

## Agenda Item 15: Report of the APPU / UPU Reform Working Group ("Reform WG")

### Sub-item 15.1: Monitoring Implementation of 36 Agreed Initiatives Presentation by New Zealand

1. Subject	References/paragraphs
<p>Informing APPU members, via the Reform WG, on:</p> <ul style="list-style-type: none"> <li>- the directive from the Tehran APPU Congress for the Working Group on APPU / UPU Reform to monitor the implementation of the 36 Initiatives developed during the 2014-2017 cycle</li> <li>- the topline financial position for Reform activity which is forecast to be US\$9,462 over budget at 31 December 2020, but the excess expenditure will be recovered from the 2021 budget</li> <li>- the current activity position where 2020 has seen another major shift in focus due to new work of a priority nature approved at the Tokyo EC meeting, as well as business changes resulting from COVID-19</li> <li>- the updated status of the 36 agreed Initiatives</li> <li>- the intention to complete the remaining 22 Initiatives subject to the 2021 draft Budget being approved by the 2020 EC</li> </ul>	<p>§ 1.1</p> <p>§§ 3.2 – 3.3, Table 1</p> <p>§§ 4.1 – 4.2, Table 2 EC 2020 Doc 15.5</p> <p>§ 4.2, Table 2, Annex 1 § 4.2</p>
<p><b>2. Decisions expected</b></p> <p>The EC is asked to:</p> <ul style="list-style-type: none"> <li>- <b>note</b> the background / updated information in EC 2020 Doc 15.1</li> <li>- <b>note</b> that, for 2020, Reform activity is forecast to be US\$9,462 over budget, this being an expected outcome and one which will be covered from 2021 budget</li> <li>- <b>note</b> the significant shift to work either directed by the 2019 Tokyo EC meeting, or required as part of the preparation for the 2020 EC and GB meetings</li> <li>- <b>note</b> that the core work programme (the 36 Initiatives) is now behind schedule but can be addressed if the 2020 EC approves the Finance Committee's recommendation regarding budget for the work</li> </ul>	<p>§§ 1.1</p> <p>§§ 3.2 – 3.3, Table 1</p> <p>§§ 4.1 – 4.2, Table 2 EC 2020 Doc 15.5</p> <p>§ 4.2, Table 2, Annex 1 Footnote <sup>1</sup></p>

#### 1. Background

- 1.1 The Tehran APPU Congress directed the APPU / UPU Reform Working Group (WG) to monitor the implementation of the 36 Initiatives developed during the 2014-2017 cycle.
- 1.2 The WG assigned this work to Workstream 1 (WS 1) of its Work Programme for 2018-2021.

#### 2. Monitoring tool

- 2.1 The Bureau and Consultant maintain a detailed reporting schedule for costs and activities. A summary of the data is in:
  - paragraph 3.3 for Financial Reporting; and
  - Annex 1: for Activity Reporting

### 3. Financial position

- 3.1 The Reform activity is US\$4,618 under budget as at 30 June 2020.
- 3.2 The Reform activity is forecast to be US\$9,462 over budget at 31 December 2020. This had been expected following the HLSD decision in March this year to undertake a significant amount of work in 2020 on the sustainable future for the College. The HLSD agreed that the excess expenditure would be met from the ASRF and then replenished from the 2021 Consultancy budget.
- 3.3 The topline financial information is set out in Table 1.

**Table 1: Topline Financial Information - 2020**

Period / Element	Actual / Estimated Expenditure	Budget Available	Actual v Budget
Unspent budget carried forward from 2019		15,248	
1 Jan to 30 Jun 2020	20,450	9,820	-4,618
1 Jul to 31 Dec 2020 (estimated)	23,900	9,820	14,080
Total (1 Jan to 31 Dec 2020)	44,350	34,888	9,462

### 4. Activity position: the situation since the Tokyo EC meeting

- 4.1 The Tokyo EC meeting was informed that a number of items in WS1 had been deferred because of the three priority projects commissioned at the 2018 Da Nang EC meeting. The intention was to use the time and budget available from September 2019 to catch up on these items. Due to other priorities and events, this has not happened. The updated Activity Reporting at Annex 1 identifies the status of the remaining 22 Initiatives as predominantly being **"Behind Schedule"**.
- 4.2 Completing the 20 Initiatives that are behind schedule now depends on approval of the 2021 draft Budget.<sup>1</sup> Accordingly, Annex 1 allocates a "TTBA" code ("Timing To Be Adjusted" (subject to 2021 Budget approval)). Table 2 summarises the overall status of the 36 Initiatives approved for implementation by the Tehran Congress.

**Table 2: Summary of 36 Agreed Initiatives (Action Status)**

Action Status	Number of Initiatives
Completed	11
<b>Behind Schedule</b>	<b>20</b>
Consequential to a "Behind Schedule" Initiative	2
Not a priority for the Consultant	3

<sup>1</sup> The 2021 Consultancy Budget is included as a line-item in EC Doc 5 Annex 2. It is also set out in more detail (activity and timing) in EC 2020 Doc 15.3 Annex 3. The Finance Committee is understood to be recommending approval of the Budget to the EC.

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


1.2	<b>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</b>						TTBA
	<b>Annual Process</b>						
	Consultation with members on immediate year requirements for Bureau resource						
	General consultation with other stakeholders Redrafting, consolidation, debate, annual adjustment and reporting						
3.1	<b>Formal contact with all members at least annually based on set agenda</b>						TTBA
	Maintenance of country profile notes and managing outcome documentation					Review of working method needed for this Initiative.	
3.2	<b>Formal contact with functional network quarterly based on set agenda (APP, GB, RTCAP, Regional Coordinator, EC Chair)</b>						TTBA
	Ongoing maintenance of functional network profile notes and managing outcome documentation					Review of working method needed for this Initiative.	
3.3	<b>Formal contact with (agreed) peer network at least annually based on set agenda</b>						TTBA
	Ongoing maintenance of peer network profile notes and managing outcome documentation					Review of working method needed for this Initiative.	
3.4	<b>Maintain contact with multilateral and industry bodies</b>						TTBA
	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						

	<b>Satisfaction survey to be undertaken annually of agreed stakeholders</b>						
<b>3.5</b>	Establish survey method, timing, cost, audience, reporting process						<b>TTBA</b>
	Prepare proposal for EC to approve survey						
<b>4.1</b>	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.	<b>TTBA</b>
<b>4.2</b>	Consult with Regional Project Coordinator on annual and four-year plans to ensure coordination, alignment of activity with all Stakeholders' plans.						<b>TTBA</b>
	<b>Coordination and monitoring of EC Working Groups activity</b>						<b>TTBA</b>
	EC appoints WG Chairs						
<b>4.3</b>	WG Chairs review their areas of responsibility and advise timelines to Bureau and EC Chair					"Completed" on the basis that the cycle is nearing completion and WGs are operating systematically.	
	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)						
<b>5.1</b>	Establish core reading list relevant to member interests						<b>TTBA</b>
	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						
<b>5.2</b>	Maintain programme of regular communications with members and stakeholders (Website, Newsletter etc)						<b>TTBA</b>
<b>8.1</b>	Review Position Description and draft KPIs for Director - 2020 onwards						<b>TTBA</b>

