online competency assessment	Taxonomy services	
Online remote support tool	Terrace furniture	
Open-Source software licensing and compliance expertise	Third Stage Consulting	
Optical satellite imagery products	Training and advertising	
PDF certification	Training in communications and public speaking skills	
Performance management system	Transcription services (Viva Voce)	
Pest control and disinsection services at the Palais des Nations	Translation	
Photovoltaic installations	Travel policy business class	
Price increase cafeteria and catering services	TUS	
Price increase In-tend	Two-Factor Authentication	
Price increase Poste	Tyco, Siemens, Rieder Systems, Traka	
Procurement and Contracts Committee	Uninterruptible power supply (UPS) devices	
Procurement cards	Vehicle/car rental service	
Production and publishing of web content	Video animation and graphic design services	
Professional scanner	Video interviewing	
Professional textbooks	Visa management	
Proofpoint licenses	VSAT equipment and related services	
Psychological preparation and end of assignment debriefing	Warehouse logistics equipment	
Quality assurance services		
Recycling containers		

# Annex II

## List of 2023 CPAG Common Contracts (LTAs)

Supplier	Service/Good	Tender Year	Lead Org.	Start Date	Expiry Date	ECE in CHF
<b>Adobe</b>	Adobe products and licenses	2018	UNOG	11/1/2018	2/28/2027	2,685,294
<b>Bell SA</b>	Language Training Provider	2018	ILO	9/1/2019	8/31/2024	73,690
<b>Celsa-Charmettes SA</b>	Heating Oil/Fuel	2021	UNOG	12/1/2021	11/30/2024	3,828
<b>CWT</b>	Travel Management and Visa Processing Services	2020	UNOG	5/1/2021	4/30/2024	25,814,655
<b>Danoffice SA</b>	Desktop, Laptop Computers, Monitors and Accessories	2018	ILO	12/12/2018	10/22/2026	1,016,384
<b>DHL Express Schweiz AG</b>	Courier Services	2020	UNOG	1/1/2021	10/31/2023	180,278
<b>Ebsco Information Services</b>	Subscription Journals and Periodicals	2020	ILO	1/1/2021	12/31/2024	12,994
<b>Asendia Press Edigroup SA (formerly Dynapresse Marketing S.A.)</b>	Subscription Journals and Periodicals	2020	ILO	1/1/2021	12/31/2024	2,650
<b>Global Excel Management Inc.</b>	Emergency Hospitalization	2019	UNOG	1/28/2020	5/31/2024	10,135
<b>Henner SAS</b>	Medical Network Access	2019	UNOG	1/27/2020	3/31/2023	81,776
<b>Lyreco Switzerland SA</b>	Office Supplies	2021	ITU	10/1/2021	3/15/2024	278,205
<b>NOS New Organization System SA</b>	Standardized/Non-Standardized Furniture	2017	ILO	10/6/2017	12/31/2027	1,187,126
<b>Poste CH SA</b>	National and international Mail Services	2019	UNOG	10/1/2020	9/30/2024	96,367
<b>Services Industriels de Genève</b>	Supply of Electricity	2020	WIPO	1/1/2022	12/31/2025	0
<b>SHARP Electronics (Schweiz) AG</b>	Multi Functional Printers	2017	UNOG	10/1/2017	12/31/2024	199,567
<b>Siemens Suisse SA</b>	Fire Detection System Maintenance and Additional Equipment	2014	UNOG	2/1/2015	4/27/2025	237,800
<b>SOS Assistance</b>	Medical evacuation and repatriation	2017	UNOG	3/15/2018	3/14/2023	10,275



Supplier	Service/Good	Tender Year	Lead Org.	Start Date	Expiry Date	ECE in CHF
<b>Sunrise Communication AG</b>	Mobile Telephone Services	2015	UNOG	8/1/2016	12/31/2024	609,970
<b>Swisscom</b>	Mobile Telephone Services	2013	ITC	5/1/2013	12/31/2024	2,548,518
<b>Toyota Gibraltar Stockholdings Ltd</b>	Provision of Toyota Soft Skin Vehicles	2018	UNHCR	10/10/2018	31/12/2023	4,547
<b>Heimgartner Fahnen AG</b>	Provision of UN flags and accessories	2021	UNOG	4/27/2022	4/26/2025	15,287
<b>Airplus International SA</b>	Provision of Lodge Card for Travel Services	2022	UNOG	7/1/2023	6/30/2026	441,470
<b>Gosselin Moving Ltd</b>	Shipment of household goods and personal effects	2022	ILO	7/18/2023	7/17/2026	11,609
<b>Sterling Relocation SA</b>	Shipment of household goods and personal effects	2022	ILO	7/18/2023	7/17/2026	39,621
<b>Henri Harsch SA</b>	Shipment of household goods and personal effects	2022	ILO	7/18/2023	7/17/2026	17,375
<b>Ordem SA</b>	Shipment of household goods and personal effects	2022	ILO	7/18/2023	7/17/2026	5,573
<b>Santa Fe Relocation Services Switzerland SA</b>	Shipment of household goods and personal effects	2022	ILO	11/29/2023	9/4/2026	1,364



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