

**EXECUTIVE COUNCIL 2025**

**Budget for the Consultancy Section (CS)/RTCAP for 2026**

**Memorandum by the APPU Bureau**

<b>1. Subject</b>	<b>References/paragraphs</b>
Informing the EC on: <ul style="list-style-type: none"> <li>- Background of the Consultancy Section/RTCAP</li> <li>- Budget of the Consultancy Section/RTCAP for 2024</li> <li>- Estimated budget of the Consultancy Section/RTCAP for 2025</li> <li>- Estimated budget and balance of the RTCAP Special Activity Fund for 2026</li> </ul>	<ul style="list-style-type: none"> <li>§ 1</li> <li>§ 3</li> <li>§ 4</li> <li>§ 5</li> </ul>
<b>2. Decisions expected</b>  The EC is invited to: <ul style="list-style-type: none"> <li>- take note of the estimated budget for the Consultancy Section for 2025</li> <li>- approve the budget and balance of the RTCAP Special Activity Fund for 2026</li> </ul>	<ul style="list-style-type: none"> <li>§ 4</li> <li>§ 5</li> </ul>

**1. Background**

1.1 The entity was initially set up by the UPU (1995) as RSCAP (Regional Support Centre for Asia and the Pacific). Its purpose was to support the UPU's Telematics Project, with a broad role of developing and implementing the Telematics Project at the regional level.

1.2 In 2007, the UPU Postal Technology Centre (PTC) reorganized its support services. A Global Support Centre (GSC) was established in Montevideo, Uruguay. In 2008, the GSC took over providing the hotline support services that RSCAP had provided up until April 2008.

1.3 With the establishment of the GSC, the residual tasks for RSCAP were technical expertise and assistance to countries on PTC systems (IPS, IFS). This technical support might comprise the deployment of experts and follow-up, and training missions for the PTC in the region. The change from support services to technical services was reflected in the change of name to RTCAP.

1.4 The proposal to relocate RTCAP to Bangkok was made during the EC in 2019, and the relocation was completed in 2020.

**2. Decisions made during the 2022 EC – 2024 EC**

2.1 A review of the value and direction of the RTCAP/ Consultancy Section was undertaken during the Constituent EC of 2022. Following a consultation process in 2022 and as approved vide EC 2022 Doc 5 and

Doc 5 Appendix 1, there was support from the members for the two-year assignment involving an enhanced role for the RTCAP/ Consultancy Section.

2.2 Following this, the enhanced Consultancy Section started functioning in the APPU Bureau in January 2023. Upon the completion of a two-year period (2023-2024), the 2024 EC approved the extension for four years from January 2025 to December 2028 vide EC 2024 Doc 8.

### 3. Budget for 2024

3.1 RTCAP Income and Expenditure for the year 2024 are tabulated in the two tables below:

- (i) The 2024 RTCAP voluntary contributions were USD 78,959.24 as shown below.

2024 Voluntary Contributions	Total (USD)
Bhutan	481.72
China	23,000.00
India	4,977.52
Japan	40,000.00
Laos	500.00
Nepal	500.00
Singapore	5,000.00
Sri Lanka	2,000.00
Thailand	1,500.00
Vietnam	1,000.00
<b>Total</b>	<b>78,959.24</b>

- (ii) The net revenue from the UPU-China Fund project on Postal Policy and Regulation was USD 26,758.96. The details are as follows:

UPU-China Fund project	Total (USD)
Project Funding for 2024	47,538.05
Project Expenses, including the organization of the Workshop	20,779.09
<b>Balance</b>	<b>26,758.96</b>

(iii) The 2024 RTCAP expenditure was USD 98,317.77 as shown below:

<b>2024 Expenditures</b>	<b>Total (USD)</b>
Staff Salary	88,728.00
Retirement benefit	7,380
Medical Insurance	2,007.29
Telecommunication / Postage	22.30
Bank charge	180.18
<b>Total</b>	<b>98,317.77</b>

3.2 The Consultancy Section's total income was USD 105,718.20, and total expenditure was USD 98,317.77 for the year 2024. As a result, there was a surplus of USD 7,400.43. This surplus is added to the Special Activities Fund (SAF), bringing the balance of the RTCAP SAF to USD 139,288.68 as of 31 December 2024.

#### **4. The updated estimated budget and SAF of the Consultancy Section for 2025**

4.1 Estimated income from the voluntary contributions for the year 2025 is as tabulated below:

<b>Contributor</b>	<b>Voluntary contribution (USD)</b>
Bhutan	500
China	23,000
Fiji	500
India	5,000
Japan	40,000
Laos	500
Nepal	500
Philippines	1,000
Singapore	5,000
Sri Lanka	2,000
Thailand	1,000
Vietnam	1,000
<b>Total income</b>	<b>80,000</b>

4.2 The projected expenditure of the Consultancy Section for 2025 is as below:

Item	Cost (USD)
Salary and allowances	90,720
Retirement fund 3 <sup>rd</sup> year) <sup>1</sup>	7,560
Insurance	1,500
Bank charge	200
<b>Total expenditure</b>	<b>99,980</b>

4.3 The projected income for the year 2025 would be USD 80,000 from the voluntary contributions and approximately USD 20,000 from the management of projects. The estimated expenditure for the year would be USD 99,980. There would be no deficit projected for the year 2025, and the SAF balance would remain unchanged.

## 5. The budget and SAF of the Consultancy Section for 2026

5.1 Estimated income from the voluntary contributions for the year 2026 is as tabulated below:

Contributor	Voluntary contribution (USD)
Bhutan	500
China	23,000
Fiji	500
India	5,000
Japan	40,000
Laos	500
Nepal	500
Philippines	1,000
Singapore	5,000
Sri Lanka	2,000
Thailand	1,000
Vietnam	1,000
<b>Total income</b>	<b>80,000</b>

<sup>1</sup> The retirement fund is computed by multiplying the amount of the last month's salary of each staff member including post adjustment allowance for internationally recruited by the number of years of service, and calculated on the assumption of the retention of the same staff member.

5.2 The projected expenditure of the Consultancy Section for 2026 is as below:

<b>Item</b>	<b>Cost (USD)</b>
Salary and allowances <sup>2</sup>	92,616
Retirement fund (4 <sup>th</sup> year) <sup>3</sup>	8,793
Insurance	1,500
Bank charge	200
<b>Total expenditure</b>	<b>103,109</b>

5.3 The projected income for the year 2026 is expected to be USD 80,000 from the voluntary contributions and approximately USD 25,000 from the management of projects. The estimated expenditure for the year is USD 103,109. There is no deficit projected for the year 2026, and the SAF balance is expected to remain unchanged.

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<sup>2</sup> For the 2026 year, The CPI has not been announced yet. The Bureau, therefore calculated the salary excluding the CPI increment. The 2026 actual figures will be adjusted once the CPI announcement is made by the Bank of Thailand (BOT) or Division of Trade and Economic Indices Trade Policy and Strategy Office of the Ministry of Commerce, expected to be in early 2026.

<sup>3</sup> The retirement fund is computed by multiplying the amount of the last month's salary of each staff member including post adjustment allowance for internationally recruited by the number of years of service, and calculated on the assumption of the retention of the same staff member.