

Formalisation of RTCAP / Consultancy Section budget for 2023

(Document prepared by the Bureau)

<p>1. Subject Informing EC members on</p> <ul style="list-style-type: none"> - the completion and reporting of the consultation on the value and direction of RTCAP / Consultancy Section - support from the consultation to proceed the two-year initiative and, thereby, with recruiting a replacement for Mr Tan to undertake the two-year assignment in an enhanced RTCAP / Consultancy Section role - support from the consultation to submit an updated budget requirement to the 2022 EC Constituent meeting - the outcome of the recruiting process - the revised budget for 2023 	<p>References/paragraphs</p> <p>§§ 1.1 - 1.2, Appendix 1</p> <p>§ 1.3</p> <p>§ 1.3</p> <p>§ 2, Appendix 2</p> <p>§ 3.5</p>
<p>2. Decisions expected The EC is asked to:</p> <ul style="list-style-type: none"> - note the outcome of the recruiting process - confirm the expenditure of US\$92,162 for the 2023 operating costs of the enhanced RTCAP / Consultancy initiative 	<p>§ 2, Appendix 2</p> <p>§ 3.6</p>

1. Background

- 1.1 In the period between March and June 2022, the Bureau conducted an extensive consultation on the value and direction of the Consultancy Section (including the RTCAP functions).
- 1.2 The outcome of the review was circulated to members on 23 June 2022. The document in question is at Appendix 1.
- 1.3 Paragraph 5 of the document circulated on 23 June summarised the next steps as follows.

“Given the strong support for the proposal and, bearing in mind the timetable that was set out in the consultation document (paragraph 12 of the consultation document refers), the next steps include the following:

- (i) **commence the recruitment process for a replacement for the current RTCAP/ Consultancy Section jobholder (Mr. Tan Yong Chee) on 24 June;**
- (ii) **complete the recruitment process, and announce its outcome on 19 August; and**
- (iii) **submit an updated budget requirement for 2023 for approval by the EC Constituent meeting on 2 September.”**

- 1.4 This document (EC 2022 Doc 5) now reports on the material in paragraph 1.3 above.

2. Recruitment

- 2.1 The recruitment was conducted according to the timetable and finalised on 19 August.
- 2.2 A report on the process and outcome is at EC 2022 Doc 5 Appendix 2. The successful applicant was Ms YU Yan of China.
- 2.3 In terms of EC participation in the appointment of Ms YU, in accordance with Article 108 paragraph 1 of the General Regulations, the Secretary General appoints the preferred candidate subject to the confirmation of the EC. As set out in the original consultation document, the practical interpretation

of this part of Article 8 is, at the first opportunity following appointment of the selected candidate, the Secretary General will advise the EC of the result of the recruitment process. This advice will comment on each of the elements in Article 108, § 1 of the APPU General Regulations so that the EC can confirm the correct process was followed. Particular attention will be paid to the appointed candidate “satisfying the needs of the Bureau on the technical aspect” (because that is the key part of Article 108 that the EC is concerned with).

2.4 Appendix 2 sets out details that the process and outcome are compliant with Article 108.

3. Updated budget

3.1 The consultation process identified the cost of the two-year assignment. At the time, it was stated that the figures supplied were indicative and that a final budget would be prepared in due course.

3.2 The original estimate, in Table 1 below, was a total cost for the two years of US\$185,196

Table 1: Indicative costs for two years

Item	Amount	Comment
Salary and Allowances (year 1)	80,628	1 st step of scale (\$4,860), Post Adjustment Allowance (\$1,791), Spouse Allowance (\$26), Dependent Child Allowance (\$21 x 2)
Salary and Allowances (year 2)	82,308	2 nd step of scale (\$5,000), Post Adjustment Allowance (\$1,791), Spouse Allowance (\$26), Dependent Child Allowance (\$21 x 2)
Retirement Benefit (year 1)	4,860	
Retirement Benefit (year 2)	5,000	
Travel (commencement)	6,000	Estimated at \$1,500 per person for four people
Travel (completion)	6,400	Estimated at \$1,600 per person for four people
Total	185,196	

3.3 The updated estimate, in Table 2 below, is a total cost for the two years of US\$186,350 (an increase of US\$1,154).

Table 2: Updated costs for two years

Item	Amount	Comment
Salary and Allowances (year 1)	81,344	1 st step of scale (\$4,918), Post Adjustment Allowance (\$1,812), Spouse Allowance (\$26), Dependent Child Allowance (\$21 x 1)
Salary and Allowances (year 2)	83,028	2 nd step of scale (\$5,060), Post Adjustment Allowance (\$1,812), Spouse Allowance (\$26), Dependent Child Allowance (\$21 x 1)
Retirement Benefit (year 1)	4,918	
Retirement Benefit (year 2)	5,060	
Medical insurance (year 1)	2,900	Estimated at 98,000 Baht per annum (@34)
Medical insurance (year 2)	2,900	Estimated at 98,000 Baht per annum (@34)
Travel (commencement)	3,000	Estimated at \$1,500 per person for two people
Travel (completion)	3,200	Estimated at \$1,600 per person for two people
Total	186,350	

3.4 The changes in costs are summarised in Table 3.

Table 3: Summary of cost movements between Table 1 and Table 2

Item	Change in Cost	Comment
Salary and Allowances (year 1)	716	Increase in Salary and Allowances due to anticipation of +1% CPI adjustment for 2023. This is subject to confirmation in December 2022. Also impacts Retirement Benefit for Year 1.
Salary and Allowances (year 2)	720	Increase in Salary and Allowances due to anticipation of +1% CPI adjustment in 2023 with flow-on to 2024.
Retirement Benefit (year 1)	58	Increase related to CPI estimate for 2023.
Retirement Benefit (year 2)	60	Increase related to CPI estimate for 2023, flowing through to 2024.
Medical insurance (year 1)	2,900	New item - not included in original estimate.
Medical insurance (year 2)	2,900	New item - not included in original estimate.
Travel (commencement)	-3,000	Original estimate based on four people; revised estimate based on two people.
Travel (completion)	-3,200	Original estimate based on four people; revised estimate based on two people.
Total	1,154	

- 3.5 There has been no change to the last revised cost for continuation of the current arrangement (US\$173,000).
- 3.6 The cost for 2023 is now estimated at US\$92,162 (previously US\$91,488).
- 3.7 The budget process for this activity is annual review and confirmation by the EC.



Our Ref. 22/36/220 (22)-LH/sw

23 June 2022

APPU members:

Afghanistan, Australia, Bangladesh, Bhutan,
Brunei Darussalam, Cambodia, China, Fiji,
India, Indonesia, Iran, Japan, Korea, Laos,
Malaysia, Maldives, Mongolia, Myanmar,
Nauru, Nepal, New Zealand, Pakistan,
Papua New Guinea, Philippines, Samoa,
Singapore, Solomon Islands, Sri Lanka,
Thailand, Tonga, Vanuatu and Vietnam

Subject: Report on RTCAP/ Consultancy Section Consultation

Dear Sir/ Madam,

First of all, I would like to express my gratitude for the responses of the RTCAP/ Consultancy Section consultation. The consultation outcome was almost unanimous support for the two-year assignment involving an enhanced role for the RTCAP/ Consultancy Section. The report on this matter is attached herewith for your information.

For further information, please do not hesitate to contact Ms. Kwanjai Kajornwuttideth, Manager, Administration and APPU Affairs via her e-mail address: kwanjai@appu-bureau.org.

Yours faithfully,

UN Hongliang
Secretary General

RTCAP/ CONSULTANCY SECTION: REPORT ON OUTCOME OF CONSULTATION OF EC MEMBERS

(Document prepared by the Bureau)

<p>1. Subject</p> <p>Informing EC members on:</p> <ul style="list-style-type: none"> The consultation undertaken on a proposed two-year assignment for an enhanced RTCAP / Consultancy Section role commencing 1 January 2023 the design of the consultation the responses to the consultation an analysis of the responses and the summarised outcome the next steps to be taken 	<p>References/ Paragraphs</p> <p>§ 1</p> <p>§2</p> <p>§3</p> <p>§4</p> <p>â5</p>
<p>2. Decisions expected</p> <p>EC members are asked to:</p> <ul style="list-style-type: none"> note the purpose, design and responses to the consultation - note the almost unanimous support for the proposed enhanced role for the RTCAP / Consultancy Section note that the outcome of the consultation confirms that the Bureau can proceed with the next steps that include: <ul style="list-style-type: none"> • commencing the recruitment process for a replacement for the current RTCAP / Consultancy Section jobholder (Mr. Tan Yong Chee on 24 June); • completing the recruitment process, and announcing its outcome (19 August); and • submitting an updated budget requirement for 2023 for approval at the EC Constituent meeting on 2 September 	<p>4â 1 — 3</p> <p>é 4</p> <p>§ 5.1(ii)</p> <p>§ 5.1(iii)</p> <p>§ 5.1(v)</p>

1. Introduction

- 1.1 This document reports on the two-part consultation undertaken in April and May this year regarding a review of the value and direction of the RTCAP / Consultancy Section.
- 1.2 The purpose of the consultation, in part, was to seek the views of members regarding the proposed next steps i.e., a two-year assignment (2023 and 2024) during which the RTCAP/ Consultancy Section would take on an enhanced role. This enhanced role would cater to broader member interests as well as undertaking activities that the Bureau had not been able to attend to due to the dominance of the Training Section in the Bureau workload.
- 1.3 This report does not repeat the various key elements that were documented in the consultation document (initially titled as EC 2022 Doc 5, but no longer in that mode). The document will be available on the APPU website should members wish to refer to it.

2. Consultation design

- 2.1 As mentioned in paragraph 1.1, the consultation was in two parts.

- (i) Part 1: stakeholders and other key parties
 - (a) Essentially this first approach was to ensure that the parties who currently contributed to the costs of running the RTCAP/ Consultancy Section, as well as other parties with specific interests, had the opportunity to consider the report and its accompanying proposal. The logic for this, apart from business courtesy, was that if there was a strong counter-view from the Part 1 parties, then Part 2 of the process should not proceed as planned.
 - (b) The parties consulted in Part 1 are set out below. It includes (in brackets) the basis for the Part 1 approach.
 - Australia (Finance Committee Chair)
 - Bhutan (contributor)
 - China (contributor)
 - Fiji (contributor)
 - India (contributor)
 - Iran (EC Chair)
 - Japan (contributor)
 - Lao (contributor)
 - Nepal (contributor)
 - New Zealand (Reform WG Chair)
 - Philippines (contributor)
 - Singapore (contributor, APP CMB Chair))
 - Sri Lanka (contributor)
 - Thailand (contributor)
 - UPU PTC (stakeholder)
 - Vietnam (contributor)
 - (c) The consultation was distributed on 29 April. Replies were requested by 13 May.
- (ii) Part 2: all EC members
 - (a) The approach to all EC members was distributed on 25 May. Responses were requested by 10 June,
 - (b) One member requested an extension to 17 June. This was agreed to.

3. Consultation responses

3.1 Part 1

- (i) Nine of the 13 parties approached responded. These were Australia, Bhutan, China, India, Iran, Japan, New Zealand, Thailand, UPU PTC.
- (ii) Five of the nine **responses were** from **contributors to** the costs of running the RTCAP/ Consultancy Section.

3.2 Part 2

Four members replied. These were Cambodia, Maldives, Pakistan, Tonga.

- 3.3 The total response was 12 members and one external party. This response rate is on a par with other consultations in terms of the number of participants.

4. Analysis of responses

- 4.1 The outcome of the consultation was almost unanimous support for the two-year assignment involving an enhanced role for the RTCAP/ Consultancy Section.
- 4.2 The table below summarises the key comments made by the 13 parties who replied, and includes an assessment of the position in each response.

Part	Key Comments from Each of the 13 Responses	Assessment of Position
1	The idea to put more activity into RTCAP seems to make good sense as we look to build more capability for the region.	Support
	Support	Support
	Agree with the draft review and support the reform of the RTCAP/ Consultancy Section, and support recruitment of replacement to undertake activities from 2023.	Support
	Agree that there are a number of activities to which RTCAP can contribute in the future. Concerned with the process for decision-making. Better option seemed to be a discussion during Bangkok Congress / EC Constituent meeting following which final position could be established.	Wants decision-making process changed.
	Fully support the consultancy services of the RTCAP.	Support
	Support the proposal.	Support
	Support. Some clarifications requested (and supplied).	Support
	Fully support the proposed two-year trial of an enhanced RTCAP/ Consultancy Section.	Support
	In principle, approve the expenditure of the enhanced RTCAP/ Consultancy Section in 2023. Some questions were asked (and answered).	Support
2	Support to improve activities of RTCAP	Support
	Reviewed documents and no comment to make.	No issues raised
	Fully support the proposed two-year trial of an enhanced RTCAP/ Consultancy Section. Believe we must take full advantage of the extensive features and the capabilities of the UPU solutions delivered by the PTC.	Support
	Fully supports the "Review of the Value and Direction of the RTCAP/ Consultancy Section"	S

- 4.3 As can be seen in the table, 11 of the 13 parties support the proposal. One party stated that the decision-making process should be changed. One party replied but offered no comment (which has been assessed as "no issues raised").

5. Next steps

- 5.1 Given the strong support for the proposal and, bearing in mind the timetable that was set out in the consultation document (paragraph 12 of the consultation document refers), the next steps include the following:
- (i) commence the recruitment process for a replacement for the current RTCAP/ Consultancy Section jobholder (Mr. Tan Yong Chee) on 24 June;
 - (ii) complete the recruitment process, and announce its outcome on 19 August; and
 - (iii) submit an updated budget requirement for 2023 for approval by the EC Constituent meeting on 2 September.

Report of the selection of the Consultancy Section Manager

1. Applications received

When applications for the position of Consultancy Section Manager closed on 10th August 2022, four APPU member countries had submitted candidate documents.

2. Selection process

2.1 The selection committee consisted of three members.

2.2 The assessment form used by the committee members consisted of two parts.

- Part 1 focused on the information provided by candidates in their application form
- Part 2 focused on the oral presentation of candidates in the videos they submitted.

2.2 The completed application forms for the four candidates were forwarded to the selection committee members to process Part 1 of the assessment form. The three committee members worked separately on Part 1.

All three members agreed that the four candidates had met the minimum requirement for the position.

2.3 The videos for the four candidates were viewed and assessed by the three members as a group on 15th August 2022 at 1:30 PM – 2:30 PM Bangkok time via Zoom.

3. Selection result

3.1 The three committee members unanimously selected Ms YU Yan, nominated by China, as the next Consultancy Section Manager.

3.2 Of all the candidates, Ms YU provided the clearest understanding of the requirements of the role, particularly the shift in focus for the RTCAP activity. Ms YU also gave the best demonstration of the relevance of her experience and skills to the key demands of the position. Overall, it was a very convincing effort on Ms YU's part, and there could be no argument with the outcome.

4. Compliance with the appointment requirements of Article 108, paragraph 1 of the General Regulations

4.1 The Secretary General may make appointments to positions subject to the confirmation of the EC. In practical terms this requires the EC to receive information that all requirements in Article 108 have been met.

4.2 Ms YU has met all requirements in Article 108. This is commented on as follows.

- (i) **Criterion 1:** the appointee must have served at least five years in the postal service.

Ms YU has served at least five years in the postal service.

- (ii) **Criterion 2:** the appointee must possess a working knowledge of French or any of the languages in Asia, in addition to English.

Ms YU possesses fluency in Chinese and English.

- (iii) **Criterion 3:** the representation of the member-countries of the Union is taken into consideration in the selection of the appointee.

The representation of member-countries was considered.

- (iv) **Criterion 4:** the appointee must satisfy the needs of the Bureau on the technical aspect (of the role being appointed to).

Ms YU satisfies the needs of the Bureau on the technical aspect. Refer to paragraph 3 for details.

- (v) **Criterion 5:** the appointee is selected from among those who are recommended by their respective postal administrations.

Ms YU was recommended by her postal administration.

- (vi) **Criterion 6:** the Secretary General appoints the preferred candidate, subject to the confirmation of the Executive Council.

All aspects of the recruitment process have been followed.