



International Postal Services Course

7th November to 2nd December 2022

The Four Week Programme will cover all the latest Rules and regulations relating to International Mail Operations . The changes envisaged in the operational areas in LCAO, Parcel, EMS handling and the new trend on Terminal Dues system. The 3rd week of the Course will include a Workshop on IPS and IPS.Post softwares conducted by experts from the UPU Postal Technology Center. Site visits to offices of exchange and e-commerce companies will also be held to reinforce the class room teaching.

Mail Exchange Terminology	Terminal Dues	Postal Security
EDI	Parcel Accounting	Logistics
EMS Standards	Mail Transport	Best Practices in Industry
Parcel handling	Cross Border E-Commerce	Global Monitoring System



Ms Yu Yan holds Master Degree of Administration and Bachelor Degree of Economics. She joined the APPC in January 2019. Her working experience in the postal sectors including 10 years focusing on postal operations and over 10 years on strategic planning, regulatory issues, postal reform and business development. From 2003 to 2004, she worked at the International Bureau of UPU, as the project manager of EMS Unit, specializing in the Improver Program. Her previous position before joining the APPU was the Director of the Express Management Division at the Market Supervision Department, State Post Bureau of China (P.R)



Course Schedule

Week 1	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Introduction & Ice Break & Admin briefing	Global Postal Environment	UPU Structure & Functions	International Postal Business	General Principles of International Mail Accounting
PM	Introduction & Ice Break & Admin briefing	Bangkok in Five Hours	Participant Presentations	International Mail Flow Pipeline	Visit to Mail Centre & EMS Centre
Week 2	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Mail Transit and Accounting	Standard Terms	Measuring Postal Performance	Peak Season Preparation	UPU Strategy
PM	Internal Air Conveyance Dues Contract with airlines	Standard Terms (Cont.)	Leg 2 Management	Cross Border E-commerce	IPP and IRP
Week 3	Monday	Tuesday	Wednesday	Thursday	Friday
AM	IPS Workshop	Visit to SCG Logistics	Outbound process	Accounting Process	Parcel Accounting
PM	Configuration of the System	EMSEVT V3	Inbound Process	CN-55.56,61	International Food Festival
Week 4	Monday	Tuesday	Wednesday	Thursday	Friday
AM	EMS Pay for performance	Parcel Post Operations and Accounting	Quality Management in Mail	Examination Prep	Course Summary
PM	EMS Operations	Advanced Electronic Intimation	Revision	IPS Final Examination	Graduation & Lunch

Breaks at 1000 and 1445 and lunch 1145-1315 (1145-1345 Fridays)

Text in Red – non-course sessions

Text in green – offsite to inspire innovative thoughts and external stimuli

Text in bold – sessions provided by external presenters

For information on dates and prices please contact admin@appu-bureau.org

APPC Asian-Pacific Postal College
 Motivate - Connect - Innovate

