

Reform Working Group 2018-2021: Workstream 1 - Monitoring Implementation of 36 Agreed Initiatives

- Completed
- On schedule
- Minor issues
- Behind schedule

2020

Ref.	Description / Action	Q1	Q2	Q3	Q4	Comment
1.1 Introduce and lead the development of a Four-Year Work Plan Set Up for Initial Version						
	Identify key stakeholders and advise intended process					
	Draft timeline for full process					
	Prepare Plan structure					
	Identify key inputs					
	Gather material already available					
	Calculate time/effort to get other material					
	Update to key stakeholders re process and timing					Significant effort needs to be made on these tasks as this is a key Initiative for the profile of the Union.
	Update to EC and request input					
	Complete first draft of Union-sourced material					
	Key stakeholders to clear first draft					
	Input any material from external sources (e.g., UPU Congress, CA, POC)					Significant effort needs to be made on this task as this is a key Initiative for the profile of the Union.
	Complete second draft and circulate to key stakeholders					
	Prepare final version					
1.2 Prepare annual Business Plan for activities covered by administration and consultant of Bureau – draft to be ready by 30 November of year prior to year of implementation Annual Process						
	Consultation with members on immediate year requirements for Bureau resource					
	General consultation with other stakeholders					
	Redrafting, consolidation, debate, annual adjustment and reporting					
3.1 Formal contact with all members at least annually based on set agenda						
	Maintenance of country profile notes and managing outcome documentation					Review of working method needed for this Initiative.
3.2 Formal contact with functional network quarterly based on set agenda (APP, GB, RTCAP, Regional Coordinator, EC Chair)						
	Ongoing maintenance of functional network profile notes and managing outcome documentation					Review of working method needed for this Initiative.
3.3 Formal contact with (agreed) peer network at least annually based on set agenda						
	Ongoing maintenance of peer network profile notes and managing outcome documentation					Review of working method needed for this Initiative.

Maintain contact with multilateral and industry bodies					
3.4	Bureau undertakes research on possible target organisations to understand broadly what their role is and how they might fit with Post (including logistics and financial services).				Review of working method needed for this Initiative.
	Bureau nominates a small selection of Bangkok-based multilateral and industry bodies for consideration by EC as targets for contact/relationship.				
	EC approves nominations				
Satisfaction survey to be undertaken annually of agreed stakeholders					
3.5	Establish survey method, timing, cost, audience, reporting process				
	Prepare proposal for EC to approve survey				
4.1	Participate in annual reviews of Business Plans of Union's organs to ensure coordination, alignment of activity, best use of resources.				Review of working method needed for this Initiative.
4.2	Consult with Regional Project Coordinator on annual and four-year plans to ensure coordination, alignment of activity with all Stakeholders' plans.				
Coordination and monitoring of EC Working Groups activity					
4.3	EC appoints WG Chairs				"Completed" on the basis that the cycle is nearing completion and WGs are operating systematically.
	WG Chairs review their areas of responsibility and advise timelines to Bureau and EC Chair				
	Bureau to monitor and track progress of WG Work Plans by checking in with WG Chairs on agreed frequency				
	Bureau updates activity monitor associated with Four-Year Plan (July and December)				
5.1	Establish core reading list relevant to member interests				
	Maintain overview summary of material studied				
	Identify matters of interest and issues of LDC/LLDC/SIDS				
	Act as an advisor and provide update on UPU matters				
5.2	Maintain programme of regular communications with members and stakeholders (Website, Newsletter etc)				
8.1	Review Position Description and draft KPIs for Director - 2020 onwards				
8.2	Review Position Descriptions and set KPIs for Bureau staff for 2020 onwards				
9.2	Delegated levels of authority for expenditure are to be reviewed by 31 October 2020 for clearance by EC and Governing Board (target date for clearance is 31 December 2019).				
10	Ensure all staff have clear understanding of role, responsibilities and expectations.				
10	Ensure individual performance reviews are undertaken on all staff at least annually with report to EC regarding completion.				
10	Implement formal staff survey feedback system by 30 November 2020 (to be annual event).				
11	Review the possibility of a coverage plan to provide automatic back-up for key activities. Implement as appropriate, with report to EC Chair by 31 December 2020.				

11	Establish an annual compliance review to ensure key management aspects (Health and Safety, general personnel conditions) are in accordance with Thai requirements.					
12	Prepare report on annual activity and performance against KPIs by the end of the second week in February each year. Draft to be sent to EC Chair for overall assessment.	Relies on 8.5 and 8.6 being completed as per WS 2 (being acted on at EC 2019)				
13	Undertake representation as required, or as directed, with report to EC Chair within four weeks of completion of event. Each meeting is to have an agreed objective (with the EC Chair) which is addressed in the meeting report.	Relies on 8.5 and 8.6 being completed as per WS 2 (being acted on at EC 2019)				