

## Agenda Item 13: Report of the APPU / UPU Reform Working Group

### Workstream 3 (WS 3), Sub-item 13.3.3: New work of a functional nature – Review of APPU governing documents

#### Presentation by New Zealand

1. Subject	References/paragraphs
<p>Informing APPU members on:</p> <ul style="list-style-type: none"> <li>- the background to the review of APPU governing documents</li> <li>- the personnel, purpose, scope, method, timing and initial progress of the work</li> </ul>	<p>§ 1 §§ 2 – 5, Appendix 1</p>
2. Decisions expected	
<p>The EC, via the Reform WG, is asked to:</p> <ul style="list-style-type: none"> <li>- <b>note</b> the background to the review of the APPU governing documents</li> <li>- <b>note</b> the following aspects of the assignment: <ul style="list-style-type: none"> <li>- personnel involved</li> <li>- purpose</li> <li>- scope</li> <li>- method</li> <li>- timing and initial progress</li> </ul> </li> </ul>	<p>§§ 1.1 – 1.2</p> <p>§§ 1.3 – 1.4 § 2.1 §§ 3.1 – 3.2, Appendix 1 §§ 4.1 – 4.2 §§ 5.1 – 5.3</p>

## 1. Introduction

- 1.1 Workstream 13.3.2 (“New work of a functional nature – other work items”) was created at the 2018 Da Nang EC meeting. The Workstream comprised three items<sup>1</sup> that the meeting agreed to defer to 2019 for action because of workload in the APPU/UPU Reform Working Group (Reform WG). In turn, the 2019 Tokyo EC meeting further deferred activity due to continuing workload issues for the Reform WG.
- 1.2 The 2020 EC meeting was informed that specialist resource had been obtained from New Zealand to assist the WG with one of the three work items i.e., “Review Rules of Procedure, Regulations, etc”. Accordingly, now that work has been able to commence, the assignment will be addressed separately as:

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<sup>1</sup> The three work items were:

- (i) Template documentation for use by the Bureau
- (ii) Review Rules of Procedure, Regulations, etc
- (iii) APPU Website enhancement

1.3 Of equal significance to progressing the work is the involvement of the Bureau in as much of the activity as possible.

1.4 Personnel involved in the governing documents team are named below.

Person	Base	Role in Assignment
Nunki BISMO	New Zealand Post	Updating and alignment of documentation
Somjin CHAIGNAM	APPU Bureau	Research and sourcing of information
Kwanjai KAJORNWUTTIDETH	APPU Bureau	Problem resolution, supervision
Mark LAWLEY	New Zealand	Direction, advice, decision-making
Lindsay WELSH	New Zealand Post	Oversight of assignment for Reform WG

## 2. Assignment purpose

2.1 The purpose of the assignment is to make a thorough review of all APPU governing documents to ensure they:

- (i) are up-to-date in terms of latest amendments;
- (ii) reflect current practice and terms;
- (iii) are centrally filed (or archived);
- (iv) have clear guidelines for ongoing review; and
- (v) are assigned to a position in the Bureau as “owner”.

## 3. Assignment scope

3.1 There are 13 governing documents that the assignment will review. These are:

- Convention/ Constitution:
- Detailed Regulations/ General Regulations:
- Rules of Procedure of Congresses
- Rules of Procedure of Executive Council
- Staff Regulations of the APPU Bureau
- General Regulations of the APPU Bureau
- Financial Regulations of the APPU Bureau
- Agreements between the APPU Bureau and the Government of the Kingdom of Thailand (four documents)
- Reserve Funds (two documents)

3.2 Appendix 1 sets out the documentation that has been compiled and selected for review. (Much of it has already had an initial assessment for completeness.)

## 4. Assignment method

4.1 The review requirements of each governing document will vary. For example, the Convention / Constitution will be complex due to the possibility of creating annotations. On the other hand, the Staff Regulations of the Bureau should be more straightforward.

4.2 Taking into account differing review requirements, the process will include the following common steps.

- Preparation of documentation (sourcing, review, identification of changes required)
- Drafting of Annotations (where applicable)
- Reform WG sign-off of changes
- EC sign-off of changes
- Production of new master copies
- Member access to documentation (where applicable)
- Congress notification
- Ongoing process design and implementation
- Continuous improvement of process

**5. Assignment timing and initial progress**

- 5.1 The work started in September 2020. As of 31 May 2021, the Convention/ Constitution from 1961 to 2000 had been reviewed with editable versions of the Convention/ Constitution being produced to enable the inclusion of findings, notes and commentaries by the governing documents team.
- 5.2 The intention is to complete as much of the assignment as possible in 2021. Clearly, for items that might require Congress noting or approval, this cannot be achieved in 2021.
- 5.3 A significant aspect that has a bearing on completion is what is not known about the current documentation. There are some areas (e.g., the Agreements between the Bureau and the Government of the Kingdom of Thailand) where the detail may take considerable time to review and ensure correct application. Accordingly, completion in 2021 is a “best effort objective”.

**Wellington, 15 June 2021**

## Appendix 1

### Review of APPU Governing Documents: Documentation Compiled and Selected for Review

The following documents have been compiled and selected for review:

#### 1. Convention/ Constitution

- Manila 1961, Manila 1965, Kyoto 1970, Melbourne 1975, Yogyakarta 1981, Bangkok 1985, Singapore 1995, and Tehran 2000.

#### 2. Detailed Regulations/ General Regulations

- Manila 1961, Manila 1965, Kyoto, 1970, Melbourne 1975, Yogyakarta 1981, Bangkok 1985, Rotorua 1990, Singapore 1995, Tehran 2000.

#### 3. Rules of Procedure of Congresses

- Amended by the 2<sup>nd</sup> AOPU Congress in Kyoto 1970 and by the 9<sup>th</sup> APPU Congress in Seoul in 2005.

#### 4. Rules of Procedure of Executive Council

- Amended by Executive Council Meeting in Manila 2001; by the Executive Council Meeting in Bangkok 2002; and by the Executive Council Meeting in Ulanbaatar 2011.

#### 5. Staff Regulations of the APPU Bureau

- Staff Regulations approved at the EC Meeting in Manila 2001; Staff Regulations as amended by the EC Meeting in Bangkok 2002 and Staff Regulations as amended by EC Meeting in Da Nang 2018.

#### 6. Financial Regulations of the APPU Bureau

- Financial Regulations of the APPU Bureau approved at the EC Meeting in Bangkok in 2002 and as amended by EC Meeting in Hong Kong 2012.

#### 7. General Regulations of the APPU Bureau

#### 8. Agreements with Host Country

- Agreement between the Government of the Kingdom of Thailand and The Asian Pacific Postal Union regarding The Privileges of the Asia Pacific Postal Training Centre, 26 December 1985.
- Headquarters Agreement between the Government of the Kingdom of Thailand and the APPU regarding the Establishment of the Asian Pacific Postal Union Bureau in Thailand, 8 October 2004
- Act to Facilitate the Operation of the Asian Pacific Postal Training Centre B.E. 2533/ 2004.
- Bill to Facilitate the Operation of the Asia-Pacific Postal Union Bureau, 29 February 2008.

## **9. Reserve Funds**

- Draft operational rules for the management and replenishment of the Training Section Reserve Fund (TSRF)
- Draft Operational rules for the management and replenishment of the Administrative Section Reserve Fund (ASRF)

## **10. Other Documents**

In addition to the 13 governing documents, the (governing documents) team has identified the following information as key reference material to assist with the assignment.

- Report of the Ad-Hoc Committee on Streamlining the Work of the APPU (APPU EC 2004 Doc 17 Rev 1)– Proposals for the 9th APPU Congress.
- 8<sup>th</sup> APPU Congress, 2000 - Revised Proposals re APPU's organisations restructuring to be submitted to 8th Congress.
- APPU Congress and EC Meetings between 2000 to 2005.
- Statutes of the Asia Pacific Post (APP) Cooperative, as amended by the 12th APP Cooperative General Assembly in Ulaanbaatar, Mongolia, July 2011.