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OECD SITE PROJECT : REDEVELOPMENT PROGRAMME

This finalised version, prepared for the architectural competition, is circulated for information.

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English/French

Redevelopment of the OECD Headquarters on the La Muette Site in Paris

VOLUME 1: ARCHITECTURAL AND FUNCTIONAL PROGRAMME

Operations Service
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in 2001

And in close collaboration with the OECD Secretariat.

The programme was approved by Council on 30 May 2002 [C(2002)116].

THE OECD SITE PROJECT

The La Murette site renewal project seeks to provide solutions to various health and fire safety problems and functional difficulties linked to the buildings on the site, within a restricted budget and timeframe.

OBJECTIVES

The objectives of the Organisation for this project are:

- Compliance of La Murette buildings with safety norms, and removal of asbestos;
- Compliance with Paris zoning code and host country legislation;
- Improved overall organisation of the site to enhance security, functionality and site image;
- Optimised use of workspace for staff and delegations;
- Creation of a flexible space for the conference activity.

CONSTRAINTS

- Very restrictive zoning code;
- The requirement to maintain on the site during the redevelopment a part of the activity and vital services of the OECD, as well as the 4 resident Delegations.

SURFACE AREAS

The project can be broken down approximately as follows:

- 23 000m² useable floor area to be restructured
- 1 900m² useable floor area to be demolished
- 4 400m² useable floor area to be maintained as is
- 6 400 m² useable floor area to be constructed as conference space

BUDGET

The project budget is 55 M€ (before tax), excluding cost for asbestos removal and stripping of the «New Building» structure.

An additional budget of 9 M€ (before tax) is allocated for the equipment specified in this programme and its technical annexes.

CALENDAR

The operation will be carried out within an overall timeframe not to exceed 7 years, including studies and administrative authorisations, with a phasing of works to be defined in function of the specific project selected.

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A. GENERAL INTRODUCTION

PURPOSE OF THE OPERATION

The OECD Council decided in January 2000 to launch the restructuring of the la Muette site in Paris, the headquarters of the institution since its creation.

This site, consisting of several buildings, suffers from different types of disorders and malfunctions:

- technical: not in conformity with rules for protection against fire related risks; presence of asbestos in the buildings;
- regulatory: nonconformity of certain structures located in a non-constructible zone or classified as protected green open space under host country legislation (EVIP -- *Espace Vert Intérieur Protégé*) ; non conformity of temporary structures;
- functional: dispersion of the spaces receiving the public, particularly conference and meeting rooms, whose size and equipment are no longer adequate ; under utilised underground space;
- general obsolescence of the buildings, equipment and facilities.

The overall operation, in addition to the large-scale asbestos removal from one of the buildings, will comprise redevelopment, demolition, and new construction.

PRESENTATION OF THE OWNER

The Owner is the OECD.

The decision-making body of the Organisation, the Council, consists of a representative of each of the thirty Member countries, and is chaired by the Secretary General.

Within the Secretariat of the Organisation the Executive Directorate is responsible for all internal management and housekeeping, and in particular, the implementation of Council decisions on all matters of patrimonial/estates policy, ad the operation, maintenance and management of the Organisation's buildings and facilities.

The Executive Director is directly responsible for the day-to-day management of the site redevelopment project, in close co-operation with the Deputy Secretary-General in overall charge of the operation.

ROLE OF THE PROGRAMME

The programme presents the different functions and activities to be accommodated within the building complex, their operating requirements, and their needs for premises and amenities, as validated by the services concerned and corresponding to the objectives of the Owner.

It constitutes the **contractual basis** on which all the teams of designers shall make proposals on and commit themselves to:

- an architectural scheme and a site development scheme;
- costs;
- deadlines and phasing of the operation.

This document explains the relations between the site areas in terms of the organisation of functions.

All the diagrams that illustrate the programme present the functional organisation in two dimensions, and not in volume. They are not intended to imply a specific spatial scheme but to clarify the required links, proximities, and separations to be provided.

PRINCIPLES TO GUIDE THE PROJECT

Toward an architectural design which:

- Maintains as far as possible the potential of the site to adapt, as may be needed to respond to growth in the Organisation
- Ensures the flexibility of the space devoted to both offices and the conference centre
- Enables the optimal organisation of the site and greater efficiency in the Organisation's operations, through a rationalisation of the use of the different areas
- Secures a high level of security for people and facilities, compatible with the requirements for the safety of the diverse publics welcomed onto the site
- Brings the buildings fully into conformity with host country legislation and offers a standard level of comfort and durability.

The OECD looks to the design team for assistance in achieving the best match between the architectural design as defined in the programme and the allocated budget envelope.

B. GENERAL DATA

B.1. General presentation of OECD, genesis of the site operation

The OECD offers a framework for governments to examine and study economic and social policies. Some 70 non-member countries participate in different aspects of its work.

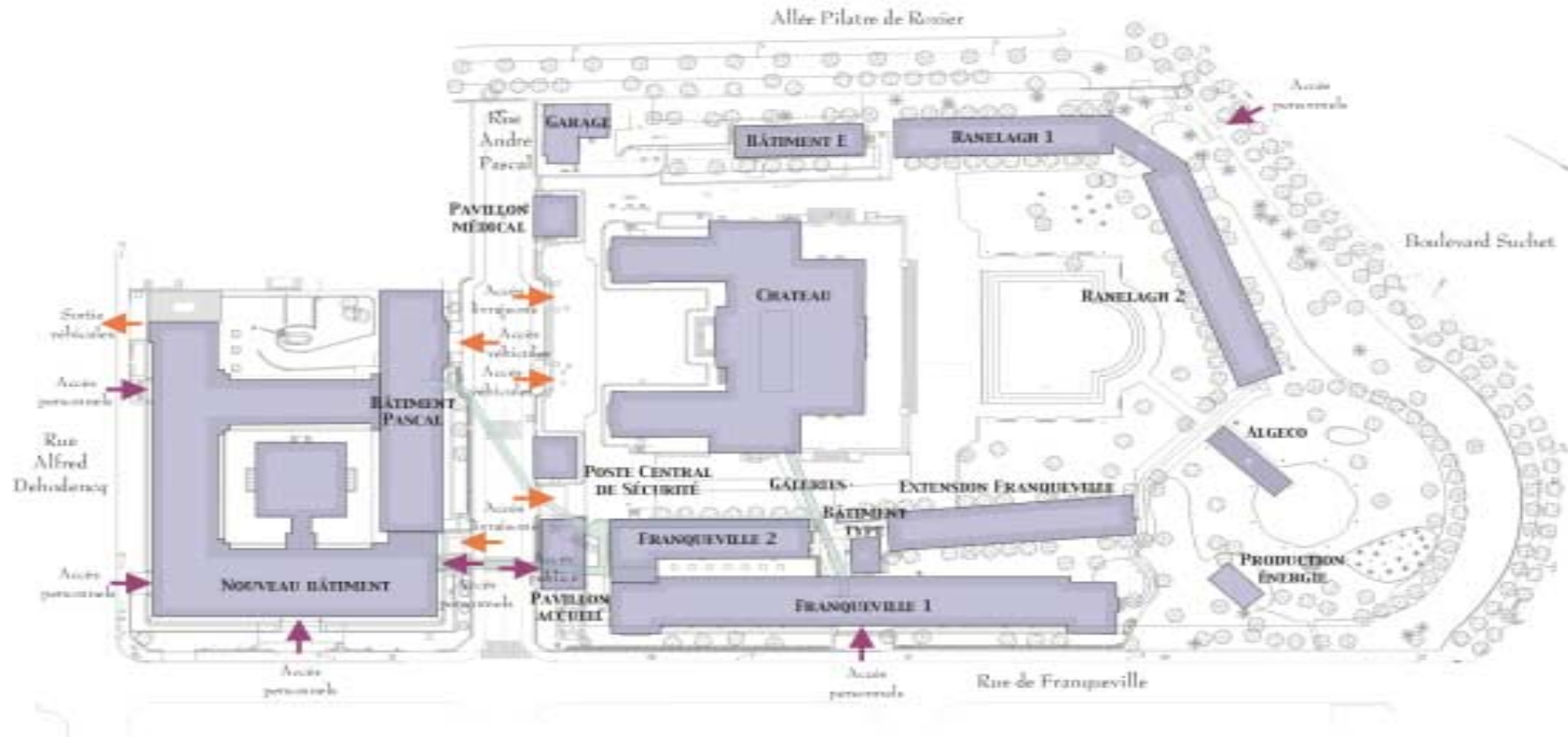
The OECD can be seen as a permanent intergovernmental conference among its Members, serviced by its Secretariat in Paris. The Organisation's on-going process of policy review and development, across the full range of economic and social issues, is backed-up by a major statistics-gathering and analysis resource within the Secretariat.

At the heart of the OECD is its network of specialised committees and working groups -- on economic policy, trade, agriculture, science and technology, environmental policy, education, employment and labour issues, health, development... These number about 160, and bring together annually on the La Murette site a total of 50 000 Delegates and OECD staff for more than 2 000 meetings and conferences lasting one to several days.

The Convention that governs the OECD, signed in December 1960, establishes Paris as the site for the Organisation. The Headquarters were established at the Château de la Murette in Paris from that date.

Over time, growth of the Organisation and the arrival of new member countries have necessitated the progressive extension of the premises, first by new construction on the site and in the vicinity, and then extensions well beyond the La Murette area. Properties outside the La Murette site are not included in the redevelopment programme.

Figure 1. OECD SITE REDEVELOPMENT
CURRENT GENERAL ORGANISATION



The La Muette site consists of structures built on the Château plot and on the plot opposite across rue André Pascal. They were designed and built piecemeal. The site's many problems oblige the Organisation today to initiate an overall redevelopment operation:

- Presence of friable asbestos in the so-called “New Building” and ageing of the sealed enclosures installed in 1996;
- Non-conformity of buildings to rules concerning fire safety: excessive underground depth of premises classified as public buildings under host country legislation (ERP -- *Etablissement Recevant du Public*) inadequacy and absence of protection of exits, non-existent or insufficient fire insulation, inadequacy or insufficiency of vertical passageways, non authorised systems, obsolescence of premises for technical installations;
- Presence of non-regulatory constructions located in an area classified under host country legislation as protected internal green open space (EVIP, *Espace Vert Intérieur Protégé*);
- Location of constructions in a *non aedificandi* (non buildable) zone;
- Inadequacy of the Conference Centre for staff and visitors: size, configuration, availability and technical standard of conference rooms; flow management; site security and management;
- Under-utilised space in the infrastructure: large technical, storage and archival zones and unused areas.

The site redevelopment operation comprises:

- Upgrading of the Château to comply with safety standards of the host country regarding fire safety, accessibility, etc;
- Asbestos removal from the “New Building - Pascal wing” complex and its total redevelopment without modification of the structure;
- Creation of conference facilities;
- Removal of structures lacking planning permission.

In addition to this redevelopment construction programme, a rationalisation of the equipment, networks and back-up installations, and safety of the overall site, shall be conducted to optimise operating costs and to maximise the safety and security of the Organisation.

NOTA BENE

The presence of asbestos and the dangers resulting from the lack of conformity of the “New Building – Pascal wing” complex led to a decision to transfer the staff to a temporary site in a tower leased in the La Défense business area (*Tour Europe*).

This transfer and the installation of the services in this new location are not part of the present programme.

Four key activities are currently housed in the New Building: the existing conference centre; the ICT centre (data processing centre); the four resident delegations; and the restaurants. Their definitive location at La Murette is an integral part of the project. However, the Owner also requires that these activities be maintained on the La Murette site throughout the redevelopment period. This will have an impact on the phasing of the redevelopment project. Practical solutions, at reasonable and controlled cost, are required to ensure the continuity of these activities, and will be the subject of consultation between the Owner and the winning Design Team.

B.2. Users

The La Murette site constitutes the headquarters of the Organisation. Senior management and the large part of the Secretariat are housed there, together with the conference centre. The OECD Council of Member country representatives meets there regularly.

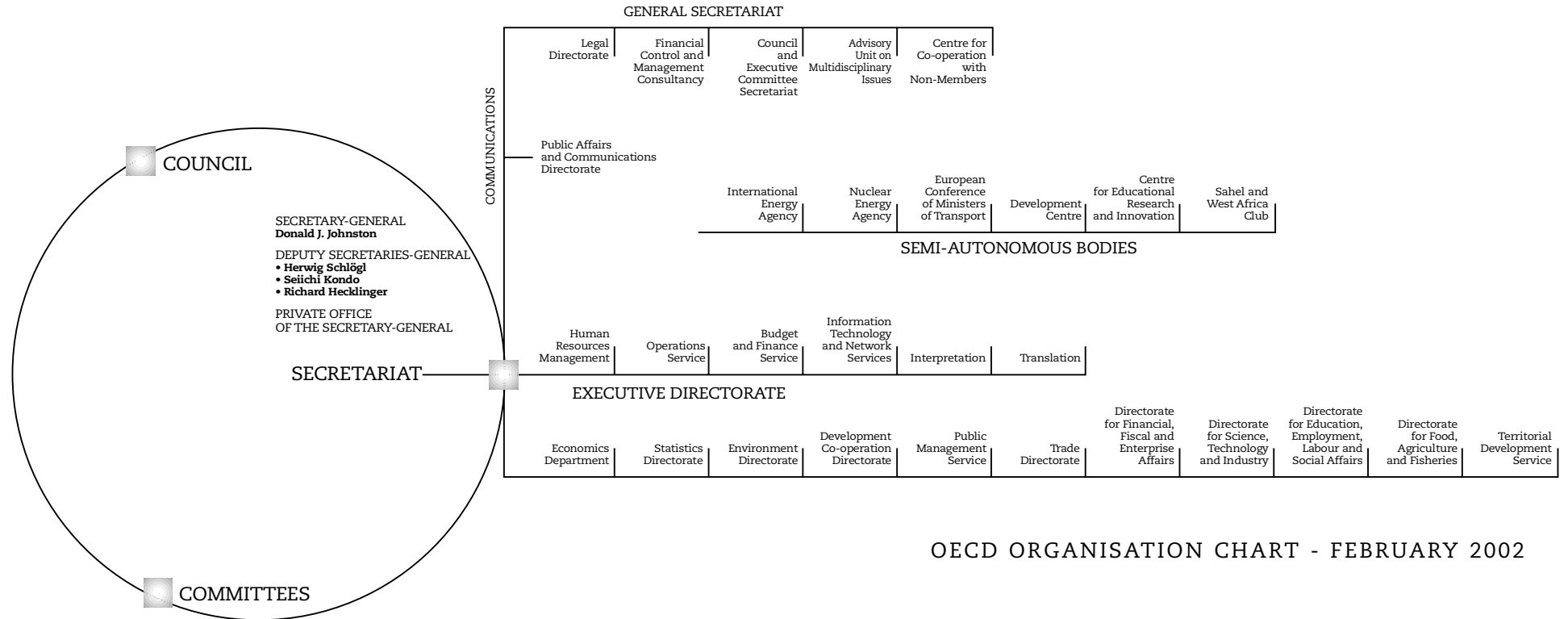
The Organisation is structured as follows:

B.2.1. Council

The Council of the Organisation is composed of a representative of each of the thirty Member countries and a representative of the European Commission. It meets regularly at the level of Permanent Representative (Ambassador) to the OECD to take decisions and provide general guidance to the Organisation concerning its work programme and management. Once per year, the OECD Council meets at Ministerial level at La Murette, bringing together the Ministers of Foreign Affairs, Finance, Trade etc, of the Member countries to review world economic trends and address major international policy issues, and set the priorities for the work of the OECD in the following year.

The organisational structure of the Organisation can be represented as follows:

Figure 2.



OECD ORGANISATION CHART - FEBRUARY 2002

B.2.2. Secretariat

The Secretariat is directed by a Secretary General, assisted by four Deputy Secretaries-General. The Secretary General also chairs the Council, thereby providing the principal formal link between the national Delegations and the Secretariat.

The Secretariat has about 700 economists, scientists, jurists and other specialists, distributed in a dozen Directorates conducting research and analysis on economic and social policy issues, in response to the work programme agreed by the OECD Council, and in the context of the policy discussion among the Member countries in the specialised committees and working groups.

The two official languages of the OECD are English and French. OECD employees are nationals of the Member countries. They have the status of international civil servants.

The following Directorates and services are currently on the La Muette site:

DIRECTORATE/ SERVICE		LOCALISATION EN 2002
AEN	OECD Nuclear Energy Agency	New Building New Building
CER	Centre for Education Research and Innovation	New Building New Building
DAF	Directorate for Financial, Fiscal and Enterprise Affairs	Bâtiment type
DCD	Development Co-Operation Directorate	Ranelagh 1- 2, bât E, Château
ECH	Trade Directorate	New Building
ECO	Economics Department	New Building.
ELS	Directorate for Education, Employment, Labour and Social Affairs	New Building
PAC	Public affairs and communication	New Building
PUM	Public Management Service	New Building.
SGE	General Secretariat	Château, New Building, Franqueville 1 & 2
STD	Statistics Directorate	New Building
STI	Directorate for Science, Technology and Industry	New Building
SIGMA	PUMA	Franqueville 1
IOS	Inter-organisations salaries studies	Franqueville 2
JPS	Joint administration of pensions section	Ext. Franqueville
ADP	Staff Association	Franqueville 2
<u>EXD:</u>		
SPP	Strategic Planning	Franqueville 1
TRA	Translation	Franqueville 1
INT	Interpretation	New Building
CSD	Conferences and Security	New Building, Fran 1, Chât, PG, Acc
MED	Medical service	Pav med,
HRM	Human Resource Management	Château, Fran 2, ext Fran, New Buil.
OPS	Operations	Fran 1 & 2, New Buil., Chât, Bât. type
FIN	Budget and Finance	Franqueville 1
ITN	Information technology and network services	New Building, Chât, Franqueville 1, Ran 1
PCM	Procurement and Contract Management	Franqueville 1, New Building

B.2.3. Committees

The specialised committees gather together representatives of the Member countries coming from national administrations or Delegations to the OECD in Paris. There are some 200 committees, working groups

and technical sub-groups serviced by the Secretariat. The range of issues under examination is extremely broad, from macroeconomic, trade and development aid policy, via financial markets, science, technology and industry issues, through to highly technical standard setting in chemicals, waste management and international agricultural standards for tractors and seeds and vegetables. Some 50 000 experts, generally high and middle ranking members of the national administrations, participate each year. From the capitals, the government representatives enjoy access, electronically, to the OECD's documents and can exchange information via OLISnet, the world data transmission network of the OECD.

Increasingly, the Organisation is welcoming other partners in its work, beyond the representatives of the Member countries. Non Member countries from all continents are more and more present in a range of discussions; representatives of business and industry and labour representatives are also taking part in many areas; depending on the issues under discussion, a much wider range of representatives of non governmental organisations (NGOs) and civil society in general are becoming partners with OECD.

B.2.4. The particularity of OECD

Proposals for the redevelopment project must capture and reflect the particular nature of the OECD.

The major international organisation addressing the full range of economic and social policies, OECD's conference activity is at its heart, establishing a dynamic atmosphere of continuous dialogue and exchange of ideas and cultures. It brings together the representatives of 30 Member countries from Europe, America and Asia-Pacific, and associates in its work another 70 countries worldwide outside its membership. Its partnership is deepening with business and labour, NGOs and civil society. The site thus welcomes a daily flow of staff, conference participants and other visitors from all Member countries and beyond.

Concepts for the redevelopment, architecturally and technically, will need to integrate this specific nature of OECD, its activities and its openness, with the appropriate requirements for security of personnel and confidentiality of information and dialogue.

B.3. Objectives and challenges

In order to resolve the main problems of the site, the Owner has fixed the following objectives in its redevelopment operation: to restore the buildings without asbestos and to meet the regulations of the host country concerning in particular fire safety, wheelchair/handicapped access (under host country legislation: accessibility for *Personnes de mobilité réduite* -- PRM) and working conditions.

B.3.1. Upgrading of the buildings to safety standards

B.3.1.1. New building and Pascal wing

This building fails to conform to the safety rules and health requirements connected with the presence of asbestos.

Asbestos has been located in the following forms:

- Fire resistant coatings applied to the metallic structure of the building;
- Floor slabs covering the rooms with false floors;

- Electric battery seals;
- Seals of fire shutters and fire doors.

The present dust concentration is less than 1 fibre per litre due to the measures taken by the OECD (particularly the enclosures, the elimination of air conditioning in certain zones, local asbestos removal, etc).

All the asbestos must be removed whether friable asbestos or asbestos incorporated in other materials.

Non-conformity in terms of safety concerns:

- Technical installations: some of them have become obsolete like automatic halon extinguishing devices, fire protection systems, electrical switch gear, ventilation, or heat production...;
- The parking area: some ventilation ducts are not independent, lack of smoke extract ducts;
- Fire stability of the building. The fire resistance level of the metallic structures is inferior to fifteen minutes, whereas it should be one hour thirty minutes, and this results either from the absence of fire resistant coatings or from its degradation. Fire stability of the slab floors in some areas is only half an hour;
- Access and evacuation conditions.

B.3.1.2. Chateau

This building also displays non-conformities and considerable risks, in particular:

- low fire stability of the floors, horizontal and vertical non-intersection, absence of smoke extractors and insufficient number of exits, non-protection of metallic structures and wood frameworks;
- Some levels display voids for the passage of utilities, which jeopardise the fire resistance and represent vectors of smoke dissemination and fire propagation;
- the presence of materials liable to contain asbestos: floor slabs, fire doors, fire valves, as well as fibro-concrete that is liable to contain asbestos: ventilation ducts, roof of the wine cellar, façade partitions; the boiler casing contains asbestos;
- many dead ends, and inadequate vertical passageways, which do not benefit from any partitioning or ventilation;
- no separation between the areas open to the public and those used for normal office and workspace. This has an impact both on safety and security.

In the redevelopment, interpretation equipment and installations will be upgraded to ISO and IIAC standards.

B.3.1.3. Tunnels

The tunnels connecting the buildings display inadequate ventilation and smoke extract, and too little clearance for the flows of persons moving therein. They shall be upgraded to standard or eliminated and replaced by surface connections.

B.3.1.4. Wheelchair and handicapped access

A majority of the buildings currently are not accessible to wheelchairs or the handicapped (under host country legislation, accessible to Persons with Reduced Mobility). In the redevelopment, areas classified under host country legislation as open to the public (ERP -- *Etablissement Recevant du Public*) shall be made accessible. The designers are also asked to seek accessibility in the working spaces and offices not destined to be open to the public.

B.3.2. Upgrade the site to conform to urban regulations

Several buildings, temporary or permanent are installed in areas without planning permission. They shall be removed as part of the operation. The functions housed therein shall be restored elsewhere on the site.

B.3.2.1. Welcome Lodge

This was built on a *non-aedificandi* strip along the rue André-Pascal. The two original pavilions of the Château can be preserved, however.

B.3.2.2. Changing room – Showers (ex-garage)

This is also located on the *non-aedificandi* sector rue André-Pascal.

B.3.2.3. Temporary structures: Building E, Ranelagh 1, Ranelagh 2 and Algeco

These structures were designed as temporary buildings between 1963 and 1974 and should have been demolished by now. Part of these encroaches on the area classified under host country legislation as protected internal green open space (EVIP -- *Espace Vert Intérieur Protégé*).

B.3.2.4. Buildings Franqueville 2, extension Franqueville and “Batiment Type” Building

These buildings, installed in parallel to the Franqueville 1 building, were also intended to be temporary and must be removed as part of the project.

The Franqueville extension also encroaches on the area classified under host country legislation as protected internal green open space (EVIP -- *Espace Vert Intérieur Protégé*).

B.3.3. Develop a general organisational logic for the site that is clear and functional

The site lacks coherent overall organisation, divided as it is into two parcels either side of rue Andre Pascal. One of the challenges of the project is to find a **general site logic** that helps to properly manage the circulation of people, particularly the participants attending the conferences, with the objective of guaranteeing the security of the property and persons and ensuring the continuity of the Organisation's services, especially communication systems.

B.3.4. Improve the functioning of the OECD by creating a conference centre appropriate to the organisation's needs

The conference rooms are inadequate in size and configuration for the Organisation's needs. Their equipment is obsolete. They were designed in the 1960s for an Organisation of 21 Member countries; there are now 30 Members, plus the European Commission, and a far greater participation of non Member countries, NGOs and other partners in the Organisation's work.

Demand for rooms fluctuates: rather than focus on a particular number of rooms, the designers are asked to provide an approach that allows the rooms to be adapted, in number and size, to different levels of demand, day-by-day and though the year. Utilisation of the rooms is currently 60 to 86% depending on the room, and the delay and waiting time that results from this for the organisation of events impacts adversely on the Organisation's work programme.

Furthermore, the fact that the conference rooms themselves, reception areas and other services are dispersed between the New Building and the Château creates difficulties of organisation and events management, including the control of people circulating on the site and general security.

The major objective of this operation is to create a genuine conference centre, clearly identified on the site, associated with the areas for shopping, catering and other services, so that the zones classified as public buildings under host country legislation (ERP -- *Etablissement Recevant du Public*) are clearly grouped and delimited. This will allow security zoning as required on the site and in the most cost-effective way.

B.4. Programme components

The programme and table of areas are presented in terms of the major functional units.

B.4.1. Reception

This concerns the general reception and specific and specialised welcome desks, for Delegates to conferences and for other visitors.

Located in this unit is the Press Centre associated with the Conference Centre.

An amphitheatre shall be integrated in this area.

A rest room is also planned for drivers and security personnel who accompany VIPs and personalities.

The Château reception areas are in principle retained, unless the general design of the site leads to modification or relocation in order to make optimum use of the space.

B.4.2. Commercial services

All the commercial services housed in the OECD consist of shops and services such as a newspaper kiosk and a bookshop for OECD publications.

B.4.3. Catering

Independent of the conference centre, this unit comprises several types of catering open to OECD employees and the participants to conferences:

- A self-service restaurant, with on-the-spot meal preparation;
- a coffee and sandwich bar (fast food type);
- a table service restaurant (brasserie); .
- small modulable dining rooms (table service);

Another catering location is planned in the Conference Centre itself: coffee bar type with fast food.

The small kitchen in the Château is in principle retained, unless the overall design for the site leads to relocation to make optimum use of the space. It shall nonetheless be upgraded to host country standards.

B.4.4. Conference centre

The conference centre is the heart of the OECD and its work. It hosts the meetings of OECD's committees and working groups and other ad hoc conferences, bringing together the representatives of the Member (and non-Member) countries, business and labour representatives, NGOs and other representatives of civil society, together with the Organisation's Secretariat (directorates and other services) who service these events.

On average, there is a demand for about nine conference rooms per day. However, demand can fluctuate between sixteen and six rooms.

Therefore, the Organisation's needs may be best met by one or two volumes of large size and height divisible with mobile partitions into a flexible number of rooms and room sizes.

The conference rooms of the Château, in which the interpretation booths will be upgraded to meet current standards, shall be retained. Some of the decoration in these will have to be protected, following the advice of the host countries architectural authorities (*l'Architecte des Bâtiments de France*).

NB: Currently, the Chateau conference rooms form part of the Organisation's conference facilities. However, at this stage in the project, the Owner does not intend, in order to control the costs of the project, to bring the Château up to host country standards required for public buildings. As a result, the Château conference rooms would in future be reserved in principle, for example, for meetings of the Council and other bodies made up of Permanent Delegations.

B.4.5. Office areas

This unit comprises the office areas for part of the secretariat (General Secretariat and Directorates), and the working area for staff in specific sectors of logistics, reception etc. In addition, it includes the offices of the four Delegations resident in the New Building (Norway, Sweden, United Kingdom, and United States). This area represents a total of 1 450 workstations of which 850 are located in the “New Building - Pascal Wing”, 300 are located in Franqueville 1, 150 in the Château, and over 100 in the temporary buildings in the Château garden:

- The New Building - Pascal wing is to be completely redeveloped;
- Franqueville 1 is to be retained in principle as it is, except if the overall design for the site leads to a change in the building’s use, in which case it would be necessary to bring this building into conformity with the safety standards of the host country;
- The Château is also in principle retained in its current use and to be upgraded to host country standards;
- The temporary buildings are to be removed.

B.4.6. Documentation and Information Centre

This centre, which groups all the documentation gathered by the OECD as well as created by the OECD on the different topics addressed by the Organisation, represents an important working tool for OECD employees, for Delegates and for interested students. As practised today, the documentation is available in different media: journals, books, microfiche, audio-visual, CD-ROM etc.

B.4.7. Computer and communications room (ICT centre)

The ICT centre has a two-fold role: On one hand, to supply the Organisation with computer and communications systems, and all services (advice, training, users help) needed for daily work; and on the second hand to conceive and implement new computer services required to fulfil the medium-term strategic objectives of the Organisation.

The ICT centre consists of premises with specific technical needs, hosting servers and other computer equipment (in two locations of the site, so-called “main” and “secondary”) as well as systems related to telephony.

B.4.8. Social and leisure activities

This unit concerns all the sports and leisure activities proposed on the site to the employees (ALORA), and the Medical Service.

NB: The Medical Service is currently housed in one of the two pavilions of the Château which are in principle to be retained in their current function, and is therefore not included in the programme. However, if proposals are made for a change of use of the pavilions, with a view to an overall improvement of space utilisation on the site, the Medical Service should be rehoused as part of the Internal Public areas (conference areas, commercial activities, ALORA etc.).

B.4.9. Maintenance and operations

All these activities are connected with the practical running of the site: workshops, reception spaces for cleaning teams and other external contractors for maintenance of the site, operational services, and storage facilities.

The current areas provided for these uses are excessive. The operation will be the opportunity to optimise space usage, with the objective of restoring a maximum amount of space to office areas (rooms with daylight) or to parking.

B.4.10. Pre-archival centre

This centre is currently located in the basement R-2 of the Franqueville 1 and 2 buildings. Given the demolition of Franqueville 2, the designer shall seek a new location for that part of the archiving centre currently accommodated there. The present functionality of the service shall not be changed.

B.4.11. Copying and mail services

This unit is installed in the underground level R-1 of the Franqueville 1 and 2 buildings. Given the demolition of Franqueville 2, the designer shall seek a new location for the part of the archiving centre currently accommodated there. The present functionality of the service shall not be changed.

B.4.12. Security and Safety

These functions are housed in one of the two Château pavilions and are not included in principle in the programme, except insofar as optimisation of the site may lead to proposals for change, as mentioned above for the medical pavilion.

B.4.13. Technical storerooms and sanitary blocks

For information only: This heading covers the list of areas to be provided in the project and subject to dimensioning adapted to the technical programme, calculated by the designers. The values are not included in the useable area total.

B.4.14. Parking

The programme requirements correspond to the present total capacity of the site with parking places situated in the infrastructure spaces of the New Building, and outdoor spaces distributed in the Château garden, unless an increase is specifically required by the planning authorities in the context of the application for planning permission.

B.5. Quantitative data

B.5.1. Personnel on the La Murette site

At present, the total number of persons on the La Murette site is around 1450, housed in the different buildings as follows:

- 840 in the New Building
- 300 in Franqueville 1
- 170 in the Chateau
- 140 in the constructions to be destroyed

After the redevelopment, the number of permanent workstations on the site will be 1450, including 300 housed in the Franqueville 1 building, and 150 in the Château. They can be broken down into several families:

- OECD permanent staff distributed in the General Secretariat and in the Directorates, together with approx. 100 OECD employees without permanent workstations (reception, workshops, guard duties, drivers etc.).
- the four Delegations housed in the New Building (total estimated staff: 74 persons);

Plus other persons on the site:

- conference participants (government representatives, others);
- experts who come to work for a few hours or days;
- trainees in the Directorates.

The Welcome Pavilion has delivered in 2001: 41 000 badges for delegates attending conferences and 45 000 for visitors coming on to the La Murette site.

NB: The total staff of the OECD in Paris (on site and in annexes, and including Delegations' personnel housed in the New Building) is around 2400.

B.5.2. Programmed areas

The table on the following page sets out the areas programmed in the project. It groups all the functions distributed or to be distributed on the site.

The table is set out in terms of useable floor space not including passageways, sanitary blocks, technical rooms, and wall thickness.

In principle, the following buildings are not concerned by the renovation:

- The two Château pavilions which accommodate:

- The Site Control Centre (safety-security);
- The Medical Service;
- The Franqueville 1 building;
- The Château conference spaces (subject to the consequences of the upgrading of this building to host country standards).

To reflect this, in the table below, the areas within the programme for the competition are distinguished from those outside the programme.

The table of areas is organised into functional units corresponding to groupings of similar activities or activities having functional affinities. The offices are necessarily to be distributed between the Château, Franqueville 1 and the so-called “New Building-Pascal wing” complex on the opposite side of the rue André-Pascal.

In the context of the search for the optimal use of the site as a whole, including the provision of new conference facilities, a change in function may be considered for the buildings in principle retained as they are, and hence outside the programme (Château and its two pavilions, Franqueville 1). NB: Proposals in this direction must fall within the strict budget envelope established for the project.

The Owner wishes the project to be able to optimise the ratio between the useable floor areas (SU – net area) and the net gross floor area (SHON), in general and for all the structures permitting this. A SHON/SU ratio of 1.3, particularly for the New Building, is sought by the Owner.

GENERAL TABLE OF AREAS

	Unit	Total	In programme	Outside programme
A	Reception (general and press centre)	1356	975	381
B	Shops	370	370	-
C	Catering	1 547	1512	35
D	Conference centre and annexes	6491	5877	614
E	Modulable work-sectors for directorates/services and delegations	19700	16710	2990
F	Documentation and information centre	485	485	-
G	ICT	770	770	-
H	Social life	577	465	112
I	Maintenance and operations	1 477	1477	-
J	Pre-archival centre	458	458	-
K	Copy and mail	530	530	-
L	Safety and security	124	-	124
M	Reserves of services for technical rooms building and sanitary blocks	pm	-	-
N	Parking	pm	-	-
	TOTAL	33885	29629	4256

B.6. Qualitative data

B.6.1. Functional organisation of the site

The OECD site is composed of two plots separated by a private dead-end road accessible to the public (rue André-Pascal), joint property of the Organisation and a Koranic teaching establishment.

On the first part on the Southeast side, are two adjacent buildings, the Pascal building built in 1950 and the New Building.

The Pascal building has an area of 4 027 square metres net built out (source: surveyor Daniel Legrand, March 2001) and accommodates 190 workstations.

The New Building was built between 1965 and 1971 by Mr. Paul Vimond. It represents a total area of 22 613 square metres net built out (source: surveyor Daniel Legrand, March 2001). It accommodates about 810 workstations, part of the conference rooms, the restaurant, the ICT centre and the offices of the four Delegations (Norway, Sweden, United Kingdom, and United States).

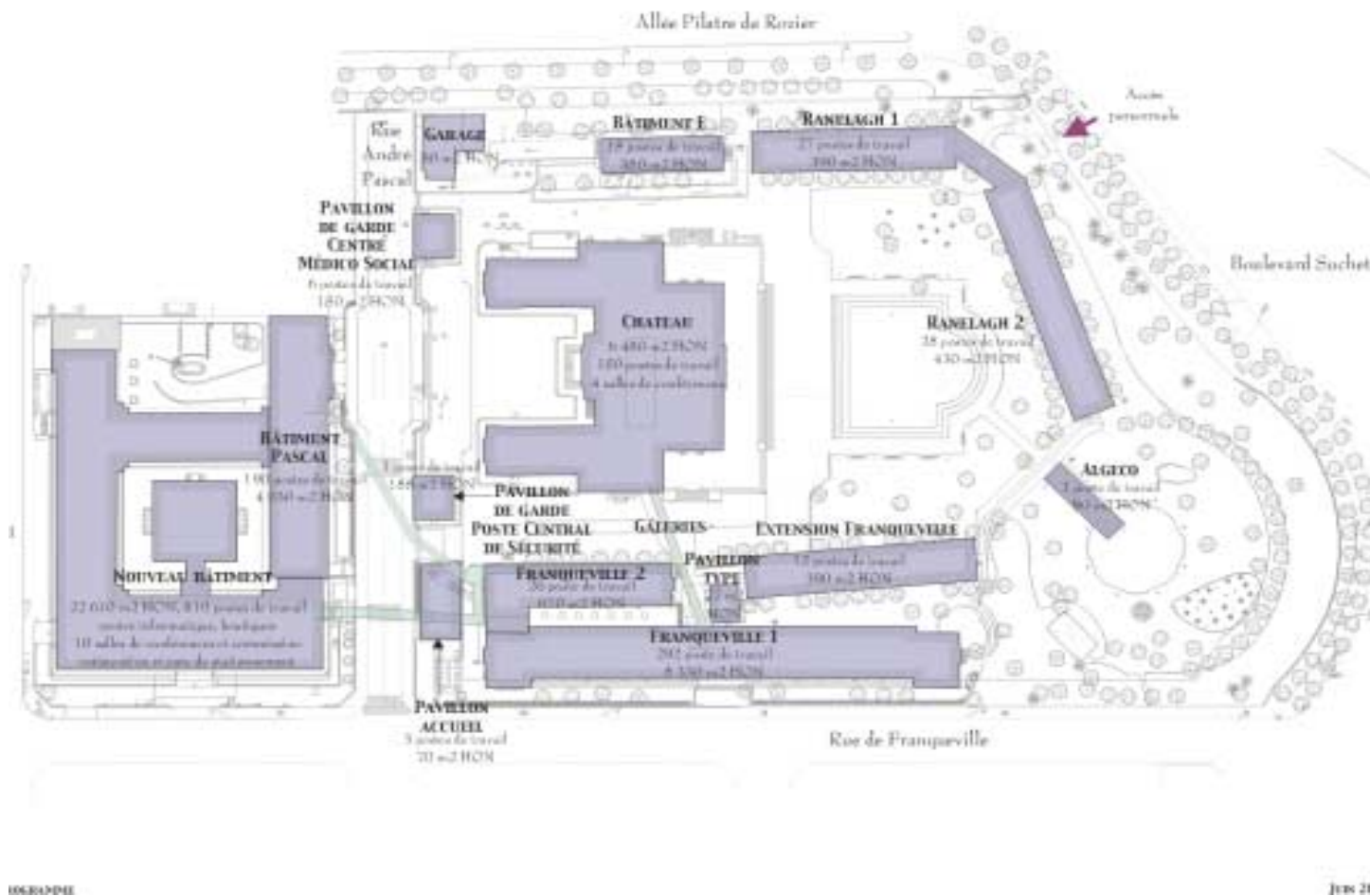
The present Château, although built recently (1921), was built on a historically charged site.

It represents an area of 6 480 square metres net built out. It accommodates about 150 workstations as well as a number of conference rooms. It also houses the workspaces of the General Secretariat and the Executive Directorate as well as the Legal Directorate of the Organisation.

Several tunnels connect the different buildings at basement level. The legal status of these structures has not been established. Some parts of the basement areas are under-utilised.

Figure 3. OECD SITE REDEVELOPMENT

CURRENT DISTRIBUTION OF ACTIVITIES - m² indicative net floor area



1.A. "poste de travail" = workstation

One of the challenges of the operation will be to establish a clear and functional organisational logic for the site.

B.6.1.1. Access

The general principle is that the entire site is closed, with a limited number of access points. Several security levels are envisaged according to the activities in question, and are to be organised by zones. Efficient centralisation and organisation of access will enable enhanced security in a cost-effective manner.

B.6.1.1. a) Public

At present, all members of the public enter the site through the same place, the Welcome pavilion, on rue André-Pascal.

Since this pavilion lacks planning permission, it must be removed and this function restored to another location to be determined by the designers. It is desirable that there be a single entrance for all visitors, i.e. persons participating in the conferences as well as all other visitors to the Organisation. Within that single entrance area, however, access for conference participants shall be separated, via zoning, from that of other visitors, who are less numerous. The latter may enter via a zone through which the staff of the Organisation also enters. The accreditation and rest areas for the reception staff can be located at the junction of these spaces.

Barring exceptions, the conference participants and other visitors will enter by foot, since the car parks are reserved for the employees. Dropping off by taxis or driver must be taken into account and organised.

While this centralisation is restricting, it offers many advantages for the management of the site, particularly from the security point of view.

B.6.1.1. b) Staff

OECD personnel will be authorised to enter the site by several entrances, considering the large number of staff housed in several buildings on the site. The number of entrances must nonetheless be limited (maximum three in addition to the main entrance) for security reasons. Access from the Ranelagh Gardens shall be retained. The employees shall be checked by visual protection devices (cameras) and biometric devices, to be provided for by the designers. The inspection devices, in sufficient numbers, shall guarantee person-by-person access without excessive delay.

B.6.1.1. c) Personalities and VIPs

Personalities and VIPs (notably senior government Ministers) visit the Organisation frequently, for official visits to the Secretariat or to attend conferences. They are currently dropped off by drivers either in the main courtyard of the Château or near the Conference Centre in the New Building. The designers are asked to integrate this function in their proposals

B.6.1.1. d) Logistics entrances

These entrances shall concern all deliveries to the site, in other words, both logistic and technical (equipment, furniture) and catering. They will also be subject to inspection, and a counter shall be located nearby to receive the deliverymen.

They also concern the removal of the garbage bins on the public thoroughfare. The designers shall try to optimise the number and siting of these entrances/exits, knowing that the geographic organisation in several buildings and the scale of the site will necessitate at least two entrances of this type (one per plot).

A secure “confidential waste” area shall be provided.

B.6.1.2. *Circulation of persons on the site*

B.6.1.2. a) Visitors

Contrary to the present situation, the outdoor areas should not be freely accessible to visitors who should move around in clearly identified sectors classified as public buildings or spaces under host country legislation (ERP --*Etablissement recevant du public*), restaurant facilities, shops, the ALORA area (ALORA -- the OECD association for personnel and their families for extra-professional activities: sports, theatre, music etc) and the Documentation and Information Centre (CDI).

B.6.1.2. b) OECD Personnel

OECD personnel should be able to move freely on the site, including in the Château park. Some sensitive zones shall have restricted access, as is the case today (the offices occupied by the four resident Delegations, ICT centre, and technical plants).

B.6.1.2. c) Zoning principles

Several security levels are planned on the site and must be clearly identified. These levels correspond to principles of access control, one-way or two-way, enabling if needed their isolation (crisis periods, etc.).

Systems based on automatic entrance access or double doors equipped with badge readers must be foreseen between each zone. These systems must be able to work from “less-secured” mode with free access, to “high-control” with person by person access and systematic inspection of badges.

Public level: these are general open areas, freely accessible. These areas are classified as public buildings or spaces under host country legislation (ERP -- *Etablissement recevant du public*).

Internal public level: these are spaces connected with shops, restaurant facilities, leisure (ALORA) activities and the CDI. These areas are also classified as public spaces (ERP).

Conference Centre level: these areas are also classified as public spaces (ERP).

Offices level: the office areas of all the buildings come under this security level.

Sensitive level: this level applies to those sectors (offices) under the direct control of the four Delegations currently housed in the New Building and who maintain their own specific security checks on visitors (not included in the programme).

Prohibited level: the technical plants, Site Control Centre, the archives, and the ICT centre (as well as the back-up storage spaces) benefit from specific access rights.

Exceptional situations level: General Secretariat and certain conference rooms must be lockable and/or with strictly controlled access in crisis situations or during confidential conferences.

B.6.1.3. Parking

Parking shall be organised into two areas: the first in the infrastructure of the New Building, the present capacity of which should at least be maintained, and the second in the Chateau garden outdoors.

The designers are asked to organise the parking in the Chateau garden in as sensitive and harmonious manner for the site as possible.

The proposals shall meet the urban regulations.

Access to different parking areas must be controlled by systems guaranteeing vehicle by vehicle entry and equipped with biometric readers.

B.6.1.4. Outdoor amenities (landscape, non aedificandi zone)

The Château gardens should be restored, notably with the removal of the temporary structures, and become an attractive leisure space for the Organisation. The designers must also take account of the relevant town planning and environmental legislation requiring the preservation or replacement of trees.

B.6.2. General organisational design of the site

The diagram on the next page seeks to illustrate the general organisational principles underlying the programme. The required functions are presented in proportion to their surface areas.

In the diagram, merged areas indicate activities that have the greatest need to be adjacent.

The largest area is that devoted to **working offices**. This area is divided into two locations, the New Building-Pascal wing complex and the Château (and, for information only, the Franqueville 1 building).

A single access point is shown for all users, including and importantly for conference participants. This is the only means to guarantee proper security on the site at limited investment and operating costs. Within this single access area, it will be necessary to provide for different zones to control the entry of different categories of visitor.

Secondary entrances, exclusively reserved for the OECD personnel, shall also be provided, which can be eliminated or adjusted in case of need of reinforced control (*vigipirate*). These entrances may be opened to staff only at arrival and departure times, and closed during the rest of the day.

Logistics entrances shall be regrouped as much as possible, for general deliveries, catering, and as much as possible for the commercial activities (post office, shops etc.)

The **Maintenance-Operations unit** is shown in the diagram not as a clearly defined sector, but as a trans-site activity, which does not need to constitute a clearly identified geographic sector.

Three sectors are clearly distinguished:

- one dedicated to the office spaces;
- the second reserved for conferences (reception, conference rooms);
- at the interface of these two zones are the **spaces frequented by both the two principal groups** concerned (OECD personnel and users of the Conference Centre): **restaurant services, shops, ALORA and CDI**. Each zone will need to be easily isolated from the others for security reasons.

The Organisation's **reception areas** shall be connected and integrated within the same geographic sector to allow a regrouping of the facilities and to promote the efficient organisation of the accreditation procedures. Within this area, the Conference Centre reception shall be clearly identified and separated from the reception for other visitors, and serve also as the reception for VIPs and personalities.

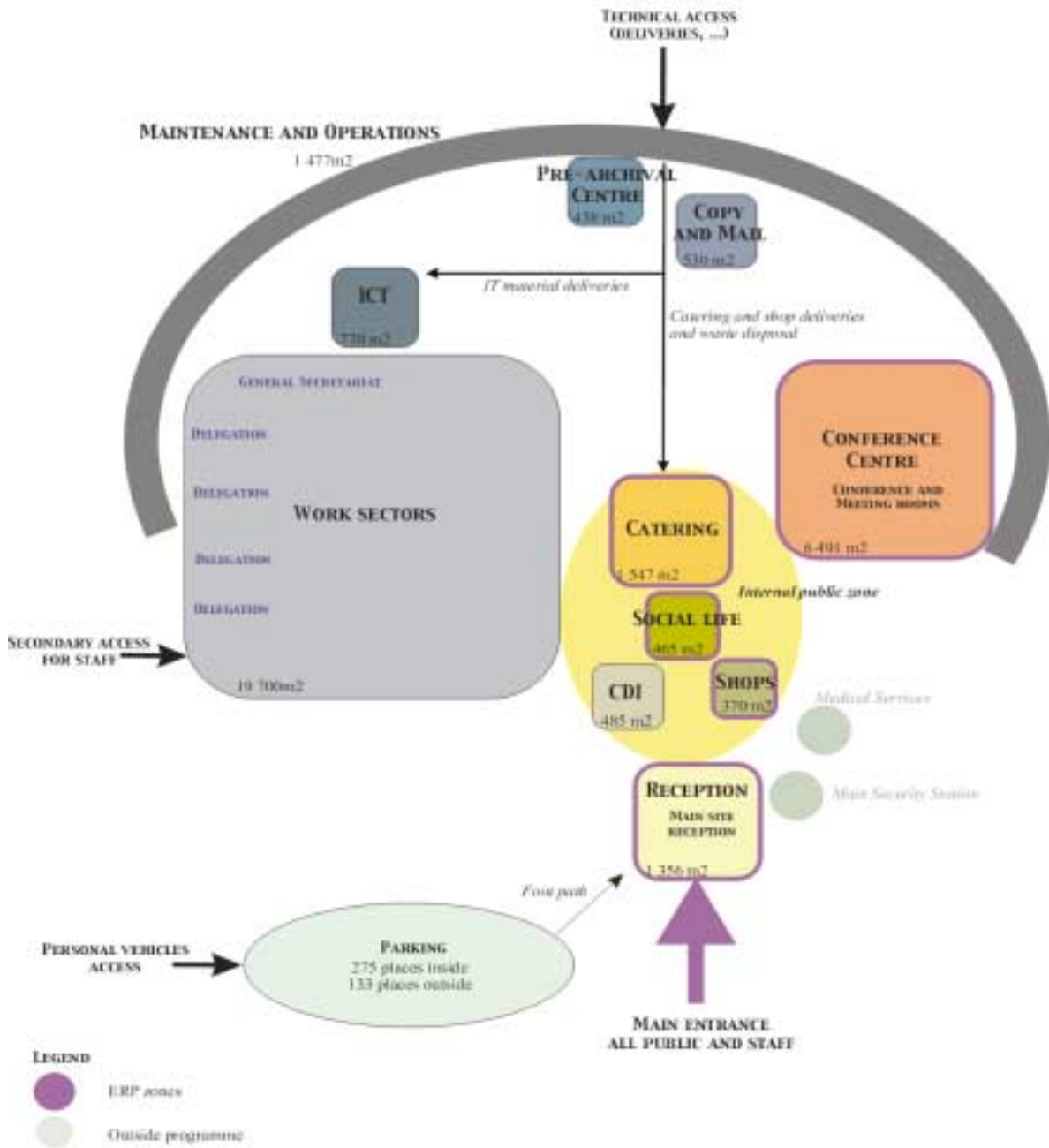
The **ICT centre** (multi-hub) shall have a specific location appropriate to its particular function.

The diagram indicates the zones that will need to be classified under host country legislation as public spaces or buildings (**ERP - *Etablissement recevant du public***) -- and hence designed and fitted-out accordingly. This concerns all zones connected with the activities of the Conference Centre.

NB: At this stage, it is assumed that the Château, in order to control the cost of the project, will not be classified as a public building (ERP) and therefore its conference rooms will be reserved in principle for internal meetings of the Organisation (Council, Executive Committee etc). The Designers are required to bring the Chateau into conformity with host country work place legislation.

However, the Designers are also invited, in the light of their overall vision for the site, to make proposals for the Château to be classified in whole or in part as a public building (ERP), provided this can be done within the budget for the project as a whole. This would be the subject of further, joint consideration by the Owner and the winning Design Team.

Figure 4.
GENERAL ORGANISATION OF SPACE



B.7. Type of works to be undertaken and phasing of the operation

B.7.1. Redevelopment

The redevelopment concerns at least three buildings and underground galleries.

The Château

The Château must be upgraded to host country standards, and **its current functions (principally, meeting and reception rooms on the ground floor, and offices above) shall be retained**, subject to fully justified alternative proposals by the design teams.

In view of the likely cost of the fire safety works that would need to be done to bring this building to host country public building standard (ERP -- *Etablissement Recevant du Public*), such a classification of the Chateau is not currently envisaged. Its use would therefore be limited to internal OECD events.

The catering facility currently within the Château will be retained, and brought up to host country standards.

The possible consequences of public building/ERP classification will be the subject of further study with the winning design team. If the designers propose a change in use for part of the Château, notably relocating elsewhere on the site the General Secretariat's offices currently on the first floor, then the relocation will need to be equivalent in terms of comfort and image for the Organisation, and fall within the budget envelope for the project.

The Pascal building

The Pascal building, whose floors bear a fire resistance inferior to ½h, exhibits also a certain obsolescence and must be renovated to harmonise the work spaces with the rest of the project, and to provide wheelchair/handicap access (access to Persons with Reduced Mobility under host country legislation); there is an absence of continuity between certain floor levels of the New Building and the Pascal wing.

The New Building

The New Building shall be restructured substantially due to the inadequacy of its fire stability and the presence of asbestos.

The asbestos removal works imply a dismantling of all elements that are not supporting the structure (load bearing), including all façades. On the other hand, to retain the current built area **the designers are requested not to modify the structure of the building** in order that the work remains within the classification of rehabilitation/refurbishment. It is important to note that only partial demolitions can be carried out, and no support replacement, or load transfer, or reconstruction shall be permitted. For the legal background to these requirements, the designers are referred to the urban planning notes regarding the Land Use Plan (POS -- *Plan d'occupation du sol* under host country legislation) in the Consultation file.

The structure is marked by a very restrictive floor height, which must be taken into account in design, particularly concerning the passages for the technical ducts. For the reasons given above (planning constraints), it appears that only offices and associated functions can be incorporated in a renovated New Building. Equally, it is assumed that the conference spaces envisaged in this programme could not be incorporated into this building, because of the building's structure and the requirement for large modulable conference spaces.

Restaurant services -- which should be located with easy connections to all the areas classified as public spaces (ERP) (shops, Conference Centre...) -- may, in accordance with the organisation of the different functions on the site, be located at a lower level of the New Building or elsewhere. It would seem unwise to maintain the present location (6th floor), which presents major difficulties for the management of the building and does not permit profitable operation of the restaurant activity.

The underground tunnels and infrastructures

The underground tunnels and infrastructures connecting the different buildings are frequented both by staff and visitors including conference participants, and support large pedestrian traffic flows although their clearance is relatively small. Their upgrading to host country standards and a special improvement effort will be necessary if their use is maintained in the new project.

Furthermore, these tunnels serve areas initially designed to be shops, and are currently under-utilised; their more optimal use should be sought. These underground connections participate considerably in the general functionality since they serve as primary distribution routes between the buildings, and it remains to determine their status concerning the urban planning and safety rules and to try to make them comply with host country regulations.

B.7.2. Construction

It is due to the inadequacy of the current spaces assigned to conferences and because none of the existing buildings allows the creation of volumes having the requisite areas and volumes that an extension of the present structures on the site is planned.

The creation of the Conference Centre outside the New Building (where it is partially installed today) and possibly of the restaurant should help to recover areas in the New Building at least equivalent to 110 workstations. In general, the design teams are asked to achieve the maximum amount of office space within the constraints of the structures.

Considering the previous studies and the different feasibility scenarios conducted by the Owner, it does not seem possible to design large modifiable volumes as required by the conference rooms specified in the programme, either in a rehabilitated New Building, nor in the Château. These large volumes intended for the conference rooms and reception/foyer/café spaces shall consequently be located in a new structure, in a superstructure or infrastructure. The same could apply to restaurant services.

In the context of proposals for new structures of this kind, the designers shall examine the advisability of incorporating into existing buildings that are contiguous to the new conference room areas the other functions associated with the conference activity as set out in the programme -- e.g. media centre, rest rooms, offices for Delegations, small meeting rooms etc.

However, if part of the conference activity-related functions were installed in existing buildings, the number of offices/workstations would be commensurately reduced. This is judged acceptable by the Owner provided the proposals are fully justified (spatially and technically) and remain within the budget for the project.

B.7.3. Demolition

The operation comprises the removal of all the buildings that were intended to remain only temporarily on the site. Specifically, these are the changing room – showers (ex-garage) building, the two Ranelagh

buildings, the Algeco at the end of the park, the two extensions of Franqueville (Franqueville 2 and Franqueville extension), the small building called the “Bâtiment type” and the bicycle garage at the entrance to the site.

The welcome lodge/reception building (and the bicycle garage), which are more recent, do not respect the *non aedificandi* zone and must be removed.

B.7.4. Buildings not included in the programme

The two Pavilions of the Château at the entrance to the site, occupied by the Site Security and Control Centre and the Medical service, are not in principle included in the programme.

The Franqueville 1 building located along the rue de Franqueville is also in principle not included in the programme.

However, the designers in their proposals are authorised to consider a change of use for these buildings, if their proposals are fully justified and do not jeopardise the capacity of the project to remain within the limits of the financial envelope available.

Thus, within the framework of the allocated budget, the partial redevelopment of the Franqueville building in order to install different functions therein from those currently located there is not excluded if it permits an effective and optimised organisation of the site. **An upgrading of the building to meet host country standards shall then be needed in the context of the application for planning permission.**

B.7.5. Calendar, phasing

The Owner has scheduled the provisional removal of all the staff accommodated in the New Building - Pascal wing offices, and in the garden buildings, to a part of Tour Europe by the end of March 2003. This transfer is not part of this programme.

Four key activities are currently housed in the New Building: the existing **conference centre**; the **ICT centre (data processing centre)**; the **four resident delegations**; and the **restaurants**.

In the context of this competition, the design teams shall propose a phasing of the works. This must absolutely meet the **Owner’s requirement that the La Muette site remain operational throughout the renovation** and therefore cannot at any point be entirely evacuated for the work to be conducted in a single construction phase. In particular:

- **Maintenance of the conference activities in the New Building**, until the completion of the new conference centre. *Measures necessary to maintain temporarily the existing conference rooms in activity during part of the construction works are not part of this programme;*
- **Guaranteed maintenance of the activity of the computer services and all central equipment throughout the works period.** The measures planned by the design team to guarantee this continuity shall be clearly defined as well as the location of the ICT centre throughout the operation (servers room, back-up room and automatic exchange);
- **Maintenance on the site of the four Delegations** currently housed in the New Building and taking account of specific security constraints;

- **Temporary location of restaurant services in building E** located near the Château in the garden (until the opening of the new restaurant within the programme). *Design for this temporary catering facility is not included in the present programme.*

Variation:

The design teams are also asked to propose a phasing of the works on the assumption that the conference activities can be moved temporarily off-site and the New Building closed entirely for renovation.

C. SITE INFORMATION ELEMENTS

C.1. Regulatory context

The designers shall also consult the file devoted to the regulatory context incorporated in the Designer Consultation Package.

C.1.1. *New building and Pascal wing*

The plot on which the building complex is built is located in a zone classed UL in the Land Use Plan. A *non aedificandi* zone runs from the edge of the plot along the rue André-Pascal (5.80 metres), the rue Franqueville (6 metres) and the rue Alfred-Dehodencq (3.80 metres).

This zoning only allows the construction of housing with a Land Use Coefficient of 1.3, and a ground occupancy coefficient that is also very limited, at 35% of the land area.

The Owner has not initiated a zone declassification procedure (a classification in zone UHc, as for the Château plot, would have permitted construction of offices). In order to maintain the density of the present ground occupancy coefficient of about 4.6, it is necessary that the project remain one of refurbishment and not construction.

Jurisprudence confirms that any modification to the building's structure would be considered as construction.

The Owner requires the designers to dismantle the New Building entirely, including removal of non-load bearing facades, in order to remove the asbestos, without modifying the supporting structure.

Adjustments to the building are liable to be inevitable to make the building meet the fire safety requirements (additional vertical passageways), but they shall be limited to removal of parts of the structure. No reconstruction or structural modification is permitted.

NB: the Pascal wing presents a different structure, with a concrete frame and supporting façades.

C.1.2. *Château*

The Château plot is located in a zone classified Uhc of the Land Use Plan. A *non aedificandi* zone runs along the edge of the plot along the rue André-Pascal (10 metres), the rue Franqueville (6 metres) and boulevard Suchet (15 metres) and the Ranelagh gardens (15 metres).

An area classified under host country legislation as a protected interior green open space (EVIP -- *Espace Vert Intérieure Protégé*) is inscribed for an area of 6 000 square metres.

The construction location must be within the 20-metre strip beyond the setback margin.

The possibilities of construction offered by the strict application of the Land Use Coefficient are very extensive (about 70 000 square metres), but are not feasible due to the other constraints imposed on the structures. Given the sensitivity of the neighbourhood, proposals will need to be well thought-out, particularly as regards visual impact. Extreme vigilance shall be exercised concerning any waste or pollution generated by the building site or the increased activity around the OECD.

Finally, note that the Château and its two pavilions are not listed/protected (*classé*) but must be preserved, according to the advice of the French architectural authorities (*l'Architecte des bâtiments de France*).

C.2. Ground surveys

The known elements of the subsoil are those that were identified by soil boring and drilling during the construction of the Franqueville 1 building, and similar tests undertaken in August 2001 by Botte Sondage.

The following were found:

- backfill 1 metre thick;
- marls and gravel up to 2.10 – 2.30 metres;
- coarse-grained glauconitic limestone, from 2.30 metres to 14.50 metres. This is greenish grey limestone that is slightly shelly with very hard yellow passages and sand passages; pore pressure measurements in this formation indicate that it can accommodate a loading rate of five bar.
- false clays were found at the end of the borehole (up to 23-metre depth).

Water is located at –14.60 metres, or 38.30 NGF, being the limestone groundwater located on the false clays.

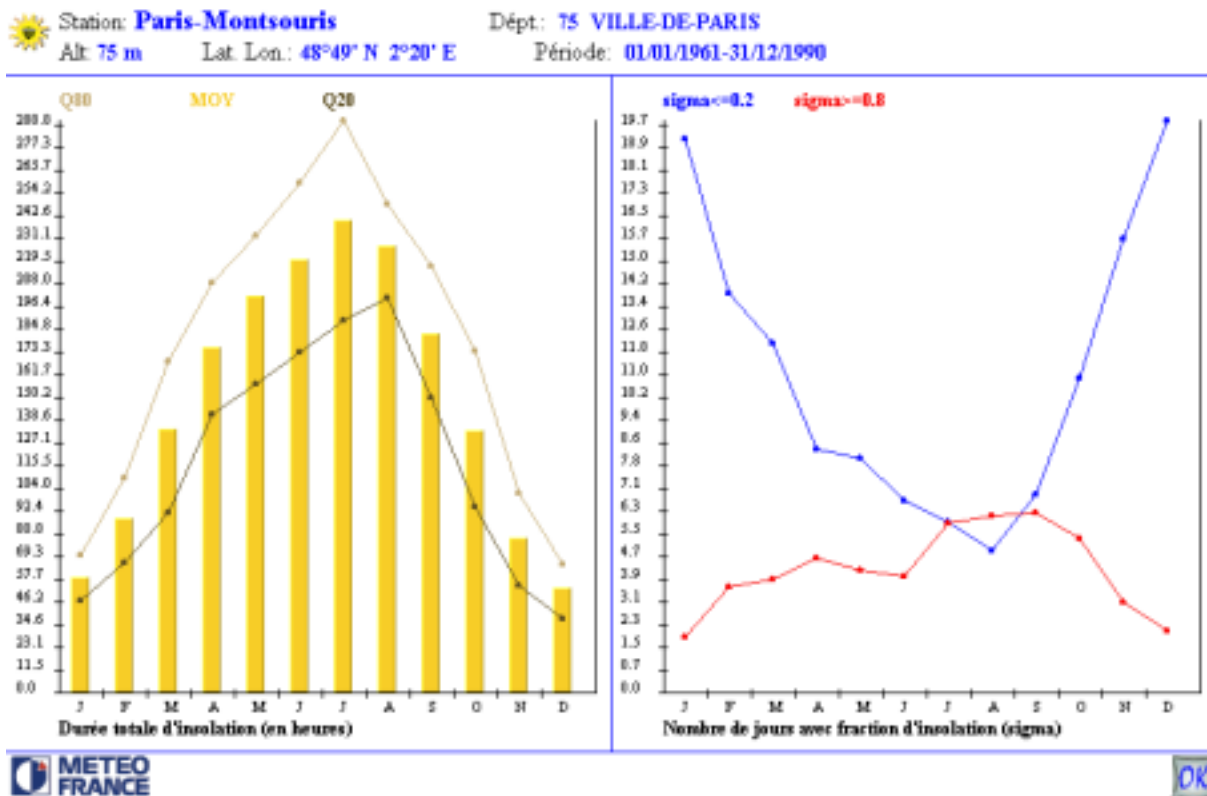
The slope displays very good stability, making it possible in 1949 to excavate two basement levels without specific protection. The safety constraints today would not have permitted this performance.

NB: There are quarries in the vicinity of the site.

C.3. Meteorological data

C.3.1. Exposure to sunlight

Data on exposure to sunlight are provided to allow designers to make the best choice of sunlight protection systems in the event that their proposals include the use of skylights.



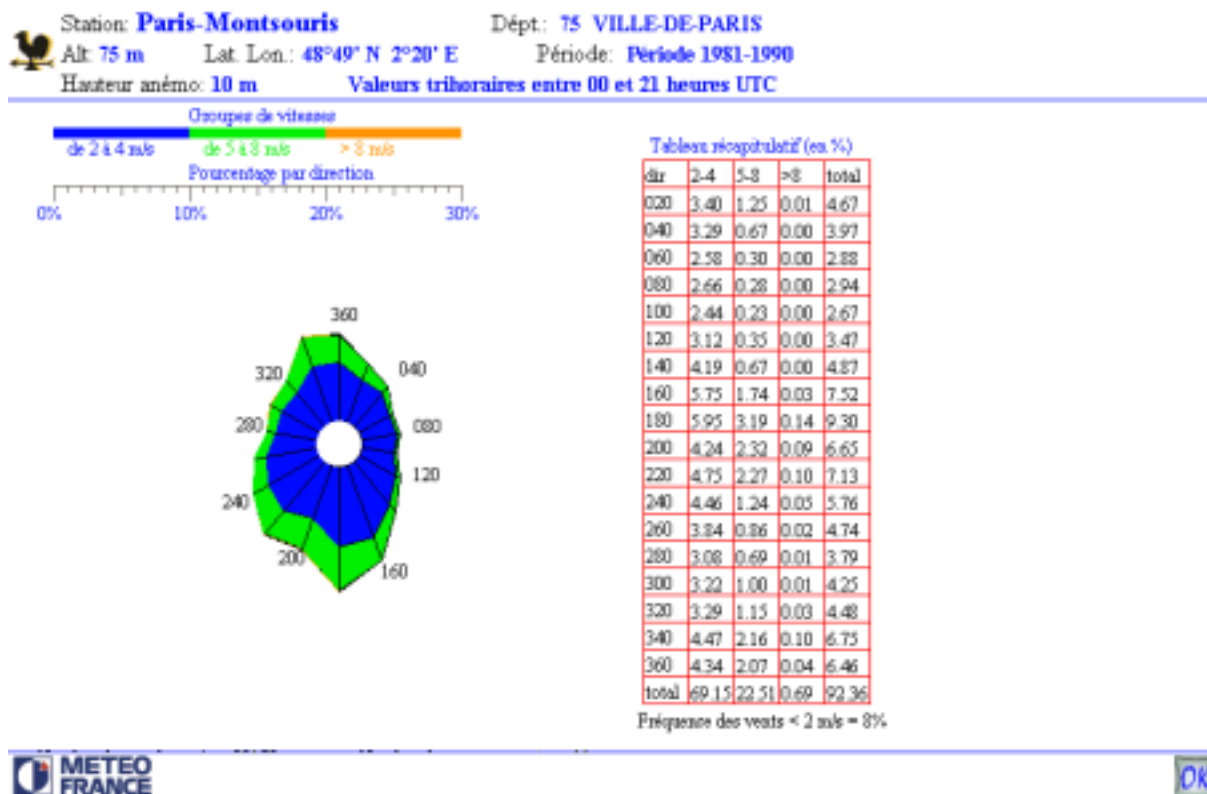
Total exposure to sunlight (in hours)

Number of days with fraction of sunlight exposure (sigma)

C.3.2. Wind direction

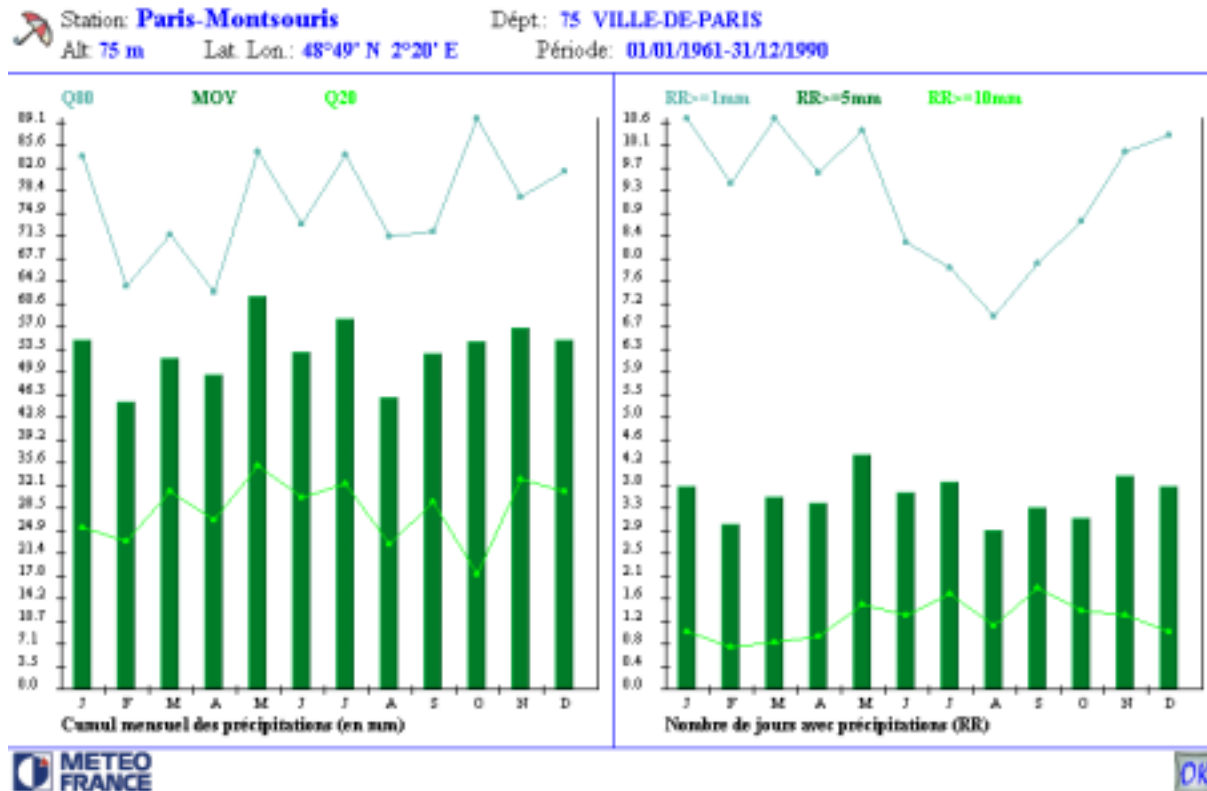
The wind rose is provided for information so that designers can take account of the problems that wind direction might pose with regard to the orientation of certain door entrances they may propose.

In view of the direction of winds affecting the site, it might be advisable to ensure that the orientation of the main entrance is protected against the impact of prevailing winds.



C.3.3. Precipitation

Data on precipitation are provided to guide designers in their choice of rainfall collection and run-off system in cases their design might require the waterproofing of certain areas on site (underground constructions).



C.4. Information elements from feasibility studies

In the context of earlier studies, the Owner has examined several scenarios for the future distribution of the functions on the site and the location of the conference centre in particular.

None appeared to be fully satisfactory. However, some concepts are submitted to the Design teams, arising from these considerations, to guide their thinking and proposals.

Security

The site currently lacks coherent organisation. Buildings accessible to visitors from outside are dispersed across the site. This creates problems for of security and the management of flows of people though the site.

Identification and unity of premises and services connected to the conference activities

Feasibility studies have shown that the installation within the New Building of the conference centre and in particular its meeting rooms are difficult, and, above all, incompatible with the flexibility and modularity requirements for the conference spaces. Its incorporation within the Château building raises the same difficulties.

As a result, the creation of an extension to the existing buildings, regrouping in an integrated ensemble all the elements in the table of areas falling under “conference centre”, appears to be the solution that responds best to the requirements and constraints of the management of the site and its activities.

The placing of this extension contiguous with the main entrance/reception for the site, and within a constrained space, are the principal difficulties facing the designers in this project.

Conservation and optimisation: Franqueville 1, the 2 Château pavilions, the Château underground levels

In order to control budgetary costs, these buildings have not been included in the programme. However, possible change in the use of these buildings (Château, Franqueville 1, Château pavilions) is not excluded, notably as areas suitable for functions ancillary to the conference rooms -- provided that proposals in this direction fall within the budget envelope for the project and would improve the general functioning of the site. As a consequence, any current functions thus displaced from these buildings would need to be relocated on the site.

It should be recalled that underground areas (not parking) also exist which are currently under-utilised. The design teams should seek to make proposals to optimise their use.

D. DETAILED DESCRIPTION OF PREMISES

D.1. Reception

One of the organising elements of the project is the location of the general entrance to the site and the reception areas.

This complex, which should form a single unit and be easily identifiable, must constitute a **centre of gravity** for all the buildings, and contribute strongly to the coherence and easy understanding of the site. This is currently unsatisfactory since visitors arrive at the reception pavilion, which is functional but inadequate in size at busy periods, and unrelated in its design and architecture to the character of the Organisation.

The unified location of this function is particularly important for the Owner since it will condition the implementation of security measures on the site, and their cost. The reception complex can be located either in a new structure, or within an existing building (with justification).

In case of security problems like a public demonstration, the reception area shall be easily isolated from the rest of the site.

D.1.1. Main reception for visitors

This reception is the main, controlled entrance of the OECD on the la Murette site.

It will be the mandatory point of passage for all persons going to the Conference Centre and all other visitors.

Its location should be selected so that it is relatively central with respect to all the office areas, and contiguous to the Conference Centre. It should be perceived as the centre of gravity of all the buildings of the site.

It will be composed of pre-control and post-control sectors.

The **pre-control sector** will comprise several banks for the preparation and modification of the accreditations (possibility of installing a total of seven computerised workstations) as well as an accreditation distribution sector (bank of 14 linear meters). This reception area will receive all visitors, participants to the conferences, as well as the media, and OECD personnel.

Within this area, reception of conference participants will be physically separated from the reception of employees, other visitors and press.

The length of the counter will be separable into specialised zones: 2 stations for visitors and 1 station for the press, and 4 stations for conference participants.

The reception for conference participants will be designed to serve as a protocol/VIP reception as well.

Its size and organisation shall offer maximum flexibility and clear signposting.

The waiting areas and passageways/corridors shall be amply dimensioned to permit easy circulation.

Visitors should have an easy grasp of the reception area and a fairly clear perception of the organisation of the site as a whole, either by the architecture itself, or by signs.

The waiting room zones shall be set back to avoid projecting into the circulation areas, but within sight of the reception and information zones.

Their design and equipment shall be appropriate to the Organisation, -- rational, clear and conveying an atmosphere of calm which looks forward to the conference rooms themselves.

Amply dimensioned, they shall provide an open lobby area, enabling visitors to wait in comfortable conditions, facilitating personal contact and providing a good level of security.

Every reception zone shall include the passage of luggage through X-ray tunnels and personal inspection by portal frame and badges. These arrangements shall be integrated into the design and architecture of the reception areas.

Visitors are identified and provided with a badge (and/or accompanied as appropriate) and then continue on proceed within the controlled compound of the site.

The **post-control sector** will serve the office areas, the Conference Centre, and shops and other related services.

In this area, a cloakroom will be provided in the prolongation of the reception bank of the Conference Centre so that the participants can leave their luggage (small personal effects and overcoats can be placed on stands in the rooms themselves).

So far as possible, the visitor accreditation counter, the reception for conference participants, the entry for OECD personnel, the rest areas for reception personnel, and other related services (security, safety) will be situated close to each other, in order to facilitate the efficient operation of these services and avoid the increased operating costs that would result from dispersal.

The general atmosphere of the reception areas should be calm, quiet (with a reverberation time of about one-second) and serious, in a style appropriate to the Organisation.

The waiting areas should be designed to facilitate discussion among small groups (heating, noise levels etc.).

D.1.2. Secondary entrances

This unit is a reserve of floor areas to enable the designers to integrate access points for each of the different site buildings.

Each building will have an entrance hall provided with a system of biometric controls allowing a person-by-person entry for OECD employees. These systems shall not cause accredited personnel to wait unduly. A visual inspection device by camera will also be provided.

These entrances shall be designed to be discreet, so that they are clearly perceived from outside as secondary entrances, and the public is not encouraged to seek entry.

D.1.3. Chateau reception

The general table of areas sets out the current areas dedicated to reception and cloakrooms in the Château, their restructuring is not included in the programme. The Château is only to be upgraded to host country technical standards.

D.1.4. Press and television reception

D.1.4.1. Press accreditation

The reception and accreditation counter for the media shall be integrated with the general reception sector.

D.1.4.2. Group waiting area

This specific space will be separated from the general circulation routes to the conference rooms and will permit the grouping of relatively large numbers (up to twenty persons). This may concern conference participants, or groups of journalists waiting for a news conference.

The other rooms of the Media Centre are described in the section on the Conference Centre.

D.1.5. Multipurpose room

The multipurpose room shall be designed in an auditorium configuration, with 150 seats and a podium for six speakers. It shall be located and designed to be available for two types of usage:

- events in conjunction with the conference centre;
- events independent of the conference centre related to other purposes of the Organisation (e.g. visitor groups, in-house training, ALORA theatre and other social events).

This room will be accessible from the area containing shops and related services, as well as from the Conference Centre itself.

It shall be equipped with 2 simultaneous interpretation booths and a sound control room.

A screen will be used for video and data projections with speakers at the podium.

The sound system will include audio signal distribution on some twenty connectors at the room entrance.

A dynamic sign system, identical to the one in the conference rooms, shall be installed at the room entrance.

D.1.6. Drivers and security staff rest area

Drivers and security staff accompanying personalities and VIPs attending conferences or visiting the Organisation (and who do not enjoy access to the conference rooms or offices) shall have a rest area for long waiting periods.

This unit of 80 square metres shall be organised into several distinct rooms:

- A waiting room with chairs and low tables for 15 persons (about 30 square metres);
- An open sector equipped with beverage distributors (about 20 square metres);
- A room for smokers, distinct and clearly separated from the other spaces, arranged according to the regulations in force (about 30 square metres).

The two rooms will be equipped with several televisions making it possible to follow the conferences or to view entertainment programmes.

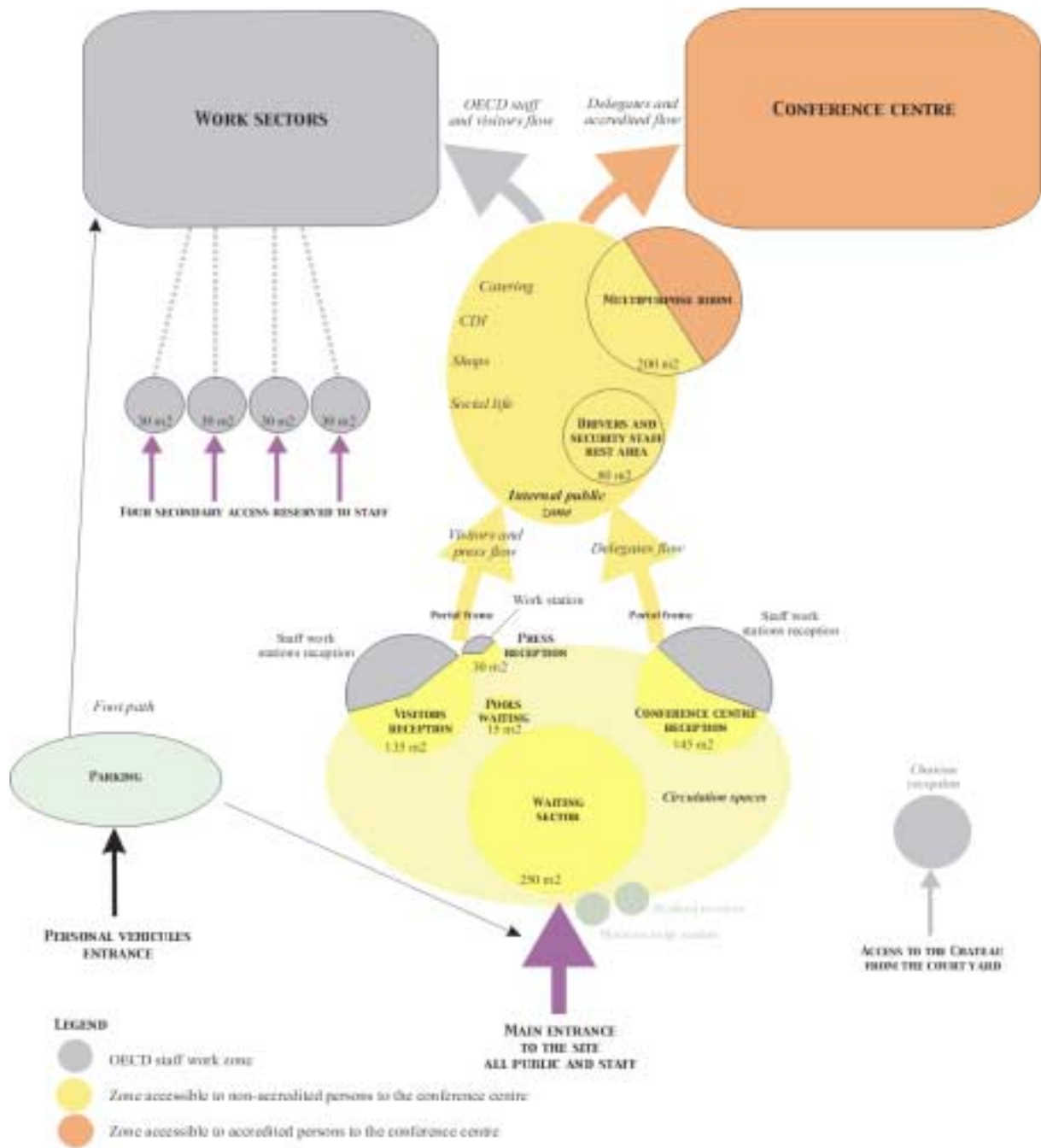
This area shall have a view onto the main entrance and to the main conference centre foyer, so that the drivers and security personnel can be aware of comings and goings from the conference centre, and of breaks in activity, and thus rapidly connect with their clients/employers. This area should if possible be located adjacent to the shops sector.

D.1.7. Detailed table of areas

Grand total: 1356 square metres, of which 975 square metres are included in the programme; and: 381 square metres excluded (entrances and cloakroom of the Château).

Unit	nb	Surf.	Sub	Sub	Total	In programme	Outside
A Reception (general and press centre)					1356	975	381
1 Main reception				530			
2 Waiting sector	1	250	250			250	
3 Visitor reception counter, accreditation, portal frames		135	135			135	
4 Conference delegates reception counter, accreditation, portal frame and	1	145	145			145	
5 Château reception and cloak room				381			
6 Château access sector, clearances and cloak rooms	1	381	381				381
7 Secondary access (reserve area)				120			
8 Reserve areas for secondary entrances	4	30	120			120	
9 Press and television reception – press centre				45			
10 Journalist reception counter, accreditation	1	30	30			30	
11 Group waiting area	1	15	15			15	
12 Press room	1	70	<i>pm</i>				
13 TV studio	1	70	<i>pm</i>				
14 TV studio control room	1	20	<i>pm</i>				
15 Post production control room	1	20	<i>pm</i>				
16 Radio booth	1	20	<i>pm</i>				
17 Radio booth control room	1	20	<i>pm</i>				
18 Video conference room	1	20	<i>pm</i>				
19 Central control room	1	30	<i>pm</i>				
20 Maintenance workshop		20	<i>pm</i>				
21 Video storage and archives		40	<i>pm</i>				
22 Aerial site (pm)							
23 Briefing room				200			
24 Auditorium type room freely accessible (including IS and control room)	1	200	200			200	
25 Drivers and security staff rest area				80			
26 Centre for drivers and security staff	1	80	80			80	

Figure 5.
RECEPTION ORGANISATION



D.2. Commercial activity and other services

Designers are asked to conceive a flexible space enabling the installation of a variety of commercial activities and other services (concessions). The services to be provided may differ from those currently available on the site (some or all of which may be discontinued). This subject will be further examined during the initial design phase of the project.

D.2.1. Shops and services

The OECD provides the conference participants, other visitors and OECD personnel with a range of shops and services.

Location

This hub shall be located on a primary circulation route, frequented by a large number of people. The designers shall privilege routes between the office and catering sectors, and to and from the conference centre. The commercial areas shall also be easily accessible to OECD staff. The shops shall be arranged in the same geographic sector, close to the conference centre foyer but also accessible to visitors not accredited to the conference area. They shall be open to the connecting passageways and corridors in the same way as airport shops, but they are not required to be open to the outside public (no road frontage).

These units should be enclosed, independent spaces. The shops shall be open during the day with appropriate shop window frontages. When closed, an iron grill should be lowered to prevent theft. The shops should be directly connected to their storage area.

Deliveries can be made at the main entrance if this is efficient and if deliveries pass through the X-ray portal beforehand for security control.

Today's shops and services

This unit contains today the following services spread across the current site (present definition liable to change):

- A newspaper kiosk;
- An OECD bookshop;
- A travel agency;
- A banking agency;
- A post office;
- A shop.

In due course, OECD intends to maintain the newspaper kiosk and the OECD bookshop. The need for the other shops and services is being studied, and therefore the Owner requires a supplementary modulable space, which may be used for these or other services.

Requirements for the design competition

The designers should foresee:

- **The Kiosk** with its storage areas; the point of sale for national and international newspapers and magazines. This shop is currently under concession; it should be open to the circulation and have a protective steel curtain when closed. Its storage areas should be adjacent.
- The **OECD bookshop**, the sales point for the Organisation's publications. Organised as a shop, it will have a window display of about six linear metres. It shall be open to the connecting passageways and corridors and will also benefit from a steel curtain during closing times. Its reserve/storage area will preferably be adjacent to the shop.
- A **modulable space** for shops or services under study, with storage areas. For the competition, this area should have a shop window frontage open to circulation, with nearby storage areas, and to be closed with an iron grill. This area may be the subject of commercial concessions and therefore all utilities must be provided.
- **Automatic machines** such as SNCF ticketing (French railways); bank ATMs; stamps should be situated in this public area.

Related functions in the same area

The catering services, the ALORA (sports and leisure association for the personnel) and the CDI (Documentation and Information Centre) will be located in the same area, with an equivalent security zoning level, accessible to all visitors who have entered via the main reception, without necessarily having access to other areas (conference centre, offices...).

This commercial area should be incorporated into existing buildings. The need for natural light will be examined by the designers in the context of host country legislation, given that the Owner wishes ideally that naturally-lit areas be reserved for offices. In all cases, the workspaces shall meet the French health and safety regulations (ergonomics of work stations, sanitary spaces, cloakrooms, lighting conditions, etc).

D.2.2. Detailed table of areas

Unit	nb	Surf.	Sub	Sub	Total	In programme	Outside
B Shops					370	370	0
27				370			
28	Newspaper kiosk and reserve	1	90	90		90	
29	OECD bookshop	1	85	85		85	
30	Reserve OECD bookshop	1	15	15		15	
31	Shops area and reserve	1	180	180		180	

D.3. Catering

D.3.1. General organisation

The catering areas will function as a meeting place for OECD personnel, but also for visitors to the Organisation, particularly conference participants. The space will be organised to allow groups to gather and converse. It will therefore be classified as a public building under host country legislation (ERP -- *Etablissement Recevant du Public*).

Supply in terms of catering (menus) shall take account of the different requirements of conference participants and OECD personnel.

The normal full range of catering shall be provided from the traditional lunch to a rapid snack. Lunch will be the most important service, in terms of the number of meals, when both conference participants and OECD personnel are being served.

There will be two main catering areas:

- **The first**, located in the same security zone as the commercial services, but designed to be isolated from the latter if need be, will provide:
 - The main, self-service restaurant, serving about 700 at lunchtime;
 - A coffee bar/cafeteria, with its own kitchen/pantry area, easily accessible from the main restaurant;
 - A table service brasserie, serving around 60;
 - Small, modifiable dining rooms with table service for about 50.

To do this, it has been decided to organise the spaces and services around a **main kitchen**, divided into zones corresponding to the different meal preparation processes, all continuous, to ensure the greatest flexibility and availability of the personnel.

The dining rooms (the main room, the brasserie, and the small modular dining rooms) should have natural light. The kitchen will have natural lighting to meet host country regulations.

The dining areas shall provide a space and an atmosphere distinct from that of the world of work.

The reception and distribution areas shall be spacious and agreeable.

- **The second catering area**, located in the conference centre (and set out in the next section) will provide conference participants with sandwiches and fast food.

D.3.2. Entrance foyer to the restaurant areas

An entrance foyer will precede the self service distribution and restaurant, brasserie and modular dining rooms, allowing presentations of the day's menus, and therefore will enable the caterers to communicate and make the most of the services they supply. This will facilitate consumer choice and ensure fluidity in movement towards the chosen dining areas.

The entrance foyer will be installed upstream from the distribution area. Its objective will be to provide a filter or screen between the spaces dedicated to the circulation of personnel and visitors and the area for meals and relaxation. The foyer will be readily accessible from the shops, offices and conference centre areas. Access between the shops area and the restaurant area will normally be possible without extra security formalities. However, if security requires at certain periods, access to the restaurant area will be controlled (via badges).

Two sanitary blocks, each comprising one sanitary block for handicapped persons, will be adjacent to this hall and will enable the customers to wash their hands before entering the distribution space.

It will also be in the foyer that groups will gather and people will wait before having lunch. Low seats and mushroom tables will be provided.

In direct contact with the entrance foyer, the distribution space will be organised into hubs and specialised food distribution points.

D.3.3. Organisation of the self service restaurant

D.3.3.1. Distribution

At lunchtime, as from 11.30 a.m., all the small food distribution points (salad bar etc) will be open. They will be directly connected to the main kitchen to ensure rapid supply.

The food distribution points will be laid out to provide a sense of animation and to display the choice of dishes.

On each of these food distribution points, an air extractor fan will be provided.

D.3.3.2. Self service dining room

The food distribution area will lead into the dining room.

This dining area will be conceived as a single volume, broken up by light structures so that it can be open, either fully (on conference days) or only partly (outside the operating period of the conference centre), but with a real visual decrease in its volume, so that during quiet periods customers are not faced with an unwelcoming empty area. The area left open in this reduced configuration will be close to the food distribution points and the kitchen, to allow for rapid supply.

This dining area will have 350 seats (on the basis of 1.5m² per person) and will serve 700 customers at lunchtime in two to two and a half rotations.

Entry to the dining room will be organised so far as possible to enable customers to have a broad view of the dining room seating to identify free tables.

The furniture and its layout will avoid any excessively rigid alignments. Calmer, more isolated spaces will allow four to six persons to dine (screens, shape of the room, structure of the building -- various means may be employed to achieve this effect).

Within the dining room, circulation will be organised along a central main axis, with secondary passageways toward each of the tables.

These passageways will be 1.4 metres wide.

The room will be equipped with at least three water fountain units, condiment bars, additional cutlery and microwave ovens.

Exit will be via one or more payment points, to facilitate movement to the different dining areas.

A good acoustic atmosphere will be essential to the quality of the dining room. A target TR of $0,8 \pm 0,2s$ will be aimed at, to limit the propagation of noise and the reverberation effects specific to large volumes. The flooring, wall or false ceiling materials shall be selected for their absorbent characteristics and their dirt resistance.

D.3.4. Brasserie and moduable dining rooms

Access to the brasserie and the moduable dining rooms will be easily identifiable and located in the same area. Their fitting out will exhibit the same heating and ventilation characteristics as the self-service restaurant. The acoustics may be more subdued. The modularity of the small dining rooms will allow the creation of one (80 m²), two (2 * 40 m²), three (2 * 20 m² + 40 m²) or four distinct private rooms (4 * 20 m²).

These dining rooms shall provide table service and be subject to reservation booking.

Two small kitchen areas shall be provided for the modular dining rooms, allowing more elaborate meals to be organised, including the preparation of drinks or cocktails.

In general, the dining rooms will be placed under slight negative pressure to limit food vapours to the restaurant area alone.

Care shall be taken to locate the exhaust and air intake systems so that they are not shut by winds towards the fresh air intakes of the ventilation system of the rest of the site.

The same shall apply to the kitchen air extraction and discharge systems.

D.3.5. Kitchen

The kitchen equipment will be determined in detail with the catering manager. Some existing units could in fact be retained. However the designer shall provide for all the fixed or rarely moved equipment making up a complete kitchen.

The kitchen area shall be completely tiled, on the floors and the walls. The terminal installations, equipment of the preparation spaces, and the finish of these spaces, shall be determined with the team in charge of the restaurant.

On the other hand, all the utilities will be provided so that a kitchen for preparing starters, main dishes and deserts can be designed, in satisfactory conditions of hygiene and bacteriological safety.

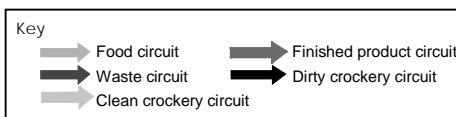
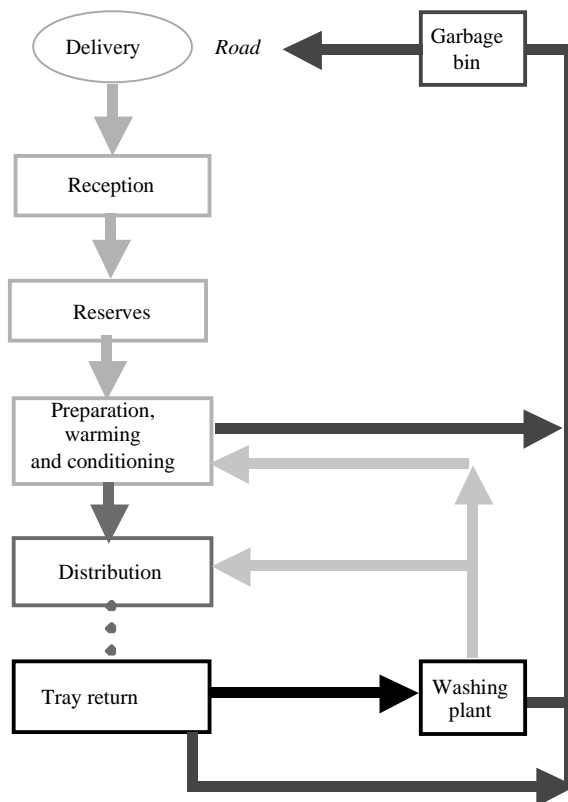
The area table includes all the preparation spaces, reserves as well as tray dropping-off and washing.

The location of the kitchen will allow direct delivery and exit of soiled materials to the outside, either on a platform or by handling means of sufficient size, distinction between a clean circuit and a dirty circuit, and with a number of units to ensure permanent service, even in case of failure of one of them.

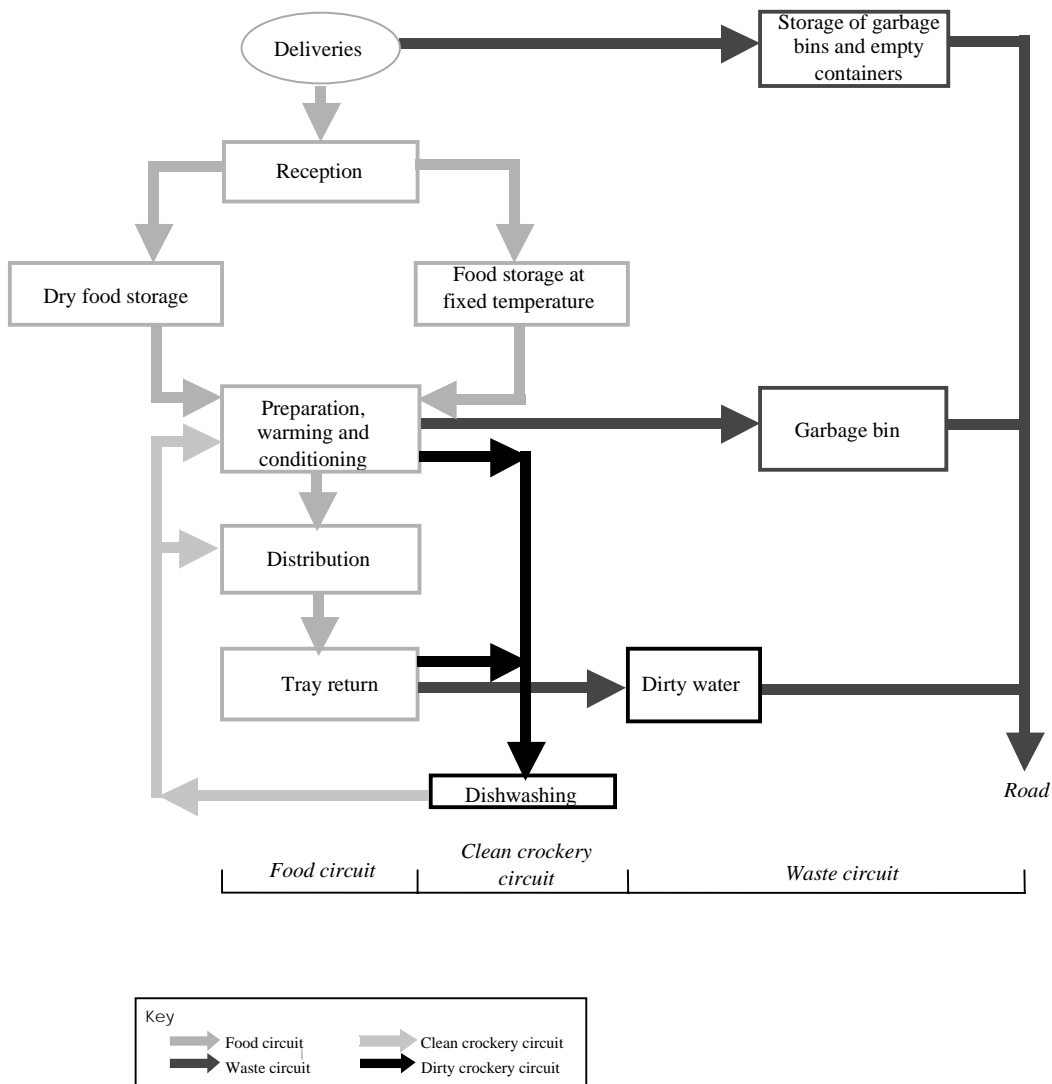
The kitchen shall benefit from air conditioning in all the spaces and air extraction commensurate with the production of the daily meals (810).

The kitchen will obviously be designed to meet the rules of forward movement from the delivery zone, passing through the different preparation spaces, and then on to distribution and to waste discharge.

Organisation of food preparation and distribution



Food and crockery circuit



Special attention shall be paid to the positioning of the washing plant. This shall be positioned at the end of the chain to recover all the trays.

D.3.6. Coffee bar

The coffee bar will be another catering area. It will serve a twofold function. First, it will offer a natural space to prolong meals, taking coffee etc at the end of a meal. It will encourage the flow of customers from the dining areas by providing a lively and animated space where groups can come to continue a discussion initiated at table.

The coffee bar will also make it possible, within a broad time bracket, to take a snack, a sandwich or a prepared dish. Late in the morning, breakfast can be served there.

The coffee bar will be accessible without having to penetrate into the restaurant area. It will be arranged freely with mushroom tables, which the users can configure at their discretion and according to the size of groups.

Its lighting and acoustic atmosphere will participate in the definition of a pleasant setting.

Screens will broadcast important information on news, events of the Conference Centre. The persons have left the moment of calm and respiration of the restaurant to return gradually to the world of work.

The room shall accommodate about 100 persons standing.

The coffee bar will be composed of a counter with a soda fountain, two sinks, two dishwashers and a preparation zone with two automatic coffee machines, a hot chocolate machine, refrigerated cabinets locked by key, two infrared and microwave ovens, and a preparation bench, the whole installed behind the counter. Only the counter shall be provided for by the architects.

Extractor fans will be provided above the counter to prevent the propagation of odours connected with the preparation of the snacks.

A small kitchen will be directly adjacent to the counter and readily accessible from it. It will be organised into two parts, one for day storage, the second for additional service preparations: sandwich, panini, etc. In the first part, drinks and miscellaneous drums will be stored. It will be readily accessible from the delivery circuit. In the second part, a water point will be provided a preparation table and cold cabinets.

D.3.7. Payment desks

Meals and products consumed in the restaurants and cafeteria shall be paid for at payment desks situated at the junction of the self-service food distribution points dining areas:

- either, for OECD personnel, via their personnel badges which can be charged for this purpose. Machines to charge up badges will be situated near the restaurant, as well as at various major circulation points across the site.
- or, for all clients, by the traditional methods (cash, credit card, cheque).

At least 4 cashier positions will be available for staff, delegates and visitors.

D.3.8. Chateau small kitchen area

The table of areas includes the small “*office traiteur*” kitchen area in the Château, which is not in principle included in the programme, since this building is only undergoing a technical restructuring consisting of an upgrading to standards. Only upgrading to meet hygiene and safety standards is required where this unit is not in conformity with host country legislation.

This kitchen area is intended for the caterers at events organised in the Château.

D.3.9. Detailed areas

This table gives all the areas of the programme: 1 547 useful square metres, the two last columns respectively represent the areas within the programme and the areas excluded(Château small kitchen).

Unit	nb	Surf.	Sub	Sub	Total	In Programme	Outside
C Catering					1 547	1512	35
32	Restaurant/dinning rooms/coffee bar			950			
33	Restaurant room for personnel and conferences	1	525	525		525	
34	Adjacent brasserie room (table service)	1	100	100		100	
35	Modular dining rooms	4	20	80		80	
36	Relay small kitchens of dinning rooms	2	15	30		30	
37	Coffee room	1	150	150		150	
38	Coffee bar small kitchen	1	30	30		30	
39	Château catering kitchen	1	35	35			35
40	Kitchen			597			
41	Before cooking			279			
42	Staff office, neutral storage						
43	Delivery area	1	10	10		10	
44	Reception	1	10	10		10	
45	Reception office	1	10	10		10	
46	Staff office	1	18	18		18	
47	Cleaning products	1	6	6		6	
48	Tubers	1	8	8		8	
49	Diplomatic cellar	1	80	80		80	
50	Beverages	1	16	16		16	
51	Staff room	1	30	30		30	
52	Laundry	1	12	12		12	
53	Refrigerated storage, preliminary preparations and desserts						
54	Negative cold chamber	1	6	6		6	
55	Vegetable cold chamber	1	7	7		7	
56	Dairy products cold chamber (BOF)	1	3	3		3	
57	Meat cold chamber	1	9	9		9	
58	Fish and sea food cold room	1	6	6		6	
59	Removal from cartons	1	7	7		7	
60	Deconditioning-subdivision	1	9	9		9	
61	Vegetable unit	1	12	12		12	
62	Butcher unit	1	8	8		8	
63	Chef's office	1	12	12		12	
64							
65	Preparation and cooking			93			
66	Cold preparations	1	18	18		18	
67	Pastry laboratory (traditional and assembly)	1	22	22		22	
68	Cooking	1	40	40		40	
69	Dishwashing – battery	1	13	13		13	
70							
71	Distribution and washing plant			225			
72	Telematic control terminals	1	25	25		25	
73	Distribution plots	1	120	120		120	
74	Tray return and crockery washing	1	65	65		65	
75	Refrigerated waste room	1	15	15		15	

D.4. Conference Centre

D.4.1. General organisation

The Conference Centre is the heart of the activity of OECD. The different Committees and their experts meet regularly in the Centre. The participants in these meetings (called Conferences) are referred to as “Delegates” throughout this section.

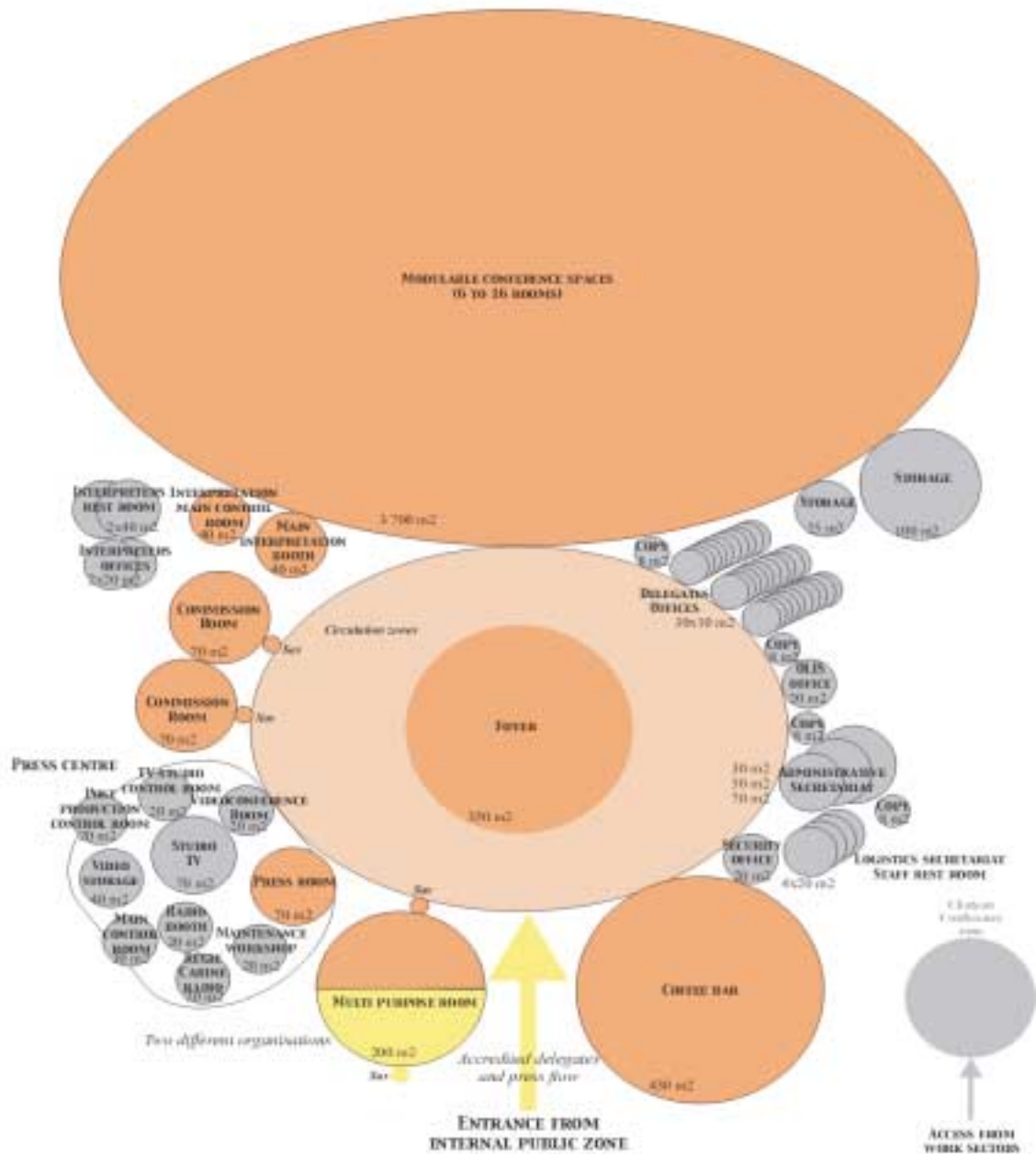
The Conference Centre shall accommodate:

- the Delegates, participating in the conferences (ministers, ambassadors, officials, experts);
- members of OECD personnel responsible for running the conferences (“secretariat” of the conferences, logistics, security);
- persons accompanying the Delegates (drivers, security services);
- journalists (printed and audio-visual);
- operating and maintenance personnel (OECD and external contractors).

The conference centre should be readily accessible from the reception area for conference Delegates. Its entrance should be clearly identified with electronic signposting. The services related to the operation of the conference centre should be situated nearby -- logistics, security, copying, conference management service...).

The diagram on the next page shows the functional logic, particularly as regards the sectors accessible to Delegates, and those sectors more freely accessible to all visitors:

Figure 6.
ORGANISATION OF THE CONFERENCE CENTRE



- LÉGENDE**
- Work section - restricted access by OECD agents
 - Zone accessible to non-accredited persons to the Conference Centre
 - Zone accessible to accredited persons to the Conference Centre

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D.4.2. Foyer

The foyer will be located just after the security controls and will serve as a distribution hall towards the conference rooms, the coffee bar, the press centre. The conference rooms as such will give out on onto this large space.

The document distribution display units will be placed there as well as the Internet access terminals and telephone booths.

Electronic signposting arrangements shall present the different events planned or under way from the planning database.

Within the main foyer, workspaces shall be laid out to permit persons alone or in small groups to work in a friendly climate, enjoying proximity to the coffee bar. These spaces will be equipped with chairs, tables and data processing connections.

The proximity of the zones equipped for copy machines shall be examined.

The areas allocated to these functions are not proposed in the table. They are integrated in the total area of the foyer.

Cablings shall be available in these zones to connect chargers for communication tools.

D.4.3. Coffee bar

The coffee bar of the Conference Centre shall be an attractive and clearly identified place.

The holding of continuous meetings throughout the day will ensure a permanent flow of customers.

This space will represent the second catering hub of the site, which will propose hot beverages, cold beverages and light meals, both to the Delegates, journalists and staff. Its opening hours will be adapted to the conference activities.

The café will be directly accessible from the foyer.

It will not be distinct from the foyer, but integrated in its volume. It will be arranged around a counter. The consumption spaces will not be rooms, but spaces bounded by furniture, mouldings or any other moveable device characterising the space and protecting the consumers from others passing by.

The counter will hence be the pivot and the centre of gravity of the entire unit. It can be closed in a closure period by a steel curtain or grill system.

The counter will have a total length of at least 20 linear metres. It will be equipped at the bottom with reserves/storage cabinets, refrigerated for about 25% of the total capacity, double bowl sinks for dishwashing, short cycle washing machines for glasses, cash registers operating with the same system as the restaurant and the cafeteria. Areas will be reserved under the counter for nearby garbage bins.

The rear part of the counter will comprise high display shelves, work tables on the reserves in the bottom portion, refrigerated, cold drinks distributors, coffee and chocolate machines.

In general, the café will offer its clients two types of space:

- Within the area of the coffee bar, a central space for seated and standing persons around a large counter with high stools (about thirty);
- Outside the coffee bar area but adjacent to it in the main foyer, a seated space equipped with chairs and tables allowing for longer and relaxed breaks. The designers may want to diversify the types of layouts by proposing, for example, high tables of the mushroom type and more conventional tables.

The café shall be able to accommodate a total of 400 persons.

Like the foyer, it will have electronic signposting arrangements.

The programmed cafeteria area includes two storage zones:

- The first (20 square metres) for a drinks reserve immediately next to the coffee bar and readily accessible from one of the delivery areas. The routing will not require any change in level. This room shall contain the beers and soda distribution equipment.
- The second (10 square metres) for refrigerated storage of cold foods served by the cafeteria.

D.4.4. Conference spaces and small meeting rooms

The Conference Centre shall be constituted of one or several conference spaces as well as small meeting rooms. **The most important feature is that all the conference spaces shall be flexible and modifiable, to allow adjustment of the size of rooms as required.**

Size and configuration of conference rooms

OECD meetings are currently systematically organised on the basis of seating around the table. Each Member country and the European Commission are represented at the table, depending on the meeting, by one or two (rarely more) persons. Members of the Secretariat are also seated at the table. There may also be representatives of non-member countries, business and labour, NGOs and/or civil society seated at the table.

In addition, OECD meetings normally provide additional seating around the table and directly behind the Delegates at the table for other officials, assistants, Secretariat etc.

Analysis of current demand indicates that there is an average daily demand for 9 rooms, but varying from 6 (larger rooms -- types 1 & 2 -- see below) to 16 (smaller -- type 3), with a round table seating capacity ranging from 55 to 80 (and exceptionally up to 100). In addition, in order to develop a design adequate to meet possible future demand, this analysis should be adjusted by a few percentage points to anticipate the possible expansion of the OECD membership (30 Member-countries today raised to 40 Member countries, hypothetically) or the increasingly regular participation of non-member countries, NGOs etc.

Therefore, based upon the analysis of demand, the configuration in terms of number/size of rooms that is considered to be the most frequently needed is presented as follows:

	Quantity	Round table attendance	TOTAL attendance	SI Booths	Surfaces m ²
Type 1	1	80	320	6	1 * 640 m ²
Type 2	5	80	200	4	5 * 480 m ²
Type 3	3	55	80	2	3 * 220 m ²

This should be understood in addition to the smaller meeting rooms in ordinary format for 20 to 30 persons:

Smaller meeting rooms	2	25	35	/	2 * 70 m ²
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In order to respond to the variability of demand regarding quantity of rooms as well as their sizes, the designers are requested to conceive one or two large spaces configured as several basic modules, in the light of the possibilities on the site and the need for modularity. The ensemble will represent a total surface of 3 700 m². The rooms shall be able to be configured upon demand from the basic module – to be defined by the designers -- by combining two or more modules.

Thus, the Organisation's conference management service should be able to organise, on a daily basis, the rooms as needed by the different users. **The format modifications should be easily implemented, in minimal time and with minimal operating and maintenance costs.**

The design criteria for the conference room have been defined as follows:

- to guarantee places at table with a minimum width of 80 cm;
- non-table places with a chair centreline distance of 60 cm;
- free circulation behind the chairs located at the round table of at least 100 cm;
- a distance between rows of at least 120 cm.

At the entrance to each meeting room, in the passageway, one or more screens with electronic signposting shall be used to display information concerning the room or indeed a view of the event in progress (this equipment is included in the programme requirements).

In order to guarantee the confidential character of some meetings and also to allow for tighter security, each room will be equipped with a badge-reading system.

Double-door passages will reduce the sound coming from passageways and the foyer.

The control rooms of the conference rooms shall be intended for the management of the overall conference and simultaneous interpretation systems, but will also accommodate specific equipment for each room (e.g. audio and video).

Changes in Configuration

The furniture of the rooms will be removable and mobile, and the rooms will be able to function as a round table (normal layout), but a possible future change in the configuration of the meetings must be provided for.

Thus, the modular space for conference rooms shall be conceived in the perspective of possible changes by the Organisation, in the medium term, in its meeting formats, toward cinema or auditorium/ amphitheatre formats (gradually elevated seating). These configurations would enable an increase in the number of conference participants in the rooms. To enable such a development, it is essential to plan from the start for sufficient heights below ceilings, adequate technical areas, and sufficient passageways and exits for the evacuation of all participants.

The cabling system, technical equipment and specialised equipment shall be designed and installed to permit these different types of functioning.

Interpretation

The design, positioning and dimensioning of the simultaneous interpretation booths and the associated control room shall strictly conform to the spirit and the letter of standard ISO 2603 as well as the recommendations of the AIIC (International Association of Conference Interpreters). The booths and the control room shall have their own access distinct from that of the conference rooms themselves.

The principle being that a basic conference room module should contain interpretation booths, the combination of modules should allow the following configurations:

- type I – 6 SI booths;
- type II – 4 SI booths;
- type III – 2 SI booths.

The number of interpretation booths in the conference centre will be around 32 units (not including the centralised interpretation booth and the possibility to use the individual control rooms for each conference room as supplementary interpretation booths: the interpretation booths and the control rooms shall be readily interchangeable, while respecting interpretation standards.).

Where multiple languages are needed, large size rooms would be used combined with additional decentralised interpretation in a central unit equipped with screens showing the speakers.

The SI booths shall be placed in a raised position with respect to the floor of the rooms.

In the areas table, the areas of the interpretation booths have been integrated with the rooms' areas.

Perfect visibility of the projection screens shall be guaranteed at every point of the room (several screens). The screens shall be designed to permit reading of the characters on standard presentations.

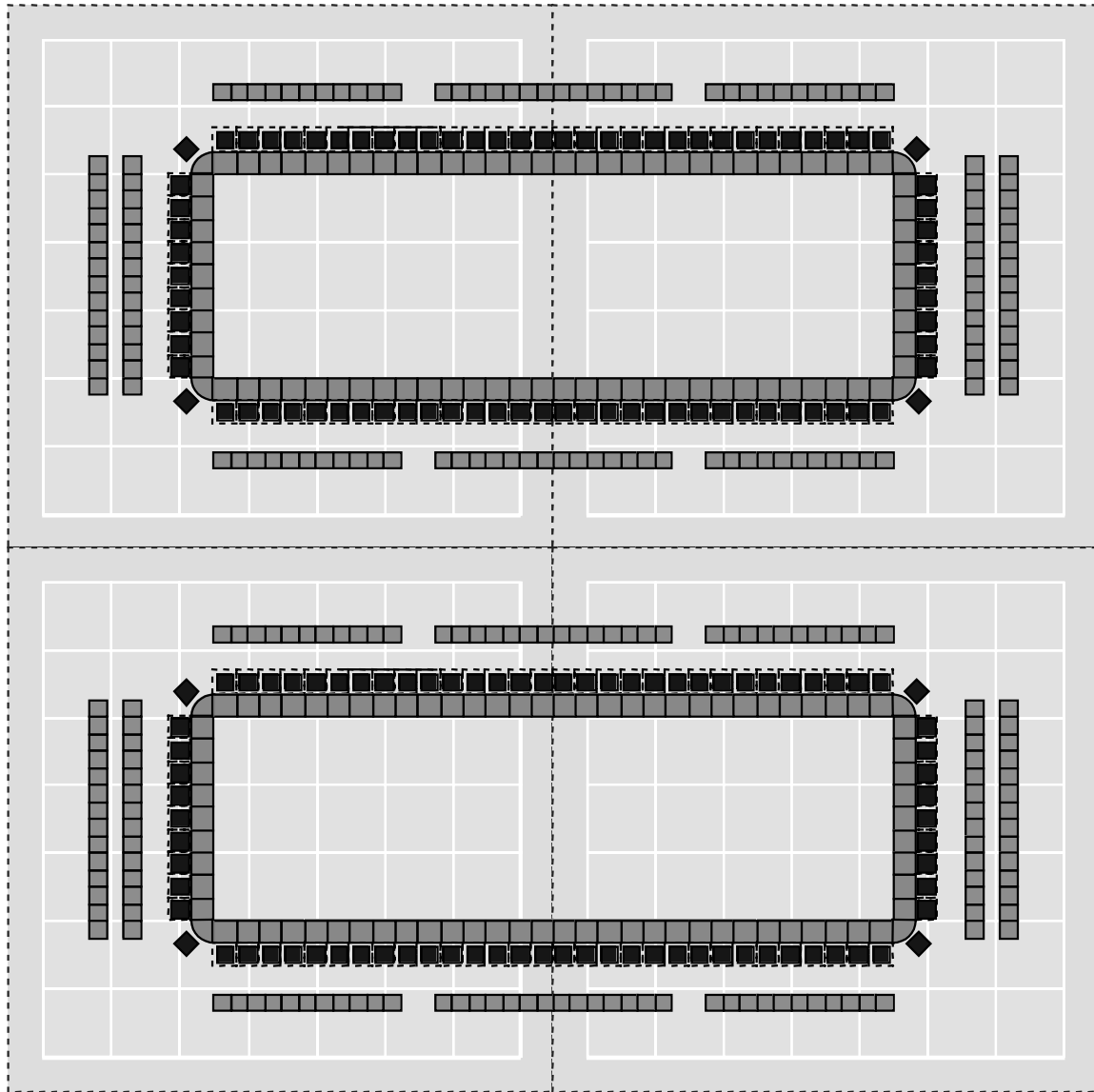
Each room will have a space intended for small nearby storage, documents and SI headsets.

D.4.4.1. Example of modularity of spaces

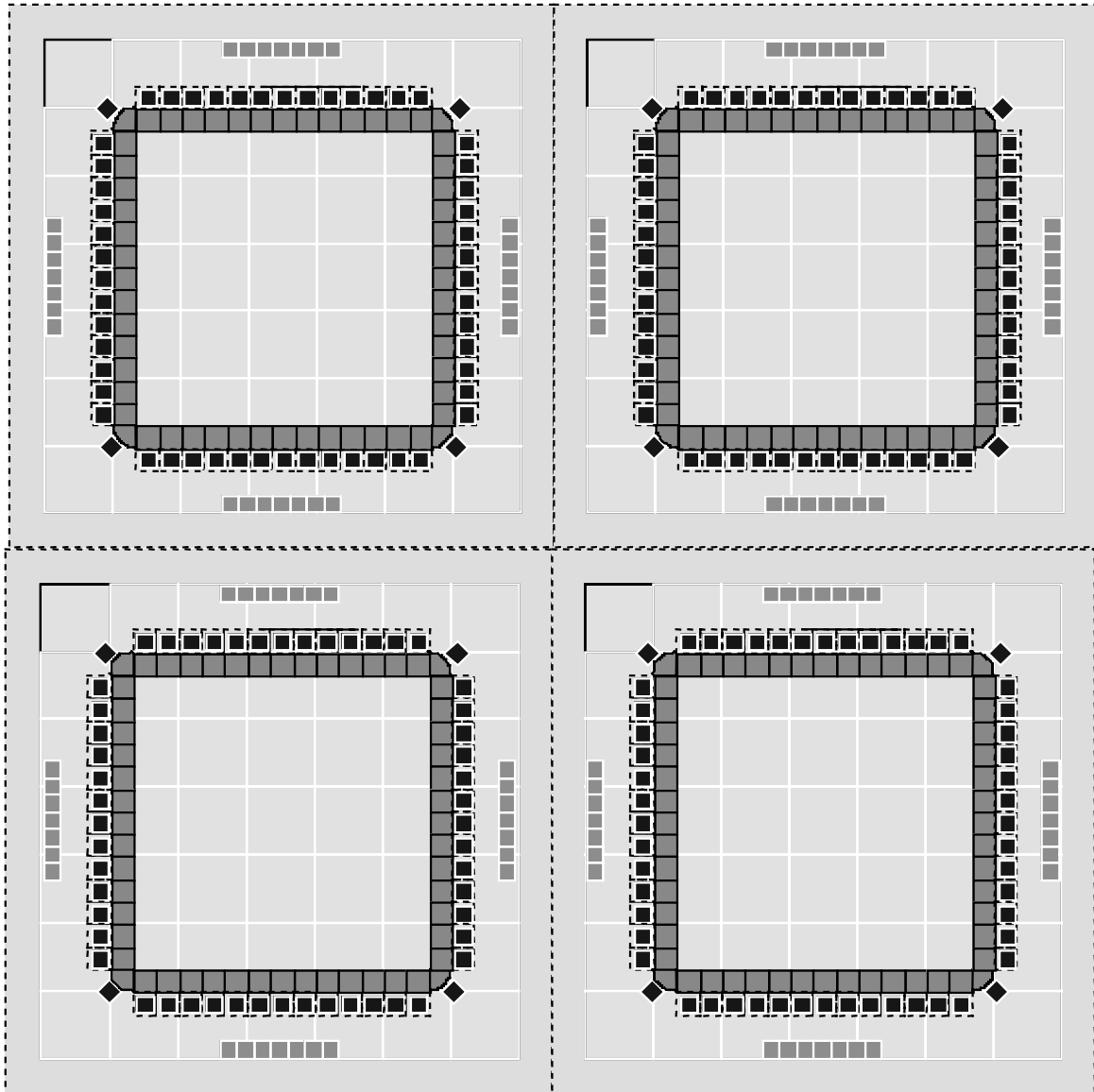
In this example below, the meeting rooms include:

- Surfaces of places around the table;
- Surfaces of seats on the periphery;
- Surfaces of passageways within the room;
- Surfaces of cloakrooms;
- Surfaces of OECD technical workstations;
- Surfaces of a half passageway connecting modules;
- The SI booths are on mezzanine level.

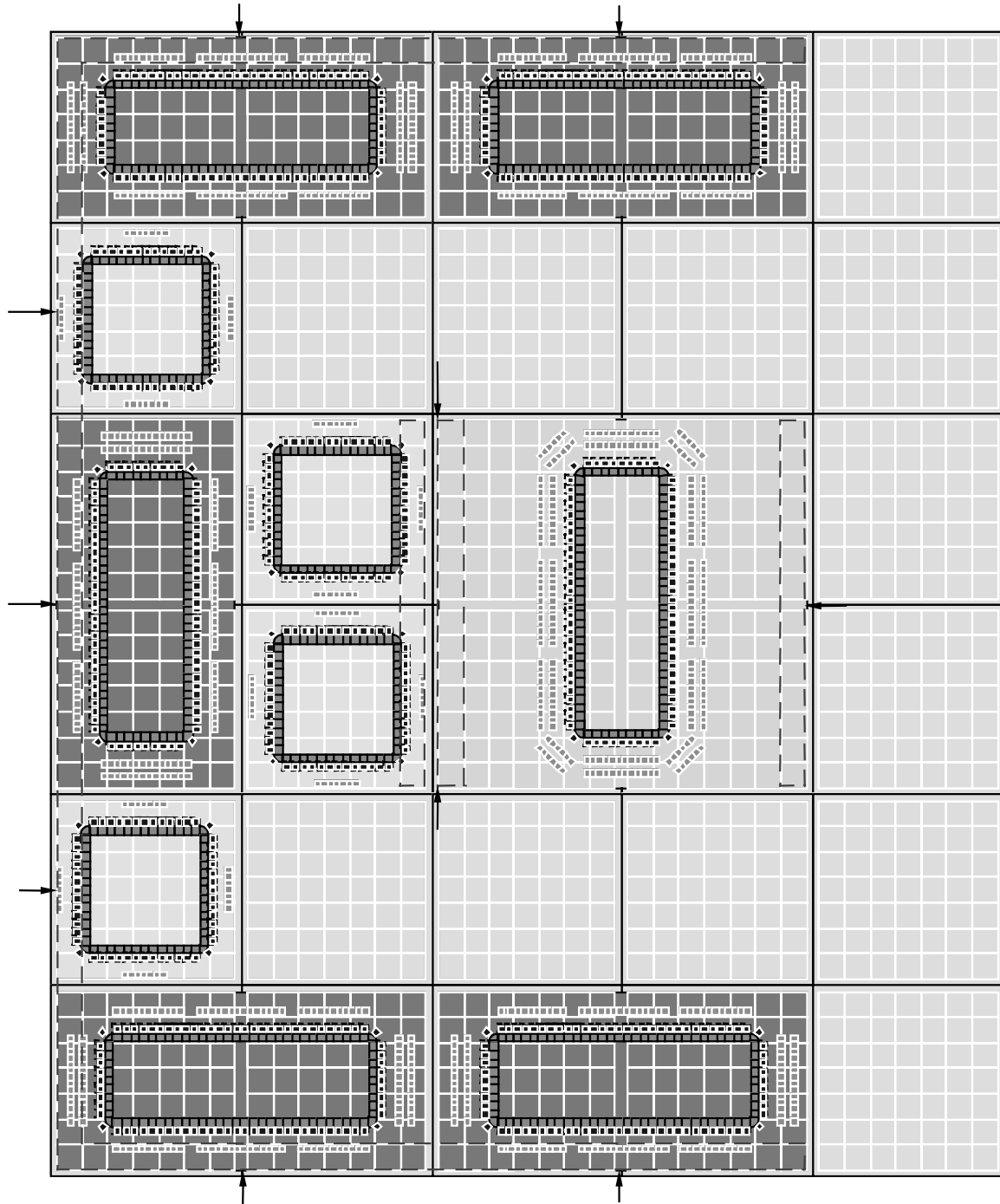
CONFERENCE ROOM TYPE 2



CONFERENCE ROOM TYPE 3



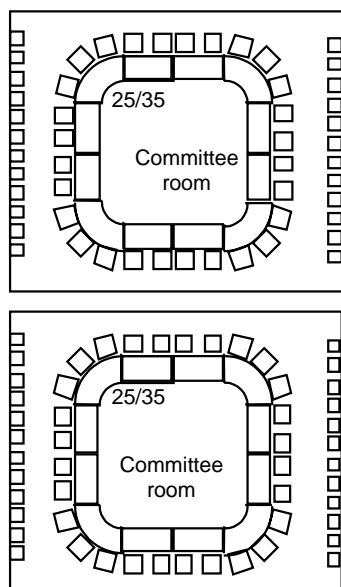
EXAMPLE OF MODULARITY OF SPACES



D.4.4.2. Smaller meeting rooms

The two smaller meeting rooms shall be located immediately next to each other to provide the possibility of combination into one larger room as required. An interpretation booth in accordance with international standards (ISO) will be provided.

The rooms shall be substantially cabled (PC, RJ45...) in order to be used for the press during exceptional events (e.g. the annual Ministerial Council meeting, where around 170 journalists are invited for 2 days).



D.4.4.3. Central control room

Each conference room will have its own control room, equipped to manage the audio-visual functioning of the rooms (light, sound, visual presentations), and convertible into a SI booth

A central control room will also be equipped to allow management of the audio-visual systems throughout the conference centre and hence the control rooms in each conference room.

This central control room will also manage the conference facilities in the Chateau. Access to this room shall be strictly controlled.

D.4.4.4. Central interpretation booth

The Conference Centre will be provided with a central booth comprising six SI remote-interpretation booths in accordance with ISO 2003 and AIIC recommendations for simultaneous interpretation. The six interpretation booths will conform to the standards governing simultaneous interpretation booths. The interpreters shall follow the conferences on screens visualising the orators.

This central booth will be located in the logistics area near the central control room. It is intended to serve for exceptional situations in which the number of combinations between languages requires multiplication of the interpretation far beyond the routine practice at the OECD.

Access to it will be strictly controlled.

D.4.5. Chateau conference spaces

In principle no change of use is envisaged for the Château, which will be upgraded to host country standards. The conference spaces in the Château are not likely to change significantly, apart from upgrading of the facilities e.g. for the SI booths.

D.4.6. Areas adjacent to the conference centre

These ancillary spaces of the conference spaces are offices and logistics areas.

These rooms should be grouped by functional entity:

- Offices and relaxation room for interpreters;
- Decentralised copying and storage;
- Centralised storage.

The reception accreditation system and press centre, freely accessible, are part of the conference centre, as well as being close to the main reception of the site in order to take advantage of equipment, security staff and control of the Organisation.

The Copying-Mail service should be located close to the conference centre.

D.4.6.1. Administrative secretariat offices

These are shared offices, provisionally allocated as follows (subject to revision as necessary):

- the OECD staff providing the secretariat for particular meetings and events in the conference centre (typing of documents during the sessions, preparation of material for chairpersons and other conference participants) -- 50 m² approx.;
- OECD staff located in the Organisation's annexes elsewhere and visiting the La Murette headquarters -- 30 m² approx.;
- the Media Division secretariat dealing directly with journalists etc.-- 70-m² approx.; this office space will enable the Media secretariat to work in close proximity to the conference centre. This area will be directly linked to the Media Centre and its press drafting room (see.... below).

These offices will be designed and equipped in the same way as the other standard offices in the programme.

D.4.6.2. Delegate offices

These are offices used on an ad hoc basis by Delegates participating at the conferences who do not have offices at the la Muette site.

They shall be equipped like the other standard offices defined for programme.

D.4.6.3. OLIS system client assistance office

This office will be a branch of the Computer and Communications Centre for technical assistance to the conference participants and all information that may be requested concerning the OLISnet system. This is a standard office.

D.4.6.4. Logistics secretariat and personnel relaxation offices

These are offices for the secretariat in charge of the logistics of the Conference Centre (reservation of rooms, room arrangements). They shall be at the core of the Conference Centre. Access shall be easy for all secretariat personnel involved in the operation of the Conference Centre.

One of the offices will be reserved for as a rest room for the reception staff.

D.4.6.5. Security branch office

This particularly sensitive office with restricted access shall be prohibited to all non-accredited persons.

Only the operators will have access to this space.

This room will be highly technical and will have all the surveillance and supervision equipment of the Conference Centre.

It will be in a very central position with view of the circulation and particularly of the accreditation, reception, foyer and entrance hall sectors.

D.4.6.6. Interpreters office

Reserved for the interpreters and their logistics support, this office will be equipped with computerised workstations. It shall be placed near the conference rooms.

This is a standard office shared by several persons enabling the interpreters to prepare their work.

D.4.6.7. Interpreters relaxation rooms

Two relaxation rooms shall be provided for the interpreters, and each relaxation room – equipped with chairs, low tables, telephone, television – shall be designed to accommodate ten persons simultaneously per room. The design of these rooms is governed standard ISO 2003. One of the rooms shall be dedicated to smokers.

D.4.6.8. Decentralised copying spaces

Copy points shall be distributed in the Conference Centre particularly near the coffee bar and the work zones.

Each space shall be provided with a photocopy machine, a fax, shelves and a table.

D.4.6.9. Nearby storage

This room shall be provided within the enclosure of the offices to store the equipment and supplies at the disposal of the occupants.

D.4.6.10. Centralised storage

This room shall be located in the conference room zone to store the equipment of the rooms and miscellaneous supplies. Service access shall also be provided.

D.4.7. Press and television reception

A **Media Centre** will have rooms and technical resources within the Conference Centre.

This area will be directly accessible from the press reception area, but will also be subject to specific accreditation control during events that require strict security.

The Media Centre will share the coffee bar with the Delegates participating in the conferences.

The permanent offices of the Media Division secretariat should be located close to the conference centre and easy of access thereto.

D.4.7.1. Press room

The OECD will provide a press with a drafting room in which journalists can prepare interviews and articles. It will be organised as a common workspace, provided with some workstations equipped with telephone and Internet access (these workstations will be used with laptop computers). Electronic signposting arrangements shall present the different events scheduled or in progress from the database of the meetings. This room will enable members of the international press to communicate with their head office without any risk of harming the sound ambience of the common waiting areas, to write or discuss away from the large circulation sectors. Sound ambience should not be too bright with a reverberation rate of about 1-second. This room will be a relatively animated space and its sound level should not affect the spaces near the Conference Centre. It will be cabled for audio and video (for retransmission of debates, television programmes, etc.)

This room will be adjacent to the conference centre coffee bar.

D.4.7.2. TV studio and control room

The TV studio is a filming space for interviews with personalities and Delegates. It will be managed by the team of professionals in place at the OECD who work at the request of the television channels. It will mainly be accessed from the office zone without having to pass through the Press Centre. Only accredited journalists can enter this room.

Its area will serve interviews with a person or a small group in a semi-circle facing the cameras. The studio will not need natural light and a blind room will be the ideal solution. It will be directly and visually linked with the control room. The height clearance will be sufficient for a technical webbed material in the ceiling intended for the lights. The décor of the room will be neutral, with the possibility of hanging a curtain or a photographic background at the end of the room. Insulation against overhead noise shall conform to the recording requirements and the designers shall provide and access double door serving as a sound damper, and this double door can also serve the control room.

The control room shall be contiguous to the studio to which it will have direct access and view through a bay window.

D.4.7.3. Post-production control room

This room shall comprise the video assembling rack, the producer workstation and all installations for broadcasting by satellite.

D.4.7.4. Videoconference room

A specific room shall be equipped to accommodate videoconferences involving 10 people, including false flooring, very quiet air-conditioning (installed outside the room) and appropriate power supply.

Daylight shall be excluded.

D.4.7.5. Radio and radio control room

In addition to the room dedicated to videoconferences, a radio cabin shall welcome experts for the recording of radio interviews (2 people maximum).

The control room shall comprise the editing booth, the sound rack, facilities for pre-editing and derushing of the radio recordings. It shall be wired for audio and video.

It will be chiefly accessed from the office zone without having to pass through the Press Centre. Only accredited journalists can enter this room.

D.4.7.6. Central control room

This room will accommodate duplication racks and interconnection equipment with the conference centre. It will be the knot point for audio, video, telephony and computer wiring.

It shall also comprise recording equipment for meetings prohibited to public, and able to supply journalists with extracts. Its access shall be secured.

D.4.7.7. Maintenance workshop

This room will serve as storage for small equipment (replacement spare parts). Workbenches shall enable repairs of studio and control room technical material.

D.4.7.8. Video archives

This room is dedicated to the storage of magnetic bands, video and audiocassettes, image library and other supports requesting easy frequent access from the control rooms. This room will be equipped with air-conditioning.

D.4.7.9. Aerial site

An aerial site will accommodate three or four permanent areas, but can be equipped with another three provisional aerials. It will be positioned to use the main geostationary satellites covering France and will have electric power supplies and accessible cableways to the control room mixing rack.

D.4.7.10. Parking for control room vehicle

A parking space for a control room vehicle shall be provided in the neighbourhood of the Conference Centre. It should be readily accessible from the centre.

This parking space will be equipped with:

- Electric power supplies;
- Telephone connections;
- Data links;
- Video and audio links;
- Free cable passages back to the studio (the briefing room and the drafting room) permitting the rapid installation of temporary wiring while meeting the security/safety requirements and acoustic requirements.

It shall conform to the uses of the main TV service providers.

Routes for the cables, from the control room coach parking space to the Conference Centre (conference rooms and press centre), shall be provided and integrated with the internal amenities so that the TV technicians can draw the cables that they need without hindering circulation. These routes shall be readily accessible and invisible when not in use.

D.4.8. Table of detailed areas of the conference centre

The table of areas below shows the total area, and in the last two columns, the areas in the competition and out of the competition respectively.

Unit	nb	Surf.	Sub	Sub	Total	In Programme	Outside
D Conference centre and annexes					6491	5877	614
76			145	<i>pm</i>			
77			45	<i>pm</i>			
78			80	<i>pm</i>			
79			200	<i>pm</i>			
80							350
81	Foyer	1	350	350		350	
82	Coffee bar						430
83	Coffee bar	1	430	430		430	
84	Modulable conference spaces and simultaneous interpretation						3920
85	Modulable spaces capacity 55 to 320 persons (between 6 and 16 rooms) and		3700	3700		3700	
86	Committee rooms 25/35 and interpretation booths	2	70	140		140	
87	Central control room	1	40	40		40	
88	Central interpretation booth	1	40	40		40	
89							
90	Château conference and simultaneous interpretation spaces	1	614	614	614		614
91							
92	Units close to the Conference Centre						847
93	Administrative secretariat offices (conference support)	1	150	150		150	
94	Delegate offices	30	10	300		300	
95	OLISnet system client support office	1	20	20		20	
96	Secretariat offices - logistics	4	20	80		80	
97	Security office	1	20	20		20	
98	Interpreters office	2	20	40		40	
99	Interpreters rest room	2	40	80		80	
100	Decentralised copy room	4	8	32		32	
101	Nearby storage	1	25	25		25	
102	Centralised storage room	1	100	100		100	
103	Press centre						350
104	Press room	1	70	70		70	
105	TV studio	1	70	70		70	
106	TV studio control room	1	20	20		20	
107	Post production control room	1	20	20		20	
108	Radio booth 1	1	20	20		20	
109	Radio booth 1 control room	1	20	20		20	
110	Video conference room	1	20	20		20	
111	Main control room	1	30	30		30	
112	Maintenance workshop	1	20	20		20	
113	Video storage and archives	1	40	40		40	

D.5. Office areas for secretariat and delegations

All the OECD secretariat office areas will be arranged on the basis of five types of offices and common ancillary spaces.

Their layout in the buildings will be provided according to the rules set out below, with the principle of standard spaces with amenities, adaptable to all layout situations:

- offices in facades with direct daylight;
- common ancillary spaces in the central zone with secondary or no natural light.

D.5.1. Office spaces

The different categories of offices and specific rooms to be installed on the la Muette site are distributed as follows (indicative typology of offices which could be modified in light of the evolution of the Organisation).

Category	Office type	Office area	Proportions	Occupancy characteristic
1	T1**	30 m ²	2.5%	High level individual office
2	T1*	20 m ²	6%	Individual office for heads of division
3	T1	13 m ²	31.5%	Simple individual office
4	T2	10 m ²	10%	Individual office
5	T3	8 m ² /pers	50%	30% (3 pers/office) 20% (2 pers/office)

The standard office spaces shall be arranged in the direct daylight strip located in the façade of the buildings. However, for offices in occasional use, areas with only secondary light should not be excluded.

The Owner's requirement is mainly for partitioned offices. Whenever possible, it is also necessary to provide ventilation and utility arrival points so that the option to move to open plan offices can be considered later on.

The offices' partitions perpendicular to the façades shall be removable, these partitions consisting of standard modules and harmonised between the floors. They shall therefore not be supporting elements.

To guarantee the maximum flexibility of office layout, the utilities (and especially air treatment systems, ducts, and all technical constraints) shall ideally be located on the façade breast wall (below windows) or in false ceilings, and not on the mobile partitions dividing offices.

The lighting control system shall also be compatible with this modularity of the spaces and activated by infrared with the possibility of reprogramming the commands according to the location of the partitions.

D.5.2. Common ancillary spaces

The actual office spaces are supplemented with common ancillary rooms (meeting rooms, photocopy, mail, and storage), which are uniformly distributed in each of the building floors.

A total of seven blocks of this type shall be provided: one integrated with the Château and one per level of the New Building.

These functions correspond to common activities associated with internal life, meeting and copy facilities, and technical rooms for mixed wiring and maintenance. They will constitute a reserve space that the designers shall adapt to the specificity of the “New Building” and the Château.

<i>Space</i>	<i>Number</i>	<i>Area</i>
Waiting/Reception/Publication presentation	2	10 m2
Rest areas	3	12 m2
Smoking areas	3	12 m2
Mail/Copying	8	10 m2
Semi-active filing	4	12 m2
Pre-archives	2	12 m2
Technical communications plant (sub distributors)	2	12 m2
Meeting room 8/10 persons	2	20 m2
Meeting room 12/18 persons	1	40 m2
Maintenance room	3	4 m2
<i>Total</i>		<i>360 m2</i>

D.5.2.1. Reception / Publications display

This space open to visitors should be located at the passage of a vertical route, linked with the main entrance to the building. It should be lighted with natural light, since it may be occupied by a person in charge of reception for certain directorates.

D.5.2.2. Relaxation spaces for non-smokers and smokers

Two groups of two rooms are provided for the relaxation of non-smokers and smokers. As a rule, it is found that smokers also prefer spaces free of smoke and to go to the smoking areas only when they want to smoke (cf., where non-smoking coaches are preferred by many smokers).

The separation between these two spaces must therefore be perfect, both in terms of sound and ventilation, the latter point being facilitated by the fact that the smoking spaces are partitioned rooms.

Large-dimensioned glazing between the rooms and the connecting corridors, and also between the rooms themselves, according to their amenities, facilitates the choice, formation of groups, and meetings.

The ambience of these rooms should be calm and sound absorbent very velvety, so that private conversations do not disturb uninvolved persons (TR $0,6 \pm 0,2s$). The materials, as well as the furniture consisting of sofas, comfortable armchairs and low tables, combined into small chat areas, contribute visual as well as acoustic comfort. However, since passages are frequent, and movements numerous, it is important to select materials that are lasting and also of good quality.

The non-smoker relaxation spaces shall each be equipped with three distributors with a coffee machine, a soda distributor and a sweets distributor.

These points will be distributed in the unit and will be installed in contact with the connecting staircases.

At these places, the flooring shall be adapted to the use and to possible incidents. They shall be systematically associated with a smoking area.

D.5.2.3. Copy shop – Mail distribution

The copy-mail rooms shall be distributed uniformly on each floor and each level, and will benefit from reinforced air renewal adequate for the photocopying machines.

D.5.2.4. Semi-active filing

The semi-active filing comprises files in progress but pending, and shall remain readily accessible from the offices.

D.5.2.5. Pre-archives

These rooms are relays of the Pre-archiving Centre containing files that are awaiting transfer. The personnel of the Pre-archival Centre will make a pre-sorting of the files, in collaboration with employees on the spot who can be called on for this task. Hence this is not only storage and filing room, but also an occasional workspace.

D.5.2.6. Technical communications plants (data processing subdistributors)

The sub distributors shall be distributed uniformly and shall provide data processing and telephone distribution of the sectors in which they are installed. They shall be equipped with accessories to mount the active equipment necessary for the functioning of the network, particularly the mixing racks for RJ45 connectors. Their safety level and the back up of functioning (electrical supply, air conditioning) shall be equivalent to that of the ICT centre with access strictly reserved to authorised staff.

D.5.2.7. Meeting rooms

The three meeting rooms on each block shall be grouped and not far from the vertical passageways, in order to be readily accessible to the personnel of other divisions likely to be concerned by the meetings organised therein.

They will have a fairly comfortable and quiet atmosphere (TR : 0,8 s ± 0,2), appropriate to working meetings of the Secretariat (and Delegations).

D.5.2.8. Maintenance rooms

These three rooms are uniformly distributed. They will serve as relays for storing small equipment and routing products of the cleaning teams. These rooms will be equipped with a water point supplied with hot and cold water, a refuse chute, wall shelves and tile flooring.

A ground trap shall also be provided.

D.5.3. Delegation office areas

Four permanent Delegations of the Organisation are installed on the site (Norway, Sweden, United Kingdom, and United States).

The designer shall propose a definitive location for the offices of these four Delegations, in principle on the basis of only a single move from their current New Building offices.

D.5.3.1. Clearly defined geographic identity

Each delegation functions independently and shall be clearly identified in space.

Delegations manage their own security systems and a number of other services. These systems will be defined later on with Delegations and are not included in the programme.

D.5.3.2. Self-contained air treatment systems

Some Delegations may wish to install a supplementary air treatment system that is independent from the rest of the installations of the building. They would be responsible in particular for the management of the air filters. The designers shall reserve areas for the technical rooms accordingly in the portions of the site allocated to these Delegations' accommodation.

D.5.4. Office areas of the Franqueville 1 building

The table of areas includes these areas, but these spaces (300 workstations) are not included in the programme unless the designers bring forward fully justified proposals within the budget for the operation.

D.5.5. In-house training and conferences

The rooms of this unit shall be reserved exclusively for the training of OECD personnel. They are nine in number and shall be grouped in a central situation and readily accessible from the office sectors.

The largest room will be equipped with 2 SI booths.

One of the small rooms will be equipped with a video conference system (silent air conditioning, false floor, and ability to be darkened).

It is important to consider the wiring and the air conditioning for training in computer and data processing.

D.5.6. Office layout – Construction principles

D.5.6.1. Office floors

The designers must adapt the concept of “standard office layout” to the existing space as determined by the need to retain structural elements.

The principle of three strips can be developed in this redevelopment project:

- two strips in direct daylight measuring 4 metres by 4.50 metres depth, placed along each façade;
- a central strip, in secondary light or without natural light, comprising the passageways, common adjacent areas, possibly the hard cores and floor technical plants. This central strip can also evolve towards use as a direct light office, which is deeper (4 metres by 6 metres), within the limits of the host country regulations on working conditions.

D.5.6.2. Hard cores

The hard cores (elevator blocks, stairways, and structural spaces) shall not cause a hindrance to the amenities and shall permit freedom of organisation of the spaces.

They shall not cause breaks in the layouts of the directorates’ offices, and shall never interrupt the continuity of passageways and corridors.

Since the New Building structure must not be modified, or very little, in connection with the upgrading to fire standards, the designers shall adapt this principle to the framework of the existing building.

D.5.6.3. Grid

The façade grid of the existing buildings can be altered particularly in the context of the refurbishment of the New Building for.

The facades of the Pascal Wing are load bearing: their modification is subject to the approval of the planning authorities.

The grid to be proposed shall meet the requirements of the OECD concerning the floor layouts, and shall permit flexible organisation of the office floors.

The structure of the buildings is a component of the layout grid: columns and concrete shells shall be inserted in the system of the grid and shall not cause any hindrance in the offices and passageways.

OECD's international character and vocation should be reflected in the basic elements of the internal decoration and equipment.

Therefore, the following guidelines shall be followed:

In the floors reserved for offices

- Natural lighting in the passageways and corridors , installation of translucent partitions (subject to cost);
- Provide life and interest to the corridors through varying the widths and configurations of the offices;
- Respect the confidentiality of the offices within a clear and luminous atmosphere;
- Animation by rhythm between the translucent elements and the storage volumes;
- Reliance on materials serving to illustrate an image of modernity: glass, light wood, raw metal (stainless, copper), painted metal, stone.

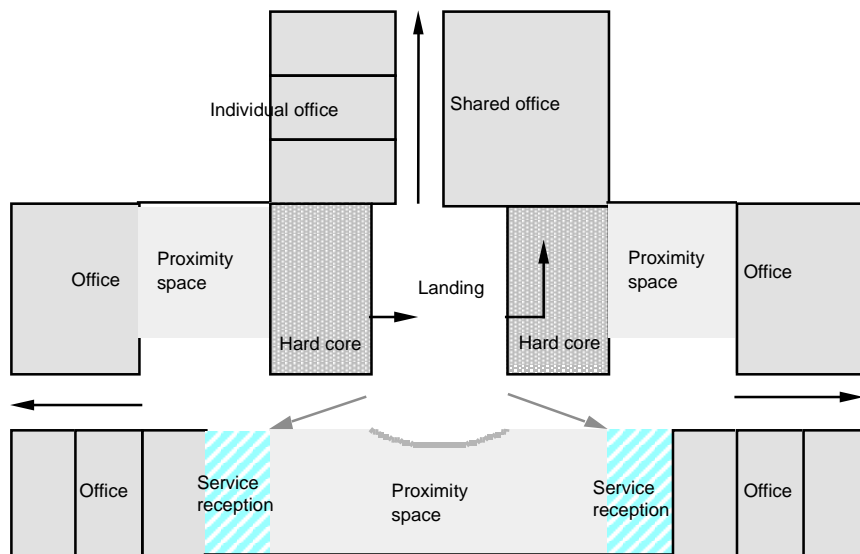
In the common spaces

- Appropriate decoration for the common spaces, including car parks;
- Upgrading of the building entrances.

D.5.6.4. Schema of hard cores

So far as possible, the ancillary office areas on each floor shall be located centrally and adjacent to the hard cores.

Directorate reception areas shall be adjacent to the ancillary office areas (lift entrances, waiting areas).



D.5.7. Table of detailed areas

The table below shows the details of the areas with, in the last columns, the area within the programme (16 710 square metres) and the area not included in the programme (2 990 square metres --corresponding to the workstations accommodated in the Franqueville 1 building).

Unit	nb	Surf.	Sub	Sub	Total	In Programme	Outside
E Modulable work sectors for directorates/services and delegations					19700	16710	2990
114	<i>1450 workstations</i>						
115	Work sectors (indicative distribution)				11 930		
116	High level individual office	27	30	810		810	
117	Head of direction individual office	65	20	1300		1300	
118	Simple individual office	340	13	4420		4420	
119	Individual office	108	10	1080		1080	
120	Common office for 2 persons	108	16	1728		1728	
121	Common office for 3 persons	108	24	2592		2592	
122	Common areas (7)				2520	2520	
123	7 common areas	7	360				
124	<i>Waiting area – reception/publications presentation</i>	2	10	20			
125	<i>Rest room</i>	3	12	36			
126	<i>Smoking area</i>	3	12	36			
127	<i>Copy-mail</i>	8	10	80			
128	<i>Filing</i>	4	12	48			
129	<i>Archives</i>	2	12	24			
130	<i>Technical plant</i>	2	12	24			
131	<i>Meeting room 8/10 persons</i>	2	20	40			
132	<i>Meeting room 12/18 persons</i>	1	40	40			
133	<i>Maintenance</i>	3	4	12			
134	Work sectors of Delegations				1 890		
135	Offices and common areas	1	1890	1890		1890	
136	Work sectors of Franqueville 1 building				2 990		
137	Offices and common areas	1	2990	2990			2990
138	In-house training and meetings				370		
139	Rooms with 40 places and SI booths	1	100	100		100	
140	Rooms with 25 places	3	40	120		120	
141	Rooms with 20 places	5	30	150		150	

D.6. Information and documentation centre

The CDI operates as a library. It provides the employees of the OECD, the delegations, researchers and students, with a wide range of monographs and profession related periodicals (mainly economic).

The available documents on paper support but also increasingly on miscellaneous data processing supports (CD-ROM, Intranet), serve as a working basis for the employees of the different directorates of the Organisation and represent the raw material of the reports prepared by the OECD.

D.6.1. Consultation room and loan office

At present, the CDI has about 3000 periodicals all supports combined.

The CDI has a flow of 7 939 loans (2001 figure).

It will represent and operational location since its holdings are oriented towards professional works only.

It shall be readily accessible both to staff and visitors (researchers, students) who can proceed there on appointment.

It is therefore advisable to locate it in the security zone comprising the shop hub, catering and ALORA.

The CDI entrance hall will be situated in contact with a main passageway. It will be at once open and protected and will provide an acoustic lock between the general activity and the protective and calm spaces for consultation of the holdings.

In functional terms, the reference room will distribute both to the reception bank and information at the entrance towards the storage portion and offices.

The reception bank will be dedicated to loan and return operations. It will be dimensioned to accommodate two employees of the CDI. Loans shall be managed via a computerised system. Each book will have a bar code legible by a scanner. The bottom portion of the bank, on the loan employees side, shall be intended for two data processing stations equipped with an optical reading system for books and multimedia supports, and a demagnetisation tablet for paper works. A personnel badge reader shall also be installed on this tablet because they serve to manage the situations of each borrower. A telephone connection shall be installed at the middle of the two stations.

A free space, in the back of the bank will be intended for trolleys on which the returned books will be deposited before filing.

No book will be loaned to persons outside the OECD. Occasional visitors can consult the works on the spot.

The control system, which indicates the taking out of books not taken into account by the loan procedure, will be installed at the exit of the reference room. All the works shall be protected against theft by a magnetic system triggering an alarm at the passage of the control portal frames.

This control system will also allow a count of the incoming and outgoing persons. These units shall be integrated in the programme.

The general principle of the CDI is to provide free access to all the books and multimedia supports available in the holdings. Furnishings shall be provided over 200 linear metres to show the most borrowed references. The general layout will offer a clear and rapid reading of the islands thus formed and will leave free spaces in which the consultation tables and chairs are installed.

A zone will be reserved for the consultation of computerised data. Four data processing stations shall be accessible free.

The books shall be installed on shelves. These units shall be laid out by plot and along the walls to avoid excessively rigid arrangement. They will have integrated lighting, with low heat generation.

Their shelves shall be height-adjustable and will be used to install intermediate bookends when a shelf is not completely filled.

The shelves and furniture will be numbered. It will also be possible to install a thematic marking sign on the unit.

A copy space, isolated from the room for acoustic reasons but adjacent to it, will enable the personnel to make photocopies, print and scan the documents consulted.

D.6.2. Offices

Near the reference room, 4 shared office spaces will enable the employees of the CDI to manage (orders and receipts, management of catalogues on Internet, management of CD-ROMs on the network, management of exchanges, classification of works):

- Periodicals;
- Monographs;
- horizontal projects;
- storerooms;

The functional and technical characteristics shall be identical to the standard offices described elsewhere.

D.6.3. Storerooms

The designers shall provide compact storage rooms making it possible, if necessary on a single level, to store about 1 200 lm of reviews, magazines, books, etc.

These blind storage units shall be directly accessible from the CDI (either on the same level or by a lift system).

D.6.4. Table of detailed areas of the documentation and information centre

Unit	nb	Surf.	Sub	Sub	Total	In Programme	Outside
F Documentation and information centre					485	485	0
142 Consultation				150			
143 Consultation room	1	150	150			150	
144 Offices				135			
145 Horizontal projects office	1	36	36			36	
146 Periodicals office	1	36	36			36	
147 Monographs office	1	36	36			36	
148 Storage staff office	1	27	27			27	
149 Storerooms				200			
150 2 200 ml of compact storage on site (2000 ml off site)	1	200	200			200	

D.7. Computer and communications room (ICT centre)

D.7.1. General

Given the international character of the OECD, a wide range of communication facilities has been installed to facilitate exchanges between the OECD, the national administrations, the other international organisations and the public at large.

All the authorised employees of the OECD enjoy access to telephone services, international e-mail services integrating a fax service, vocal messaging services, as well as Internet services and external databases and systems. The OECD employees on assignment or at home also enjoy secure access to all these functionalities. Visio conference and remote collaboration systems also exist as a compliment to conventional meetings.

The national administrations can connect to the OECD on line systems via the world data network (private secured information network of Internet type: OLISnet), to consult official documents, statistical data and participate in electronic conferences as part of committee meetings (COMNET).

The high speed Ethernet network, which is installed in all the OECD buildings, is based on the TCP/IP protocol and connects approximately 2 500 user work stations, 400 printers and 50 photocopy machines/printers to 150 servers. The high-speed network interconnects all the employees to all the central communication services. The Ethernet network includes all the OECD buildings in the Paris region via optic fibre links, installed by EXD/ITN (the Organisation's Information Technology and Information Services unit) or by France Telecom.

The telephone service of the Secretariat is based on a network of digital exchanges (digital PBX). The distributed telephone architecture minimises impact on the telephone services in case of problem on the PTT line or malfunction of any element of the PBX. Today, the PBX environment supports more than 3 700-telephone handsets in the main building, the annexes of the Secretariat and in the offices of the OECD in Tokyo, Berlin, Mexico and Washington, as well as in certain Delegations.

The Organisation relies on its data processing service (EXD/ITN) to provide advice and set up systems and information services enabling the Organisation to fully perform its missions. The data processing service must provide its clients – both in-house and outside – with a reliable information technology infrastructure (TI) that is safe and modern, particularly in the following fields of activity:

- Analytical works, statistics and synthesis;
- Creation, processing, management and dissemination of information;
- Contacts with the Member Countries and opening towards other publics;
- Works of the committees;
- Administrative and management.

The infrastructures possessed by the Organisation in the field of information technologies (PC, printers, central servers, telephony system, data and telecommunications networks) **are available to OECD staff round the clock, 7 days a week.** These facilities offer access to software systems, as well as to

information and communication sharing systems, which the employees need to accomplish the tasks assigned to them.

Some figures concerning the present situation

- Data:
 - Safeguard of 2,5 Tera-megabytes of data each week;
 - 30 SQL servers housing 200 SQL databases.
- Online access:
 - More than 7500 users of OLISnet worldwide;
 - More than 120 000 documents online.
- Internet :
 - 60.000 pages on the OECD Internet site;
 - 800.000 pages consulted daily.
- Intranet :
 - 70.000 pages on the OECD Intranet site;
 - 1 300 000 pages consulted daily.
- Telephony:
 - 30.000 hours of international communication per year.
- Internal messaging (Exchange):
 - 40.000 messages electronic messages exchanged daily.

D.7.2. Computer and communications room (ICT centre)

D.7.2.1. Expression of needs

The future installations and organisations of information processing resources of the OECD will be based on the following principles:

- **The need to offer users access to the resources round the clock and 7 days per week.**

The central data processing systems are based on client/server architectures. The applications, server networks and online systems will be located in a physically protected zone, to which access will be reserved to a limited number of authorised employees. The data processing environmental devices shall be sufficiently redundant (for example, air conditioning and electric power supply systems) for processing on the central processors to be maintained, even in case of failure of an important component for operation. Some essential components of data processing hardware shall have intrinsic redundancy (i.e. processors, controllers, and mirror disc units). Thus the failure of a vital component shall not cause the shutdown of the entire system.

- A number of measures have therefore been taken to limit the risks of unavailability of data processing services in case of hardware failure or degradation of operating conditions. To further reinforce the safety measures concerning the central systems, a **back-up ICT centre** will be commissioned on the la Muette site, and the separation of the data processing resources into two rooms will guarantee the continuity of services in case of damage in one of the two rooms.

The two server rooms shall be located in clearly distinct buildings on the site.

The bigger of the two rooms – the main centre – will receive all or part of the data processing hardware. The second room will receive the data processing installations for the functioning of the Organisation in “degraded” mode. A number of servers and communication resources, accompanied by the associated operating documentation, shall be installed in the standby site in order to guarantee minimum service in case of serious damage on the main site.

- In addition to the data processing production rooms (main and secondary server rooms) the centre will have rooms that are necessary to support data processing production:
 - A room for telephone equipment, the main distributor and the heads of the operator telecom cables;
 - A test room for configuration of equipment before it is placed in the production rooms;
 - An operations room to supervise the operation of all the equipment and for alarm processing;
 - A PC assembly workshop used by the WSG (workstation group) for preparation and distribution of PC equipment.
 - Effective protection against intrusion into the data processing production rooms.
 - Existing cabling must be modified and adapted. Consequently, efforts must be made to ensure that the cabling which is to remain in place and the new cabling are both compatible and standardised (modifications to buildings that are not redeveloped: Château, Franqueville I; removal of communications plant rooms due to demolition of Franqueville II). Provision must be made for structured horizontal and vertical raceways (dedicated risers for low-voltage cables) with dedicated raceways for specialised applications (IT, GTC, Safety, DI, etc.). Raceways shall be routed both between and inside buildings (galleries, tunnels, trenches and other). They must be readily accessible to technicians and must be protected (i.e. not visible). The two general communications plant rooms shall be linked to two feeders, to communications plant rooms on individual floors and to the two computer rooms (main and secondary). It should be noted that the two pairs of computer room + general communications plant room shall be interconnected by means of two discrete cable routes forming a secure loop. The location of plant rooms must take account of the fact that the cables connecting workstation RJ-45 connectors to the communications plant rooms on individual floors must not be more than 80 to 90 metres in length.
- Standard offices, for about 20 systems engineers, having direct and easy access to the ICT centre (especially main room).

D.7.2.2. Characteristics of rooms

- With the exception of the offices and the secondary room, the rooms shall be located in the same protected perimeter with controlled access.
- With the exception of the operations room, and for reasons of confidentiality and security, all the rooms shall be blind. The room's windows shall be positioned so that equipment and information displayed on the screens are not visible from the outside.
- With the exception of storage and assembling rooms, all the rooms shall be equipped with technical false floors.
- The positioning of the data processing production rooms shall permit future extension in terms of area. The initial dimensioning of the technical installations (electrical rooms, air conditioning) shall take account of these possibilities of extensions.
- The central data processing hardware shall not be exposed to sources of electromagnetic disturbance such as transformers or lifts.
- Extinguishing devices and in general all fire safety equipment shall conform to the regulation in force in the host country.
- The location of rooms must take account of the risks of internal and external flooding.
- The server, telephony (distributor), test, operations and back-up rooms shall be equipped with water detection systems. The alarms shall be transferred to the operations room and Site Control Centre for permanent surveillance.
- All the alarms generated by the different systems shall be transferred to one or more control centres allowing processing by the supervision staff (round the clock 7 days a week) and, if necessary, the triggering of automatic procedures.
- A video surveillance and intrusion detection system, as well as an access control system for each room shall be provided (biometry). The video surveillance images and intrusion alarms shall be accessible from the operations room. The alarms are also transferred to the Site Control Centre.
- The data processing rooms shall be readily accessible from the delivery platform. The platform should permit access of trucks of at least 7.5 tons. One or more goods lifts with a capacity of one ton and sufficient door and corridor widths will allow easy transport of the hardware to the data processing rooms and storage rooms.
- In case of need, the secondary centre shall supply the essential data processing services. This centre consists of a single room grouping production and back-ups. The secondary room has the same requirements in terms of technical installations (electric power supply, air conditioning), protection and accessibility as the main centre.
- **A LAN network will be used to connect each workstation of an internal user or all other peripherals, like printers, to the data processing resources. This network will convey the voice and data traffic as well as vocal communication by telephone.**

- Telecom connections shall be conveyed from the outside by pipes of which the cableways will be readily accessible, but only for authorised personnel. Two pipes, physically separated and distant, shall be created on the site to increase the reliability and availability of the connections. One of these pipes shall end in the room for telephonic equipment and the other one in the secondary centre.
- The networks are composed of active components (routers, switches, etc) and a wiring system, which from the distribution rooms (technical communication rooms - LTC) wire all the buildings of the site and the annexes. The technical characteristics of the cable will permit high-speed transmission of all the information to be processed by the servers or other central systems.
- All the central data processing resources shall be grouped on the la Murette site.
- The central data processing services shall be maintained in operation round the clock 7 days a week, even in case of disorders of one of the elements and during maintenance operations. The emergency devices (air conditioning, electricity) shall be dimensioned regarding this requirement. For security reasons, maintenance of non-data processing equipment (for example air conditioning) shall only be feasible from outside the rooms.

D.7.3. User assistance centre

D.7.3.1. Expression of needs

The ITN service, in charge of the ICT centre, supplies the employees with assistance in the use of the OECD's standard information and communications systems. To improve their functionality, it is planned to group all the user support services together geographically.

- Client support will be provided by:
 - the telephone assistance service (Help Desk), which supplies telephone support to the community of users;
 - the office equipment installation and maintenance group.
- Furthermore, the reception centre (Walk-in Centre) located near the Help Desk equipped with specific peripherals, like CD-ROM burners, colour printers or scanners, will be open on a free basis to all users.
- Assistance to clients of the OLISnet system is provided by the Specialised Administration and Support Group. This group is in charge of processing new requests for the creation of OLISnet accounts, related activities of management and secure access to documents, and the OLISnet application software. This group also plays an important role with the Delegates participating in the OECD conferences and shall be located near the Conference Centre (areas taken into account together with the Conference Centre).
- The training centre shall organise courses on the software products of the standard office automation of the OECD. The specialised training rooms (number of access points

compatible with the purpose of the rooms) shall be integrated in the training centre located in the work sectors.

- WSG: Work Station Group, group in charge of installation and maintenance of office computers and telephone equipment. This room is part of the user assistance centre. It is a room for support staff to users for all problems concerning office automation hardware. The environment is that of a standard office. Each technician has his desk and his data processing resources. The room must be accessible to users, and with direct access to the storage areas (new and reconditioned equipment).
- Multimedia laboratory equipped with a technical false floor.
- Demonstration room: a room for demonstration and testing by users of new ICT equipment prior to purchase. This will be a standard office space, accessible to users.

D.7.3.2. Characteristics of rooms

- The equipment of the hub shall be comparable to the equipment of the standard offices. Only the number of access points (power sockets and RJ45) shall be adapted to this specific function of the room.
- The location of the hub shall be central. The conferee support room shall be readily accessible from the Conference Centre.
- Access to the support hub shall be controlled.
- The rooms of the hub shall meet the regulations of the labour code particularly concerning natural lighting.
- The fire safety devices shall conform to the regulation in force in the host country.

D.7.4. Storage and archival

The ICT centre shall also have the following storage rooms for which access is secure:

- One room for safeguard and archiving equipment equipped with a water detection system and technical false floor. The alarms will be transferred to the operations room and the guard station for permanent surveillance. This room shall be adjacent to the principal server room.
- Two distinct locations for the storage of the archival and safeguard media. The two rooms, located in two separate buildings, shall be positioned far from the data processing centre so that an incident in the centre cannot reach rooms. One of these two rooms is located outside the la Murette site and is not the subject of this restructuring (out of programme). The other room will ideally be situated near the secondary centre. The room located on the site shall be equipped with the same detection and protection systems as the production rooms.
- Back-ups are performed daily. The most recent are preserved in the protected room of the site. Several generations of safeguards are stored in a more distant protected zone (outside the site). In case of major damage affecting all or part of the building where the central data

processing resources are installed, these precautions will allow the resumption of processing on another data processing unit. To automate the safeguard procedures and reduce the space occupied, DLT cartridge systems have been installed.

- A reception and storage room for new hardware.
- A storage room for new hardware, used by the WSG for PCs.
- A storage room for reconditioned hardware, used by the WSG for PCs.

D.7.5. Continuity of data processing services during the operation

From the outline phase on, the designer shall present the methodology he plans to implement to guarantee the continuity of data processing services of the Organisation throughout the duration of the operation, up to effective activation of the new ICT centre.

The designer is advised that all the present data processing equipment (servers, racks) shall be re-used in the new ICT centre.

A suitable location and execution phasing of the new ICT centre and the secondary server room will enable the designer to facilitate the transfer from the main room to the second floor of the new building (present position) to its future position. Temporary use (for example) of the secondary room as a “main room” could help to carry out the transition of the equipment by limiting costly successive removals.

D.7.6. Table of detailed areas of the data processing centre

Unit	nb	Surf.	Sub	Sub	Total	In Programme	Outside
G ICT					770	770	0
151				210			
152						15	
153						70	
154						70	
155						15	
156						20	
157				<i>pm</i>			
158				580			
159						280	
160						100	
161						65	
162						45	
163						45	
164						15	
165						30	
166							
167							

D.8. Social life

D.8.1. OECD's Medical Centre

The office of the duty doctor and the general infirmary are currently housed in one of the two pavilions of the Château. In principle they will not be moved. If they were, for reasons justified by the designers, relocation elsewhere, offering the same functionalities, will be necessary.

D.8.2. ALORA / Sports and leisure

A centre dedicated to sports and leisure activities will be organised within the la Murette site. It will offer different activities to the personnel and their families and friends in working hours and after working hours. These activities are managed by ALORA: the leisure association for OECD personnel, Delegations and their families).

It shall be organised as a clearly identified physical unit accessible to a wide variety of users during extended opening hours. The spaces used by the centre must be integrated into existing buildings. The designers shall take account of French regulations with regard to the need for natural lighting, since the Owner would ideally like to reserve naturally lit areas for office accommodation.

For these reasons, this pole shall be associated to the shops, restaurant services and CDI unit, near the main reception.

D.8.2.1. ALORA reception and offices

The centre shall be designed as a coherent ensemble, spatially identified and readily accessible from the general reception and the shops sector.

The access space shall be free and provided with beverage distributors. It shall be directly connected to the common changing rooms for the different activities. It will not directly serve the spaces dedicated to sports, but the photography laboratory and the association offices (6 units). The offices will be occupied by personnel in charge of the association for full-time workstations.

Sports activity rooms have delicate floorings and should be accessible only in sports footwear from the changing rooms.

A visual link will nonetheless be necessary so that the personnel can communicate with others located in the sports zone and to see what is happening there (beginning of courses etc).

In general, the sports activity sectors will have a high air renewal rate to avoid olfactory disturbances. The access space will also be maintained in relative negative pressure to avoid the intake of uncontrolled polluted air from the sports rooms.

D.8.2.2. Multiple function room

This room will be used for different activities: dancing, gymnastics. It will offer a sports parquet type floor. Two of its walls will be equipped with rib stalls and another side will offer the conventional double bars for dance courses and the last will be provided with very tall mirrors (about 2.50 metres).

The heating and air treatment selected shall be compatible with the large volume of the room, without creating unpleasant air movements, particularly for dancing.

D.8.2.3. Judo room

The judo room will have the regulatory furnishing characteristics for the practice of this sport: square space, free of any posts, with a peripheral clearance space and appropriate flooring.

D.8.2.4. Fitness training room

This room will accommodate the specialised equipment for bodybuilding, which is heavy and bulky. The floor overloads shall provide for this particularity by providing a uniformly distributed value, so that the units can be placed freely in the room. The vertical clearance shall also be uniform in the volume of the room. The room shall also be equipped with a technical access at a level with the exterior, large enough for equipment deliveries.

One of the sides of the room will be equipped with mirrors.

D.8.2.5. Changing rooms – Shower – Sanitary blocks

This complex will be organised into two zones for men and women, of equivalent area. The changing rooms shall have an undressing zone with individual cabins with codes and showers.

The showers will have a small undressing zone and the actual shower, with an independent automatic mixing valve.

The two sanitary blocks, men and women, will be associated with the zone. They will also be accessible from the sports rooms without obligation to pass through the changing rooms.

The floors and walls will be fully tiled. It is preferable to lower the drop ceiling level to limit the tiled area, rather than have to paint the upper portion of the walls for reasons of maintenance.

The washbasins shall be supplied with cold water, by push buttons with automatic shut off.

The drop ceilings shall not be removable.

The toilets shall be suspended with autoflush with built-in systems closed by special head screws, requiring special tools for dismantling. The service will include conventional accessories, including electric hand dryers.

The two sanitary blocks shall be served by a technical corridor grouping the fluid supplies and water lines.

The changing room sector shall be a centre of gravity serving all the sports rooms. Double-door acoustic dampers will be associated with each space.

D.8.2.6. Photo lab

The practice of the development and printing of photographic pictures will be proposed to the OECD personnel, either on a self-service basis for the persons already initiated, or in small groups under the responsibility of a professional for beginners.

This laboratory will be directly accessible from the centre reception. It will be independent from the sports zones.

The area shall be organised into two parts.

The first (10 square metres) will be a moist room arranged as a conventional development and printing room.

Two tanks and a wide worktable for two magnifiers shall be placed along the walls. Secure cabinets will contain the products and papers in reserve.

The equipment shall be designed to create black and white silver pictures only.

A signal on the outside of the door will indicate the occupation of the laboratory.

The second (10 square metres) will be dedicated digital photography work with two data processing stations equipped with image processing software, a large format printer. Secure cabinets will also be provided for the specific paper.

D.8.3. Table of detailed areas

The table below shows the details of the areas with, in the last columns, areas in competition and areas out of competition respectively (corporate medicine rooms).

Unit	nb	Surf.	Sub	Sub	Total	In Programme	Outside
H Social life					577	465	112
168							112
169				465			
170		7	15	105		105	
171		1	200	200		200	
172		1	40	40		40	
173		1	40	40		40	
174		1	60	60		60	
175		1	20	20		20	

D.9. Maintenance and operation

D.9.1. Workshops

Four workshops for the Maintenance service shall be located on the site so that personnel performing maintenance can store specific parts in this building and perform routine maintenance work: painting, carpentry, locks.

The painting workshop shall be organised in two parts: one part for painting and specific storage facility for reserves. The two rooms will be extremely well ventilated with exhaust filtration to avoid olfactory disturbances for the outside.

The workshop will have a relatively high vertical clearance to enable the workers to suspend elements.

The carpentry and locksmith shops shall be equipped with metal storage shelves, a conventional workbench and an electronic workbench for locksmith's work.

Each of them will have six 16 A power connections and two RJ45 connections on the workbench.

Each workshop will have a reserve room: a room for storing wooden parts that is well ventilated for carpentry, and a reserve of small parts for locksmith work.

The last workshop will be left to the outside contractors working on the site to enable them to leave equipment and perform certain maintenance operations in the shop itself.

All the workshops shall be located in the same sector, with easy connection without level difference with the delivery areas.

D.9.2. Storage and supplies

All the rooms will be dedicated to the storage of objects, equipment, furniture, and paper. It will be centrally managed and should be located in the same sector. Its access from the delivery zone shall be easy.

The back-up room shall be installed on a false floor. This room is a fire resistant room. It will have strictly controlled access under video inspection (presence detector). It will be distant from the ICT centre to avoid being exposed to a same damage.

D.9.3. Cleaning

These rooms will have rooms distributed in addition to the small maintenance rooms integrated in the proximity blocks of the office sectors. They will house more bulky equipment (waxing machines, steam cleaners) and cleaning products.

D.9.4. Waste rooms

The containers shall be grouped in a specific zone that is readily accessible from the public thoroughfare for the evacuation of conventional garbage bins and from the delivery areas to remove specific wastes.

The dimensions proposed are adapted to the selective sorting and will integrate a bin washing area with water recovery on filters.

Part of the area will be reserved for secure storage.

A compaction room will be intended for paper wastes to be recovered for recycling.

D.9.5. Sanitary blocks, changing rooms and showers

Sanitary blocks showers and changing rooms shall be provided for all the workshops, cleaning services etc.

They will conventionally comprise an undressing zone and clothing cabinets. The showers will have a small undressing zone and the actual shower, with an independent automatic mixing valve.

Two sanitary blocks, men and women, will be provided.

The floors and walls shall be fully tiled.

The washbasins shall be supplied with cold water, by push buttons with automatic shut off.

The toilet bowls will be suspended and supplied with water flush with built-in cisterns and closed by specialised head screws, requiring special tools for dismantling. The service will include conventional accessories, including electric hand dryers.

The two sanitary blocks shall be served by a technical corridor grouping the fluid supplies and water lines.

A relaxation room shall be installed near the employees changing room.

Equipped with a double basin sink, a worktable for installing a microwave oven, a refrigerator, it will accommodate the breaks of this category of personnel.

Unit	nb	Surf.	Sub	Sub	Total	In Programme	Outside
I Maintenance and operations					1 477	1477	0
176 Workshops				200			
177 Painting	1	50	50			50	
178 Carpentry	1	65	65			65	
179 Locksmith	1	65	65			65	
180 External contractor	1	20	20			20	
181 Storage facilities distributed on the site				902			
182 TV storage	1	12	12			12	
183 Data processing safeguard room	1	30	30			30	
184 Data processing hardware assembly	1	30	30			30	
185 On site media storage (data processing)	1	30	30			30	
186 New data processing hardware storage	1	80	80			80	
187 New server storage	1	35	35			35	
188 Reconditioned data processing hardware storage	1	65	65			65	
189 Miscellaneous new furniture storage	1	250	250			250	
190 Miscellaneous old furniture storage	1	140	140			140	
191 Safety storage	1	50	50			50	
192 Furniture – telephones – miscellaneous material storage	1	150	150			150	
193 Paper supplies storage	1	30	30			30	
194 Cleaning				80			
195 Distributed rooms for storing large cleaning units	4	10	40			40	
196 Product storage	4	10	40			40	
197 Waste rooms	1			175			
198 Container rooms (5 for selective sorting) including secure rooms	1	150	150			150	
199 Handling area			pm				
200 Compacting room	1	25	25			25	
201 Garbage truck sector (pm outside)			pm				
202 Sanitary blocks, showers and regrouped changing rooms for OECD and external staff							
203 Relaxation room	1	40	40			40	
204 Men's showers and changing rooms sector	1	40	40			40	
205 Women's showers and changing sector	1	40	40			40	

D.10. Prearchival centre

The Pre-archival Centre will accommodate the intermediate archives, which correspond to a period of lesser use of the files, more or less long depending on the type of file and confidential files.

Consultation by personnel of the pre-archive files will still exist, but will no longer be regular.

At the end of the pre-archival period, the documents shall be sorted and placed in the externalised archival locations of the OECD.

The Pre-archival Centre and its staff have important missions with:

- Advice and training for control of archives in the services;

- Receipt and storage of service files no longer in routine use, but which preserve a legal or historic value;
- Help in conditioning the service archives;
- Communication of archives to the services;
- Regulation sorting and disposal.

It will be composed as a part of the offices and workrooms for consultation, sorting and disposal, and another, larger portion of storage rooms.

The sorting rooms shall be easily connected with an unloading area (disposal operations, externalised archive filling operations) and its access shall be secured.

The consultation room will enable OECD staff to consult upon appointment.

These spaces shall be readily accessible from the delivery platform. They shall be ventilated with a two-speed system, one standard, and the second high, the latter being used during the handling of transfers, which are often very dusty.

The two rooms will be equipped with work tables and walls provided with shelves for temporary storage of the files being compiled. At least 6 data processing stations shall be connected to the sorting room as well as a bar code printer.

Contrary to the storage rooms, these rooms must benefit from natural daylight.

The two offices shall be standard, with a view on the sorting rooms. The head of service office shall be situated nearby.

The storage room (storage of pre-archives and confidential archives) will be equipped with compacted (rolling) shelving to optimise the use of the areas, and with 3 computerised workstations. The shelves can be placed in a double-sided arrangement, maximum height 2.20 metres. Air circulation shall be provided thanks to free spaces (5 to 10 cm) made between the top of the shelves and the ceiling, and also between the floor and the bottom shelf.

The operating loads shall be provided accordingly by the designer teams (1 800 kg/m²). Attention is also drawn to the regulation requirements for fire fighting, heating, ventilation, humidity control, and lighting of these spaces:

- Temperature for paper documents: 18 °C ± 2;
- Relative humidity: 50 ± 5;
- Ventilation: 3.5 volumes hour;
- Glazed portions ≤ 10 % of wall areas, UV radiation filtering;
- Fire detection system;
- Regulatory insulation (doors, walls, fire resistant floors).

Part of the archives is intended for confidential archives and shall have strictly controlled access (biometric control) and shall be particularly secure because it must house the sensitive archives of the General Secretariat, as well as safes.

A general level of 200 lux at 0.75 metres from the ground after ageing of these sources (3 months) is suitable for operating needs. In the storage sector, the level shall be raised to 300 lux. The treatment and sorting zones shall have 400 lux.

The lighting shall be controlled by zone from the access to the volume and from each of the zones.

A number of sources, distributed in the traffic routes, will provide minimum lighting of 100 lux to allow movement in the storerooms in reduced lighting.

Electrical plugs shall be distributed in the passageways for connecting cleaning equipment.

The flooring shall be of concrete with a hardening resin.

Access to archives from the sorting room shall be direct (goods lift).

This complex will also comprise a microfilm fabrication line. The first room will accommodate the filming facilities and the second the development and printing of the films. Their amenities (flooring, wall cladding, and ceilings) and the air treatment shall meet regulations concerning the chemicals employed.

The table of detailed areas is presented below.

Unit	nb	Surf.	Sub	Sub	Total	In Programme	Outside
J Pre-archival centre (unless justified, current location Franqueville 1 maintained)					458		458
206				458			
207	1	80	80			80	
208	2	20	40			40	
209	1	10	10			10	
210		200	200			200	
211	1	50	50			50	
212	1	20	20			20	
213	2	20	40			40	
214	1	6	6			6	
215	1	12	12			12	

D.11. Document reproduction and mail services

The detailed description below is that of current operations. The Pre-archive Centre should preferably be located near to the Conference Centre.

D.11.1. Document reproduction

Client reception

This area is divided into three sections:

- A reception counter for clients (OECD officials) requesting photocopying services. This counter shall be manned permanently by three officials who will record requests and return completed work.
- An area for planning/preparing jobs. Three officials shall be permanently assigned to the preparation, composition and formatting of printing work requested. It is here that document reproduction staff meet the client to discuss how the client's needs could best be met and to decide whether a proof copy or estimate is required. Since the staff have sedentary jobs, the designers shall endeavour to offer a satisfactory level of noise insulation and a comfortable environment, as well as good quality lighting (special attention must be paid to the natural lighting in these areas so that staff and clients can properly assess colour matches; a Northern exposure would be best).
- A small space for temporary storage of completed urgent jobs that the client will collect in person or that will be delivered to the Conference Centre the next day.

The office for the section supervisor must be located immediately next to the Client Reception area and must allow him/her to monitor all activities while retaining a degree of independence.

Document reproduction workshop

This unit shall be responsible for producing all the official documents and reproductions, in both B&W and colour, it is asked to undertake. It must be located immediately between the Client Reception area (which sends it the documents to be reproduced) and the mailroom (which is responsible for distributed printed materials) and could benefit from the same delivery access. It shall be designed as a single space housing all IT and document reproduction equipment, but will be divided into three sectors:

- A space serving as an office for the head of the workshop and the desk operator in charge of managing jobs and transmitting them to the printing systems. This area will also house the printer server and must be designed to afford the desk operator a view of all document reproduction activities at any given time. It must be sectioned off with partitions that will deflect noise (floor-to-ceiling half-glass partition) and keep noise levels at a satisfactory level.
- A space for printing equipment (both B&W and colour). Since some printers are extremely bulky, it is important to ensure that there is adequate access for delivery.
- A space for finishing tools (guillotine, folding machine, etc.).

The paper storeroom shall be located nearby so that the paper is stored at the same temperature and relative humidity as the document reproduction machines themselves (24 hours prior to use).

The air-conditioning plant shall be capable of accommodating the heat load generated by the large number of machines in this space. The designers must also ensure that floors can accommodate the loading resulting from the presence of large numbers of heavy machines.

The document reproduction service also prints and folds drawings and will be equipped with specific items of equipment such as a large format drawing printer, a table for stacking drawings (outside scope of supply), a folding machine, and a large format drawing copier for study files. The designers shall also provide for air renewal rates and power supplies commensurate with the needs of all these items.

Moreover, since all these spaces accommodate equipment that is likely to generate a lot of noise, measures shall be taken to avoid creating nuisances in adjacent rooms and the external environment.

Noise insulation inside the room must take account of the continuous presence of staff operating the machines. The choice of fittings and materials shall take account of their ability to attenuate noise.

Since the staff work on a two eight-hour shift system, a refectory and cloakroom shall be provided in accordance with French labour regulations.

D.11.2. Mail

The mail area is divided into three zones:

Client Reception

- A reception desk for clients requesting mail services. This zone should be located alongside the document reproduction reception desk. This zone is used for the handling of messenger and Express courier services.

Mail room

- The mailroom shall be equipped with large bins for individual directorates and services, as well as worktops and franking machines. The designers shall provide space for at least 70 bins measuring 45 x 45 cm and 35 cm deep, integrated into the building fabric. An open area shall be located nearby for delivery trolleys waiting to be dispatched so that they do not interfere with the activities performed in this room. This space shall provide readily access to the main circulation paths and lifts and delivery routes shall be at the same elevation to facilitate the movements of delivery trolleys.

Room for dealing with suspicious mail

- A small room shall be reserved for opening "suspicious" mail packages and shall be fitted with the appropriate equipment.

The office for the head of the mail service shall be directly integrated into the room, with direct line of sight into the room (semi-glazed partition with blinds) and direct access.

The mailroom shall have direct access to the delivery area accessible to postal vans. The mail room staff shall be responsible for receiving, sorting and delivering mail to directorates and services as well as dispatching mail that has been collected and franked beforehand.

D.11.3. Table of detailed areas

Unit	nb	Surf.	Sub	Sub	Total	In Programme	Outside
K Copy and mail (unless justified, the present Franqueville 1 location is maintained)					530		530
216 "Clients" reception space	2	25	50	530		50	
217 Copy space	1	340	340			340	
218 Mail space	1	140	140			140	

D.12. Safety and security

The description given below corresponds to the present operation. This complex is in principle outside the programme because accommodated in one of the Chateau pavilions, which should be retained in its current use.

However if the designers make fully justified proposals to change the use of this pavilion, they will need to relocate this function on the site.

D.12.1. Site Control Centre

The **Site Control Centre** consists of a technical alarm reception station, a central fire safety station (in accordance with host country legislation) and a security guard station located nearby.

It also includes an emergency room, cloakrooms, a refectory and a rest room.

The centre shall have secure access.

D.12.2. Table of detailed areas

Unit	nb	Surf.	Sub	Sub	Total	In programme	Outside
L Safety and Security (unless justified, the present location is maintained - one of the Château pavilions)					124		124
219 Offices	1	100	100	124			100
220 Changing room and dining hall	2	12	24				24

D.13. Reserves and technical rooms building and sanitary blocks

The areas mentioned represent reserves that the designers shall adapt to their architectural and technical scheme.

Unit	nb	Surf.	Sub	Sub	Total	In programme	Outside
M Reserves of services for technical rooms building and sanitary blocks							
						pm	
221					1 301		
222	1	150	pm				
223	1	90	pm				
224	2	25	pm				
225	1	35	pm				
226	1	40	pm				
227	2	70	pm				
228	2	30	pm				
229	3	200	pm				
230							
231	1	50	pm				
232	1	30	pm				
233							
234							
235	1	20	pm				
236	1	20	pm				
237	1	15	pm				
238							
239	1	200	pm				
240		700	pm				

D.14. Parking

The number of parking spaces requested in the programme corresponds to the present capacity of the site and shall be adapted to the regulatory context as required.

Infrastructure spaces correspond to the park in the underground levels of the New Building to be redeveloped.

Outdoor spaces correspond to the front park in the Château courtyard, on the sides and behind. The designer shall try to make these amenities more harmonious with the site upgraded in the project.

The park for two-wheeled vehicles is currently located next to the Welcome pavilion on the *non-aedificandi* zone and shall therefore be demolished.

A changing room shall be provided adjacent to the future location of the two-wheel parking for staff wishing to change.

Access to the various parking areas shall be controlled via systems that allow vehicles to pass one at a time and equipped with biometric readers. Cameras set in the ground at vehicle control points will enable the security service to check underneath vehicles on screen.

Unit	nb	Surf.	Sub	Sub	Total	In programme	Outside
N Parking							
241	275 infrastructure spaces			<i>pm</i>			
242	133 outdoor spaces			<i>pm</i>			
243	25 two-wheeler spaces			<i>pm</i>			
244	Changing room			<i>pm</i>			

E. GENERAL DETAILED TABLE OF PROGRAMMED AREAS

Unit	nb	Surf.	Sub	Sub	Total	In programme	Outside
<u>Total of programmed areas:</u>					33885	29629	4256
A Reception (general and press centre)					1356	975	381
1	Main reception			530			
2	Waiting sector	1	250	250		250	
3	Visitor reception counter, accreditation, portal frames		135	135		135	
4	Conference delegates reception counter, accreditation, portal frame and	1	145	145		145	
5	Château reception and cloak room			381			
6	Château access sector, clearances and cloak rooms	1	381	381			381
7	Secondary access (reserve area)			120			
8	Reserve areas for secondary entrances	4	30	120		120	
9	Press and television reception – press centre			45			
10	Journalist reception counter, accreditation	1	30	30		30	
11	Group waiting area	1	15	15		15	
12	Press room	1	70	<i>pm</i>			
13	TV studio	1	70	<i>pm</i>			
14	TV studio control room	1	20	<i>pm</i>			
15	Post production control room	1	20	<i>pm</i>			
16	Radio booth	1	20	<i>pm</i>			
17	Radio booth control room	1	20	<i>pm</i>			
18	Video conference room	1	20	<i>pm</i>			
19	Central control room	1	30	<i>pm</i>			
20	Maintenance workshop		20	<i>pm</i>			
21	Video storage and archives		40	<i>pm</i>			
22	Aerial site (pm)						
23	Briefing room			200			
24	Auditorium type room freely accessible (including IS and control room)	1	200	200		200	
25	Drivers and security staff rest area			80			
26	Centre for drivers and security staff	1	80	80		80	
B Shops					370	370	0
27				370			
28	Newspaper kiosk and reserve	1	90	90		90	
29	OECD bookshop	1	85	85		85	
30	Reserve OECD bookshop	1	15	15		15	
31	Shops area and reserve	1	180	180		180	

C Catering				1547	1512	35
32	Restaurant/dinning rooms/coffee bar			950		
33	Restaurant room for personnel and conferences	1	525	525	525	
34	Adjacent brasserie room (table service)	1	100	100	100	
35	Modular dining rooms	4	20	80	80	
36	Relay small kitchens of dinning rooms	2	15	30	30	
37	Coffee room	1	150	150	150	
38	Coffee bar small kitchen	1	30	30	30	
39	Château catering kitchen	1	35	35		35
40	Kitchen			597		
41	Before cooking			279		
42	Staff office, neutral storage					
43	<i>Delivery area</i>	1	10	10	10	
44	<i>Reception</i>	1	10	10	10	
45	<i>Reception office</i>	1	10	10	10	
46	<i>Staff office</i>	1	18	18	18	
47	<i>Cleaning products</i>	1	6	6	6	
48	<i>Tubers</i>	1	8	8	8	
49	<i>Diplomatic cellar</i>	1	80	80	80	
50	<i>Beverages</i>	1	16	16	16	
51	<i>Staff room</i>	1	30	30	30	
52	<i>Laundry</i>	1	12	12	12	
53	Refrigerated storage, preliminary preparations and desserts					
54	<i>Negative cold chamber</i>	1	6	6	6	
55	<i>Vegetable cold chamber</i>	1	7	7	7	
56	<i>Dairy products cold chamber (BOF)</i>	1	3	3	3	
57	<i>Meat cold chamber</i>	1	9	9	9	
58	<i>Fish and sea food cold room</i>	1	6	6	6	
59	<i>Removal from cartons</i>	1	7	7	7	
60	<i>Deconditioning-subdivision</i>	1	9	9	9	
61	<i>Vegetable unit</i>	1	12	12	12	
62	<i>Butcher unit</i>	1	8	8	8	
63	<i>Chef's office</i>	1	12	12	12	
64						
65	Preparation and cooking			93		
66	<i>Cold preparations</i>	1	18	18	18	
67	<i>Pastry laboratory (traditional and assembly)</i>	1	22	22	22	
68	<i>Cooking</i>	1	40	40	40	
69	<i>Dishwashing – battery</i>	1	13	13	13	
70						
71	Distribution and washing plant			225		
72	<i>Telematic control terminals</i>	1	25	25	25	
73	<i>Distribution plots</i>	1	120	120	120	
74	<i>Tray return and crockery washing</i>	1	65	65	65	
75	<i>Refrigerated waste room</i>	1	15	15	15	

D Conference centre and annexes				6491	5877	614
76	Main reception for participants – <i>see reception</i>		145	pm		
77	Press and television reception – <i>see reception</i>		45	pm		
78	Drivers and security staff rest area – <i>see reception</i>		80	pm		
79	Multipurpose room – <i>see reception</i>		200	pm		
80	Foyer				350	
81	Foyer	1	350	350		350
82	Coffee bar				430	
83	Coffee bar	1	430	430		430
84	Modulable conference spaces and simultaneous interpretation				3920	
85	Modulable spaces capacity 55 to 320 persons (between 6 and 16 rooms) and		3700	3700		3700
86	Committee rooms 25/35 and interpretation booths	2	70	140		140
87	Central control room	1	40	40		40
88	Central interpretation booth	1	40	40		40
89						
90	Château conference and simultaneous interpretation spaces	1	614	614	614	614
91						
92	Units close to the Conference Centre				847	
93	Administrative secretariat offices (conference support)	1	150	150		150
94	Delegate offices	30	10	300		300
95	OLISnet system client support office	1	20	20		20
96	Secretariat offices - logistics	4	20	80		80
97	Security office	1	20	20		20
98	Interpreters office	2	20	40		40
99	Interpreters rest room	2	40	80		80
100	Decentralised copy room	4	8	32		32
101	Nearby storage	1	25	25		25
102	Centralised storage room	1	100	100		100
103	Press centre				350	
104	Press room	1	70	70		70
105	TV studio	1	70	70		70
106	TV studio control room	1	20	20		20
107	Post production control room	1	20	20		20
108	Radio booth 1	1	20	20		20
109	Radio booth 1 control room	1	20	20		20
110	Video conference room	1	20	20		20
111	Main control room	1	30	30		30
112	Maintenance workshop	1	20	20		20
113	Video storage and archives	1	40	40		40

E Modulable work sectors for directorates/services and delegations				19700	16710	2990
114		<i>1450 workstations</i>				
115	Work sectors (indicative distribution)			11 930		
116	High level individual office	27	30	810	810	
117	Head of direction individual office	65	20	1300	1300	
118	Simple individual office	340	13	4420	4420	
119	Individual office	108	10	1080	1080	
120	Common office for 2 persons	108	16	1728	1728	
121	Common office for 3 persons	108	24	2592	2592	
122	Common areas (7)			2520	2520	
123	7 common areas	7	360			
124	<i>Waiting area – reception/publications presentation</i>	2	10	20		
125	<i>Rest room</i>	3	12	36		
126	<i>Smoking area</i>	3	12	36		
127	<i>Copy-mail</i>	8	10	80		
128	<i>Filing</i>	4	12	48		
129	<i>Archives</i>	2	12	24		
130	<i>Technical plant</i>	2	12	24		
131	<i>Meeting room 8/10 persons</i>	2	20	40		
132	<i>Meeting room 12/18 persons</i>	1	40	40		
133	<i>Maintenance</i>	3	4	12		
134	Work sectors of Delegations			1 890		
135	Offices and common areas	1	1890	1890	1890	
136	Work sectors of Franqueville 1 building			2 990		
137	Offices and common areas	1	2990	2990		2990
138	In-house training and meetings			370		
139	Rooms with 40 places and SI booths	1	100	100	100	
140	Rooms with 25 places	3	40	120	120	
141	Rooms with 20 places	5	30	150	150	
F Documentation and information centre				485	485	0
142	Consultation			150		
143	Consultation room	1	150	150	150	
144	Offices			135		
145	Horizontal projects office	1	36	36	36	
146	Periodicals office	1	36	36	36	
147	Monographs office	1	36	36	36	
148	Storage staff office	1	27	27	27	
149	Storerooms			200		
150	2 200 ml of compact storage on site (2000 ml off site)	1	200	200	200	

G ICT						770	770	0
151	Technical support services				210			
152	Walk-in centre	1	15	15			15	
153	Work station group room	1	70	70			70	
154	Help desk	1	70	70			70	
155	Demonstration room	1	15	15			15	
156	Multimedia laboratory	1	20	20			20	
157	Offices for 20 systems engineers (nearby but in work sectors)				<i>pm</i>			
158	Technical spaces				580			
159	Main room of servers and the network	1	280	280			280	
160	Secondary back up room (operation in degraded mode)	1	100	100			100	
161	Room of exchanges, main distributor and telephone equipment		65	65			65	
162	Test room (equipment configuration)	1	45	45			45	
163	Operations room (supervision of operation and alarm processing)		45	45			45	
164	Telephone technician office (common)	1	15	15			15	
165	PC assembly workshop	1	30	30			30	
166	Data processing safeguard room	1	30	<i>pm</i>				
167	Subdistributor (see floor proximity block)				<i>pm</i>			
H Social life						577	465	112
168	<i>Medical services and first aid (unless justified, present location maintained)</i>							112
169	Sports and leisure (including offices)- Staff Association - ALORA				465			
170	Reception space and association offices	7	15	105			105	
171	Multiple function room (dancing, gymnastics)	1	200	200			200	
172	Judo room	1	40	40			40	
173	Fitness training room	1	40	40			40	
174	Changing room – shower – sanitary block	1	60	60			60	
175	Photo lab	1	20	20			20	
I Maintenance and operations						1 477	1477	0
176	Workshops				200			
177	Painting	1	50	50			50	
178	Carpentry	1	65	65			65	
179	Locksmith	1	65	65			65	
180	External contractor	1	20	20			20	
181	Storage facilities distributed on the site				902			
182	TV storage	1	12	12			12	
183	Data processing safeguard room	1	30	30			30	
184	Data processing hardware assembly	1	30	30			30	
185	On site media storage (data processing)	1	30	30			30	
186	New data processing hardware storage	1	80	80			80	
187	New server storage	1	35	35			35	
188	Reconditioned data processing hardware storage	1	65	65			65	
189	Miscellaneous new furniture storage	1	250	250			250	
190	Miscellaneous old furniture storage	1	140	140			140	
191	Safety storage	1	50	50			50	
192	Furniture – telephones – miscellaneous material storage	1	150	150			150	
193	Paper supplies storage	1	30	30			30	
194	Cleaning				80			
195	Distributed rooms for storing large cleaning units	4	10	40			40	
196	Product storage	4	10	40			40	
197	Waste rooms	1			175			
198	Container rooms (5 for selective sorting) including secure rooms	1	150	150			150	
199	Handling area				<i>pm</i>			
200	Compacting room	1	25	25			25	

201	Garbage truck sector (pm outside)			pm		
202	Sanitary blocks, showers and regrouped changing rooms for OECD and external staff					
203	Relaxation room	1	40	40		40
204	Men's showers and changing rooms sector	1	40	40		40
205	Women's showers and changing sector	1	40	40		40
J	Pre-archival centre (unless justified, current location Franqueville 1 maintained)				458	458
206				458		
207	Sorting room	1	80	80		80
208	Management office	2	20	40		40
209	Archie consultation space	1	10	10		10
210	Pre-archive storage (2 200 ml in compaction on site - 2500 ml off site)		200	200		200
211	Microfilm and fiche storage (50 m ² in site, 50 m ² off site)	1	50	50		50
212	Office	1	20	20		20
213	Photo and camera laboratory	2	20	40		40
214	Waste room	1	6	6		6
215	Storage of new boxes of archives and supplies	1	12	12		12
K	Copy and mail (unless justified, the present Franqueville 1 location is maintained)				530	530
216	"Clients" reception space	2	25	50	530	50
217	Copy space	1	340	340		340
218	Mail space	1	140	140		140
L	Safety and Security (unless justified, the present location is maintained - one of the Château pavilions)				124	124
219	Offices	1	100	100	124	100
220	Changing room and dining hall	2	12	24		24
M	Reserves of services for technical rooms building and sanitary blocks				pm	
221	Technical rooms			1 301		
222	Boiler house	1	150	pm		
223	Iced water production	1	90	pm		
224	Electricity delivery station	2	25	pm		
225	Transformer room	1	35	pm		
226	LV power supply room	1	40	pm		
227	Generator set room	2	70	pm		
228	Thyristor room (electricity back up room)s	2	30	pm		
229	Conditioning and ventilation room	3	200	pm		
230						
231	Data processing and distributor room	1	50	pm		
232	Autocom room	1	30	pm		
233	Subdistributor room			in work sector common areas		
234	Server room			in the ICT		
235	GIB room	1	20	pm		
236	GIC room	1	20	pm		
237	Fire safety station	1	15	pm		
238	Sanitary blocks					
239	Reserves of sanitary services conference centre	1	200	pm		
240	Reserves of sanitary services work sectors (labour code for 1150 persons)		700	pm		
N	Parking					
241	275 infrastructure spaces			pm		
242	133 outdoor spaces			pm		
243	25 two-wheeler spaces			pm		
244	Changing room			pm		