

REPORT ON THE ACTIVITIES OF THE UNION

Report by the Secretary General of APPU

Subject	References/Paragraphs
- Report on the Activities of the Administrative Section of the Union	§§ 1 to 10
- Report on the activities of the Training Section of the Union	§§ 11 to 17
- Report on Progress on taking action on Istanbul Congress Decisions	§§ 18 to 21
- Report on drafting of Four-Year Plan	§§ 22 to 27
- Report on drafting of Business Plan for the Administrative Section and Consultant	§§ 28 to 32
Requested Action: Take note of the report	§§ 1 to 32

I. Administrative Section

1. Secretary General attended the sessions of UPU CA/POC from 4 to 7 April 2017 in Bern, Switzerland and delivered a Report after the conference.
2. Secretary General visited Sydney, Australia from 30 April to 2 May 2017 in order to attend the workshop on “WCO-UPU Customs-Post for the Asia-Pacific Region” at Pullman Hyde Park Hotel. (Supported by the Universal Postal Union under project FSRASCHN1701).
3. Secretary General paid an official visit to Singapore from 15 to 16 June 2017. The objective was to strengthen cooperation between Singapore and APPU.
4. The 12th APPU Congress was convened successfully in Tehran, Islamic Republic of Iran from 30 June to 7 July 2017.
5. Secretary General attended the sessions of UPU CA/POC from 23 to 27 October 2017 in Bern, Switzerland and made a report after the conference.
6. The 6th APPU Postal Business Forum 2017 on “Building a Strong Platform for Global Trade”, was held at APCC Bangkok, Thailand from 27-29 November 2017.
7. Secretary General paid an official visit to Tokyo, Japan from 19 to 21 December 2017 in order to attend the MoU Signing Ceremony with Uni Global Union Asia & Pacific (Uni Apro).

The following activities are planned throughout 2018

8. Secretary General plans to pay a courtesy visit to Cambodia from 6 to 8 August 2018.
9. Secretary General plans to pay a courtesy visit to Laos from 8 to 10 August 2018.
10. Secretary General will attend the sessions of UPU Extraordinary Congress from 3 to 7 September 2018 in Addis Ababa, Ethiopia.
11. The 7th APPU Business Forum 2018 will be held from 27 to 28 November 2018 at Eastin Grand Hotel, Bangkok, Thailand.

II. Training Section

12. During the year 2017, Training Section of APPU Bureau conducted 15 courses and 6 special programmes, which were attended by 225 participants. At the request of postal administrations, the College conducted 4 External Training Programmes and 4 special programmes on site in Bangkok, training 91 and 39 participants, respectively. Regular courses, special programmes, external training programmes run by APPC in 2017 are listed as follows:

Regular Courses

Course	Dates (2017)	No. of Participants
1. Advanced Business Management	9 - 27 January	8
2. Postal Retailing and Sales Management	9 – 27 January 2017	7
3. International Mail Accounting	13 February – 3 March	10
4. Postal Business Development	13 February – 3 March	7
5. Strategy Formulation & Execution	13 March – 7 April	9
6. Operations Management	13 March – 7 April	14
7. Service Quality Management	8 May – 2 June	7
8. Human Resource Management	8 May – 2 June	9
9. E-Business and Technology	12 – 30 June	12
10. International Postal Services	31 July – 25 August	10
11. Parcel & Logistic Management	31 July – 25 August	12
12. Marketing and Innovation for Post	11 September – 6 October	13
13. Postal Management	11 September – 27 October	11
14. Express Mail Services	13 November – 1 December	11

Course	Dates (2017)	No. of Participants
15. Practical E-Commerce Management	13 November – 1 December	22

Special Programmes

Special Programme	Dates (2017)	No. of Participants
1. Terminal Dues	20 - 24 February	14
2. Business Planning	20 - 24 February	8
3. E-Commerce Strategy	20 – 24 March	11
4. E-Commerce Operations	27 – 31 March	9
5. Innovation for Posts	18 – 22 September	10
6. Strategic Cost Management	25 – 29 September	11

Special Programmes for Postal Administrations

Topics	Designated Operator	Dates (2017)	No. of Participants
Postal Service Probationers	India Post	23 – 25 March	11
Performance Management	Qatar Post	13 – 17 November	10
Performance Management	Qatar Post	20 – 24 November	8
Performance Management	Qatar Post	4 – 8 December	10

External Training Programmes

Topics	Designated Operator	Dates (2017)	Participants
Leadership for Postal Manager	Macau Post	24 – 28 April	16
E-Commerce Operations	Vietnam Post	10 – 14 July	31
Marketing and Innovation for Post	Sri Lanka Post	6 – 10 November	32
International Postal Services	Hong Kong Post	13 – 17 November	12

13. In addition to the aforementioned courses, APPC organised 4 UPU workshops, which were attended by 70 participants from 28 countries. The workshops were:

- UPU Workshop on Digital Financial Services and Financial Inclusion;

- UPU Workshop on Operational Readiness for E-Commerce (ORE);
- IPS.Post Training for Asia-Pacific Region; and
- Digital Financial Services Development and UPU Trademark Implementation in Asia-Pacific Region.

14. UNI-Apro-APPC joint seminar on Post and Logistics was organized from 11-12 July for 23 participants from 12 postal unions.

15. During the first quarter 2018, the Training Section conducted 7 regular training courses for 59 participants.

Regular Course	Dates	Participants
Service Quality Management	15 January – 9 February 2018	7
Human Resource Management	15 January – 9 February 2018	9
Strategy Formulation and Execution	26 February – 23 March 2018	8
Operations Management	26 February – 23 March 2018	11
Special Programmes		
Strategy Human Resource Management	29 January – 2 February 2018	2
Commerce Strategy	5 – 9 March 2018	8
Commerce Operations	12 - 16 March 2018	14

16. In addition, we have organised 2 workshops together with UPU namely:

- a) Postal Security Training in Asia Pacific Region from 22-26 January 2018. This was attended by 35 participants from 17 countries.
- b) The 2nd Operational Readiness on E-Commerce (ORE) in Asia Pacific Region from 26-30 March 2018. 48 participants from 19 countries attended this workshop.

17. From 16-18 March 2018, APPC conducted Postal Service Probationers for India Post.

III. Progress on taking action on Istanbul Congress Decisions

APPU's Response to UPU Congress Requested Activity

18. Four Decisions at the 2016 Istanbul UPU Congress requested restricted union action i.e.,

- **Recommendation C 14/2016:** Promotion of disaster risk management measures in the field of development cooperation
- **Resolution C 15/2016:** Integrated Product Plan implementation
- **Resolution C 21/2016:** Further strengthening the activities of the Union in the area of postal regulation
- **Resolution C 23/2016:** Istanbul World Postal Strategy

19. During 2017, the Bureau responded to these Decisions as follows.

- (i) An analysis of each of the Decisions to identify possible activities that the Union could undertake;
- (ii) A consultation of the EC (by correspondence) to get approval for proposed activities; and
- (iii) Commencement of work on the activities, including the preparation of a simple reporting document that records progress.

20. Annexed to EC 2018 – Doc 4, is a progress report for each of the four Decisions (as at 6 May 2018) i.e.,

- Annex 1 - Recommendation C 14/2016
- Annex 2 - Resolution C 15/2016
- Annex 3 - Resolution C 21/2016
- Annex 4 - Resolution C 23/2016

21. The following comments regarding the work to date are recorded.

- (i) The Bureau leadership of action for the four Istanbul Decisions is an important part of the work of a restricted union in its contribution to the UPU.
- (ii) All agreed APPU activities are up-to-date.
- (iii) A careful approach is being taken to keep activities relevant, to avoid duplication of effort, and for the Bureau to increase its knowledge and influence through the various activities.
- (iv) At a detailed level, the following points have been noted during 2017-2018.
 - (a) C 14/2016 - Disaster risk management: a “New Technical Assistance” fund has been launched aimed at building disaster-resilient postal services. More detail is in Annex 1 (Note 1) and from the Bureau.
 - (b) C 15/2016 - Integrated Product Plan implementation: the focus is on avoiding duplication of effort i.e., the APPU has a Physical Services and E-Commerce Working Group (WG). The Bureau will fit in with the WG as much as possible on C 15/2016.
 - (c) Resolution C 21/2016 - Postal regulation: increasing access is either being given, or being studied, to wider postal sector stakeholders regarding UPU products and services (.POST, postal payment and postal supply chain solutions, Trainpost, Global Monitoring System).
 - (d) C 23/2016 – IWPS: the Bureau recommends planning and strategy teams in both regulatory and operational areas to review the “Strategy Implementation Report” prepared by the IB. It contains very informative research and macro-market data. (The Bureau can direct members to a copy of the document on request.)

Also important regarding the IWPS is for the Bureau not to over-commit itself and the Union to activities that cannot be sustained (resource being a constraint). In this respect, there is one activity on the IWPS that has yet to be approved by the EC. This concerns how the

Union might respond to the 15 Programmes in the IWPS. A proposal for this is covered separately under Agenda Item 18 – “Any Other Business”.

IV Implementation of Key Reform Initiatives

i. Four-Year Plan (FYP)

Background

22. The FYP is an outcome of the work of the Reform WG during 2014-2017 (Initiative 1.1). The Plan seeks to provide the APPU with a single document that summarises key information about each of the entities in the Union e.g., structural, legal, financial, resource, strategies, operating plans, external factors, future prospects, etc.
23. The initial process is to record what is known. This approach will identify, by default, what is not known. Where gaps in information are considered significant, these will be dealt with progressively. The end-goal is a plan that is complete and credible. This may take one or two years to attain.

Current State (14 May 2018)

24. The original timing schedule was for a quality draft to be completed prior to the Tehran Congress. However, the decision for funding Reform activities was significantly delayed and work only commenced in November 2017. Other priorities since December 2017 have meant that work on the FYP is only recommencing in May 2018.
25. The key tasks, timing and completion details are set out in the table below.

No.	Activity	Timing for Completion	Status
1	Identify key stakeholders and advise intended process	November 2017	Completed
2	Draft Timeline for Full Process	November 2017	Completed
3	Prepare Plan structure	November 2017	Completed
4	Identify key inputs	November 2017	Completed
5	Gather material already available	November 2017	Completed
6	Calculate time/effort to get other material	December 2017	Completed
7	Update to key stakeholders re process and timing	May 2018	On track
8	Update to EC and request input	June 2018	N/A
9	Complete first draft of Union-sourced material	August 2018	N/A
10	Key stakeholders to clear first draft	October 2018	N/A
11	Input material from external sources e.g., UPU Congress	October 2018	N/A
12	Complete second draft and circulate to key stakeholders	November 2018	N/A
13	Prepare final document	December 2018	N/A

Details of Work Done

26. Annex 5 sets out the preparatory work done to date. Essentially, this shows how the FYP will be structured and how the information will be obtained. Given the early stage

of the assignment, there is limited value in bringing forward a summary of the detail into this document.

Activity During 2018

27. The next steps in the drafting process will involve contact and discussion with various parties as set out in paragraph 6 of Annex 5. The main contact will be with the Chair of APP and the UPU Regional Project Coordinator, with other discussions taking place with the Bureau, representatives of the Governing Board, and RTCAP. This is scheduled to take place in July 2018 with the Consultant doing as much of the work as possible (i.e., minimising any additional work for parties being approached).

ii. Business Plan for Administrative Section and Consultant

Background

28. The Business Plan for the Administrative Section and Consultant at the Bureau is the outcome of Initiative 1.2 in the work of the Reform WG during 2014-2017.

Current State (14 May 2018)

29. An initial Business Plan (for 2018) has been completed. Given limitations on information in some areas this initial document is part-report / part-plan. This will improve in time. The important issue was to commence a process.

Activity During 2018

30. Developmental work will be undertaken in 2018 on:
- Section 2: Vision, Mission, Core Values
 - Section 4: Stakeholders and key contributors
 - Section 7: SWOT analysis
 - Section 8: KPIs
31. It is also intended during 2018 to make a consultation of members and other stakeholders as set out in the table below.

Activity	Timing
Consultation with members on immediate year requirements for Bureau resource	October
General consultation with other stakeholders	November
Redrafting, consolidation, debate, and reporting	October-November

32. The work in paragraphs 29 and 30 will significantly improve the current version of the Plan.

Disaster Management - Planned Actions and Progress for 2018		EC 2018 - Doc 4, Annex 1	
		Progress Report to 2018 EC (as at 6 May 2018)	
Actions Approved by APPU EC	Activities Proposed for 2018	Activities Agreed by Bureau (Y/N)	Activities Undertaken during 2018
The Bureau to keep a watching brief on UPU CA Committee activities and reports on DRM, and inform the membership on an annual basis (at EC meetings).	Bureau and the Chair of the UPU CA Matters Working Group (Pakistan), to review CA documents for updates - ideally, one month prior to APPU EC meeting.	Yes	See Note 1
The Secretary General of the Union, the teaching staff at the College and the UPU Regional Project Coordinator to review any opportunities to include relevant DRM material into regular or one-off courses. (In taking any action in the training field, there will be attention given to not duplicating training material or programmes currently in place.)	Review meeting at Bureau six-monthly to see whether there are any new opportunities available.	Yes	See Note 2
The Bureau to look for opportunities to share information on best practice DRM (e.g., EC meetings) from within or outside the region. This might also be achieved by site visits between members to observe and learn/advise based on the experience and practices of others.	Bureau needs to establish which APPU members (and UPU members) have good DRM systems and practices. This information should be obtained during 2018 with a view to a "best practice" presentation at the 2019 APPU EC.	Yes	
The Bureau to identify the key person responsible for DRM at the IB and organise general briefings between that person and the Secretary General of the Union during visits to Bern for UPU CA/POC sessions. This briefing should include key points on DRM in the member countries of the APPU and any issues.	Bureau to approach Japan on this matter (Japan has played a key role in DRM and may be able to advise).	Yes	
Consultations between the Bureau and selected Restricted Unions on actions being taken in other organisations/regions. This consultation process should also include the IB.	Secretary General of APPU to raise with Restricted Unions during attendance in Bern at CA and POC meetings.	Yes	
The Bureau to ensure that the APPU Working Group on UPU CA Matters is involved to the optimum extent in the management of C 14/2016.	All APPU communications on C 14/2016 to be copied to the Chair of the WG (Pakistan).	Yes	
"New Technical Assistance" fund launched aimed at building disaster-resilient postal services (Prevention). Will provide support ranging from a minimum of 10,000 CHF up to a maximum of 50,000 CHF for each developing country project. Eligible projects: (a) Development of new DRM plans or enhancement of existing ones; (b) Development of DRM expertise; and (c) Procurement of relevant equipment / materials. Funding resources : Voluntary contribution from Japan. Applications for project funds (i.e., drafting project proposals) to be submitted to IB by 30 April 2018.			
1. DRM e-learning course will be launched in the first half of 2018 in Trainpost website. 2. Training exercise undertaken at APPC (January 2018 at Bangkok)			

C 15 - Integrated Product Plan - Planned Actions and Progress for 2018				EC 2018 - Doc 4, Annex 2
				Progress Report to 2018 EC (as at 6 May 2018)
APPU Reference	Actions Approved by APPU EC	Activities Proposed for 2018	Activities Agreed by Bureau (Y/N)	Activities Undertaken during 2018
C 15.1	The Secretary General of APPU, the teaching staff at the College and the Working Group on Physical Services and E-Commerce to review any opportunities to include and/or refine relevant "e-commerce development" material in regular or one-off courses. (In taking any action in the training field, there will be attention given to not duplicating training material or programmes currently in place.)	Review meeting at Bureau six-monthly to see whether there are any new opportunities available. (Note: Action C 15.1 can be linked to Action C 15.3.)	Yes	Secretary General to meet with WG Co-Chairs (Australia and China) in Danang to discuss / update on this item.
C 15.2	The Bureau to support the Working Group on Physical Services and E-Commerce in any membership surveys to record / update e-commerce development activity in the region.	No specific Activity recorded for 2018.	Yes	Secretary General to meet with WG Co-Chairs (Australia and China) in Danang to discuss / update on this item.
C 15.3	The Bureau to look for opportunities to share information on e-commerce development e.g., engage global e-commerce businesses to provide information and presentations that set the scene and provide real world examples of how the IPP (e-commerce) will grow postal business in member countries.	Bureau to liaise with WG to review this Action and any case studies or developments that should be promoted to the membership. (Note: Action C 15.3 can be linked to Action C 15.1.)	Yes	Secretary General to meet with WG Co-Chairs (Australia and China) in Danang to discuss / update on this item.
C 15.4	APPU members to identify e-commerce business providers in their own markets to collaborate/knowledge share with.	No specific Activity recorded for 2018.	Yes	
C 15.5	The Bureau to ensure members are regularly updated on progress within the UPU on the IPP.	Bureau to discuss with the WG co-Chairs how best to undertake Action C 15.5 (it is important to avoid possible duplication of providing similar information, as well as ensuring the Bureau does not intrude on the WG's area of work). Contact to be made with co-Chairs.	Yes	Secretary General to meet with WG Co-Chairs (Australia and China) in Danang to discuss / update on this item.
C 15.6	The Secretary General to include e-commerce development as one of the discussion topics with members in the regular, one-on-one relationship updates.	Inclusion in briefing notes.	Yes	
C 15.7	Consultations between the Bureau and selected Restricted Unions on actions being taken in other organisations/regions. This consultation process should also include the IB.	Secretary General of APPU to raise with Restricted Unions during attendance in Bern at CA and POC meetings.	Yes	
C 15.9	The Bureau to ensure that the APPU Working Group on Physical Services and E-Commerce is involved to the optimum extent in the management of C 15/2016.	All APPU communications on C 15/2016 to be copied to the co-Chairs of the WG (Australia and China).	Yes	

C 21 - Postal Regulation - Planned Actions and Progress for 2018				EC 2018 - Doc 4, Annex 3
				Progress Report to 2018 EC (as at 6 May 2018)
APPU Reference	Actions Approved by APPU EC	Activities Proposed for 2018	Activities Agreed by Bureau (Y/N)	Activities Undertaken during 2018
C 21.1	The Secretary General of the APPU, the teaching staff at the College and the UPU Regional Project Coordinator to review any opportunities to include relevant postal regulation material into regular or one-off courses. (In taking any action in the training field, there will be attention given to not duplicating training material or programmes currently in place.)	Review meeting at Bureau six-monthly to see whether there are any new opportunities available.	Yes	
C 21.2	The Bureau to keep a watching brief on UPU CA Committee 2 activities and reports on postal regulation and inform the membership on an annual basis (at EC meetings).	Bureau and the Chair of the UPU CA Matters Working Group (Pakistan), to review CA documents for updates - ideally, one month prior to APPU EC meeting. Bureau met with key IB personnel on 25 October 2017 (i.e., Olivier Boussard (Coordinator, USO, Regulatory Affairs and Secretary of the Council of Administration a.i.); Susan Alexander (Regulatory Affairs Expert); Shuangming Han (Regulatory Affairs Expert); Suk Kyoon YOON (Associate Expert). Further update meetings to be undertaken, as required, during attendance in Bern at CA/POC meetings.	Yes	See Note 1 regarding access of wider postal sector stakeholders to UPU products and services. This may be a topic of interest to members.
C 21.3	The Bureau to identify the key person responsible for postal regulation at the UPU IB and organise general briefings between that person and the Secretary General of the APPU during visits to Bern for UPU CA/POC sessions.	Bureau met with key IB personnel on 25 October 2017 (i.e., Olivier Boussard (Coordinator, USO, Regulatory Affairs and Secretary of the Council of Administration a.i.); Susan Alexander (Regulatory Affairs Expert); Shuangming Han (Regulatory Affairs Expert); Suk Kyoon YOON (Associate Expert). Further update meetings to be undertaken, as required, during attendance in Bern at CA/POC meetings.	Yes	CA 2018.1 - update discussion with Mr Han Shuangming, Assistant Secretary of CA C2 re sharing information on C 21/2016.
C 21.5	Consultations between the Bureau and selected Restricted Unions on actions being taken in other organisations/regions.	Secretary General of APPU to raise with Restricted Unions during attendance in Bern at CA and POC meetings.	Yes	
C 21.6	The Bureau to ensure that the APPU Working Group on UPU CA Matters is involved to the optimum extent in the management of C 21/2016.	All APPU communications on C 21/2016 to be copied to the Chair of the WG (Pakistan).	Yes	
Note 1	CA C 2 2018.1–Doc 2 dealt with the access policy for UPU products and services. Points to note include progress on the phased implementation of access by wider postal sector stakeholders to .POST, postal payment and postal supply chain solutions. The CA approved proposals to study the access by wider postal sector stakeholders to Trainpost and to the Global Monitoring System.			

C 23 - Istanbul World Postal Strategy (IWPS) - Planned Actions and Progress for 2018				EC 2018 - Doc 4, Annex 4
				Progress Report to 2018 EC (as at 6 May 2018)
APPU Reference	Action Approved by APPU EC	Activities Proposed for 2018	Activities Agreed by Bureau (Y/N)	Activities Undertaken during 2018
C 23.1	By 31 January 2018, the Bureau should develop an in-depth knowledge of the IWPS. This knowledge would have twofold application i.e., leading discussion at APPU EC meetings on progress reporting for IWPS, and engaging one-on-one with members on individual issues, knowledge and implementation of IWPS.	Study and understand IWPS.	Yes	Completed by Consultant.
C 23.2	The Secretary General of the APPU, the teaching staff at the College and the UPU Regional Project Coordinator will review any opportunities to include IWPS material into regular or one-off courses. (In taking any action in the training field, there will be attention given to not duplicating training material or programmes currently in place.)	Review meeting at Bureau six-monthly to see whether there are any new opportunities available.	Yes	
C 23.3	The Bureau to keep a watching brief on UPU CA Committee activities and reports on the implementation of the IWPS, and inform the membership on an annual basis via EC meetings.	Bureau and the Chair of the UPU CA Matters Working Group (Pakistan), to review CA documents for updates - ideally, one month prior to APPU EC meeting.	Yes	See Note 1
C 23.4	Consultations between the Bureau and selected Restricted Unions on actions being taken in other organisations/regions. This consultation process should also include the IB.	Secretary General of APPU to raise with Restricted Unions during attendance in Bern at CA and POC meetings.	Yes	CA 2018.1 - discussion with Mir de Borba, Secretary of CA C3 re UPU activities on IWPS implementation.
C 23.5	In February 2018, the Bureau to make a further consultation with APPU members regarding other possible activities related to the IWPS.	Complete consultation document for circulation by Bureau to membership by 31 March .	Yes	See Note 2
C 23.6	The Bureau to ensure that the APPU Working Group on UPU CA Matters is involved to the optimum extent in the management of C 23/2016.	All APPU communications on C 23/2016 to be copied to the Chair of the WG (Pakistan).	Yes	
Note 1	CA C 3 2018.1–Doc 2 and Annex 1 provide a summary of IWPS implementation (as at 1 March 2018). (This is the "Strategy Implementation Report".) Very informative research and macro-market data is included in this document and it is recommended for study by planning and strategy teams in regulatory and operational fields.			
Note 2	The consultation will be finalised during the 2018 EC meeting.			

INITIATIVE 1.1: FOUR-YEAR PLAN: DETAILS RE ACTIONS COMPLETED

1. Key Stakeholders (for updating on purpose, process and content re the preparation of an initial draft Plan)

EC Chair (Iran)
 Secretary General of APPU
 Chair, GB
 Chair, APP
 Member countries
 UPU Regional Advisor

2. Timeline for full process

Comment

The FYP is a document that sets out what the Union seeks to achieve across all its activities in the period 2017-2021. It was an initiative originally planned for completion and approval by the Tehran Congress (July 2017).

However, due to various factors, the original timing schedule could not be implemented. The timing schedule has been reviewed. It may be possible to have a final version by December 2018. While timing has slipped, the key point is to have a guiding document that is relevant, and which can be improved on during the current cycle.

3. Plan structure

The Plan will have two broad areas of content:

- permanent /historical information that will not change much, if at all, from one four-year period to another; and
- information dealing solely with business and operational matters for the four-year period the Plan covers.

The table below sets out a first draft of the main subject areas in the Plan and includes comment on the nature of the subject area and the degree to which it is relevant to cover it in detail in the first version of the Plan.

Main Item	Detailed Item	Status (1)	Drafting Priority
Executive Summary		V	High
Business overview of the Union including details for each of the recognised bodies within the Union (APP, Bureau, College, Congress, EC), plus the Regional Coordinator	Legal structure	P	Medium
	Formation history	P	Medium
	Purpose of the entity	P	High
	Location	P	Medium
	How the entity operates (2)	P	High
Financial details (including separate data for APP, Bureau, College), plus the Regional Coordinator	Financing methods	P	High
	Opening balance for FY 2019	V	High
	2019 budget	V	High
Organisational (APP, Bureau, College, Congress, EC), plus the Regional Coordinator	Composition of Working Groups, Committees, Task Forces	V	High
	Representation in other entities (3)	V	High
	Office-holders	V	High

Main Item	Detailed Item	Status (1)	Drafting Priority
Planning and Actioning (APP, Bureau, College, Congress, EC), plus the Regional Coordinator	Schedule of activities for each of the years 2019, 2019, 2020, 2021 (4). This is not simply a calendar of meetings; it is also to include “things that an entity is currently doing”.	V	High
Major issues facing an entity, or being dealt with by an entity (APP, Bureau, College, Congress, EC), plus the Regional Coordinator	Brief description of issue and the reasons why it is significant. (Note: any issue recorded in this part of the FYP does not have to be under action in the Union – it can be something that the Union should be looking at but is not doing so at present.)	V	Medium

(1) Status:

P = permanent information that that will not change much, if at all, from one four-year period to another
 V = information that will vary from one four-year period to another

- (2) This covers how the entity goes about its work to achieve its purpose e.g., Congress/EC sets up Working Groups to manage key work-streams to make it possible for regional views to be coordinated and submitted to the UPU.
- (3) Typically, this covers APPU members who are represented in CA, POC or other such bodies.
- (4) This is possibly the most important part of the FYP. It might also be the area where most developmental work will need to be invested.

4. Key Inputs

Main Item	Detailed Item	Key Input / Source
Business overview of the Union including details for each of the recognised bodies within the Union (APP, Bureau, College, Congress, EC), plus the Regional Coordinator	Legal structure	Regulations, Statutes
	Formation history	Website
	Purpose of the entity	Regulations, Statutes, Website
	Location	Website
	How the entity operates (2)	Interview with entity nominee
Financial details (including separate data for APP, Bureau, College), plus the Regional Coordinator	Financing methods	Regulations, Statutes, discussion with entity nominee
	Opening balance for FY 2019	Entity financial statement
	2019 budget	Entity financial statement
Organisational (APP, Bureau, College, Congress, EC), plus the Regional Coordinator	Composition of Working Groups, Committees, Task Forces	Entity report (e.g., Minutes of meeting), discussion with entity nominee
	Representation in other entities (3)	Entity report (e.g., Minutes of meeting), discussion with entity nominee
	Office-holders	Discussion with entity nominee

Main Item	Detailed Item	Key Input / Source
Planning and Actioning (APP, Bureau, College, Congress, EC), plus the Regional Coordinator	Schedule of activities for each of the years 2019, 2020, 2021 (4). This is not simply a calendar of meetings; it is also to include “things that an entity is currently doing”.	Interview with entity nominee as the initial step. Subsequent steps depend on outcome of interview.
Major issues facing an entity, or being dealt with by an entity (APP, Bureau, College, Congress, EC), plus the Regional Coordinator	Brief description of issue and the reasons why it is significant. (Note: any issue recorded in this part of the FYP does not have to be under action in the Union – it can be something that the Union should be looking at but is not doing so at present.)	Interview with entity nominee as the initial step. Subsequent steps depend on outcome of interview.

5. Material Already Available

Main Item	Detailed Item	Key Input	Material (Input) Available
Business overview of the Union including details for each of the recognised bodies within the Union (APP, Bureau, College, Congress, EC), plus the Regional Coordinator	Legal structure	Regulations, Statutes	Yes (except for APP and Regional Coordinator)
	Formation history	Website	Yes (except for APP and Regional Coordinator)
	Purpose of the entity	Regulations, Statutes, Website	Yes (except for APP and Regional Coordinator)
	Location	Website	Yes
	How the entity operates (2)	Interview with entity nominee	No – interviews need to be held
Financial details (including separate data for APP, Bureau, College), plus the Regional Coordinator	Financing methods	Regulations, Statutes, discussion with entity nominee	Yes (except for APP and Regional Coordinator)
	Opening balance for FY 2018	Entity financial statement	Yes (except for APP) Regional Coordinator = N/A
	2018 budget	Entity financial statement	Yes (except for APP and Regional Coordinator)
Organisational (APP, Bureau, College, Congress, EC), plus the Regional Coordinator	Composition of Working Groups, Committees, Task Forces	Entity report (e.g., Minutes of meeting), discussion with entity nominee	Some reports available, interviews need to be held
	Representation in other entities (3)	Entity report (e.g., Minutes of meeting), discussion with entity nominee	Some reports available, interviews need to be held
	Office-holders	Discussion with entity nominee	Interviews need to be held
Planning and Actioning (APP, Bureau, College, Congress, EC), plus the Regional Coordinator	Schedule of activities for each of the years 2018, 2019, 2020, 2021 (4). This is not simply a calendar of meetings; it is also to include “things that an entity is currently doing”.	Interview with entity nominee as the initial step. Subsequent steps depend on outcome of interview.	Interviews need to be held

Main Item	Detailed Item	Key Input	Material (Input) Available
Major issues facing an entity, or being dealt with by an entity (APP, Bureau, College, Congress, EC), plus the Regional Coordinator	Brief description of issue and the reasons why it is significant.	Interview with entity nominee as the initial step. Subsequent steps depend on outcome of interview.	Interviews need to be held. (Note: any issue recorded in this part of the FYP does not have to be under action in the Union – it can be something that the Union should be looking at but is not doing so at present.)

6. Time required to get other material

Main Item	Detailed Item	Key Input	Time Required
Business overview of the Union including details for each of the recognised bodies within the Union (APP, Bureau, College, Congress, EC), plus the Regional Coordinator	Legal structure	Regulations, Statutes	APP and Regional Coordinator (1 hr)
	Formation history	Website	APP and Regional Coordinator (2 hrs)
	Purpose of the entity	Regulations, Statutes, Website	APP and Regional Coordinator (1 hr)
	Location	Website	Nil
	How the entity operates (2)	Interview with entity nominee	No – interviews need to be held (6 hrs)
Financial details (including separate data for APP, Bureau, College), plus the Regional Coordinator	Financing methods	Regulations, Statutes, discussion with entity nominee	APP and Regional Coordinator (1 hr)
	Opening balance for FY 2019	Entity financial statement	APP (1 hr)
	2019 budget	Entity financial statement	APP and Regional Coordinator (1 hr)
Organisational (APP, Bureau, College, Congress, EC), plus the Regional Coordinator	Composition of Working Groups, Committees, Task Forces	Entity report (e.g., Minutes of meeting), discussion with entity nominee	Some reports available, interviews need to be held (2 hrs)
	Representation in other entities (3)	Entity report (e.g., Minutes of meeting), discussion with entity nominee	Some reports available, interviews need to be held (3 hrs)
	Office-holders	Discussion with entity nominee	Interviews need to be held (1 hr)
Planning and Actioning (APP, Bureau, College, Congress, EC), plus the Regional Coordinator	Schedule of activities for each of the years 2019, 2020, 2021 (4). This is not simply a calendar of meetings; it is also to include “things that an entity is currently doing”.	Interview with entity nominee as the initial step. Subsequent steps depend on outcome of interview.	Interviews need to be held (8 hrs)
Major issues facing an entity, or being dealt with by an entity (APP, Bureau, College, Congress, EC), plus the Regional Coordinator	Brief description of issue and the reasons why it is significant.	Interview with entity nominee as the initial step. Subsequent steps depend on outcome of interview.	Interviews need to be held (8 hrs)