

EXECUTIVE COUNCIL 2023

REVIEW OF GOVERNING DOCUMENTATION AND ARCHIVING PROJECT

(Document prepared by the APPU/UPU Reform Working Group)

1. Subject	References/paragraphs
<p>Informing the EC on:</p> <ul style="list-style-type: none"> - the background to the review of governing documentation and the key role that archiving plays in the overall assignment - the current work position for: <ul style="list-style-type: none"> - Acts of the Union and Congress documentation - Executive Council documentation - Governing Board documentation - next steps 	<p>§ 2</p> <p>§§ 3.2 – 3.3, App 1 Lines 3-17</p> <p>§§ 3.4 – 3.6, App 1 Lines 18-25</p> <p>§§ 3.7 – 3.10, App 1 Lines 26-33</p> <p>§ 4</p>
<p>2. Decisions expected</p> <p>The EC is asked to:</p> <ul style="list-style-type: none"> - note the background to the review of governing documentation and archiving, as well as the current work position for each category of documentation - approve the next steps 	<p>§§ 2 – 3, App 1</p> <p>§§ 4 – 4.4</p>

1. Purpose of document

1.1 On 22 February 2023 at its constituent meeting, the APPU/UPU Reform Working Group (Working Group):

- (i) approved the continuation of the archiving work in relation to governing documentation and an approach and plan for aligning and amending the Acts of the Union (to be guided by a vision).
- (ii) noted that the intention was to complete the work by the 2023 EC meeting, subject to further assessment by the APPU Bureau.

1.2 This document provides an update to the Executive Council on the work undertaken to date concerning the archiving of governing documentation.

2. Key background

2.1 This is the first detailed report to the Executive Council on the review of governing documentation archiving project. An initial detailed report was provided to the constituent meeting of the Reform Working Group (22 February 2023). EC 2023 Doc 13.3 is, in part, based on the February Working Group report (including the material at Appendix 1).

2.2 For clarity, the “review of governing documentation and archiving project” currently covers documentation for:

- (i) the Acts of the Union¹
 - Convention
 - Convention Detailed Regulations
 - Constitution
 - General Regulations
 - Final Protocols
 - Additional Protocols
 - International Postal Service Rules
- (ii) Congress documentation
- (iii) Executive Council documentation
- (iv) Governing Board documentation

2.3 The purpose of reviewing this documentation includes:

- (i) facilitating the carrying out of Resolution C2/2022 (“Continuation of the review of APPU governing documentation in the 2022-2026 cycle) by:
 - ensuring that the Union has a full set of its Acts from each of the Congresses when provisions were amended;
 - annotating the Acts so as to have a record of key decisions (and reasons for changes);
 - mapping key transitions when the structure of Acts have changed (1985, 1990, 1995),
- (ii) supporting the work on Resolution C2/2022 by ensuring background material from all Congresses, Executive Council meetings, and Governing Board meetings is:
 - available and in proper order and sequence;
 - converted to softcopy versions, and
- (iii) archiving the vast quantities of documents in such a way that searching for known or unknown information can be undertaken with least possible effort.

2.4 Overall, significant progress has been made. That said, it is an assignment that continually strikes unforeseen issues - some relating to technical aspects, some relating to resources. Section 3 of this document provides the Executive Council with a summary of the current position and how the project is expected to progress.

¹ The Convention and the Convention Detailed Regulations preceded the Constitution and General Regulations for the period 1961-1985. Following 1985, a shortened Convention and Convention Detailed Regulations were retained until eventual rationalisation into other instruments by 1995 (e.g., the International Postal Service Rules which replaced the Convention Detailed Regulations).

3. Summary of current position

3.1 The review of governing documentation and archiving project is in Phase 1 (preparation of documentation). The elements of Phase 1 are set out in a spreadsheet at Appendix 1.

Acts of the Union and Congress documentation

3.2 Within Phase 1 the most important elements are the Acts of the Union and Congress documentation. For the work that may need to be undertaken on structural and / or complex matters, this work needs to be completed by 31 July 2023. The current position is that this timing will be met. A verbal update will be provided to the Executive Council 14-18 August 2023.

3.3 Key points highlighted for the Executive Council from the material at Appendix 1 are as follows.

Activity		Comment
4	Acts - sourcing	Completed
5	Acts – editable copies	Completed
6	Acts - annotate	Completed
6A	Acts – cascading / harmonising annotations	This is a new activity. It was not foreseen as being significant and had been seen as part of Activity 6 work. However, it has developed into a major piece of work, and is now identified with its own dedicated activity. It has added time to the activity, but the 31 July deadline stays in place.
9	Acts - sign-off as ready for C2/2022 action	Due to the additional time required for cascading / harmonising annotations, sign-off has been deferred to 31 July.
11	Congress docs - sourcing	Completed
12	Congress docs – deduplicate, sequence, completeness	Completed
13	Congress docs – indexing/tagging	Completed
14	Congress docs – subject trails for multi-Congress topics	Further work is needed to refine output. Activity 6A has impacted this activity and completion timing is not available yet.
17	Congress docs - sign-off as ready for C2/2022 action	Due to the additional time required for cascading / harmonising annotations, sign-off has been deferred to 31 July (with the proviso that Activity 14 may not be completed at that point).

Executive Council documentation

3.4 Commencing work on Resolution C2/2022 can be done without the full availability of organised and archived material for all Executive Council meetings. There are some periods in the Union's history where the Council developed and decided significant changes (e.g., 1971-1974, 1982-1984, 1996-1999). It is important that these periods take priority when the Executive Council meetings are processed.

3.5 The detailed work on the Congress documentation (i.e., organising documentation, indexing / tagging) was undertaken on-site in Bangkok by the Reform Consultant and the Bureau. As a possible best use of resources, the Reform Consultant has trialled a remote working arrangement i.e., downloading meeting files, printing, deduplicating, sequencing, indexing / tagging in his home base of New Zealand. The trial proved it could be done, but it is a process that has some limitations / disadvantages. The Reform Consultant is coordinating with the

Bureau to get input on process before deciding the best way of dealing with Executive Council documentation.

3.6 For the moment, the points to note in Appendix 1 are detailed below.

Activity		Comment
19	EC docs - sourcing	Partially completed – this is a conservative assessment as not every EC meeting has been reviewed.
20A	EC docs – trial deduplication, sequence, completeness via remote processing	This is a new step added in since the initial report was prepared for the Reform Working Group’s constituent meeting. As mentioned in paragraph 3.5, the reform consultant is coordinating with the Bureau to develop / agree a way forward.
21	EC docs – indexing / tagging	Due to Activity 6A and, to a certain extent, Activity 19A, indexing / tagging is moved back – with the proviso that the key periods (reference paragraph 3.4) are processed as the priorities.
22	EC docs – subject trails for multi-EC topics	As above for Activity 20A.

Governing Board documentation

- 3.7 The lowest priority is Governing Board documentation. This is mainly because it is generally well-organised and consistently presented from its earliest years up to the present time.
- 3.8 The main task for this documentation is to update the file names, particularly by adding the name of a document (to the file name). Currently, the position is that only a document number is provided.
- 3.9 The only other comment regarding Governing Board documentation relates to Activity 27 of Appendix 1 which describes sourcing as “partially completed”. Again, as with Activity 19 for Executive Council documentation, this is a conservative assessment as not every Governing Board meeting has been reviewed.
- 3.10 It is proposed that the Executive Council ask the Governing Board of the training section to consider how any available administrative capacity within the training section (including ad-hoc capacity that might arise in the future) could be applied to this exercise to accelerate the completion of these activities.

4. Next steps

- 4.1 The workplan for the remainder of the 2023 calendar year is included at Appendix 1. As resourcing and funds allow this will be accelerated. A workplan for 2024 to continue to progress remaining items will be developed by the Reform Consultant and the Bureau.
- 4.2 As outlined at 3.4, moving forward with the Review of Governing Documentation can occur prior to the finalisation of the archiving project. This will be a priority focus of the APPU/UPU Reform Working Group, as documented in EC 2023 Doc 13.5.
- 4.3 In saying this, the archiving project remains an important and fundamental piece of work that requires completion. Given the nature of the project, and its ability for work to utilise otherwise unused capacity, this should continue to be progressed by the Bureau as capacity allows.

- 4.4 The APPU/UPU Reform Working Group recommends the Executive Council agree:
- (i) a progress report on the archiving project is provided to each Executive Council meeting until project completion, with project completion to occur no later than the 2026 Congress; and
 - (ii) recognising the primacy of other activities, the Bureau will explore the possibilities and allocate appropriate resources, as capacity and funding allows, to progress the archiving project to accelerate its completion.

Appendix 1

Activity Chart

Reform Working Group Review of Governing Documentation and Archiving

(Version of 28 June 2023)

