

Agenda Item 15: Report of the APPU / UPU Reform Working Group

Workstream 3 (WS 3), Sub-item 15.3.2: New work of a functional nature – work items deferred to 2019 from Da Nang EC meeting

Presentation by New Zealand

1. Subject	References/paragraphs
<p>Informing APPU members on:</p> <ul style="list-style-type: none"> - the background to the three areas of work that were deferred to 2019 by the Da Nang meeting - a key personnel change at the Bureau that impacted progress in 2019 (to date) for the three areas of work - actions that have been possible through some diversion of focus and effort by the Consultant and the new Manager Administration and APPU Affairs for developing templates etc - no work possible to review Rules of Procedure, Regulations etc - actions taken that could lead to enhancing the APPU website 	<p>§ 1</p> <p>§ 2</p> <p>§ 3</p> <p>§ 4</p> <p>§ 5</p>
<p>2. Decisions expected</p> <p>The EC, via the Reform WG, is asked to:</p> <ul style="list-style-type: none"> - note the background to the three areas of work that were deferred to 2019 by the Da Nang meeting - note a key personnel change at the Bureau that impacted progress in 2019 (to date) for the three areas of work - note actions that have been possible through some diversion of focus and effort by the Consultant and the new Manager Administration and APPU Affairs for developing templates etc - note no work possible to review Rules of Procedure, Regulations etc - note actions taken that could lead to enhancing the APPU website - note the linkage between the Reform WG work on website enhancement and the Finance Committee review of the two initiating documents 	<p>§ 1</p> <p>§ 2</p> <p>§ 3</p> <p>§ 4</p> <p>§ 5</p> <p>§ 5.2</p> <p>EC 2019 Doc 5.3</p> <p>EC 2019 Doc 5.2</p>

1. Background

1.1 Due to workload identified by the APPU/UPU Reform Working Group (Reform WG) in its session at the 2018 EC meeting in Da Nang, three items under the heading of “New work of a functional nature – other work items” were deferred to 2019.

1.2 The three items were:

- (i) Develop a small range of template documentation to assist newcomers to key roles in the Union’s meetings.

- (ii) Review Rules of Procedure, various sets of Regulations etc.
- (iii) Review APPU website for any enhancements that might be possible.

1.3 EC 2019 Doc 15.3.2 provides an update on these three items.

2. Comment

2.1 The three items called for involvement between the Manager, Administration and APPU Affairs, the Consultant and, as appropriate, the Reform WG.

2.2 As already mentioned, the key role of Manager, Administration and APPU Affairs saw a change of personnel in early 2019 (when Ms Penchan Manawatikul resigned and was replaced by Ms Kwanjai Kajornwuttideth). This effectively changed the priorities for the Bureau as far as the work items in EC 2018 Doc 15.3.2 were concerned. It also changed the approach planned by the Consultant to initiate activity.

3. Template documentation (reference paragraph 1.2 (i))

3.1 On the basis that the first priority for the Bureau was ensuring day-to-day activities were continued efficiently, the Consultant opted to focus on immediate Bureau requirements that could be linked to reform. A selection of areas covered, including a number of templates, is set out below.

- Final editing of a template (guideline script) for chairing an EC meeting
- Briefing and handing over template for time management for chairing EC meeting
- Template document on "Benefits of Membership of APPU".
- Template document (agenda) for managing the briefing of EC Chair prior to meetings
- Process for developing EC Order of Discussion (including template for allotment of time)
- Briefing and handover of template for drafting EC meeting documents
- Template document for assisting Working Groups in the organisation of EC sessions (used for the Supply Chain Integration WG for Tokyo)
- Mentoring in UPU and APPU contribution classes, and where to source information
- Briefing on debt forgiveness and waiving of penalty interest
- Briefing and guidance notes on EC meeting documentation (when available) and checks necessary for individual documents before they can be uploaded
- Guidance on how a Finance Committee member reviews meeting documentation (what they look for, what explanatory notes can be useful, etc)
- Joint development of various notes and guides for the 2019 financial documentation
- Mentoring on surplus funds, Reserve Funds, expenditure being less (or more) than budget - with the aim of understanding the actual cash position of the business
- Ongoing briefing on "where to find the rules" i.e., everything that happens is generally based on a rule, a policy, or a decision made in a meeting or elsewhere. Created an approach of "for an event or action to occur, something must be recorded somewhere - where is it recorded?" In this context, there has been an introduction to the UPU Acts, the APPU Constitution and General Regulations, the Rules of Procedure, Financial and Staff Regulations, meeting records, etc.

4. Review Rules of Procedure, various sets of Regulations etc (reference paragraph 1.2 (ii))

4.1 This work has not commenced. It is planned for early 2020.

5. Review APPU website for possible enhancements (reference paragraph 1.2 (iii))

5.1 In addition to this topic being in the Reform WG schedule of potential activities, there were also a number of comments in the membership survey regarding the APPU website and modifications / improvements that would be welcomed by members.

5.2 Leading on from the needs identified in the membership survey, the budgeting process for 2020 identified a review of the Bureau IT system as a priority action for allocation of funds. Separately, and to progress website enhancements, the Bureau prepared two documents for initial review by the Finance Committee at the 2019 EC meeting viz.,

(i) **EC 2019 Doc 5.3** – “Advice of intention to review Bureau IT system”: this document sets out the background of the need to review the system, including a draft timetable for initial activities; and

(ii) **EC 2019 Doc 5.2** – “Review of cash position of Union, proposal for additional management guidelines, and approval in principle for priority areas of spending”: this document focuses on the possibility of allocating funds from Reserve funding to meet priority needs such as the IT system review.

5.3 The Reform WG will monitor the progress of the above documents to see whether website enhancement is able to be achieved through them.