REPORT OF THE REGIONAL TECHNICAL CENTRE
FOR THE ASIA PACIFIC

1	**Subject**	**References / Paragraphs**
	Report of the Regional Technical Centre for the Asia Pacific	§§ 1-4
2	**Decision**	
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	Agree on the 2018-2019 budget	Annex 2

1   Achievements of RTCAP

1.1   Up to last APPU Congress in year 2013, the number of designated postal operators (DPOs) in our region using the PTC products and services were

- 13 DPOs are using International Postal System   (IPS)

- 17 DPOs are using IPS Light System to process EMS, and/or Letters and/or Parcels

- 30 DPOs are connected to POST*Net and exchanging EDI messages with their partners

1.2   Since then, there has been an increase in the number of DPOs using PTC products and services in our region. To date, out of 37 DPOs, there are

- 15 DPOs are using International Postal System (IPS)

- 17 DPO's using IPS Light or IPS.POST System

   (11 IPS Light users had already migrated to IPS.POST system)

- 32 DPOs are connected to POST*Net and exchanging EDI messages with their partners

Please refer to Annex 1 for the summary of the EDI status and the system used by the DPOs in our region up to May 2017.

2   Activities of RTCAP (2016)

In year 2016, RTCAP continued to assist the DPOs in the region to improve their delivery and EDI transmission performance and to assist them to use IPS, IPS Light or IPS.POST system to process for all international mail services.

2.1   Conduct IPS / IPS.POST Training at APPC

2.1.1   IPS / IPS.POST Demonstration

RTCAP was invited to conduct the IPS / IPS.POST system demonstration for International Mail Accounting 2016 course at Asian Pacific Postal College (APPC) on 1st to 3rd March 2016.

There were 15 participants from 12 postal operators attended the course, namely, Afghanistan, Bangladesh, China, Indonesia, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka, Timor Leste, Thailand and Vanuatu.

2.1.2   IPS.POST Training

RTCAP was invited to conduct IPS / IPS.POST training workshop together with the expert from PTC during the International Postal Service Course 2016 at Asian Pacific Postal College (APPC) on 15th to 19th August 2016.

There were 10 participants from 6 countries attended the IPS.POST training, namely, Afghanistan, Lao, Maldives, Nepal, Papua New Guinea and Timor Leste.

2.2   Participate in UPU Workshop

2.2.1   RTCAP was invited to conduct the following topics during the Quality of Service and Supply Chain Improvement Project (QSSCIP) in the Pacific countries – Third workshop in Nadi, Fiji on 4th April to 7th April 2016.

Topics covered were IPS.POST migration, associate new events in EMSEVT V3 to the operations screens in IPS.POST and use QCS as monitoring tool to monitor and improve mail operations.

There were 21 participants from 8 postal operators attended the workshop, namely, Cook Islands, Fiji, Kiribati, Papua New Guinea, Solomon Islands, Tonga, Tuvalu and Vanuatu.

2.2.2 RTCAP was invited to UPU 3rd Terminal Dues Workshop for Asia-Pacific region held at APPC on 4th – 6th July 2016.

Topics covered were the relation between mail dispatch processing and accounting forms; rate management, capture inbound dispatch document, create verification note and generate accounting forms using IPS system, including demonstration on sampling and IPK,

They were 59 participants from 26 DPOs attended the workshop, namely, Afghanistan, Bangladesh, Bhutan, Cambodia, China, Macao (China), Fiji, Iran, Kiribati, Korea, Laos, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Papua New Guinea, Philippines, Singapore, Solomon Islands, Sri Lanka, Thailand, Timor Leste, Tonga, Vanuatu and Vietnam.

2.3 IPS.POST Migration Training Workshop for Pacific Islands Countries

RTCAP conducted IPS.POST migration training workshop together with the associate expert from PTC for Pacific Islands countries in Apia, Samoa on 20 to 24 June 2016.

They were 12 participants from 8 countries attended the workshop, namely, Cook Islands (1), Fiji (1), Kiribati (1), Samoa (3), Solomon Islands (1), Tonga (1), Tuvalu (1), Vanuatu (3).

2.4 Conduct IPS Migration Visit to Brunei

RTCAP conducted IPS Migration Visit to on 18th to 29th April 2016.

Brunei had migrated to IPS 2015. They had also successfully migrated to POST*Net Gateway (PNG) and exchanging EDI messages via PNG.

2.5 Conduct IPS.POST Migration Training Visit to Nepal

RTCAP conducted IPS.POST migration training visit to Nepal on 17 – 28 October 2016 for 17 participants, 15 participants from Nepal and 2 participants from Bhutan.

2.6 Technical and General Enquiry

RTCAP continued to provide support and advice to the technical and general enquiry related to the mails applications and the EDI transmission for the users in the region.

3   RTCAP Planned activities for year 2017

RTCAP will continue to provide assistance to DPOs to improve their delivery performance and EDI transmission performance; and to provide technical assistance with regards to deployment, training and support mission of PTC mails applications as directed or initiated by PTC.

The plan activities for the year 2016 would be focusing on the following 3 areas:

- Provide technical assistance to PTC mails applications

- Conduct IPS / IPS.POST training in APPC courses

- Conduct Quality Control System (QCS) visit

3.1   Provide technical assistance to PTC mails applications

To assist DPOs who are using IPS system to migrate to the latest IPS version.

To assist DPOs who are using IPS Light system to migrate to IPS.POST system through training workshop.

3.2   Conduct IPS / IPS.POST training in APPC courses

To conduct IPS / IPS.POST training, presentation and demonstration in APPC courses organised by APPC, namely International Mail Accounting course and International Postal Services course.

3.3   Conduct Quality Control System (QCS) visit

As DPOs have expanded exchanging EDI messages with their partners for all the mail services, RTCAP would like to start the QCS Visit to help DPOs to use QCS from PTC as a tool to monitor and improve their EDI transmission performance as well as their physical delivery performance.

As a token of appreciation, RTCAP would like to begin with the DPOs who have contributed to RTCAP Special Activity Fund and who would like to use QCS as a monitoring tool to improve their performances.

4.   Budget

4.1   The Expenditure for RTCAP in 2016 was USD 68,092.75. The amount spent was within the budget of USD 84,000 for 2016.

4.2   The budget expense for year 2018 to 2019 is expected to be USD 84,000 annually.

4.3   The budget contribution is expected to be USD 64,000 annually.

4.4   The amount of the balance of RTCAP Special Activity Fund as at 31 December 2016 was USD 253,171.17.

4.5   The excess between the budget expense and budget contribution for 2018 to 2019 will be drawn from the balance of RTCAP Special Activity Fund.

Please refer to Annex 2 RTCAP Expenses for details.

Annex 1   Summary of EDI Status and System used

The status of EDI Exchange for DPOs in Asia Pacific region up to May 2017

	Postal Admin	APPU Member	Net P/G *	EDI Exchange Item	EDI Exchange Despatch	System	Remark
1	Afghanistan	X	P	X	X	IPS Light	
2	Australia	X	P	X	X	IPS	
3	Bangladesh	X	P	X	X	IPS Light	
4	Bhutan	X	P	X	X	IPS.POST	
5	Brunei	X	P	X	X	IPS	
6	Cambodia	X	P	X	X	IPS	
7	China	X	P	X	X	Own	
8	Fiji	X	P	X	X	IPS.POST	
9	Hong Kong, China	X	G	X	X	Own	
10	India	X	P	X	X	IPS	
11	Indonesia	X	P	X	X	IPS	
12	Iran	X	P	X	X	IPS	
13	Japan	X	P	X	X	Own	
14	South Korea	X	G	X	X	Own	
15	Laos	X	P	X	X	IPS Light	
16	Macau, China	X	P	X	X	IPS	
17	Malaysia	X	P	X	X	IPS	
18	Maldives	X	P	X	X	IPS.POST	
19	Mongolia	X	P	X	X	IPS	
20	Myanmar	X	P	X	X	IPS.POST	
21	Nauru	X	P			IPS Light	
22	Nepal	X	P	X	X	IPS Light	
23	New Zealand	X	G	X	X	IPS	
24	Pakistan	X	P	X	X	IPS	
25	Papua New Guinea	X	P	X	X	IPS.POST	
26	Philippines	X	P	X	X	IPS	
27	Singapore	X	G	X	X	IPS	
28	Solomon Island	X	P	X	X	IPS.POST	
29	Sri Lanka	X	P	X	X	IPS.POST	
30	Thailand	X	P	X	X	IPS	
31	Tonga	X	P	X	X	IPS.POST	
32	Vanuatu	X	P	X	X	IPS.POST	
33	Vietnam	X	P	X	X	IPS	
34	Western Samoa	X	P	X	X	IPS.POST	
35	Cook Islands		P	X	X	IPS Light	
36	Kiribati		P	X	X	IPS.POST	
37	Tuvalu		P	X	X	IPS Light	

* P – POST*Net   G – GXS

Annex 2   RTCAP Expenses

The actual Expenditure for 2016 is as follows:

	SGD	USD *1
Staff Salary	86,570.48	61,836.06
Telecommunication / Postage	361.43	258.16
Airfare / Travel Allowance	7,170.95	5,122.10
Computer Equipment / Maintenance / Stationery	1,227.00	876.43
Total	95,329.86	68,092.75

*1   Estimate exchange rate is 1 USD = 1.40 SGD

The list of voluntary contributions for 2016 is as follows:

	USD
Bhutan	500.00
China Post	4,951.59
India Post	4,975.53
Pos Indonesia	2,500.00
Japan Post	40,000.00
Lao Post	500.00
Philippines Post	963.63
Singapore Post	4,977.52
Sri Lanka Post	1,981.60
Thailand Post	1,500.00
Vietnam	991.55
Total	63,841.42

The estimated budget for 2018 is as follows:

	USD
Staff Salary	64,000.00
Telecommunication / Postage	1,000.00
Airfare / Travel Allowance	13,000.00
Computer Equipment / Maintenance / Stationery	4,000.00
Miscellaneous	2,000.00
Total	84,000.00

The estimated budget for 2019 is as follows:

	USD
Staff Salary	64,000.00
Telecommunication / Postage	1,000.00
Airfare / Travel Allowance	13,000.00
Computer Equipment / Maintenance / Stationery	4,000.00
Miscellaneous	2,000.00
Total	84,000.00