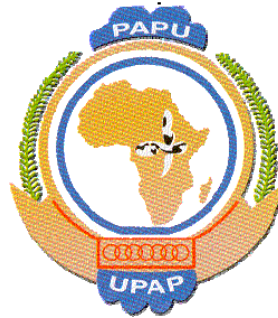


**UNION PANAFRICAINE
DES POSTES (PAPU)**

**PAN AFRICAN POSTAL
UNION (PAPU)**



ANNEX 1

TERMS OF REFERENCE FOR TECHNICAL AND ADMINISTRATIVE COMMITTEES

Introduction

The 27th Administrative Council meeting held in June 2008 in Cairo, Egypt, mandated the General Secretariat to come up with terms of reference for each Administrative and Technical Committee and also establish a code of conduct for compliance by members of each committee.

The proposed terms of reference prepared by the Secretariat are hereby presented to the members.

DRAFT TERMS OF REFERENCE FOR TECHNICAL COMMITTEES

1.0 PAPU/AFRAA CONTACT COMMITTEE, MAIL CIRCULATION AND POSTAL SECURITY IN AFRICA

The Task Force is responsible for:

- 1.1 Ensuring continuous and permanent dialogue among PAPU Member postal administrations, carriers, or any other stakeholders, in order to identify the problems in the African mail circulation network. It also has a responsibility to seek common practical solutions to correct the situation and improve the quality of service, as well as follow-up on implementation of corrective measures that are adopted from time to time.
- 1.2 Preparing, in collaboration with the General Secretariat, any draft decisions, recommendations and resolutions for approval by the organs of the Union.
 - Implementing decisions and resolutions adopted by the different organs of PAPU and UPU.
 - Evaluating the implementation of the said decisions, recommendations and decisions.
- 1.3 Gathering information on the status of mail circulation on the continent, analyzing mail routing plans, undertaking periodical

- studies and making suggestions to the Postal Administrations concerned on the rationalization of these plans.
- 1.4 Monitoring and evaluating the quality of mail circulation on a regular basis.
 - 1.5 Utilizing PAPU, UPU and Airline mail circulation documentation to improve mail circulation among member States.
 - 1.6 Encouraging postal administrations of member States to abandon sea and minimize land conveyance of mail, and maximize the use of SAL at domestic, intra-African and international levels.
 - 1.7 Identifying and finding appropriate solutions to Mail Circulation problems of African islands and Landlocked countries, if need be.
 - 1.8 Encouraging the exchange of information and expertise in the area of Mail Circulation among Member-States, particularly the exchange of mail circulation instructors and supervisors.
 - 1.9 Encouraging postal administrations to establish Contact committees at the national level with carriers, customs, and civil aviation authorities and maintain good relation with them to ensure efficient and speedy handling and conveyance of mail.
 - 1.10 Sensitizing postal administrations on the need to establish service quality standards and to pass this information on to customers.
 - 1.11 Guiding postal administrations of member States on the use of the indicators stipulated in the UNTACDA II Programme concerning mail circulation quality standards.
 - 1.12 Exhorting each postal administration to keep a record of all the weak points and shortcomings and the corrective measures envisaged by the administration itself or recommended by consultants.

- 1.13 Sensitizing postal administrations on the need to reach agreements with airports authorities to ensure the continuous presence of mail circulation staff in ramp areas for immediate handling of incoming and outgoing mails.
- 1.14 Offering guidance to the Administrative Council as concerns major decisions on mail circulation in Africa.
- 1.15 Undertaking any other activity assigned to it by the Union or agreed upon during its meetings or at technical mail circulation meetings.
- 1.16 Sensitizing and encouraging postal administrations of member States to use the EDI system managed by the UPU.
- 1.17 Helping postal administrations to reduce the total transmission times of postal items conveyed by air or surface between administrations.
- 1.18 Preparing its own recurrent budget to be incorporated in the Union's global budget.
- 1.19 Establishment of a permanent consultative framework between the African airlines serving Africa and the Postal Administrations of the continent to particularly focus on:
 - a) a Better information on schedules and links serviced;
 - b) Negotiation of rates and maximization of air conveyance of mail'
 - c) Quick settlement of accounts with Airlines. Settlement of disputes between Postal Administrations and Airlines.
- 1.20 Carrying out studies assigned to it by either PAPU or AFRAA;
- 1.21 Establishment of a framework for cooperation between postal administration on matters concerning postal network security;

- 1.22 Promotion of exchange of experiences and useful information on postal security and related matters;
- 1.23 Studying and recommending ways of approaching, preventing and investigating cases common to the African Postal Administrations;
- 1.24 Establishment of links with sister organizations under the auspices of the Pan African Postal Union and harmonize relations with other security organizations on matters of mutual concern;
- 1.25 Providing technical expertise in the acquisition of common logistical support;
- 1.26 Organization and promotion of attachments or training programmes for operations;
- 1.27 Merger of Postal Security initiatives of all linguistic and regional groupings with a view to harmonizing techniques in postal security matters.

2.0 KEY UPU CONTENT ISSUES COMMITTEE

- 2.1 Identifying all issues relating to Conventions, Acts and Regulations of the Universal Postal Union requiring amendments during the World Postal Congress.
- 2.2 Evaluating/reviewing the issues identified and submitted to PAPU by members with a view to adopting a position for Africa and/or developing countries.
- 2.3 Collaboration with PAPU to carry out studies or organize workshops that will educate member countries in order to agree on a more beneficial position.
- 2.4 Initiating collaboration among member countries on sponsorship of proposal for the Congress.

- 2.5 Identifying lead speakers on technical issues tabled before the congress for decisions.
- 2.6 Coordinating member countries interests in available positions in the POC and CA with a view to maintaining a single list of candidates for elections.
- 2.7 Lobbying the International Bureau and other restricted Unions with a view to occupying critical positions in special groups/committees – QSF Trustee Board, EMS Cooperative, and Chairmanships of committees in CA and POC.
- 2.8 Supporting the activities of PAPU through regular contact and provision of timely information for necessary contacts.
- 2.9 Any other issues that may be relevant for successful execution of the African Agenda.

3.0 E-POST, PROMOTION AND DEVELOPMENT OF POSTAL FINANCIAL SERVICES IN AFRICA COMMITTEE

- 3.1 Promoting adoption of new technologies by postal administrations.
- 3.2 Assisting African Postal administrations to identify viable projects so as to reinforce the exchange of information among Member States on successful achievements and sharing of experiences.
- 3.3 Facilitating implementation of technologies used in different Postal Administrations.
- 3.4 Sensitizing Postal Administrations on the need to acquire appropriate technologies as well as relevant security equipment.
- 3.5 Development of financial services

4.0 CREDENTIALS COMMITTEE

- 4.1. Ensuring that accreditation letters are submitted according to laid down procedure.
- 4.2. Ensuring that the Accreditation process enhances any measures taken by the Plenipotentiary Conference on the payment and collection of contributions.
- 4.3. Investigating the problems and causes of the non-payment of Union Dues.
- 4.4. Designing strategies for collection of arrears.
- 4.5. Making suggestions on measures or plans to enable member countries pay up arrears without putting too much strain on them while at the same time impressing on such member states the need to pay their current dues immediately
- 4.6. Recommending appropriate measures to sanction defaulters with huge arrears in line with the Union's Convention.
- 4.7. Recommending any other measures that it deems appropriate to make the Union financially sound.
- 4.8. Pursuing all possible avenues likely to accelerate the recovery of outstanding arrears especially through joint missions with the Secretary General to debtor countries.
- 4.10. Assessing and preparing reports on the financial situation of the Union from time to time.
- 4.11. Vetting candidates for elective positions to ensure that they meet minimum qualifications as set out in the PAPU Conventions or as may be directed by the Plenipotentiary Conference.

5.0 PAPU SECRETARIAT MANAGEMENT BOARD

- 5.1 Monitoring and superintending the administration of the Secretariat in between Administrative Council Meetings on behalf of the Council;
- 5.2 Assisting the Secretariat in the realization of the recovery of all outstanding debts due to the Union;
- 5.3 Ensuring that all outstanding liabilities are paid from arrears recovered from the member countries;
- 5.4 Receiving and considering all Committees' Reports for presentation to the Administrative Council for adoption;
- 5.5 Assisting the Secretariat to implement the recommendations of the Secretariat Advisory committee as contained in its reports from time to time;
- 5.6 Reviewing the budget of the Secretariat with specific recommendations to the Council;
- 5.7 Examination of draft proposals on the convention and make recommendations to the Council;
- 5.8 Reviewing the programme of activities and matching it with the resources available.
- 5.9 Carrying out any other assignment as may be assigned to it by the Council.

ACTION GROUP ON MARKETING, COOPERATION, POSTAL DEVELOPMENT AND PARTNERSHIP

- 6.1 Organizing training for its members on the mastering of the provisions of basic texts related to the creation and functioning of Administrative and Technical Committees;

- 6.2 Preparation, on annual basis, progress reports in the fields of Marketing, Cooperation, Postal Development and Partnerships in Africa for submission to the Council and the Plenipotentiary conference;
- 6.3 Drafting a Programme of action and ensuring implementation of its activities;
- 6.4 Proposing initiatives to enable member countries to develop a marketing culture and a spirit of cooperation and partnership;
- 6.5 Encouraging postal administrations to conduct “Marketing Research” based on common needs of members;
- 6.6 Recommending some initiatives for triangular cooperation;
- 6.7 Identifying all issues related to Marketing, Cooperation, Postal Development and Partnerships that could be submitted to PAPU Plenipotentiary Conference and/or Administrative Council for the benefit of member countries;
- 6.8 Assisting PAPU General Secretariat in making an assessment of the outcomes of the Roundtables of Postal decision makers with donors to be submitted to the Plenipotentiary Conference;
- 6.9 Recommending development and promotion of new postal products and services that can support for sustainable business growth in the postal sector;
- 6.10 Making recommendations aimed at improving the commercial environment at postal outlets of PAPU member countries; ’
- 6.11 Initiating plans to support any proposal aimed at using ICTs to modernize services in line with the objectives of E-post Africa Project;
- 6.12 Encouraging postal administrations to cooperate in the area of exchange of information via the Internet;

- 6.13 Making suitable proposals on establishment of Funds to support provision of Universal Service in PAPU member countries;
- 6.14 Making proposals for the development of a relevant framework for sponsoring some operations such as financing projects, travels and participation in training workshops, for the benefit of member countries;

7.0 ACTION GROUP FOR THE PROMOTION OF PHILATELY IN AFRICA

- 7.1 Preparation of annual Programme of activities for implementation;
- 7.2 Preparation of annual progress reports on Philately in Africa and its contribution to postal revenue streams;
- 7.3 Sensitizing members on their obligations under the provisions that created Administrative and Technical Committees;
- 7.4 Promotion and development of a philatelic culture in Africa with special emphasis on its economic, national and cultural value;
- 7.5 Recommending where appropriate common themes of stamps and promoting joint issues among members;
- 7.6 Translating into Action Plans, the UPU Congress decisions and recommendations on Philately.
- 7.7 Encouraging and supporting PAPU General Secretariat philatelic development activities;
- 7.8 Seeking funding from partners for promotion of Philately;

7.9 Implementation of proposals and recommendations by UPU's Action Group for Promotion of Philately;

7.10 Preparation of annual reports and recommendations to the Administrative Council and/or the Conference in line with the provisions of the relevant Convention and Regulations;

CODE OF CONDUCT FOR COMMITTEES

Considering that the committees exist to assist the Administrative Council to attain the desired objectives by continuous and consistent participation in the activities for which they were established, the Secretariat proposes the following code of conduct for members:

- (i) All members of the committees shall actively participate in the activities of their respective committees on a regular basis. Pursuant to this, any member country that absents itself from committee meetings for two consecutive times shall be deregistered from the committee;
- (ii) Tasks assigned by the committee must be concluded within the specified time limit. Member countries who fail to complete their assignments within the stipulated time will not be allowed to participate in similar assignment within the next quadrennial cycle;
- (iii) Member countries of the Secretariat Management Board and the Credentials Committee shall be actively involved in not only settling their annual contributions to PAPU budget in advance, in line with Article 17 of the Detailed Regulations of the Union, but shall also assist the Secretariat in recovering the outstanding debt of members within their sub region.