

REPORT OF THE REGIONAL TECHNICAL CENTRE  
FOR THE ASIA PACIFIC

<b>1</b>	<b>Subject</b>	<b>References / Paragraphs</b>
	Report of the Regional Technical Centre for the Asia Pacific	§§ 1-4
<b>2</b>	<b>Decision</b>	
	Note the report Agree on the 2016-2017 budget	§§ 1-4 Annex 2

## 1 Achievements of RTCAP

RTCAP has assisted most of the postal administrations in our region implementing IPS or IPS Light for mail services and connected to EDI network to exchange EDI messages with their partners. To date, out of 37 DPOs, there are

- 14 postal administrations using International Postal System (IPS)
- 17 postal administrations using IPS Light System
- 31 postal administrations are connected to POST\*Net and exchanging EDI messages with their partners

Please refer to Annex 1 for the summary of the EDI status and the system used by the DPOs in our region up to January 2015.

## 2 Activities of RTCAP (2014)

In year 2014, RTCAP continued to assist the DPOs in the region to improve their delivery performance and EDI transmission performance and to assist them to extend the use of IPS and IPS Light system for all mail services.

### 2.1 Conduct IPS / IPS Light Training at APPC

#### 2.1.1 IPS / IPS Light Demonstration

RTCAP was invited by APPC to conduct IPS / IPS Light presentation and demonstration in the International Mail Accounting course at Asian Pacific Postal College (APPC) on 8<sup>th</sup> to 10<sup>th</sup> April 2014.

There were 17 participants from 16 postal operators attended the course, namely, Afghanistan, Cook Islands, India, Indonesia, Kiribati, Korea, Macau, Malaysia, Mongolia, Nepal, Pakistan, Samoa, Solomon Islands, Sri Lanka, Thailand and Tuvalu.

### 2.1.2 IPS Light Training

RTCAP was invited by APPC to conduct IPS Light training in the IPS / IPS Light workshop at Asian Pacific Postal College (APPC) on 19<sup>th</sup> to 23<sup>rd</sup> May 2014.

There were 9 participants from 9 countries attended the IPS Light training, namely, Afghanistan, Bangladesh, Kiribati, Lao, Mozambique, Nepal, Papua New Guinea, Solomon Islands and Sri Lanka.

## 2.2 Conduct IPS Migration Workshop

RTCAP was invited by PTC to conduct the IPS Migration Workshop at Asian Pacific Postal College (APPC) on 17<sup>th</sup> to 21<sup>st</sup> November 2014.

There were 17 participants from 7 postal operators attended the course, namely, Cambodia, Indonesia, Macau, Mongolia, Pakistan, Philippines and Thailand.

During the workshop, RTCAP had demonstrated database (full database and transaction log) backup and restore, and migrated a database from a participant country to latest IPS version IPS 2014.

As transport layer was removed from the new IPS version, participants was recommended to first migrate the communication software to POST\*Net Gateway (PNG), then migrating to IPS latest version.

Topics covered were, check list for preparation of IPS migration, steps and points to note when planning the IPS migration to new version, introducing special features of IPS such as create new reports and customizing the screen layout by generic screen design, creating new functions by cloning, introduction of new EDI message type EMSEVT V3 and its events and steps to configure new EMSEVT V3 partner.

Others topic covered was how to differentiate Windows backup and database backup.

### 2.3 Conduct Improve Operations (IO) Visit

RTCAP conducted the Improve Operations (IO) Visit for Parcels to Sri Lanka on 11<sup>th</sup> to 13<sup>th</sup> November 2014. There were 42 staff attended the IO training workshop.

Topics covered were understanding the mail process flow, understand the concept of EDI, understand the performance indicators from parcel reports, and understand ILR bonus payment (5 service features) for 2014 and 2015, associate the performance indicators to parcels operations, review and improve parcels operations.

During the IO training workshop, RTCAP also gave a brief introduction to IPS.POST system and IPS system.

#### 2.4 Conduct IPS Training Visit to POS Malaysia

RTCAP conducted the IPS training to POS Malaysia for the operation and technical staff from various units on 3<sup>rd</sup> November to 7<sup>th</sup> November 2014. The mission expenses was funded by POS Malaysia as one time contribution to RTCAP Special Activity Fund.

During the visit, RTCAP also assisted POS Malaysia in testing the IPS migration tool to migrate their database from version IPS 512 to IPS 2013 at the test server.

Topics covered were, introduction to IPS system, management functions, outbound and inbound operation functions, accounting functions, introduction to IPS database, create and customize operation screens and create free reports and introduction to EMSEVT V3 events and steps to exchange EMSEVT V3 with partners.

#### 2.5 Technical and General Enquiry

RTCAP continued to provide support and advice to the technical and general enquiry related to the mails applications and the EDI transmission for the users in the region.

### **3 RTCAP Planned activities for year 2015**

RTCAP will continue to provide assistance to DPOs to improve their delivery performance and EDI transmission performance; and to provide technical assistance with regards to deployment, training and support mission of PTC mails applications as directed or initiated by PTC.

The plan activities for the year 2015 would be focusing on the following 3 areas:

- Provide technical assistance to PTC mails applications
- Conduct IPS / IPS Light training in APPC courses

- Improve operations visit

### 3.1 Provide technical assistance to PTC mails applications

To assist DPOs who are using IPS system to migrate to the latest IPS version 2014.

To assist DPOs who are using IPS Light system to migrate to IPS.POST system through training workshop.

### 3.2 Conduct IPS / IPS Light training in APPC courses

To conduct IPS / IPS Light training, presentation and demonstration in APPC courses organised by APPC, namely International Mail Accounting course and International Postal Services course.

### 3.3 Improve Operations (IO) Visit

As DPOs have expanded to improve their quality of services for mails services other than EMS, RTCAP has started IO Visit for other mails services like parcels service.

As a token of appreciation, RTCAP would like to begin with the DPOs who have contributed to RTCAP SAF. RTCAP is planning to visit three DPOs each year.

#### **4. Budget**

- 4.1 The Expenditure for RTCAP in 2014 was USD 65,947.00. The amount spent was within the budget of USD 82,000 for 2014.
- 4.2 The budget expense for year 2015 to 2017 is expected to be USD 84,000 annually.
- 4.3 The budget contribution is expected to be USD 65,000 annually.
- 4.4 The amount of the balance of RTCAP Special Activity Fund as at 31 December 2014 was USD 246,552.56.
- 4.5 The excess between the budget expense and budget contribution for 2015 to 2017 will be drawn from the balance of RTCAP Special Activity Fund.

Please refer to Annex 2 RTCAP Expenses for details.

## Annex 1 Summary of EDI Status and System used

The status of EDI Exchange for DPOs in Asia Pacific region up to January 2015

	Postal Admin	APPU Member	Net P/G *	EDI Exchange		System	Remark
				Item	Despatch		
1	Afghanistan	X	P	X	X	IPS Light	
2	Australia	X	P	X	X	IPS	
3	Bangladesh	X	P	X	X	IPS Light	
4	Bhutan	X	P	X	X	IPS Light	
5	Brunei	X	P	X	X	IPS	
6	Cambodia	X	P	X	X	IPS	
7	China	X	P	X	X	Own	
8	Fiji	X	P	X	X	IPS Light	
9	Hong Kong, China	X	G	X	X	Own	
10	India	X	P	X	X	IPS	
11	Indonesia	X	P	X	X	IPS	
12	Iran	X	P	X	X	IPS	
13	Japan	X	P	X	X	Own	
14	South Korea	X	G	X	X	Own	
15	Laos	X	P	X	X	IPS Light	
16	Macau, China	X	P	X	X	IPS	
17	Malaysia	X	P	X	X	IPS	
18	Maldives	X	P	X	X	IPS Light	
19	Mongolia	X	P	X	X	IPS	
20	Myanmar	X	P	X	X	IPS Light	
21	Nauru	X	P			IPS Light	
22	Nepal	X	P	X	X	IPS Light	
23	New Zealand	X	G	X	X	IPS	
24	Pakistan	X	P	X	X	IPS	
25	Papua New Guinea	X	P	X	X	IPS Light	
26	Philippines	X	P	X	X	IPS	
27	Singapore	X	G	X	X	IPS	
28	Solomon Island	X	P	X	X	IPS Light	
29	Sri Lanka	X	P	X	X	IPS Light	
30	Thailand	X	P	X	X	IPS	
31	Tonga	X	P	X	X	IPS Light	
32	Vanuatu	X	P	X	X	IPS Light	
33	Vietnam	X	G	X	X	Own	
34	Western Samoa	X	P	X	X	IPS Light	
35	Cook Islands		P	X	X	IPS Light	
36	Kiribati		P	X	X	IPS Light	
37	Tuvalu		P	X	X	IPS Light	

\* P – POST\*Net      G – GXS



## Annex 2 RTCAP Expenses

The actual Expenditure for 2014 is as follows:

	SGD	USD *1
Staff Salary	70,504.34	56,403.47
Telecommunication / Postage	505.60	404.48
Airfare / Travel Allowance	11,352.71	9,082.17
Computer Equipment / Maintenance / Stationery	71.10	56.88
Total	82,433.75	65,947.00

\*1 Estimate exchange rate is 1 USD = 1.25 SGD

The list of voluntary contributions for 2014 is as follows:

	USD
Brunei Darussalam	1,000.00
China Post	4,951.59
India Post	4,977.52
Pos Indonesia	2,500.00
Japan Post	40,000.00
Lao Post	478.37
Philippines Post	965.52
Nepal	500.00
Singapore Post	4,977.52
Sri Lanka Post	1,980.85
Thailand Post	1,500.00
Vietnam	957.62
Total	64,788.99

The estimated budget for 2015 is as follows:

	USD
Staff Salary	64,000.00
Telecommunication / Postage	1,000.00
Airfare / Travel Allowance	13,000.00
Computer Equipment / Maintenance / Stationery	4,000.00
Miscellaneous	2,000.00
Total	84,000.00

The estimated budget for 2016 is as follows:

	USD
Staff Salary	64,000.00
Telecommunication / Postage	1,000.00
Airfare / Travel Allowance	13,000.00
Computer Equipment / Maintenance / Stationery	4,000.00
Miscellaneous	2,000.00
Total	84,000.00

The estimated budget for 2017 is as follows:

	USD
Staff Salary	64,000.00
Telecommunication / Postage	1,000.00
Airfare / Travel Allowance	13,000.00
Computer Equipment / Maintenance / Stationery	4,000.00
Miscellaneous	2,000.00
Total	84,000.00