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
Info	orming APPU members, via the Reform WG, on:	
-	the directive from the Tehran APPU Congress for the Working	
	Group on APPU / UPU Reform to monitor the implementation	§ 1.1
	of the 36 Initiatives developed during the 2014-2017 cycle	
-	the topline financial position for Reform activity which is	\$\$ 2.2 2.2 Table 1
	forecast to be US\$9,462 over budget at 31 December 2020, but the excess expenditure will be recovered from the 2021 budget	§§ 3.2 – 3.3, Table 1
_	the current activity position where 2020 has seen another major	
	shift in focus due to new work of a priority nature approved at	§§ 4.1 – 4.2, Table 2
	the Tokyo EC meeting, as well as business changes resulting	EC 2020 Doc 15.5
	from COVID-19	
_	the updated status of the 36 agreed Initiatives the intention to complete the remaining 22 Initiatives subject to	§ 4.2, Table 2, Annex 1
	the 2021 draft Budget being approved by the 2020 EC	§ 4.2
	0 1 pp	
2.	Decisions expected	
The	EC is asked to:	
-	note the background / updated information in EC 2020 Doc 15.1	
-	note that, for 2020, Reform activity is forecast to be US\$9,462	§§ 1.1
	over budget, this being an expected outcome and one which will	§§ 3.2 – 3.3, Table 1
_	be covered from 2021 budget note the significant shift to work either directed by the 2019	
-	Tokyo EC meeting, or required as part of the preparation for the	§§ 4.1 – 4.2, Table 2
	2020 EC and GB meetings	EC 2020 Doc 15.5
-	note that the core work programme (the 36 Initiatives) is now	
	behind schedule but can be addressed if the 2020 EC approves	§ 4.2, Table 2, Annex 1
	the Finance Committee's recommendation regarding budget for	Footnote ¹
	the work	

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. 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		
Behind Schedule	20		
Consequential to a "Behind Schedule" Initiative	2		
Not a priority for the Consultant	3		

¹ 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.

Re	form Working Group 2018-2021: Workstrea	am 1 -	- Mon	itorir	na Im	EC 2020 - Doc 1	15.1 Annex 1
Ref.		Q1	Comple On sch Minor i Behind	eted nedule		Comment	Classification
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 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) Complete second draft and circulate to key stakeholders					Significant effort needs to be made on these tasks as this is a key Initiative for the profile of the Union. Significant effort needs to be made on this task as this is a key Initiative for the profile of the Union.	n Code *

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			ТТВА
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.	ТТВА
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.	ТТВА
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.	ТТВА
	Maintain contact with multilateral and industry bodies Bureau undertakes research on possible target organisations to understand broadly what their role		Review of working method needed for this	
3.4	is and how they might fit with Post (including logistics and financial services). Bureau nominates a small selection of Bangkokbased multilateral and industry bodies for consideration by EC as targets for contact/relationship. EC approves nominations		Initiative.	ТТВА

	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				ттва
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.	ттва
4.2	Consult with Regional Project Coordinator on annual and four-year plans to ensure coordination, alignment of activity with all Stakeholders' plans.				ттва
	Coordination and monitoring of EC Working Groups activity EC appoints WG Chairs				-
4.3	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			"Completed" on the basis that the cycle is nearing completion and WGs are operating systematically.	ТТВА
	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				ТТВА
5.2	Maintain programme of regular communications with members and stakeholders (Website, Newsletter etc)				ттва
8.1	Review Position Description and draft KPIs for Director - 2020 onwards				ТТВА

8.2	Review Position Descriptions and set KPIs for Bureau staff for 2019 onwards					ТТВА		
9.2	Delegated levels of authority for expenditure are to be reviewed by 31 October 2019 for clearance by EC and Governing Board (target date for clearance is 31 December 2019).					ТТВА		
10	Ensure all staff have clear understanding of role, responsibilities and expectations.					ттва		
10	Ensure individual performance reviews are undertaken on all staff at least annually with report to EC regarding completion.					ТТВА		
10	Implement formal staff survey feedback system by 30 November 2019 (to be annual event).					ттва		
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 2018.					ТТВА		
11	Establish an annual compliance review to ensure key management aspects (Health and Safety, general personnel conditions) are in accordance with Thai requirements.					ТТВА		
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.	being	on 8.5 complet (being a	ed as p	er	CtAs		
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) Ctas						
*	* Classification Code Explanation TTBA = Timing to be adjusted if 2020 approves 2021 budget submission (20) CtAS = Consequential to another Initiative (2)							