

## APPU / UPU REFORM WORKING GROUP: DRAFT BUDGET FOR 2023

(Document prepared by the Outgoing Chair of the Reform WG, in consultation with the Bureau)

1. Subject	References/paragraphs
Informing the Finance Committee via Congress on: - the construction of the budget for consulting costs for 2023	§§ 1 – 2, Appendix 1
<b>2. Decisions expected</b>  Congress is asked to: - <b>note</b> the information provided by the Outgoing Chair of the Reform WG for the use of the Finance Committee - <b>approve</b> the information being passed to the Finance Committee to assist in its consideration of the draft budget for the Administrative Section for 2023.	§§ 1 – 2, Appendix 1

### 1. Introduction

1.1 Congress 2022 Doc 8 Annex 2 presents the draft budget for Administrative Section for 2023. The budget includes an amount of US\$45,000 for consulting.

1.2 Congress 2022 Doc 18.2 has been drafted to provide the Finance Committee with relevant background on the construction of the figure of US\$45,000.

### 2. Main points

2.1 The main points regarding the budget for 2023 are as follows.

(i) There are four components:

(a) US\$21,750 on activities that were scheduled for completion by the Consultant in 2022 but due to other priorities (Congress preparations), these have not been attended to so far in 2022.

(b) US\$14,625 for activity arising from Resolution 02 (continuation of the review of governing documentation). This is work, currently in progress by the Sub-Reform Group (albeit temporarily suspended due to other priorities). It is led by the Consultant and the budget has been drafted based on this arrangement.

(c) US\$3,575 for activity arising from Resolution 06 (full review of APPU financial contributions system).

(d) US\$5,050 as residual for the Reform Working Group to develop new activities.

(ii) For items (a) and (b), the consultation fee is the one that applies in 2022. This is on the basis that the work was pledged to the Bureau / Union at that rate, and it will be honoured. For new work (i.e., as covered under (c) above), the Consultant may apply for an increase to US\$55 per hour given that the current rate was set in 2015.

2.2 A breakdown of the calculation of each of the four components is provided for the Finance Committee in Appendix 1.

**Table 1: Summary of Costs**

Consulting Budget for 2023: Guideline to Expenditure				
Item	Hours	Rate (USD)	Total Cost	Comment
Estimated time for tasks scheduled for 2022 that have been deferred due to priorities	435	50	21,750	Unbudgeted Congress activity has used 357 hours (to 27 August). Estimated to be a further approx 100 hours activity.
Activity resulting from Congress Resolution 02	205	50	10,250	Continuation of review of governing documentation
	175	25	4,375	
Activity resulting from Congress Resolution 06	65	55	3,575	Full review of financial contributions system
<b>Total for identified tasks</b>			<b>39,950</b>	
Draft Budget			<b>45,000</b>	
<b>Unassigned budget (for Reform WG development)</b>			<b>5,050</b>	

**Table 2: Itemised Costs for Deferred Items**

Consulting Budget for 2023: Deferred Activities				
Item	Hours	Rate (USD)	Total Cost	Comment
Development of governance and management tools	30	50	1,500	
Position Descriptions and KPIs	50	50	2,500	10 Position Descriptions @ 5 hours each
Delegated authorities - financial	10	50	500	Assessment of current practices, advice on options
Delegated authorities - non-financial	5	50	250	Mainly assessment to understand requirement, if any
Independent assessment of staff training needs	20	50	1,000	10 people @ 2 hours each
Bureau Business Plan	50	50	2,500	
Integration of activities (maximise resources, reduce duplication, increase value and relevance)	75	50	3,750	Ongoing advice vis-à-vis enhanced Consultancy Section development, regional integration opportunities
Stakeholder alignment (UPU)	20	50	1,000	Alignment of APPU with UPU Strategy
Archiving	100	50	5,000	Introducing Phase 2 (indexing and fast-find)
Strengthen restricted union facet of APPU	25	50	1,250	Arbitrary figure
Miscellaneous deferred activity	50	50	2,500	Arbitrary figure
	<b>435</b>		<b>21,750</b>	

**Table 3A: Itemised Costs for Governing Documentation Work: Lead-Level**

<b>Consulting Budget for 2023: Resolution 02 (Governing Documentation Review): Lead-Level</b>			
<b>Item</b>	<b>Hours</b>	<b>Rate (USD)</b>	<b>Total Cost</b>
Annotation research and refinement of material - lead-level for 1975	10	50	500
Annotation research and refinement of material - lead-level for 1981	10	50	500
Annotation research and refinement of material - lead-level for 1985	30	50	1,500
Annotation research and refinement of material - lead-level for 1990	5	50	250
Annotation research and refinement of material - lead-level for 1995	5	50	250
Annotation research and refinement of material - lead-level for 2000	30	50	1,500
Documentation of issues for Reform WG to undertake regulatory review - lead-level for 1975	5	50	250
Documentation of issues for Reform WG to undertake regulatory review - lead-level for 1985	5	50	250
Documentation of issues for Reform WG to undertake regulatory review - lead-level for 2000	5	50	250
Documentation of issues for Reform WG to undertake regulatory review - lead-level for others	5	50	250
Documentation of summary of structural changes to the Acts - general	10	50	500
Documentation of summary of structural changes to the Acts - 1985	25	50	1,250
Documentation of summary of structural changes to the Acts - 2000	10	50	500
Support to Reform Working Group	25	50	1,250
Support to Bureau	25	50	1,250
	<b>205</b>		<b>10,250</b>

**Table 3B: Itemised Costs for Governing Documentation Work: Operative-Level**

<b>Consulting Budget for 2023: Resolution 02 (Governing Documentation Review): Operative-Level</b>			
Annotation research and refinement of material - operative-level for 1975	30	25	750
Annotation research and refinement of material - operative-level for 1981	15	25	375
Annotation research and refinement of material - operative-level for 1985	30	25	750
Annotation research and refinement of material - operative-level for 1990	15	25	375
Annotation research and refinement of material - operative-level for 1995	15	25	375
Annotation research and refinement of material - operative-level for 2000	30	25	750
Documentation of issues for Reform WG to undertake regulatory review - operative-level for 1975	10	25	250
Documentation of issues for Reform WG to undertake regulatory review - operative-level for 1985	10	25	250
Documentation of issues for Reform WG to undertake regulatory review - operative-level for 2000	10	25	250
Documentation of issues for Reform WG to undertake regulatory review - operative-level for others	10	25	250
	<b>175</b>		<b>4,375</b>

**Table 4: Itemised Costs for Financial Contributions Review Work**

<b>Consulting Budget for 2023: Resolution 06 (Financial Contributions Review)</b>			
<b>Item</b>	<b>Hours</b>	<b>Rate (USD)</b>	<b>Total Cost</b>
Preparatory activity for EC to establish parameters (ref. Doc 24.6, § 5) - development of approach	10	55	550
Preparatory activity for EC to establish parameters (ref. Doc 24.6, § 5) - clearance of approach	5	55	275
Preparatory activity for EC to establish parameters (ref. Doc 24.6, § 5) - documentation of relevant background, including UPU situation	15	55	825
Preparatory activity for EC to establish parameters (ref. Doc 24.6, § 5) - creation of financial model for assessing options	5	55	275
Research of other restricted unions budget allocation practices	10	55	550
Support to Bureau	20	55	1,100
	<b>65</b>		<b>3,575</b>