



EXECUTIVE COUNCIL 2024

REPORT OF THE ASIAN-PACIFIC POSTAL COLLEGE GOVERNING BOARD

1. Introduction, opening remarks, approval of agenda

- 1.1 The 54th Asian-Pacific Postal College (APPC) Governing Board Meeting was held on 12 August 2024. It was attended by all 10 GB members, namely Australia, China, India, Japan, Korea (online), New Zealand, Pakistan (online), Philippines (online), Sri Lanka (online) and Thailand.
- 1.2 The meeting was chaired by Ms Kalaya Chinatiworn, Principal Advisor for Foreign Affairs at the Ministry of Digital Economy and Society, Thailand. The Asian-Pacific Postal Union (APPU) Bureau was represented by Dr Vinaya Prakash Singh (Secretary of the Governing Board), Mr Sandeep KP (Consultant, APPU Bureau), and Ms Kwanjai Kajornwuttideth (Manager, Administration and APPU Affairs).
- 1.3 On invitation, Dr Singh, Secretary General of the Union made brief opening remarks on how the College is uniquely positioned in providing quality training to the postal staff from around the region and outside. The Secretary General informed the GB that a comprehensive review is being undertaken every year to improve the quality of training in the APPC and thanked the GB members for their continuous support to the College.
- 1.4 **Doc 1: Adoption of agenda and business arrangement:** this was adopted without comment.

2. Report on 2023 APPC's activities

2.1 Doc 2 – Staff

Main information

Secretary General

- Dr Vinaya Prakash Singh from India was elected (at the 2022 APPU Bangkok Congress) as the new Secretary General of the Asian-Pacific Postal Union (APPU). His tenure started on 1 January 2023 and will continue until 31 December 2026.

Staff

- Mr Anucha Soonglertsongpha from Thailand was appointed as a Lecturer. His contract started on 1 January 2023 to 31 December 2024.
- Ms YU Yan from China was appointed as RTCAP/ Consultancy Section Manager. Her contract started on 1 January 2023 and is valid until 31 December 2024.
- Mr Sandeep KP was seconded as Lecturer-cum-Consultant to the Asian-Pacific Postal Union since 20 January 2023 by the Government of India for a period of 3 years, which can be extended to 4 years based on mutual consent. The expenditure of this position will be borne by the Government of India.
- Ms Padmagandha Mishra completed her contract as the Lecturer in APPC on 31 July 2023 and returned back to India Post.

Decision taken

Doc 2 – Staff: noted without comment

2.2 Doc 2, Appendix A – Courses and workshops**Main information**

In 2023, the Training Section of APPU Bureau:

- conducted fourteen physical courses and two online courses attended by 122 participants
- conducted twelve physical workshops and one online workshop attended by 51 participants
- completed a total of 67 training weeks with 173 participants
- conducted one-week ETP in China, Macao
- organized workshops and seminars for UPU and UNI Apro
- hosted capacity building activities for 283 participants in total

Decision taken

Doc 2, Appendix A - Courses and workshops: noted without comment

2.3 Doc 2, Appendix B - Statement on the use of cash contributions and fellowship grants in 2023**Main information****(i) Cash contributions**

Seven members allocated funds for participants to attend courses. Total funds were 7,590,077 Baht.

Usage was split at 4,771,225 on training, and 2,818,352 on APPC activities.

(ii) Fellowship funds

Funds were received from eight parties, totalling 10,236,476 Baht.

Usage was split at 9,484,264 on training, and 752,212 on APPC activities.

Appreciation was expressed to all parties providing funds for the training section.

Decision taken

Doc 2, Appendix B - Statement on the use of cash contributions and fellowship grants in 2023: noted without comment

2.4 Doc 2, Appendix C – 2023 Actual Attendance**Main information****(i) Self-funded Participation**

51 participants attended the training activities through self-funded seats.

(ii) Fellowship participation

122 participants attended the training activities through fellowship seats.

Decision taken

Doc 2, Appendix C - 2023 Actual Attendance: noted without comment

3. Auditor's report for the year 2023**3.1 Doc 3 – Report on 2023 Statement of Financial Position****Main information**

Income:	25,643,954 Baht
Expenditure:	26,261,659 Baht
Outturn for 2022:	deficit of 617,704 Baht

Income influenced by:

- Increase in fellowship grant
- Increase in secondment

Expenditure influenced by:

- Increase in airfare

Decision taken

Doc 3 was noted regarding

- 2023 income and expenditure
- deficit for 2023 of 617,704

4. Report on 2024 APPC's activities**4.1 Doc 4 – Report on 2024 APPC's activities****Main information****Staff**

- Ms Suchismita Swain from India has been appointed as a Lecturer for Postal Operations, Finance, Marketing, and Human Resource Management. Her contract is effective from 1 January 2024 to 31 December.
- Mr Kenichi Hosokawa has been seconded as Lecturer to the Asian-Pacific Postal Union since 3 June 2024 by Japan Post Co., Ltd. for 2 years. The expenditure related to this position will be borne by Japan through the UPU.
- Mr Anucha Soonglertsongpha from Thailand will complete his two years of service on 31 December 2024. His contract is currently under review for extension.

Courses and workshops

Planned activity for 2024 is delivered through:

- Sixteen physical courses including two online courses and two intensive one-week courses
- Fifteen workshops including three special workshops

Decision taken

Doc 4 – Report on 2024 APPC’s activities: noted without comment

4.2 Doc 4, Appendix A – Activities from January to March**Main information**

- Two courses and two workshops (all physical) were conducted involving 23 participants (15 participants on fellowship funds, 8 participants self-funded)

Decision taken

Doc 2, Appendix A – Activities from January to March: noted without comment

4.3 Doc 4, Appendix B – Estimated expenditure and income for 2024**Main information**

- Income: 36,660,526 Baht
- Expenditure: 36,246,095 Baht
- Est. Outturn for 2024: surplus of 414,431 Baht

Usage of funds: cash contribution

Funds expected:	7,500,500 Baht
Funds expected to be used:	6,688,033 Baht
Estimated unused funds:	812,463 Baht

Usage of funds: fellowship grants

Funds expected:	16,964,234 Baht
Funds expected to be used:	16,134,210 Baht
Estimated unused funds:	830,021 Baht

Decision taken

Doc 4, Appendix B – Estimated expenditure and income for 2024: noted with appreciation expressed by the Bureau for the generous contributions from all parties.

5. 2025 Plan and Budget**5.1 Doc 5 – 2025 Plan and Budget**

Plan is based on responses to the Training Needs Analysis. Estimated financial outturn for 2025 is a deficit of 1,946,172 Baht.

5.2 Doc 5, Appendix A - 2025 Courses and workshops

Draft training plan comprises 68 training weeks delivered through 14 courses and 15 workshops

5.3 Doc 5, Appendix B - Details of 2025 estimated income

Income:	31,684,268 Baht
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5.4 Doc 5, Appendix C - Details of 2025 estimated expenditure

Expenditure: 33,630,440 Baht

5.5 **Doc 5, Appendix D - 2024 Business Plan for APPC**

No comment regarding Business Plan

Decision taken

Doc 5 and its appendices were noted with specific reference to:

- the 2025 training plan
- the training plan being based on responses to the TNA
- the 2025 budget projection

6. **Training Section Reserve Fund (TSRF)**

6.1 **Doc 6 - TSRF**

Main information

Summary of financial balances:

- Minimum financial level required under Bureau Financial Regulations: US\$210,000.
- Balance at 31 December 2023: US\$480,769 (actual)
- Balance at 31 December 2024: US\$492,281 (projected)
- Balance at 31 December 2025: US\$438,220 (projected)

Decision taken

Doc 6 – TSRF – was noted regarding:

- Minimum financial level of US\$210,000
- The respective financial levels at 31 December in each of the years 2023, 2024 and 2025

7. **Allocation of GB contributions**

7.1 **Doc 7 – Allocation of GB contributions**

Main information

Currently, there are 10 GB members whose contributions are utilized for the development of the College. The contributions are applied according to two main variations:

- Fellowship Grant to other countries
 - the sponsoring country covers the tuition fees, daily subsistence allowance (DSA), and airfare for recipient participants/countries
- Capacity building of own staff – within this variation there are three different models:
 - GB contribution covering only the tuition fee
 - GB contribution covering the tuition fee and the DSA
 - GB contribution covering the tuition fee, DSA, and the airfare of the participants after obtaining prior approval

Appeal for allocation of GB contributions

- Fellowship Grant to other countries
 - the sponsoring country covers the tuition fees, daily subsistence allowance (DSA), and airfare for recipient participants/countries
- Capacity building of own staff
 - GB contribution to be used to cover the tuition fee and the DSA only

Decision taken

Doc 7 – Allocation of GB Contributions – was noted regarding:

- The appeal for the uniform utilization of GB contributions

8. Improving the quality of training in APPC

8.1 Doc 8 – Improving the quality of training in APPC

Main information

- The Bureau has the vision to make the APPC the world's best Intergovernmental Postal Training Institute in the coming years by investing in key areas.
- The Bureau has been making efforts to incrementally upgrade the infrastructure at the College over the past 18 months. The dormitory, gymnasium, and internet connectivity have been upgraded, and two projects—the Smart Classroom and the Digitalization of the Library—are currently in progress.
- The Bureau has reached out to new potential partners for APPC activities as well as the Business Forum which will potentially add more revenue to the College.
- The Bureau has initiated communication with other restricted unions for collaboration and cooperation.
- The Bureau will continue to update training activities to meet the needs of the APPU members.
- The Bureau will continue to monitor the finances of the APPC closely and will conduct a thorough review of GB contributions, tuition fees, course durations, and participant DSAs.

Decision taken

Doc 8 – Improving the quality of training in APPC - was noted regarding:

- Efforts being undertaken to improve quality
- The next steps of improving the quality of training in APPC

9. Appointment of Auditor

9.1 Doc 9 – Appointment of Auditor

Main information

- Currently a one-year (i.e., 2024) contract exists with Banchi Co Ltd for auditing services.
- The Bureau plans to call for audit tenders by 2024 for both the Administrative and Training Sections. The contract will be awarded through the tender process for one year.

Decision taken

Doc 9 – appointment of Auditor: document noted without comment

10. Appreciation

10.1 Doc 10 – Appreciation 2023

Main information

- Bureau expressed its appreciation to GB members, donors and APPU member-countries for ongoing generosity i.e.,
 - Cash contributions: China, India, Korea, Pakistan, Philippines, Sri Lanka, Thailand
 - Fellowships: Australia, Japan, New Zealand, Deutsche Post, La Poste France, Swiss Post, UPU, USPS
 - Accommodation: Thailand

Discussion

- INDIA appreciated the contribution of GB member countries and sponsors for their support to the college. The support provided by the APPU Bureau to the activities of the College was also appreciated.

Decision taken

Doc 10 – Appreciation 2023: document noted

11. Any other business

- NEW ZEALAND suggested that in addition to asking participants for feedback regarding training courses, it seemed a good idea to also ask the leadership teams in the businesses that send participants to the College for their feedback. Such additional feedback might focus on specific metrics e.g., a reduction in Verification Notes (where a person had attended an international operations course), reduction in settlement issues (where a person has attended an international accounting course), etc. Not only would such a feedback extension obtain a different perspective, it would also potentially provide testimony to the value of training that might then feature as a selling tool to encourage other members to send participants to the College. The Bureau explained the four feedback mechanisms currently in place, and informed the GB that further efforts will be made to improve the feedback and assessment of performance of participants on return to their parent businesses.

¹The SECRETARY GENERAL added that two of the feedback mechanisms involve a level of independence i.e.,

- at the conclusion of courses there is an intense session between participants and Bureau management (the Secretary General, APPU Manager, but not the lecturers) where the range of topics covered is fairly liberal and an open style is encouraged; and
- when the Training Needs Analysis is sent to members there is now an opportunity to comments on relevance of current courses, new needs, and general training observations – all designed to increase relevance.
- KOREA referred back to Doc 8 regarding an appeal to increase the DSA. The question was the gap between the DSA and the real cost incurred by participants in attending the College. The Bureau responded that the current DSA was set in 2018 at 125 USD per week. Accommodation is provided free-of-charge, and the DSA covers any other living costs that a participant incurs. As to the adequacy of the DSA, that is difficult to answer as it depends on the spending habits of each individual. That said, the increase in living

¹ Additional comment provided by Secretary General at the closing of the meeting but placed here due to relevance.

costs in Bangkok has given rise to requests for an increased DSA. In terms of the gap between the DSA and actual costs the only other data available to the Bureau is that some postal organisations provide participants with DSA ranging between USD 60 to USD 100 per day.

- AUSTRALIA mentioned that in its role as Chair of the Reform WG one of the topics is the APPU as a Centre of Excellence, including the College. Linking this element in with the comment from NEW ZEALAND about objective measures of training benefits, AUSTRALIA added its support to the comments from NEW ZEALAND and was very much in favour of objective measures of success being developed and implemented. Such a process should quickly demonstrate the strengths and areas for improvement in training design and delivery. The Bureau took note of the comments of Australia.