

Annex 1

REPLY TO QUESTIONS CONCERNING TRAVEL MANAGEMENT PROJECT (Res. 1243)

These answers concern only the TRAVEL MANAGEMENT Project, and not the PROCUREMENT SAP project.

STRATEGY / SYSTEMS LANDSCAPE

1. Is there an ITU strategy concerning SAP systems (e.g. Is it planned to implement a mySAP HCM solution)?

Answer: ITU plan to implement Personnel administration (PA), Organization Management (OM) and Time Management in the course of 2006. The add-on NPO (Non-profit organizations) SAP HR will be implemented, NPO (Non-profit organizations) is the specific module developed by SAP for international organizations.

2. Has ITU any constraints regarding the SAP releases? Do we need to consider a particular SAP release to implement SAP TM?

Answer: For all 2006 the landscape is myERP 4.7, in 2007 ITU plans to migrate to myERP 2007.

3. Are there any decisions concerning the system that provides travel management functionality (e.g mandatory implementation in FI, integrated standalone SAP TM system or any other existing system)?

Answer: The solution must be integrated with FI and HR; PA implementation will incorporate the requirements coming from Travel Management. There is no prejudgment concerning specific design, standalone solution or not.

4. There is a legacy database mentioned. Are we right assuming that it means the current Microsoft Access database for statistics and reporting?

Answer: Yes, it is correct. In addition, Microsoft Access is used by the BDT applications for other purposes, such as per diem calculation. Both should be replaced by the SAP system.

TRAVEL PLANNING

5. Is there a dedicated travel agency that ITU works with?

Answer: Yes, at present BTI Switzerland travel agency. The contract with the agency is reviewed every three years, and in the past change of agency occurred.

6. Does this travel agency use or require a certain GDS (Global Distribution System) to book Air Travel, Hotel, Car, etc... ?

Answer: Yes, Galileo GDS is used.

7. Do ITU travelers use non GDS facilities (e.g. hotels which are not available in a GDS)?

Answer: Yes, ITU travelers are free to make their own arrangement regarding hotels, cars etc since they are reimbursed on a per diem basis and not for actual cost.

8. Are Group trips often use at ITU?

Answer: Yes, the groups range in size from a few people up to two hundred people.

TRAVEL EXPENSES

9. Is DME (data medium exchange) used to reimburse advances and travel expenses as well?

Answer: Yes, for most of the payments but some cash advances are also provided.

10. Are travel expenses calculated by different provision variants, depending on the country of origin of the traveler or is there a ITU LAW similar to EU laws? For example, would a German traveler get a different calculation according to German law than a Swiss traveler?

Answer: No, there is a single ITU travel policy.

11. What is the difference between terminal and transfer cost? In appendix 2C, we found some information on terminal cost which covers transfers from and to airport, hotel. It looks like transfer cost might mean something different.

Answer: Terminals are transfers from and to airport, hotel, transfer cost referring to financial transaction.