



PAPU/AC/XLII/2024 - Doc no.08 and Annexes

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POLICY AND REGULATION COMMITTEE (PRC)

REPORT OF THE POLICY AND REGULATION COMMITTEE

Agenda item 13

1. Subject Report of the Policy and Regulation Committee (PRC)	2. References/paragraphs <ul style="list-style-type: none">• Working documents;• Record of proceedings;• Recommendations and Resolutions of the PRC
3. Decision expected <ul style="list-style-type: none">i) Make any relevant comments and/or proposals;ii) Consider and adopt the report;iii) Consider and adopt the PRC's Draft Recommendations and Resolutions.	

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-mail
sc@papu.co.tz

I.INTRODUCTION.....	3
II.OPENING REMARKS.....	3
III.THE PRC BUREAU MEMBERSHIP.....	4
IV.ADOPTION OF AGENDA.....	4
V. HIGHLIGHTS OF THE DELIBERATION.....	5
VI.SYNOPSIS OF PROCEEDINGS.....	5
1. Presentation of Policy and Legal Harmonization Working Group Report	5
2.Presentation of the Regulation Development Working Group Report.....	9
VII.DATE AND VENUE OF NEXT MEETING	13
VIII.ANY OTHER BUSINESS	13
IX.CLOSING	13
X.RECOMMENDATIONS	13
DRAFT OF DECISIONS, RESOLUTIONS AND RECOMMENDATIONS.....	14
OTHERS ANNEXES.....	17.

I. INTRODUCTION

Pursuant to Plenipotentiary Conference Decision No. 04/PAPU/PC/X/2021, the Policy and Regulation Committee (PRC) held its meeting on 3rd and 4th June 2024 at the PAPU Tower in Arusha. The deliberations were presided over by the PRC Chairperson, the Republic of Kenya, represented by Mr. Matano Ndaró. In attendance were the following Member States: **Benin, Botswana, Burkina Faso, Côte d'Ivoire, Democratic Republic of Congo, Egypt, Kenya, Malawi, Mali, Mozambique, Namibia, Sudan, Tanzania, Uganda, Zambia and Zimbabwe.** EACO attended the proceedings in an observer capacity. The detailed attendance list is attached as **Annex 2**.

II. OPENING REMARKS

The PAPU Secretary General and the PRC Chairperson took turns to present their opening remarks.

1. By the PRC Chairperson

In his introductory remarks, the Chairman welcomed all participants and extended his profound gratitude to the Government of the United Republic of Tanzania for the gracious hospitality and seamless organization of this 42nd Ordinary Session of the PAPU Administrative Council.

He proceeded to thank and commend the PAPU General Secretariat for the high standards of the working documents and their timely circulation to Committee members.

Turning to the Policy and Regulation Committee, the Chairman reiterated its role and highlighted its pre-eminent impact on the smooth functioning of the Union. He equally conveyed his hearty appreciation to the PRC Working Groups for the tremendous groundwork undertaken in preparation for the Committee's proceedings.

Lastly, he pointed out that the PRC's agenda during this meeting is of vital importance, calling on members to actively participate in the deliberations in order to enhance the ensuing documentation and proposals.

2. By the PAPU Secretary General

Dr. Sifundo Chief Moyo, PAPU Secretary General, began by expressing his heartfelt appreciation to the Committee members for their presence at the PAPU Headquarters to attend this 42nd Ordinary Session of the Administrative Council.

He noted that this presence was a clear manifestation of their keen interest in advancing the Union's broad agenda.

He went on to restate the Committee's core mandate, which is to chart a roadmap and lay down guidelines for postal reform by setting standards, harmonizing policy and regulatory frameworks, and addressing all issues related to the Acts of the Union.

The PAPU Secretary General also announced to Committee members that Mr. Philippe Arnaud SAWADOGO, a citizen of Burkina Faso, had been recruited as Head of Department for Policy, Regulation and Legal Affairs of the Union in January 2024 to further enhance the human resource capacity at the Secretariat, the Working Groups, and the Policy and Regulation Committee. He noted that all these measures will go a long way towards facilitating the fulfilment of their respective mandates.

Lastly, he once again pledged the General Secretariat's full support for the Policy and Regulation Committee, stressing that for the Administrative Council to successfully tackle policy and regulation matters, it relied heavily on the outcomes of the Committee's activities.

III. THE PRC BUREAU MEMBERSHIP

The PRC's Bureau is currently composed as follows:

- ✓ Chairperson: **Kenya**;
- ✓ 1st Vice-Chairperson: **Senegal**;
- ✓ 2nd Vice-Chairperson: **Algeria**;
- ✓ Rapporteurs: **Malawi and Mali**;
- ✓ Secretary: **PAPU General Secretariat**.

IV. ADOPTION OF AGENDA

The draft agenda was presented as Document No. PAPU/AC/ATC/PRC/04/2024-Doc No. 01. It was adopted with no amendment. The adopted agenda is attached as **Annex 3**.

V. HIGHLIGHTS OF THE DELIBERATIONS

The PRC's deliberations were centered on **ten (10)** substantive items, contained in **twelve (12)** working documents. The salient matters presented for consideration during this session were as follows:

- Presentation of the Policy and Legal Harmonization Working Group's Report;
- Presentation of the Regulation Development Working Group's Report;
- Implementation status of Decisions, Resolutions and Recommendations taken by the Administrative Council on postal policy and regulation matters during its 41st Ordinary Session;
- Implementation status of the Policy and Regulation Committee Work Plan;
- Proposed amendments to the Acts of the Union;
- Handover/takeover procedure between incoming and outgoing officials;
- Bureau membership of the Postal Regulators Forum;
- African Postal Regulators Conference.

VI. SYNOPSIS OF PROCEEDINGS

The PRC conducted its proceedings in line with the adopted agenda. Comprehensive reports of the various Working Group meetings together with the related annexes were tabled for consideration by participants.

1. Presentation of Policy and Legal Harmonization Working Group Report

Representing the Republic of Zimbabwe in the capacity of Chairperson of the Working Group, Mr. Kennedy Dewera, expressed appreciation to the United Republic of Tanzania for the well-organized 42nd Ordinary Session of the Administrative Council and complimented the General Secretariat on the high-quality working documents before proceeding to present the Working Group's report.

This report was presented as Document No. PAPU/AC/ATC/PRC/04/2024-Doc No. 02 and Annexes. The Policy and Legal Harmonization Working Group's Report is attached as **Annex 4**. The presentation of the Working Group's report was followed by a detailed presentation of the accompanying annexes by the General Secretariat.

From the presentations, the following conclusions were drawn:

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-mail
sc@papu.co.tz

a) On implementation status of the Working Group's Work Plan

The Implementation Status of the Working Group's Work Plan was presented as Document No. **PAPU/AC/ATC/PRC/04/2024-Doc No. 02a and Annex**.

More specifically, the Policy and Legal Harmonization Working Group's Work Plan is structured into **nine (09)** deliverables and **twenty-five (25)** activities, **fifteen (15)** of which have been completed, while **ten (10)** are in progress.

The following activities are in progress:

- Adoption of the African Postal Guidelines by the African Union Commission, which is still pending despite several reminders by the PAPU General Secretariat;
- Provision by Member States and Restricted Unions of postal regulation documents and models, as requested in 2023 by the PAPU General Secretariat. So far, only CRASA and SAPOA have shared their postal regulation documents and models.

However, to make up for the lack of response from Member States with respect to the expected documents, the General Secretariat has prepared and circulated a questionnaire on postal regulation in Africa to Member States. The Implementation Status of the Working Group's Work Plan is attached as **Annex 5**.

Following presentation of the report and annexes, the PRC members adopted the Working Group's document and recommendations, before calling on:

- Member States to respond to the questionnaire on postal regulation in order to improve the response rate, thereby enabling the General Secretariat to build up a representative database on postal regulation. In this respect, Member States were requested to contact the General Secretariat to ensure that their completed questionnaires had been sent to the rightful recipient and, if necessary, resend the questionnaire to the appropriate recipient;
- In its interactions with Member States, the General Secretariat prioritizes official communication channels. As an additional channel, WhatsApp groups could be used.

Another aspect raised by the PRC members was the large number of activities scheduled in the activity programmes of the Working Groups. The proposal for the next cycle was therefore to retain the most salient and realistic deliverables and activities with regard to the challenges facing the Union and the African postal sector.

b) On implementation status of Decisions, Resolutions and Recommendations from the 41st Ordinary Session of the Administrative Council

This was presented as Document No. **PAPU/AC/ATC/PRC/04/2024-Doc No. 02b and Annex.**

Participants were updated on the implementation status of **two (02)** Resolutions and **three (03)** Recommendations adopted by the Administrative Council during its 41st Ordinary Session held from 29th to 30th August 2023 in Arusha, United Republic of Tanzania.

With the exception of the activity “Table a resolution amending the Acts of the Union during the next Plenipotentiary Conference”, for which it was pointed out that the deadline had not yet expired, all the Resolutions and Recommendations had been implemented.

The implementation status of Decisions, Resolutions and Recommendations from the 41st Ordinary Session of the Administrative Council is attached as **Annex 6.**

Following the presentation, the PRC concluded that the activity “Table a resolution amending the Acts of the Union during the next Plenipotentiary Conference” under Resolution No. 05/PAPU/AC/XLI/2023 had been completed. This is on the grounds that implementation of this activity no longer fell under the purview of both the PRC and the Administrative Council.

The PRC noted the implementation status of Decisions, Resolutions and Recommendations from the 41st Ordinary Session of the Administrative Council and adopted the accompanying recommendations.

c) On proposed amendments to the Acts of the Union

The proposed amendments to the Acts of the Union were presented as Document No. **PAPU/AC/ATC/PRC/04/2024- Doc No. 02c and Annex. Five (05)** proposed amendments, including **one (01)** to the Convention, **three (03)** to the Detailed Regulations of the Convention and **one (01)** to the Rules of Procedure of the Plenipotentiary Conference, were tabled to the PRC for consideration and adoption. These include:

- Emergency consultation of the Plenipotentiary Conference (Article 11.2 of the Detailed Regulations of the PAPU Convention);
- Introduction of a new provision on cybersecurity and the personal data protection (Article 20 of the PAPU Convention);
- Redefinition of the term vacant seat (Article 6.1 of the Detailed Regulations of the PAPU Convention);

- Clarifying the procedure for filling vacant seats on the Administrative Council (Article 6.2 of the Detailed Regulations of the PAPU Convention);
- Procedure and method for consultation of Member States of the Conference Bureau (Article 5(bis) of the Rules of Procedure of the Plenipotentiary Conference).

The proposed amendments to the Convention are attached as **Annex 7**.

Following the presentation, the PRC members opted to highlight the involvement of postal sector players by reframing the provisions of **Article 20 (New)** of the PAPU Convention on cybersecurity and personal data protection, as follows: **“Member States, particularly postal sector players...”**.

Furthermore, the meeting participants clarified the provisions of **Article 5 (bis)** of the Rules of Procedure of the Plenipotentiary Conference on emergency consultation of the Conference Bureau by adding the reference **“Member States of the Conference Bureau”** to the sentence **“Insofar as possible, consultation shall take place by the most effective methods and means in light of the nature and urgency of the matter referred for consultation.”**

The proposed amendments were adopted by the PRC.

d) On handover/takeover procedure between incoming and outgoing officials

This was presented as Document No. **PAPU/AC/ATC/PRC/04/2024-Doc No. 02d**. In order to facilitate a thorough understanding of how the Secretariat is organized and operates, as well as to ensure service continuity at the General Secretariat via a more effective handover/takeover of the full portfolio of the General Secretariat’s mandate, a ten (10) article procedure for handover/takeover between incoming and outgoing elected officials has been proposed. The salient provisions of this instrument are as follows:

- Incoming elected officials shall assume duty at the PAPU Headquarters **two (02) weeks** ahead of the scheduled date of the official handover/takeover ceremony;
- The Union shall cater to lodging and board as well as transportation for the incoming elected officials during the **two (02) week** period.

The handover/takeover procedure between incoming and outgoing elected officials is attached as **Annex 8**.

Following the presentation, the members of the Political and Regulatory Committee recommended reducing the period **from two (2) weeks to one (01) week**, specifically in order to minimize the financial implications of the handover/takeover procedure between incoming and outgoing elected officials.

Upon consideration of the draft handover/takeover procedure, the PRC authorized the General Secretariat to forward the document to the Finance and Administration Committee for consideration.

2. Presentation of the Regulation Development Working Group Report

Representing the Republic of Côte d'Ivoire in the capacity of Chairperson of the Working Group, Ms. Massiratché Fofana began by extending her appreciation to the United Republic of Tanzania for the well-organized 42nd Ordinary Session of the Administrative Council and complimented the PAPU General Secretariat on the high-quality working documents availed to participants before going ahead to present the Working Group's report.

Document No. PAPU/ATC/PRC/04/2024 - Doc No.03 and its Annexes were presented to PRC members. The full report of the Regulation Development Working Group is attached as **Annex 9**.

The presentation of the Working Group's report was followed by a detailed review of the annexes to the report made by the General Secretariat.

From the presentations, the following conclusions were drawn:

a) On the development of postal regulation documents and models

The report on this matter was presented as document **No. PAPU/AC/ATC/PRC/04/2024-Doc No. 03a**. PRC members were informed that the 1st edition of the African Postal Regulators Conference, held in Dakar in 2023, had established **four (4)** thematic teams made up of PAPU Member States and CRASA.

These thematic teams are tasked with analyzing the following documents proposed by the General Secretariat:

- ✓ Regulatory cooperation framework;
- ✓ Legal and policy framework;
- ✓ Capacity-building mechanism for postal regulation officers;
- ✓ Regulatory framework for postal financial activities.

However, the General Secretariat had been unable to produce these materials because the documents and models it had requested were still awaited, despite an appeal by the Administrative Council during its 41st Ordinary Session, followed by reminders from the General Secretariat.

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-mail
sc@papu.co.tz

Furthermore, considering the low participation of Member States in the thematic teams, the Committee Chairperson called for greater engagement. The following Member States and Sub-regional organizations heeded this call by expressing their interest in joining the thematic teams:

- Thematic Team n°1: **Tanzania and Kenya;**
- Thematic Team n°2: **Uganda and EACO;**
- Thematic Team n°3: **Tanzania, Kenya and EACO;**
- Thematic Team n°4: **Tanzania and EACO.**

Upon presentation of the report and annexes, PRC members instructed the General Secretariat to explore the possibility of engaging an external consultant to develop the policy and legal frameworks as well as the policy for regulating financial activities. The report is attached as **annex 10**

b) On implementation status of the Regulation Development Working Group's Work Plan

The Implementation Status of the Regulation Development Working Group's Work Plan was presented as Document No. **PAPU/AC/ATC/PRC/04/2024-Doc No. 03b and Annex.**

The Work Plan of the Working Group on Regulatory Development contains **ten (10)** deliverables and **thirty-one (31)** activities/tasks. The Work Plan implementation status shows that **nine (09)** activities have been completed while **twenty-two (22)** are in progress.

The activities in progress include adoption by the African Union Commission of the African Postal Guidelines. In this respect, it is worth noting that the Guidelines are still to be adopted by the African Union Commission. The implementation status of the Regulation Development Working Group's Work Plan is attached as **annex 11.**

c) On Implementation status of Decisions, Resolutions and Recommendations by the Administrative Council on regulation matters during its 41st Ordinary Session;

Document No. **PAPU/AC/ATC/PRC/04/2024 - Doc No.03c and its Annexes** were presented to PRC members. This presentation pointed out that specifies that during its 41st Ordinary Session, the Administrative Council adopted **two (02)** resolutions and **one (01)** recommendation, all of which have been implemented.

However, PRC members requested that additional activities be added to the recommendation **“Develop policy and legal frameworks for postal regulation”**, such as collecting and analyzing regulatory documents, as well as developing policy and legal frameworks for postal regulation.

The implementation status of Decisions, Resolutions and Recommendations by the Administrative Council on regulation matters is attached as **annex 12**.

d) On proposed theme for Postal Regulators Forum

The proposed theme for this event was presented as Document No. **PAPU/AC/ATC/PRC/04/2024- Doc No. 03d**. In the presentation on this item, the General Secretariat requested validation of the following theme for the 2024 edition of the Postal Regulators Forum: “**Leveraging postal regulation to advance postal financial inclusion**” In this regard, the proposal was to organize **two (02)** panel discussions on the following sub-themes:

- **Sub-theme 1: Current state and prospects for promoting postal financial inclusion;**
- **Sub-theme 2: Key success factors for postal financial inclusion.**

The following Member States responded favourably to the appeal by the Secretariat General and the PRC Chairperson to participate as panelists in the Postal Regulators Forum as follows:

- Panel 1: **Mali and Uganda;**
- Panel 2: **Côte d’Ivoire, Malawi and Tanzania.**

The document on proposed theme for Postal Regulators Forum is attached as **annex 13**.

e) On proposed Bureau membership of the Postal Regulators Forum

The General Secretariat presented the Bureau membership of the Postal Regulators Forum as Document No. **PAPU/AC/ATC/PRC/04/2024-Doc No. 03e**.

It was reiterated that this document is a logical sequel to *Resolution No. 08/PAPU/AC/XLI/2023* adopting the Terms of Reference of the Postal CEOs Forum and the Postal Regulators Forum.

Pursuant to this Resolution, the Bureau membership of the Postal Regulators Forum is as follows:

- **01 Chairperson;**
- **01 Vice-Chairperson;**
- **02 Rapporteurs.**

In line with the new Bureau structure of the Forum, the General Secretariat proposed the following Bureau Membership:

- Chairperson: **Central Africa;**
- Vice-Chair: **North Africa;**
- Rapporteurs: **West and Southern Africa;**
- Secretary: **PAPU General Secretariat.**

Following this presentation, the members of the Commission observed that East Africa was absent. In response, the General Secretariat pointed out that East Africa's absence was due to the limited number of seats on the Bureau, which could not accommodate all five PAPU sub-regions. It is worth noting, however, that East Africa chaired the outgoing bureau. Therefore, embracing an inclusive approach that incorporates all five sub-regions of the Union in the bureau membership, the Policy and Regulation Committee proposed a structure that accommodates all the sub-regions.

Furthermore, PRC members opted to introduce the concept of "Co-Chairs" and to bring before the Administrative Council a draft resolution amending the Terms of Reference of the Postal Regulators Forum with regard to the Bureau membership. Accordingly, the revised Bureau membership of the Postal Regulators Forum is as follows:

- **02 Co-Chairs:** Central and North Africa;
- **03 Rapporteurs:** West, East and Southern Africa.

The document on proposed Bureau membership of the Postal Regulators Forum is attached as **annex 14**.

f) On the 2nd Postal Regulators Conference

A Brief on the organization of this event was presented as Document No. **PAPU/AC/ATC/PRC/04/24- Doc No. 03f**. In this regard, the General Secretariat proposed the following core theme for the 2nd edition of the African Postal Regulators Conference: ***"Emerging postal industry and regulation trends in the digital age."***

Participants will be exploring this theme via the following sub-themes:

- Digitalizing traditional services for operators to facilitate access to products and create value-added services for customers;
- Technical and legal challenges facing postal services digitalization;
- Postal regulation techniques and methods for efficient postal services digitalization;
- Capacity-building in new lines of expertise.

Before concluding this presentation, the General Secretariat and the PRC Chairperson appealed to Member States to facilitate the organization of the 2nd Postal Regulators Conference by either offering to host it or extending any necessary assistance to the General Secretariat in organizing the event, should it be held at the PAPU Headquarters in Arusha.

Following deliberations on this matter, PRC members requested the General Secretariat to notify Member States once a new date is set for this event following its postponement to a later date. This information should enable Member States to better assess their availability to host the event or offer the necessary assistance to the General Secretariat. The report is attached as **annex 15**

VII. DATE AND VENUE OF NEXT MEETING

The date and venue of the next meeting will be notified to PRC members subsequently following consultations between the General Secretariat and the Committee bureau.

VIII. ANY OTHER BUSINESS

No issue was raised under this item, be it by the General Secretariat or by Committee members.

IX. CLOSING

The PAPU Assistant Secretary General expressed her gratitude to the PRC members for their active participation and constructive contributions to the proceedings and thanked the staff of the General Secretariat for their commendable efforts in ensuring the success of these deliberations.

The PRC Chairperson began expressed his deep gratitude to the United Republic of Tanzania for the excellent organization. He went ahead to appreciate the he collegial spirit in which the discussions had taken place, before thanking the PRC members, the General Secretariat for the high-quality working documents and the interpreters for their excellent servicing of the proceedings. Lastly, he closed the PRC meeting at 1:15 (East Africa Time, i.e. GMT +3).

X. RECOMMENDATIONS

Following presentation of the Working Group reports and annexes, the Policy and Regulation Committee recommends that the Administrative Council:

- Recommends Member States to respond to the postal regulation questionnaire no later than **two (02) weeks**;
- For Member States that have not yet done so, requests them to establish postal regulatory authorities;
- Adopt the proposed changes to the Bureau membership of the Postal Regulators Forum;
- Adopt the principle of tabling a draft resolution on proposed amendments to the Acts of the Union.

ANNEX 1: DRAFT OF DECISIONS, RESOLUTIONS AND RECOMMENDATIONS

Resolution No. xx/PAPU/AC/XLII/2024

On the submission to the 11th Ordinary Session of the PAPU Plenipotentiary Conference of a resolution to amend the Acts of the Union

The Administrative Council of the Pan African Postal Union (PAPU), meeting during its 42nd Ordinary Session from 11th to 12th June 2024 in Arusha, United Republic of Tanzania;

Mindful of the PAPU Convention;

Further mindful of the Detailed Regulations of the PAPU Convention;

Having regard to the Rules of Procedure of the Administrative Council;

Having scrutinized the proposed amendments to the Acts of the Union pertaining to emergency consultation of the Conference Bureau, cybersecurity, personal data protection and vacant seats on the Administrative Council;

Acknowledging that the said proposals are related to the Acts of the Union;

Persuaded that these proposals are germane and aim to remedy the deficiencies in the Acts of the Union;

Cognizant of the recommendation tabled by the Policy and Regulation Committee;

HEREBY APPROVES:

The principle of submitting a draft resolution amending the Acts of the Union to the 11th Ordinary Session of the Conference as expressed hereinabove;

INSTRUCTS:

The General Secretariat to present the proposed amendments, annexed hereto, during the next session of the Plenipotentiary Conference;

Done in Arusha, United Republic of Tanzania, on 12th June 2024.

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-mail
sc@papu.co.tz

Decision No. xx/PAPU/AC/XLII/2024

Changing the Bureau Membership of the Postal Regulators Forum and the Postal CEOs Forum

The Administrative Council of the Pan African Postal Union (PAPU), meeting during its 42nd Ordinary Session from 11th to 12th June 2024 in Arusha, United Republic of Tanzania;

Mindful of the PAPU Convention;

Further mindful of the Detailed Regulations of the PAPU Convention;

Having regard to the Rules of Procedure of the Administrative Council;

Considering the PAPU Administrative Council's Resolution No. 18/PAPU/AC/XXXVI/2017 of 10th May 2017, establishing an annual African Postal Regulators Forum;

Mindful of PAPU Administrative Council's Resolution No. 06/PAPU/AC/XXXVIII/2019 of 19th June 2019, establishing an annual African Postal CEOs Forum;

Further considering Resolution No. 07/PAPU/AC/XLI/2023 of 30th August 2023 adopting the Terms of Reference of the Postal CEOs Forum and the Postal Regulators Forum;

Noting the inclusive approach advocated by the Policy and Regulation Committee in order to give all five (05) regions the opportunity to be represented in the offices of the postal regulators' forums and postal executives;

Further noting the introduction of the concept of "Co-Chairs";

Having examined the recommendation of the Policy and Regulation Committee to change the Bureau membership of the Postal Regulators Forum;

HEREBY DECIDES AS FOLLOWS:

The Bureau of the African Postal Regulators Forum shall be composed of:

- Co-Chairs: **Central Africa and North Africa**
- Rapporteurs: **West, East and Southern Africa;**
- Secretary: **PAPU General Secretariat.**

INSTRUCTS:

The General Secretariat to implement this Resolution.

Done in Arusha, United Republic of Tanzania, on 12th June 2024.

Recommendation No. xx/PAPU/AC/XLII/2024

On the establishment of Postal Sector Regulatory Authorities

The Administrative Council of the Pan African Postal Union (PAPU), meeting during its 42nd Ordinary Session from 11th to 12th June 2024 in Arusha, United Republic of Tanzania;

Mindful of the PAPU Convention;

Further mindful of the Detailed Regulations of the PAPU Convention;

Having regard to the Rules of Procedure of the Administrative Council;

Having noted that the Postal Sector has been opened up in the majority of PAPU Member States;

Considering the pivotal role of regulatory authorities in combatting unfair competition, improving quality of service and fostering competition in the postal arena;

Cognizant of the recommendation tabled by the Policy and Regulation Committee;

HEREBY RECOMMENDS AS FOLLOWS:

That Member States which have not yet done so should establish a regulatory authority for postal services;

INSTRUCTS:

The General Secretariat to implement this Recommendation.

Done in Arusha, United Republic of Tanzania, on 12th June 2024.

ANNEX 2: ATTENDANCE LIST

THE 42ND ORDINARY SESSION OF PAPU ADMINISTRATIVE COUNCIL FROM 3RD TO 14TH JUNE 2024 IN ARUSHA, UNITED REPUBLIC OF TANZANIA. POLICY AND REGULATORS COMMITTEE (4TH JUNE 2024)

S/N	NAME/NOM	COUNTRY/PAYS	ORGANISATION	TELEPHONE	EMAIL
1.	EDWALD MMUSI	BOTSWANA	BOCRA	+267 368 5582/ +267 729 716 48	mmusi@bocra.org.bw
2.	SANA DAVID COMPAORE	BURKINA FASO	MINISTERE DE LA TRANSITION DIGITALE, DES POSTES ET DES COMMUNICATIONS ELECTRONIQUES	+226 70322616	david.compaore@tic.gov.bf
3.	FOFANA-BAKAYOKO MASIRATCHE	COTE D'IVOIRE	MINISTERE MTND	+255 748 621 414	Mass.fofana@telecom.gouv.ci
4.	ADOU BIENDJUI JOSEPHINE	CÔTE D'IVOIRE	ARTCI	+225 505 982 806	adou.josephine@artci.ci
5.	MUYEMBE SABULONI JOSEPH	DEMOCRATIC REPUBLIC OF THE CONGO	ARPTC	+243 815 279 449	joseph.muyembe@arptc.gouv.cd
6.	WETSHI AKILA ARIELLE	DEMOCRATIC REPUBLIC OF THE CONGO	ARPTC	+243 815 770 027	arielle.wetshi@arptc.gouv.cd

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-mail
sc@papu.co.tz

7.	BILILO BIBICHE	DEMOCRATIC REPUBLIC OF THE CONGO	SOCIETE CONGOLAISE DES POSTES ET DES TELECOMMUNICATIONS	+243 991 535 475	bibichebililo@gmail.com
8.	MAKABU ALEX	DEMOCRATIC REPUBLIC OF THE CONGO	SOCIETE CONGOLAISE DES POSTES ET DES TELECOMMUNICATIONS	+243 817 382 424	beyakaltalex2015@gmail.com
9.	ALEXIS SINARINZI	EACO	EACO	+257 7990 7266	asinarinzi@eaco.int
10.	ABDELNABY HAMD ABDELNABY ABOELNAGA	EGYPT	EGYPT POST	+201 11 882 0703	ahamdi@egyptpost.org
11.	MATANO NDARO	KENYA	COMMUNICATIONS AUTHORITY CA	+254 722 819 870	ndaro@go.ke
12.	ALBERT MUGO MWANIKI	KENYA	COMMUNICATIONS AUTHORITY OF KENYA	+254 718 958 310	mwaniki@ca.go.ke
13.	MADALO PHIRI	MALAWI	MACRA	+265 999 950 595	madalo.phiri@macra.mw
14.	SERA MDALA	MALAWI	MALAWI COMMUNICATIONS REGULATORY AUTHORITY (MACRA)	265 0888 352 499	sera.mdala@macra.mw
15.	ANGEL BANDA	MALAWI	MALAWI POSTS CORPORATION	265 888 209 966	abanda@malawiposts.com

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-mail
sc@papu.co.tz

16.	HILLARY NAMAINJA	MALAWI	MINISTRY OF INFORMATION & DIGITALIZATION	+265 888 770 400	hillary.namainja@ict.gov.mw
17.	FATIMATA TOURE	MALI	AMRTP	+223 667 959 23	ftoure@amrtp.ml
18.	IDRISSA LY	MALI	AMRTP (REGULATOR)	+223 763 169 85	ily@amrtp.ml
19.	ARMANDO RAFAEL ARMANDO ALMOCO	MOZAMBIQUE	INCM	258 844 892 779	ralmoco@incm.gov.mz
20.	MARIA DOS ANJOS FERNANDA CHAVRY LANGA	MOZAMBIQUE	INCM	258 8432030	malanga@incm.gov.mz
21.	HELENE VOSLOO	NAMIBIA	COMMUNICATIONS REGULATORY AUTHORITY OF NAMIBIA	+264 812 705 446	hvosloo@cran.na
22.	MOHAMED ABDALLA ALDOMA ABKER	SUDAN	SUDAN POSTAL SERVICES CO. LTD.	+249 913 894 133	mohamedabdalla@sudapost.sd
23.	THADEO CHARLES JAWA	TANZANIA	MICIT	+255 674 211 618	thadeo.jawa@mawasiliano.go.tz
24.	DOMINIKI F. MWAKIONYERA	TANZANIA	MICITY	+255765 354 985	dominiki.mwakionyera@mawasiliano.go.tz

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-mail
sc@papu.co.tz

25.	SELEMAN DAFFY MWARABU	TANZANIA	POST	+255 742 718 705	seleman.mwarabu@posta.co.tz
26.	ABEL JOHN	TANZANIA	TCRA	+255 713 432 464	abel.john@tcra.go.tz
27.	ABDURAHMAN MILLAS	TANZANIA	TCRA	+255 716 474 000	abdurahman.issa@tcra.go.tz
28.	HERIETH SHIJA	TANZANIA	TCRA	715584748	herieth.shija@tcra.go.tz
29.	ERICK MASIMILLIAN	TANZANIA	TPC	+255684 457 306	Maximillianerick3@gmail.com
30.	GEOFFREY SSENGENDO	UGANDA	UGANDA COMMUNICATIONS COMMISSION	256 077 246 161	ssengendo@ucc.co.ug
31.	VICTORIN NAWAJJI SSEKANDI	UGANDA	UGANDA COMMUNICATIONS COMMISSION	+256 782 551 143	vsekandi@ucc.co.ug
32.	WAISWA ABUDU SALLAM	UGANDA	UGANDA COMMUNICATIONS COMMISSION	256 775 962 821	awaiswa@ucc.co.ug
33.	NORMAN MAULE	ZAMBIA	ZAMBIA POSTAL SERVICES COPORATION (ZAMPOST)	+260 967 220 140	normanmaule@zampost.com.zm

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-mail
sc@papu.co.tz

34.	ALFRED MARISA	ZIMBABWE	POTRAZ	+263 3712 860 766	marisa@potraz.zw
35.	KENEDY DEWERA	ZIMBABWE	POTRAZ	+263 772 125 414/ +41 766 670 249 (WHATSAPP)	dewera@potraz.zw
36.	MARTIN MUCHATIBAYA	ZIMBABWE	POTRAZ	+263 772 129 289	muchatibaya@potraz.zw
37.	REVAI MUKURUBA	ZIMBABWE	POTRAZ	+263 772 125 416	mukuruba@potraz.zw
38.	SAWADOGO PHILIPPE ARNAUD	PAPU	PAPU	+255 686 443 115	prl@papu.co.tz
39.	OUMAROU LY	PAPU	PAPU	+255 712 963 409	lop@papu.co.tz
40.	JESSICA HOPE SSENGOOBA	PAPU	PAPU	+255 694 267 461	asg@papu.co.tz
41.	LELO MALLYA	PAPU	PAPU	+255 754 344 135	it@papu.co.tz

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-mail
sc@papu.co.tz

ANNEX 3:

42ND ORDINARY SESSION OF THE PAPU ADMINISTRATIVE COUNCIL

POLICY AND REGULATION COMMITTEE

DRAFT AGENDA

3rd to 4th JUNE 2024

- Chairperson: **Kenya**;
- 1st Vice-Chairperson: **Sénégal**;
- 2nd Vice-Chairperson: **Algérie**;
- Rapporteurs: **Malawi and Mali**;
- Secretary: **PAPU General Secretariat**

<u>TIMING</u>	<u>ACTIVITY</u>	<u>RESPONSIBLE</u>
DAY 1		
<u>SESSION 1 (Morning)</u>		
10:00 - 10:20	1. Introductory remarks by: <ul style="list-style-type: none"> • Policy & Regulation Committee Chairperson • PAPU Secretary General 	Committee Chairperson PAPU Secretary General
10:20 - 10:30	2. Adoption of Agenda PAPU/ATC/PRC/04/2024 - Doc no.01	Policy and Regulation Committee
10:30 - 13:00	3. Presentation of Policy and Legal Harmonization Working Group Report PAPU/ATC/PRC/04/2024 - Doc no.02 and Annexes	
	3.1. Implementation status of Working Group Programme of Activities PAPU/ATC/PRC/04/2024 - Doc no.02a and Annexes	Working Group Chairperson
	3.2. Implementation status of Decisions, Resolutions and Recommendations taken by the Administrative Council on policy matters during its 41st Ordinary Session PAPU/ATC/PRC/04/2024 - Doc no.02b and Annexes	Policy & Regulation Committee
13:00-14:30	<u>LUNCH BREAK</u>	

SESSION 2 (Afternoon)

14:30 - 16:30	3.3. Proposed amendments to the Acts of the Union <i>PAPU/ATC/PRC/04/2024 - Doc no.02c and Annexes</i>	Working Group Chairperson Policy & Regulation Committee
16:30-17-00	<u>TEA/COFFEE BREAK</u>	
17:00-18:00	3.4. Hand/Over Take Over Procedures between incoming and outgoing elected officials <i>PAPU/ATC/PRC/04/2024 - Doc no.02d</i>	Working Group Chairperson Policy & Regulation Committee



DAY 2**SESSION 1 (Morning)**

9:00 - 13:00	4. Presentation of Report of Working Group on Regulation Development PAPU/ATC/PRC/04/2024 - Doc no.03 and Annexes	
	4.1. Report on the development of model postal regulations PAPU/ATC/PRC/04/2024 - Doc no.03a	Working Group Chairperson Policy & Regulation Committee
	4.2. Implementation status of Working Group Programme of Activities PAPU/ATC/PRC/04/2024 - Doc no.03b and Annexes	
	4.3. Implementation status of Decisions, Resolutions and Recommendations taken by the Administrative Council on postal regulation matters during its 41st Ordinary Session PAPU/ATC/PRC/04/2024 - Doc no.03c and Annexes	
	4.4. Proposed theme for Postal Regulators Forum PAPU/ATC/PRC/04/2024 - Doc no.03d	
4.5. Proposed Bureau membership of the Postal Regulators Forum PAPU/ATC/PRC/04/2024 - Doc no.03e		

13:00-14:30**LUNCH BREAK****SESSION 2 (Afternoon)**

14:30 - 15:30	4.6. Brief on African Postal Regulators Conference PAPU/ATC/PRC/04/2024 - Doc no.03f	Working Group Chairperson Policy & Regulation Committee
15:30-16:00	TEA/COFFEE BREAK	
16:00 - 17:00	5. Summary of Committee recommendations	Committee Chairperson PAPU Secretary General
17:00 - 17:15	6. Date and venue of next meeting	Committee Chairperson PAPU Secretary General

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-mail
sc@papu.c

17:15 - 17:30	7. Any Other Business	Policy & Regulation Committee PAPU Secretary General
17:30 – 18:00	8. Closing remarks	Committee Chairperson PAPU Secretary General

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-mail
sc@papu.africa

ANNEX 4



WORKING GROUP ON POLICY AND LEGAL HARMONIZATION (WGPL)

PAPU/CA/ATC/PRC/04/2024-Doc No.2 and Annexes

Original: French

THE WORKING GROUP ON POLICY AND LEGAL HARMONIZATION REPORT

Agenda item no. 3

5. Subject Meeting Report of the Working Group on Policy and Legal Harmonization	6. References/paragraphs <ul style="list-style-type: none">• Working documents;• Record of proceedings;• Decisions of the Working Group.
7. Decision Expected <ul style="list-style-type: none">• Consider and take note of the Working Group's report;• Make any relevant comments;• Adopt the Working Group's recommendations.	

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-mail
sc@papu.c

1. INTRODUCTION

1.1 The Working Group on Policy and Legal Harmonization held its meeting on 14th March 2024 and adjourned to reconvene the meeting on 16th May 2024 from 11:00 GMT. Both meetings were held remotely.

1.2 The first meeting was chaired by the Republic of Zimbabwe, represented by Mr. Kennedy Dewera. The Member States that attended this meeting were **Algeria, Benin, Burundi, Côte d'Ivoire, Egypt, Kenya, Malawi, Mali, Mozambique, Niger, Nigeria, Democratic Republic of Congo, South Africa, United Republic of Tanzania and Zimbabwe**. The PAPU General Secretariat team led by Dr. Sifundo Chief Moyo (Secretary General) provided secretarial functions for the Working Group. The detailed attendance list is attached as **Annex 1**.

1.3 The Working Group reconvened on 16th May 2024 to complete the agenda items from the adjourned meeting and this meeting was chaired by the Republic of Benin, represented by Ms Saraï Agbodja . This second meeting was attended by the following Member States, namely: **Benin, Burkina Faso, Democratic Republic of the Congo, Egypt, Mali, Tanzania, Uganda and Zimbabwe**. The PAPU General Secretariat team led by Mrs Jessica Hope Ssengooba (Assistant Secretary General) provided secretarial services. The detailed attendance list is attached as **Annex 2**.

2. THE MAIN ISSUES TABLED AND DISCUSSED

2.1 The first meeting considered **eleven** agenda items, including **five** working documents. Some of the key issues that were discussed included the following:

- i) The Implementation Status of Working Group Work Plan;
- ii) Implementation Status of Decisions, Resolutions and Recommendations on policy matters from the 41st Ordinary Session of the Administrative Council;
- iii) Handover/Takeover Procedures Between Incoming and Outgoing Officials.

The Draft Agenda of the meeting is attached as **Annex 3**.

2.2 The second meeting considered the Legal Experts Report back on agenda items that had been referred to them by the first adjourned meeting. The **two** substantive issues from the Legal Experts Report discussed were as follows:

- i) Proposed amendments to the Acts of the Union;

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-mail
sc@papu.c

- ii) Legal Opinion on the procedure applied for the admission of Benin, the Democratic Republic of the Congo and Morocco as members of the Council.

The Draft Agenda of the meeting is attached as **Annex 4**.

3. THE BUREAU OF THE WORKING GROUP

The Working Group's Bureau membership is as follows:

- Chairperson: **Zimbabwe**;
- 1st Vice-Chairperson: **Eswatini**;
- 2nd Vice-Chairperson: **Benin**;
- Rapporteurs: **Tanzania and Burkina Faso**;
- Secretary: **PAPU General Secretariat**.

4. REPORTS SUBMISSION

The detailed Report and Annexes for the Working Group meetings are annexed herewith.

5. RECOMMENDATIONS

The Working Group on Policy and Legal Harmonization tables the following recommendations for consideration and adoption by the Policy and Regulation Committee:

a) On Implementation Status of the Working Group Work Plan:

Request Member States to:

- i) Endeavour to timely respond to the questionnaire issued from the General Secretariat;
- ii) Propose amendments to the Acts of the UPU following the example set by UPU Member States in other regions of the world;
- iii) Under the coordination of the PAPU General Secretariat, harmonize Africa's positions ahead of UPU meetings for the continent to speak with one voice;
- iv) The General Secretariat, needs to identify shortcomings and gaps in the UPU Acts so that they could be discussed with Member States.

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-mail
sc@papu.cf

b) Take note of the Report on Implementation Status of Decisions, Resolutions and Recommendations on Policy Matters from the 41st Ordinary Session of the Administrative Council

c) On Handover/Takeover Procedures Between Incoming and Outgoing Elected Officials:

- i) Adopt the Hand/Over Take Over Procedures.
- ii) Authorize the General Secretariat to forward the Procedures to the Finance and Administration Committee

d) On Proposals to amend the Acts of Union and the Rules of Procedure of the Plenipotentiary Conference

Adopt the proposed amendments to the Acts of Union and to the Rules of Procedure of the Plenipotentiary Conference as detailed in document n°
PAPU/AC/ATC/PRC/04/2024-Doc No.2c.

6. DECISIONS EXPECTED

The Report is submitted to the Committee to

- Consider and take note of the Working Group's Report;
- Make appropriate comments as necessary;
- Adopt the Working Group's recommendations and propose them to the Council.

ANNEX 1: Attendees For Meeting Held on 14th March 2024

N°	FIRST AND LAST NAME	EMAIL	COUNTRY/ ORGANISATION
1.	Sarai AGBODJA	asarai@arcep.bj	Benin
2.	Nafisat Sani Oje	nafeesahdunny2011@gmail.com	Nigeria
3.	Mme Moussa Aïchatou HABOU	moussaichat72@gmail.com	Niger
4.	Alfred Fang	alfred_fang@yahoo.com	PAPU
5.	Léocadie NDIKUMANA	ndileocadie@gmail.com	Burundi
6.	Dr MUYEMBE Joseph	joseph.muyembe@arptc.gouv.cd	Democratic Republic of Congo
7.	Kennedy DEWERA	dewera@potraz.zw	Zimbabwe
8.	Cyprien BOPE INGOMPA	cyprien.bope@arptc.gouv.cd	Democratic Republic of Congo
9.	Thawab HERZALLAH	t.herzallah@arpce.dz	Algeria
10.	krimo hocini	k.hocini@arpce.dz	Algeria
11.	Khadidja Dahmani	k.dahmani@arpce.dz	Algeria
12.	AMINA BOUDISSA	a.annabi@arpce.dz	Algeria
13.	Habu Zoaka	habu.zoaka@gmail.com	Nigeria
14.	jane Masara	jmasara@posta.co.ke	Kenya
15.	Rachel Kalala	deborah.kalala25@gmail.com	Democratic Republic of Congo
16.	Arielle WETSHI	arielle.wetshi@arptc.gouv.cd	Democratic Republic of Congo
17.	Francoise LUFULUABO	francoise.lufuluabo@arptc.gouv.cd	Democratic Republic of Congo
18.	Tania Chibesakunda	tchibesakunda@incm.gov.mz	Mozambique
19.	Sihem Kara	s.kara@arpce.dz	Algeria
20.	Fatoumata SANOGO MAÏGA	smfatley@gmail.com	Côte d’Ivoire
21.	Ielo mallya	cop@papu.co.tz	PAPU
22.	Pascal CAPOCHICHI	fructueuxcapo@yahoo.fr	PAPU
23.	Nathan Mkandawire	qs@papu.co.tz	PAPU
24.	Oumarou LY	lop@papu.co.tz	PAPU
25.	EG-Mirette ELZAKHER	nesma_essam@egyptpost.org	Egypt
26.	SAWADOGO Philippe Arnaud	prl@papu.co.tz	PAPU
27.	- Maria Langa	malanga@incm.gov.mz	Mozambique
28.	Hillaria Mazenge	qso@papu.co.tz	PAPU
29.	Maina Johnson	johnson.maina@posta.co.ke	Kenya
30.	Michael Onyezewe	af@papu.co.tz	PAPU
31.	Emmanuel LEKWOT PETER	elpeterz@yahoo.com	Nigeria
32.	Violet Molete	vmolete@icasa.org.za	South Africa
33.	Jude Ferdinand Asu Tarh	judetarh@gmail.com	PAPU
34.	AMOUR HAMIL BAKARI	cemkoba@yahoo.com	Tanzania

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-
sc@papu.c

35.	Dr Sifundo Chief Moyo	scmoyo1@gmail.com	PAPU
36.	Bwighane Nkhonjera	bnkhonjera@malawiposts.com	Malawi
37.	Aderonke Adeola	aderonkeolamipo14@gmail.com	Nigeria
38.	CECILIA MKOBA	cecilia.mkoba@tcra.go.tz	Tanzania
39.	Siphiwe Hlongwane	shlongwane@icasa.org.za	South Africa
40.	Nicole Kadjo	kadjo.sandrine@artci.ci	Côte d'ivoire
41.	SA_Esther Gopane	egopane@icasa.org.za	South Africa
42.	Jessica Ssengooba	asg@papu.co.tz	PAPU
43.	Dominiki MWAKIONYERA	dominiki.mwakionyera@mawasiliano.go.tz	Tanzania
44.	Fatimata TOURE	ftoure@amrtp.ml	Mali

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-mail
sc@papu.co.tz

ANNEX 2: Attendance List of Second Meeting Held on 16th May 2024

N°	NOM ET PRENOM (s)	ADRESSES MAIL	PAYS/ORGANISATION
1.	Sarai AGBODJA	asarai@arcep.bj	Benin
2.	Francoise LUFULUABO	francoise.lufuluabo@arptc.gouv.cd	Democratic Republic of Congo
3.	Lelo mallya	cop@papu.co.tz	PAPU
4.	Pascal CAPOCHICHI	fructueuxcapo@yahoo.fr	PAPU
5.	Nathan Mkandawire	qs@papu.co.tz	PAPU
6.	Oumarou LY	lop@papu.co.tz	PAPU
7.	EG-Mirette ELZAKHER	nesma_essam@egyptpost.org	Egypt
8.	SAWADOGO Philippe Arnaud	prl@papu.co.tz	PAPU
9.	Hillaria Mazenge	qso@papu.co.tz	PAPU
10.	Michael Onyezewe	af@papu.co.tz	PAPU
11.	Jude Ferdinand Asu Tarh	judetarh@gmail.com	PAPU
12.	Jessica Ssengooba	asg@papu.co.tz	PAPU
13.	Idrissa LY	ftoure@amrtp.ml	Mali
14.	BOUGMA Issaka		Burkina Faso
15.	Victoria Sekandi		Uganda
16.	Yonna Singogo	afo@papu.co.tz	PAPU
17.	ABDATI KA		Senegal
18.	DOROSSELA		Tanzania
19.	CECILIA		Tanzania

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-
sc@papu.c

ANNEX 3: Draft Agenda of Meeting held on 14th March, 2024, online

N°	DRAFT AGENDA	RESPONSIBLE
1.	Introductory remarks <ul style="list-style-type: none"> • Chairperson • Secretary General 	<ul style="list-style-type: none"> • Chairperson of Working Group • Secretary General
2.	Confirmation of Bureau members	<ul style="list-style-type: none"> • PAPU General Secretariat
3.	Adoption of agenda PAPU/PRC/WGPL/03/2024 - Doc No.01	<ul style="list-style-type: none"> • Chairperson • Working Group
4.	Implementation status of Working Group Programme of Activities PAPU/AC/PRC/WGPL/03/2024- Doc No.02 & Annex	<ul style="list-style-type: none"> • Working Group • General Secretariat
5.	Proposed amendments to the Acts of the Union PAPU/AC/PRC/WGPL/03/2024 - Doc No.04 & Annex	<ul style="list-style-type: none"> • Working Group • General Secretariat
6.	Implementation status of Decisions taken by the Council during its 41 th Ordinary Session on matters of policy PAPU/AC/PRC/WGPL/03/2024 - Doc No.05 & Annex	<ul style="list-style-type: none"> • Working Group • General Secretariat
7.	Handover/takeover procedures between incoming and outgoing officials PAPU/PRC/WGPL/02/2024 - Doc No.06 & Annex	<ul style="list-style-type: none"> • Working Group • General Secretariat
8.	Date and venue of next meeting	<ul style="list-style-type: none"> • Working Group
9.	AOB	<ul style="list-style-type: none"> • Working Group • General Secretariat
10.	Date of submission of Working Group report	<ul style="list-style-type: none"> • PAPU General Secretariat
11.	Closing	<ul style="list-style-type: none"> • Secretary General • Chair of Working Group

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-
sc@papu.c

ANNEX 4: Draft Agenda of Meeting held on 13th May 2024, online

N°	DRAFT AGENDA	RESPONSIBLE
1.	Introductory remarks <ul style="list-style-type: none"> • President • Secretary General 	<ul style="list-style-type: none"> • Chairperson of Working Group • Secretary General
2.	Confirmation of Bureau members	<ul style="list-style-type: none"> • PAPU General Secretariat
3.	Adoption of agenda PAPU/PRC/WGPL/05/2024 - Doc No.01	<ul style="list-style-type: none"> • Chairperson • Working Group
4.	Legal Experts Task Team Report UPAP/CPR/GTHPJ/05/2024 - Doc N°02	<ul style="list-style-type: none"> • Working Group • Legal Experts Task Team chair
5.	Date and venue of next meeting	<ul style="list-style-type: none"> • Working Group • General Secretariat
6.	AOB	<ul style="list-style-type: none"> • Working Group • General Secretariat
7.	Date of submission of Working Group report	<ul style="list-style-type: none"> • PAPU General Secretariat
8.	Closing	<ul style="list-style-type: none"> • Secretary General • Chair of Working Group

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-mail
sc@papu.africa

ANNEX 5



Working Group on Policy and Legal Harmonization (WGPL)

Online Meeting of 14 March 2024

PAPU/AC/ATC/PRC/04/2024 - Doc No.02a and Annex

Original: French

IMPLEMENTATION STATUS OF THE WGPL PROGRAMME OF ACTIVITIES

Agenda item N°3.1

1. Subject Implementation Status of the WGPL Programme of Activities	2. References/paragraphs Policy and Regulation Committee Action Plan, 2022-2025
Decision expected <ul style="list-style-type: none">• Take note of the document• Make any relevant comments, observations and recommendations;• Adopt the recommendations.	

I. INTRODUCTION

Since it was adopted, the Working Group on Policy and Legal Harmonization's Work Plan has been implemented steadily. This document provides an update on activities carried out.

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-mail
sc@papu.africa

II. DECISION EXPECTED

The Committee is requested to take note of the document, make any relevant comments, and adopt the following recommendations:

- i) Endeavour to timely respond to the questionnaire issued from the General Secretariat;
- ii) Propose amendments to the Acts of the UPU following the example set by UPU Member States in other regions of the world;
- iii) Under the coordination of the PAPU General Secretariat, harmonize Africa's positions ahead of UPU meetings for the continent to speak with one voice;
- iv) The General Secretariat, needs to identify shortcomings and gaps in the UPU Acts so that they could be discussed with Member States.

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-mail
sc@papu.africa

NO.	DELIVERABLES	ACTIVITY	COMPLETION DATE	STATUS
1.	Committee Terms of Reference (ToRs)	Take ownership of Committee ToRs	Q3 2022	Completed: ToRs adopted by the AC during its 40th Ordinary Session held from 12-14 July 2022 in Kinshasa (DRC)
		Implement the ToRs		Completed: They are steadily implemented throughout the cycle
2.	Equip the Committee with Rules of Procedure	Consider the Draft Rules of Procedure	Q2 2022	Completed: The Committee examined its Rules of Procedure in February 2022
		Adopt the Rules of Procedure internally		Completed: The Committee adopted its Rules of Procedure in February 2022
		Present the Rules of Procedure to the AC for adoption		Completed: The harmonized Rules of Procedure of the Committees were considered and adopted by the AC during its 41st Ordinary Session held in Arusha from 29 to 30 August 2023.
		Implement the Rules of Procedure		Completed: The harmonized Rules of Procedure are implemented on an ongoing basis
3.	Propose amendments to the Acts of the Union	Consider proposed amendments to the Acts of the Union	Q2 2025	Pending: Proposed amendments on the introduction of online meetings were considered in 2023. As this activity is expected to continue throughout the cycle, further proposed amendments will be considered in March 2024 for submission to the Administrative Council during its 42nd Ordinary Session.

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-mail
sc@papu.co.tz

NO.	DELIVERABLES	ACTIVITY	COMPLETION DATE	STATUS
		Consider proposed amendments to the Financial Regulations, the Staff Rules and Regulations, as well as the Rules of Procedure of the Conference and the Council		Pending: In progress: Proposals for amendment of the Financial Regulations, the Rules of Procedure of the Conference, the Council, the committees, and the Staff Rules and Regulations will be considered during the upcoming meeting of the Working Group and submitted to the 43rd ordinary session of the Administrative Council.
		Present recommendations to the Administrative Council and/or Plenipotentiary Conference for consideration.		Completed: The amendments to the Acts on introduction of online meetings were submitted to the Council during its 41st Ordinary Session held from 29 to 30 August 2023 in Arusha. The Council adopted a resolution authorizing the General Secretariat to submit a resolution amending the Acts to the Conference during its 11th Ordinary Session.
4.	Oversee the implementation of decisions, resolutions and recommendations of the Plenipotentiary Conference (PC) and Administrative Council and the Administrative Council (AC) on matters of policy	General Secretariat to establish a framework for monitoring/evaluation of implementation of decisions, resolutions and recommendations of the Plenipotentiary Conference and Administrative Council.	Q2 2025	Completed: The two (02) organs have a monitoring and evaluating (M&E) framework for resolutions and recommendations.

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-mail
sc@papu.co.tz

NO.	DELIVERABLES	ACTIVITY	COMPLETION DATE	STATUS
		Consider the proposed framework for monitoring/evaluation of implementation of decisions, resolutions and recommendations of the Plenipotentiary Conference and Administrative Council.		Completed: The M&E framework for decisions, resolutions and recommendations was examined by the Policy and Regulation Committee in July 2022.
		Present the monitoring and evaluation framework for adoption		Completed: The M&E framework for decisions, resolutions and recommendations taken by the Conference and the Council was adopted by the Council during its 40th Ordinary Session held from 12 to 14 July 2022 in Kinshasa.
		Draw up the status of implementation of decisions, resolutions and recommendations of the Conference and the Council.		Completed: The implementation status of decisions, resolutions and recommendations is drawn up annually for submission to the Conference and/or the Council.
		Consider implementation statuses of decisions, resolutions and recommendations of the Plenipotentiary Conference and Administrative Council at the agreed frequency.		Completed: The M&E framework for decisions, resolutions and recommendations taken by the Conference and Council is updated annually;

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-mail
sc@papu.co.tz

NO.	DELIVERABLES	ACTIVITY	COMPLETION DATE	STATUS
5.	Develop an operations and governance policy framework for the Union	Submit for consideration and approval the latest trends in postal regulation	Q2 2025	<p>Pending: In a letter dated 8 February 2023, the General Secretariat requested Member States and Restricted Unions to provide models for the preparation of strategic documents. The Communication Regulators Association of Southern Africa (CRASA) and the Southern Africa Postal Operators Association (SAPOA) submitted their models. During its 41st Ordinary Session, the Council therefore instructed the General Secretariat to contact Member States and Restricted Unions that have such models to avail them.</p> <p>In this regard, a follow-up letter was sent.</p> <p>Latest trends in postal regulation to be submitted in 2025</p>
		Consider and make recommendations on the most appropriate guidelines to be developed		<p>Pending: This activity is in line with the previous one. Recommendations on the most relevant guidelines will be made in 2025.</p>
6.	Monitor and implement the African Postal Guidelines;	In partnership with the General Secretariat, monitor the process for approval of the Guidelines by the competent body of the African Union;	Q2 2025	<p>Completed: A reminder has been sent to the AU Commissioner for Infrastructure and Energy.</p>
		Identify in order of priority, the areas to be harmonized as highlighted in the Guidelines		<p>Pending: Implementation of this activity is contingent on approval of the African Postal Guidelines by the African Union.</p>

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-mail
sc@papu.co.tz

NO.	DELIVERABLES	ACTIVITY	COMPLETION DATE	STATUS
		Monitor implementation of the Guidelines;		Pending: Implementation of this activity is contingent on approval of the African Postal Guidelines by the African Union.
		Identify bottlenecks and propose appropriate actions to Council Propose detailed regulations for operationalizing the African Postal Guidelines;		Pending: Implementation of this activity is contingent on approval of the African Postal Guidelines by the African Union.
		Consider the report analyzing Africa's postal market as proposed in the Guidelines.		Pending: Implementation of this activity is contingent on approval of the African Postal Guidelines by the African Union.
7.	Harmonized Committee Rules of Procedure implemented	Harmonization of Rules of Procedure of the Administrative and Technical Committees.	Q3 2023	Completed: The Administrative and Technical Committees are now equipped with harmonized Rules of Procedure adopted by the Council during its 41st Ordinary Session held from 29 to 30 August 2023 in Arusha. It is implemented on an ongoing basis.
8.	Consider amendments to the UPU Acts and Regulations	Make appropriate recommendations to the amendments proposed by Member States	Q2 2025	Pending: No proposed amendments to the UPU Acts has been submitted;
		Ensure that the interests of Member States are safeguarded		

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-mail
sc@papu.co.tz

NO.	DELIVERABLES	ACTIVITY	COMPLETION DATE	STATUS
9.	Handover/takeover procedures	Handover/takeover procedures between incoming and outgoing officials	Q2 2024	Completed: A handover/takeover procedure has been proposed and will be submitted to the Council enroute to the Conference.

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-mail
sc@papu.co.tz

ANNEX 6



WORKING GROUP ON POLICY AND LEGAL HARMONIZATION (WGPL)

Online Meeting of 14 March 2024

PAPU/AC/ATC/PRC/04/2024 - Doc No.02b and Annex

Original: French

IMPLEMENTATION STATUS OF DECISIONS, RESOLUTIONS AND RECOMMENDATIONS MADE BY THE ADMINISTRATIVE COUNCIL DURING ITS 41ST ORDINARY SESSION

Agenda item No. 3.2

1. Subject Implementation status of Decisions, Resolutions and Recommendations made by the Administrative Council during its 41 st Ordinary Session	2. References/paragraphs Report of the 41 st Ordinary Session of the Administrative Council.
3. Decision expected <ul style="list-style-type: none">• Take note of the document the document;• Make any relevant comments and/or observations	

I. INTRODUCTION

The PAPA Administrative Council, meeting during its 41st Ordinary Session held in Arusha, United Republic of Tanzania, from 29th to 30th August 2023 **adopted two Resolutions and made three Recommendations** that relate to the work of this Working Group.

II. IMPLEMENTATION STATUS

The implementation status of the said Decisions, Resolutions and Recommendations is tabulated below for consideration.

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Address
sc@pa

III. CONCLUSION

Members are requested to take note of this document and make any relevant comments and/or observations

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Address
sc@pa

IMPLEMENTATION STATUS OF DECISIONS, RESOLUTIONS AND RECOMMENDATIONS
FROM THE 41ST ORDINARY SESSION OF THE ADMINISTRATIVE COUNCIL (AC)

No.	DELIVERABLES	ACTIVITY	QUADRENNIAL CYCLE	DUE DATE	RESPONSIBLE	STATUS
RESOLUTIONS ADOPTED BY AC						
1.	Resolution n°04/PAPU/AC/XLI/2023 Adopting the Harmonized Rules of Procedure of the Administrative and Technical Committees (ATCs) of the Pan African Postal Union (PAPU) Administrative Council	Secure adoption of the harmonized Rules of Procedure of the Committees by the Administrative Council	2021-2025	2023-2024	Policy and Regulation Committee	Completed: The harmonized Rules of Procedure of the Committees were adopted by the AC during its 41st Ordinary Session held in Arusha from 29 to 30 August 2023.
		Implement the harmonized Committee Rules of Procedure;	2021-2025	2021/2022 2022/2023 2023/2024 2024/2025	All Administrative and Technical Committees; PAPU General Secretariat	Completed: The harmonized Rules of Procedure are in force since they were adopted.
2.	Resolution n° 05/PAPU/AC/XLI/2023 On submission of a Resolution adopting the Acts of the Union during the next Session of the Plenipotentiary Conference	Submit the proposed amendments to the Administrative Council	2021-2025	2023-2024	Policy and Regulation Committee	Completed: The proposed amendments to the Union's Acts were submitted to the AC during its 41st Ordinary Session held in Arusha from 29th to 30th August 2023.

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-mail
sc@papu.co.tz

		Submit a Resolution amending the Acts of the Union during the next Session of the Plenipotentiary Conference	2021-2025	2025	PAPU General Secretariat	Completed: The Resolution authorizing submission of the amendments was adopted by the AC during its 41st Ordinary Session. Accordingly, a Resolution will be drafted and submitted to the Plenipotentiary Conference during its next Session.
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RECOMMENDATIONS BY AC

3.	Fill the vacant seats on the Administrative Council	Continue taking steps to fill the two (02) vacant seats on the Administrative Council	2021-2025	2024	PAPU General Secretariat	Completed: A letter on the issue was sent to the subregions concerned.
4.	Improve the overall presentation of the Implementation status of the Programme of Activities	Add the specific dates for completed activities; Add the commencement dates for uncompleted activities	2021-2025	2024	PAPU General Secretariat	Completed: The overall presentation of the Implementation Status of the PRC Programme of Activities has been improved.

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-mail
sc@papu.co.tz

5.	Procedure for admitting new members to the Administrative Council	Seek guidance from the Legal Experts Task Team	2021-2025	2024	General Secretariat	Completed: The Legal Experts Group presented its opinion during its online meeting on 17th April 2024. The Legal Experts Group's report was presented to the Working Group on Policy and Legal Harmonization on 16th May 2024. The Legal Experts Team Opinion confirmed legality of the procedure applied for the admission of Benin, the Democratic Republic of the Congo and Morocco as members of the Council as recommended by the 40th Ordinary Session of PAPU Administrative Council and subsequent endorsement by the Chairman of Conference
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Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-mail
sc@papu.co.tz

ANNEX 7



WORKING GROUP ON POLICY AND LEGAL HARMONIZATION (WGPL)

14 March 2024, virtual

PAPU/AC/ATC/PRC/04/2024- Doc No. 02c and Annex
Original: French

PROPOSED AMENDMENTS TO THE PAPU ACTS

Agenda item no. 3.3

8. Subject Proposed amendments to the PAPU Convention and Detailed Regulations of the Convention	9. References/paragraphs <ul style="list-style-type: none">• PAPU Acts;• Programme of Activities of the Policy and Regulation Committee for the 2022-2025 quadrennial cycle.
10. Decision expected <ul style="list-style-type: none">• Examen and adopt this working document;• Make any relevant comments/observations.	

I. INTRODUCTION

In pursuance of the Programme of activities of the Working Group on Policy and Legal Harmonization, the PAPU General Secretariat undertook a review of the Acts of the Union. This exercise revealed shortcomings and inconsistencies for which amendments were proposed as a remedial measure.

II. DECISION EXPECTED

Members are requested to :

- Consider and adopt the following proposed amendments to the Acts of Union and the Rules of Procedure of the Plenipotentiary Conference:

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-mail
sc@papu.co.tz

a) On PAPU Convention:

i) Article 20 (New): Cybersecurity and personal data protection.

b) On Detailed Regulations:

i) Article 6, point 1: Vacant seat on the Council;

ii) Article 6, point 2: Vacant seat on the Council;

iii) Article 11: Emergency consultation;

c) Rules of Procedure of Plenipotentiary Conference:

i) Article 5 (bis) (New).

- Make any relevant comments and/or proposals.

REFERENCES	COMMENTS/OBSERVATIONS	PROPOSED AMENDMENTS
PAPU CONVENTION		
<p>Chapter VII – Rights and obligations of Member States of the Union</p>	<p>Protecting privacy and fundamental rights and freedoms has become a pressing issue for Member States at both national and international level.</p> <p>For instance, the African Union has legislated on the subject through a convention on cyber security and personal data protection. In addition, at sub-regional and national levels, several African countries have passed legislation on the subject.</p> <p>PAPU should follow suit by introducing provisions in this area.</p>	<p>Article 20 (New): Cybersecurity and personal data protection</p> <p><i>20.1 Member States shall ensure compliance with the respective international and national provisions on personal data protection.</i></p> <p><i>20.2 Member States shall promote e-commerce, digital financial services and other digital services by offering a secure and reliable cyberspace.</i></p>

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-mail
sc@papu.co.tz

DETAILED REGULATIONS OF THE CONVENTION

Article 6, point 1 of Detailed Regulations of the Convention: Vacant seat on the Council

A seat of the Council shall be considered vacant when a Member State is not represented at two consecutive sessions of the Council or when it resigns from the Council or denounces its membership of the Union.

The definition of a vacancy seems incomplete. It needs to be improved on to adequately cover various situations that may cause vacancies to arise.

Article 6, point 1 of Detailed Regulations of the Convention: Vacant seat on the Council

A seat in the Council shall be considered vacant in any of the following instances:

- Where a Member State is not represented during two consecutive sessions of the Council;
- Where a Member State resigns from the Council or the Union; or
- *Upon expiry of the term of office of a Member State in the Council.*

Article 6, point 2 of Detailed Regulations of the Convention: Vacant seat on the Council

When a seat on the Council becomes vacant, the affected region shall designate another Member State to serve on the Council for its remaining term of office.

This provision is deficient in that it does not sufficiently define the procedure for replacing the Member State whose seat on the Council becomes vacant. It would seem that the mere designation of the State by the region concerned is sufficient to give that State a seat on the Council. However, it is clear from the functions of the Conference that it elects the members of Council (**Article 2, paragraph 10 of the Detailed Regulations**). It is therefore only logical to harmonize this provision with **Article 2(10)** of the Detailed Regulations.

Article 6, point 2: Vacant seat on the Council

When a seat on the Council becomes vacant between two sessions of the Conference, the affected region shall designate another Member State to serve on the Council for its remaining term of office. *The designated member State presented to the Secretary General to serve on the Council for the remaining term of office shall be assessed for compliance with membership requirements by the Administrative Council, whereupon the latter who shall then refer the matter, as the case may be, to the Conference Bureau for a decision.*

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-mail
sc@papu.co.tz

Article 11 of Detailed regulations of the convention: Emergency consultation

Between two sessions of the Council, the Secretary-General may, subject to guidance from the Chairperson of the Administrative Council, consult Member States of the Council about one or several urgent problems for decision. In such a case, the decisions shall be taken by simple majority on the basis of replies which Member-States shall communicate to the Secretary General by the speediest and most efficient means. Such consultation shall not relate to decisions with financial implications exceeding the budget ceiling for the current financial year. Any decision taken through this method shall be in accordance with the Convention and its Detailed Regulations, and tabled formally at the next meeting of the Council.

The issue of decision-making between two (02) sessions of the Conference of Plenipotentiaries was referred to the Legal Experts Team during its meetings on 27 July and 14 August 2023.

The opinion of the legal experts was to retain the provision as drafted on the grounds that it was sufficiently clear. However, in support of this provision, an emergency consultation procedure on matters falling within the competence of the Conference should be envisaged between two (02) sessions of the Conference.

Article 11: Emergency consultation

11.1. Between two sessions of the Council, the Secretary-General may, subject to guidance from the Chairperson of the Administrative Council, consult Member States of the Council about one or several urgent problems for decision. In such a case, the decisions shall be taken by simple majority on the basis of replies which Member-States shall communicate to the Secretary General by the speediest and most efficient means. Such consultation shall not relate to decisions with financial implications exceeding the budget ceiling for the current financial year. Any decision taken through this method shall be in accordance with the Convention and its Detailed Regulations, and tabled formally at the next meeting of the Council.

11.2 (New): *Between two sessions of the Conference, the Secretary General may, subject to guidance from the Chairperson of the Administrative Council, consult Member States of the Conference Bureau about one or several urgent matters for decision. Any decision taken through this method shall be in accordance with the Convention and its Detailed Regulations and tabled formally to the Conference during its next Ordinary Session.*

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-mail
sc@papu.co.tz

RULES OF PROCEDURE OF PLENIPOTENTIARY CONFERENCE

Rules of Procedure of the
Plenipotentiary Conference

**Article 5 (bis) (New) of Rules of Procedure of
the Plenipotentiary Conference: Emergency
consultation of the Plenipotentiary Conference
Bureau**

1. Where an urgent matter is presented to the Bureau of the Conference for decision-making, the Chairperson of the Conference, after consulting the Bureau members, shall decide on the method and means of consultation. Insofar as possible, consultation shall take place by the most effective methods and means in light of the nature and urgency of the matter referred for consultation.
2. The Conference Bureau's decision shall be signed by the Chairperson and reported to the Plenipotentiary Conference during its next session.

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-mail
sc@papu.co.tz

ANNEX 8



Working Group on Policy and Legal Harmonization (WGPL)

Online Meeting of 14 March 2024

PAPU/AC/PRC/WGPL/03/2024- Doc no.05

Original: French

HANDOVER/TAKEOVER PROCEDURES BETWEEN INCOMING AND OUTGOING ELECTED OFFICIALS

Agenda item No. 07

<p>1. Subject</p> <p>Handover/takeover procedures between incoming and outgoing elected officials</p>	<p>2. references/paragraphs</p> <ul style="list-style-type: none">• Articles 8-4 of the Detailed Regulations of the Convention;• Referral letter No. PAPU/GS/AF/H/INTM/042 of 7th November 2022 from the Working Group on Human Resources to the Working Group on Policy and Legal Harmonization.
<p>3. Decision expected</p> <ul style="list-style-type: none">• Make comments, observations and recommendations as deemed necessary• Consider and recommend the proposed Hand Over/Take Over document to the Committee	

1. Introduction

- 1.1. By letter No. PAPU/GS/AF/H/INTM/042 dated 7 November 2022, the Secretary of the Finance and Administration Committee referred the matter to the Policy and Regulatory Committee with a view to having the Working Group on Policy and Legal Harmonisation consider the *“Implications of overlapping contract periods between outgoing and incoming elected officials in order to facilitate the handover process [...]”*

- 1.2. Previously, the handover/takeover between incoming and outgoing elected officials at PAPU used to take place on a single day, i.e. on the date set by the Plenipotentiary Conference for assumption of duty by newly elected officials. However, due to the logistical challenges of achieving this feat on a single day, it has been observed that the single day is not adequate as it does not allow sufficient time for incoming officials to fully familiarize themselves with all matters/working files of the General Secretariat handed over to them.

- 1.3. During the Human Resources Management Working Group held a virtual on 28th June 2022, where-in this matter was deliberated under Doc No.03 ref: PAPU/ATC/FAC/HRM/01/2022. Deliberations resulted in a advice for consideration of the handover/takeover procedure to be developed so that it accommodates the need to allow adequate time for the handover, to the incoming elected officials, of the Union's bank balances, assets (movable and immovable), liabilities, staff issues, Departments reports, issues, challenges and opportunities, agreements, files and records, and responsibilities.

2. Recommendation

- 2.1. Arrival at the General Secretariat of the Union at most two weeks before the actual date of assumption of duty set by the Plenipotentiary Conference;
- 2.2. The Union shall cater for the accommodation, feeding and local transportation expenses of incoming officials prior to the date of assumption of duty;
- 2.3. The handing over notes shall be jointly verified and signed by both the outgoing and incoming officials and shall be witnessed by the Chairperson of the Plenipotentiary Conference and the Host Country Minister in charge of postal services.
- 2.4. Consider and adopt the draft decision that will be eventually escalated to the 11th Ordinary Plenipotentiary Conference of the Union.



HANDOVER/TAKEOVER PROCEDURES BETWEEN INCOMING AND OUTGOING ELECTED OFFICIALS

PART I

GENERAL PROVISIONS

Article 1: Definitions

- 1.1. **“Outgoing elected officials”**: The incumbent Secretary General and Assistant Secretary General in office at the PAPU General Secretariat whose tenure is coming to an end and are due to vacate office;
- 1.2. **“Incoming elected officials”**: The Secretary General and Assistant Secretary General newly elected to take over from the outgoing elected officials;
- 1.3. **“Secretary General”**: The Secretary General of the Pan African Postal Union;
- 1.4. **“Assistant Secretary General”**: The Assistant Secretary General of the Pan African Postal Union.
- 1.5. **“Union”**; The Pan African Postal Union.
- 1.6. **“Chairperson”**; The Minister in charge of postal services elected by the Plenipotentiary Conference to serve as its Chairperson during the session that elected the incoming Secretary General and the Assistant Secretary General;
- 1.7. **“Host Minister”** The Minister in charge of postal services of the United Republic of Tanzania where the handover/takeover ceremony is being hosted.

Article 2: Subject

This document lays down the handover/takeover procedures between incoming and outgoing elected officials.

Article 3: Objectives

This procedure is primarily introduced to ensure continuity of service following the election of new officials.

Accordingly, it is specifically aimed at:

- Facilitating a smooth takeover of their portfolio and responsibilities and matters by the incoming Elected Officials;
- Dealing with the implications inherent in overlapping service times between outgoing and incoming elected officials.

PART II

FORMALITIES PRIOR TO HANDOVER/TAKEOVER

Article 4: Travel of Incoming Elected Officials

The General Secretariat assists incoming elected officials in organizing their travel and that of their dependent relatives to PAPU Headquarters in Arusha, United Republic of Tanzania. They are facilitated for visa applications (where applicable), are provided with flight tickets, relevant information and documents required for the trip and their relocation to Arusha.

Article 5: Arrival date of incoming Elected Officials

Incoming elected officials shall travel to PAPU Headquarters two (2) weeks ahead of the scheduled date of the official handover/takeover ceremony.

Article 6: Pre-takeover responsibility for incoming Elected Officials

6.1. Notwithstanding the rights and benefits recognized by the Plenipotentiary Conference, during the **two (2)** week period prior to their formal takeover from the outgoing elected officials, the Union shall defray the accommodation and living expenses of incoming Elected Officials.

6.2. Additionally, the Union shall provide them with transport between their hotel and PAPU Headquarters throughout the transition period.

PART III

HANDOVER/TAKEOVER

Article 7: Handover/Takeover Arrangements

7.1. During the two (2) weeks period leading up to the official handover ceremony, a series of briefings shall be organized, under the auspices of the outgoing elected officials, in order to transfer documents, present the organization and functioning of the Union as well as the human, material and financial resources available at the General Secretariat.

7.2. In this regard, the following activities shall be undertaken during the transition period:

7.2.1. Briefing by each Head of Department on Performance, Status of the Department to include projects completed, ongoing projects, future prospects and Challenges.

7.2.2. Presentation of activities undertaken during the tenure of the outgoing Elected Officials and the status of implementation of quadrennial programmes and the newly approved programmes including strategies for their implementation.

7.2.3. Physical verification of working files, assets (movable and immovable) and liabilities of the Union;

7.2.4. Provision of statement of bank balances and reconciliations statements for all listed accounts of the Union;

7.2.5. Change of signatories to the Union's bank accounts.

7.2.6. Meeting with all the Staff of the General Secretariat;

7.2.7. Meeting with Key Stakeholders in the host community i.e. Bank Officials, Regional Administrative Secretary, Regional Police Commander, Regional Commissioner, City Mayor, City Director, etc

7.2.8. Handing over of vehicle, office and residential houses keys, as well as the furniture at those places

7.2.9. changing of security passwords for computers and Laptops;

7.3.0. Handover/Takeover Ceremony in the presence of the Chairperson of the Plenipotentiary Conference, Host country Minister and other invited dignitaries preceded by a tour of the PAPU Tower and its surrounding premises;

Article 8: Handover/Takeover Process

8.1. The official handover/takeover ceremony shall be held on the date set by the Plenipotentiary Conference at the time of electing the incoming elected officials.

8.2. It shall be presided over by the Chairperson of the Plenipotentiary Conference or his/her representative.

8.3. The handover/takeover shall be conducted between the incoming and outgoing Secretaries General in the presence of the incoming and outgoing Assistant Secretaries General.

8.4. The Handover/Takeover form shall be signed in triplicate (03) originals in French and English languages, with one (01) copy handed to each elected official and the last copy to be archived at the PAPU General Secretariat.

Article 9: Implications of the Handover/Takeover

9.1. The signing of the handover/takeover instrument shall officially sanction the cessation of service for outgoing elected officials and the commencement of service for incoming elected officials.

9.2. Accordingly, all the rights and duties of outgoing elected officials shall be passed on to the incoming Elected Officials.

Article 10: Adoption of procedure

This procedure is adopted by Plenipotentiary Conference Resolution No. and may be amended by this selfsame organ as and when deemed necessary

ANNEX 9



UPAP/CA/CAT/CPR/04/2024-Doc n°03

Original: French

THE WORKING GROUP ON REGULATION DEVELOPMENT MEETING REPORT

WORKING GROUP ON REGULATION DEVELOPMENT (WGRD)

Agenda item N°4

1. Subject Meeting Report of the Working Group on Regulation Development (WGRD)	2. References/paragraphs <ul style="list-style-type: none">• Working documents;• Record of proceedings;• Decisions of the Working Group.
3. Decision expected <ul style="list-style-type: none">• Consider and Take note of Working Group report;• Make any relevant comments and/or proposals;• Consider the Working Group's recommendations.	



I. INTRODUCTION

The Working Group on Regulation Development held its third meeting remotely on 18th March 2024 from 11:00 am GMT, under the chairmanship of the Republic of Côte d'Ivoire, represented by Ms Massiratché Fofana.

Member States in attendance: **Algeria, Angola, Botswana, Burkina Faso, Côte d'Ivoire, Egypt, Ethiopia, Kenya, Malawi, Morocco, Mozambique, Niger, Senegal, South Africa, Uganda and Zimbabwe**. The PAPU General Secretariat participants were led by the Secretary General, Dr. Sifundo Chief Moyo.

The detailed attendance list is attached as **Annex 1**.

II. KEY POINTS DISCUSSED

The Draft Agenda of the WGRD meeting featured **thirteen (13)** items, including **seven (07)** working documents. The deliberations were structured around the following key points:

- i) Report on the development of model postal regulations;
- ii) Proposed theme for the African Postal Regulators Forum;
- iii) Proposed Bureau membership of the African Postal Regulators Forum;
- iv) Brief on the African Postal Regulators Conference.

The Draft Agenda of the meeting is attached as **Annex 2**.

III. BUREAU MEMBERSHIP

The Working Group's Bureau membership is as follows:

- Chairperson: **Côte d'Ivoire**
- 1st Vice-Chair: **Tanzania**
- 2nd Vice-Chair: **Cameroon**
- Rapporteurs: **Tunisia and Uganda**
- Secretary: **PAPU General Secretariat**.

IV. RECORD OF PROCEEDINGS

The detailed report of the Working Group's proceedings together with the related annexes are attached hereto.

V. RECOMMENDATIONS

The Working Group on Regulation Development (WGRD) presents the Policy and Regulation Committee with the following recommendations for consideration and adoption.

1. **On the Report on the Development of Model Postal Regulation Documents:**
 - Take note of the Report;
 - Operationalize the thematic groups during the 2024/25 period;
 - Make any relevant comments or recommendations.

2. **On the Implementation Status of the Working Group Work Plan:**
 - Take note of Implementation Status;
 - Make any relevant comments or recommendations.

3. **On the Implementation Status of Decisions, Resolutions and Recommendations taken by the Administrative Council on Postal Regulation during its 41st Ordinary Session:**
 - Take note of Implementation Status;
 - Make any relevant comments or recommendations.

4. **On the Proposed theme for Postal Regulators Forum:**
 - Take note of the proposed theme;
 - Make any relevant comments or recommendations.

5. **On the Bureau Membership of the Postal Regulators Forum:**
 - Consider and adopt the proposed Bureau membership
 - Make any relevant comments or recommendations.

6. **On the organization of the Second African Postal Regulators Forum:**
 - Take note of the brief in this respect;
 - Make any relevant comments or recommendations.

VI. DECISIONS

The Committee is requested to:

- Consider and take note of the Working Group's report;
- Make any relevant comments and/or proposals;
- Adopt the recommendations made by the Working Group and propose them to the Administrative Council.

Done on 4th June 2024, in Arusha (United Republic of Tanzania)

Republic of Côte d'Ivoire
Chairperson of Working Group

PAPU General Secretariat
Secretary



ANNEX 1: ZOOM MEETING ATTENDANCE LIST

No.	NAMES	EMAIL	COUNTRY / ORGANIZATION
1.	Oumarou LY	lop@papu.co.tz	PAPU
2.	Jude Ferdinand Asu Tarh	judetarh@gmail.com	PAPU
3.	Jessica SSENGOOBA	asg@papu.co.tz	PAPU
4.	Ielo mallya	cop@papu.co.tz	PAPU
5.	Pascal CAPOCHICHI	fructueuxcapo@yahoo.fr	PAPU
6.	Philippe Arnaud SAWADOGO	prl@papu.co.tz	PAPU
7.	Matano Ndaró	ndaro@ca.go.ke	Kenya
8.	Alfred Fang	alfred_fang@yahoo.com	PAPU
9.	Nathan Mkandawire	qs@papu.co.tz	PAPU
10.	Abrha Gebregiorgis	abrha.gebregiorgis@ethio.post	Ethiopia
11.	SA_Esther Gopane	egopane@icasa.org.za	South Africa
12.	Dr Sifundo Chief Moyo	scmoyo1@gmail.com	PAPU
13.	Myriam Attallah- Egypt (Myri	myriamattallah@egyptpost.org	Egypt
14.	PAPU- Hillaria Mazenge	qso@papu.co.tz	PAPU
15.	Siphiwe Hlongwane	shlongwane@icasa.org.za	South Africa
16.	Michael Onyezewe	af@papu.co.tz	PAPU
17.	Victoria Sekandi	vsekandi@ucc.co.ug	Uganda
18.	Massiratché Fofana	sarahfofana@yahoo.com	Côte d'Ivoire
19.	JEFF NDUKO BOSIRE	jeff.nduko@posta.co.ke	Kenya
20.	Maria Langa	malanga@incm.gov.mz	Mozambique
21.	Yonna Singogo	afo@papu.co.tz	PAPU
22.	Bezabh Asfaw Teklearegay	bezabh.asfaw@ethio.post	Ethiopia
23.	Itesi TAGUABA	sc@papu.co.tz	PAPU
24.	Salome Gaolekwe	gaolekwe@bocra.org.bw	Bostwana
25.	ZAKY Abdelhamid	azaki@mcinet.gov.ma	Morocco
26.	R Mukuruba	mukuruba@potraz.zw	Zimbabwe
27.	Bwighane Nkhonjera	bnkhonjera@malawiposts.com	Malawi
28.	N Mbalule Natasha Mbalule	nmbalule@malawiposts.com	Malawi

29.	tania chibesakunda	tchibesakunda@incm.gov.mz	Mozambique
30.	Noufou OUIBGA	noufou.ouibga@laposte.bf	Burkina Faso
31.	AMINA BOUDISSA	a.annabi@arpce.dz	Algeria
32.	pindali emidio	pindali.emidio@minttics.gov.ao	Angola
33.	abdelsalam saleh	salehabdel58@gmail.com	Niger
34.	Ousmane NDIAYE	ousmane.ndiaye@artp.sn	Senegal
35.	Khadidja Dahmani	k.dahmani@arpce.dz	Algeria
36.	krimo hocini	k.hocini@arpce.dz	Algeria
37.	sihem kara	s.kara@arpce.dz	Algeria

ANNEX 2 : ORDRE DU JOUR DE LA REUNION



WORKING GROUP ON REGULATION DEVELOPMENT

18th March 2024, online

PAPU/AC/PRC/WGRD/03/2024 - Doc No.01

Original: French

DRAFT AGENDA

BUREAU

Chair : Côte d'Ivoire

1st Vice-Chair : Tanzania

2nd Vice-Chair: Cameroon

Rapporteurs: Tunisia and Uganda

Secretariat: PAPU General Secretariat

Agenda item no. 03

	DRAFT AGENDA	RESPONSIBLE
1.	Introductory remarks <ul style="list-style-type: none">• Chair• Secretary General	<ul style="list-style-type: none">• Chair• Secretary General
2.	Confirmation of Bureau	<ul style="list-style-type: none">• PAPU General Secretariat
3.	Adoption of agenda PAPU/PRC/WGRD/03/2024 - Doc No.01	<ul style="list-style-type: none">• Chairperson of Working Group
4.	Report on the Development of Model Postal Regulations. PAPU/PRC/WGRD/03/2024 - Doc No.02	<ul style="list-style-type: none">• PAPU General Secretariat
5.	Implementation status of Working Group Work Plan PAPU/PRC/WGRD/03/2024 - Doc No.03	<ul style="list-style-type: none">• Working Group• General Secretariat

6.	Implementation status of Decisions taken by the Council during its 41 th Ordinary Session on Regulation matters. PAPU/AC/PRC/WGPL/03/2024 - Doc No.04 & Annex	<ul style="list-style-type: none"> • Working Group • General Secretariat
7.	Proposed theme for Postal Regulators Forum PAPU/PRC/WGRD/02/2024 - Doc No.05	<ul style="list-style-type: none"> • Working Group • General Secretariat
8.	Proposal for the Bureau for the Postal Regulator's Forum PAPU/PRC/WGRD/02/2024 - Doc No.06	<ul style="list-style-type: none"> • Working Group • General Secretariat
9.	Brief on African Postal Regulators Conference PAPU/PRC/WGRD/02/2024 - Doc No.07	<ul style="list-style-type: none"> • PAPU General Secretariat
10.	Date and venue of next meeting	<ul style="list-style-type: none"> • Working Group • General Secretariat
11.	AOB	<ul style="list-style-type: none"> • Working Group • General Secretariat
12.	Date of submission of Working Group report	<ul style="list-style-type: none"> • PAPU General Secretariat
13.	Closing	<ul style="list-style-type: none"> • Secretary General • Chair of Working Group



ANNEX 10



PAPU/AC/ATC/PRC//04/2024 – Doc N°03a
Original: French

REGULATION DEVELOPMENT WORKING GROUP

18th March 2024 Online

REPORT ON THE DEVELOPMENT OF DOCUMENTS ON MODEL POSTAL REGULATIONS

Agenda item No. 4.1

1. Subject Report on the Development of Postal Regulation Model Documents	2. References/paragraphs Report of the 41 st Ordinary Session of the Administrative Council.
3. Decision expected <ul style="list-style-type: none">• Take note of the Report;• Operationalize the thematic groups during the 2024/25 period;• Make any relevant comments or recommendations	

I. BACKGROUND

One of the activities in the Policy and Regulation Committee's Programme of Activities is to produce the following documentation:

- ❖ A regulatory cooperation framework;
- ❖ A postal regulation policy and legal framework;
- ❖ A capacity-building mechanism for postal regulation officers;
- ❖ A postal financial services regulatory framework.

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-mail
sc@papu.co.tz

In this regard, the inaugural edition of the Postal Regulators' Conference held in 2023 witnessed the formation of thematic teams to consider the aforementioned documents. As a recap, the membership of the thematic teams is as follows:

❖ **Thematic Team 1: Responsible for the Regulatory Cooperation Framework**

Members are from the following Member States and subregional organizations:

Chad, Côte d'Ivoire, Eswatini, Lesotho, Niger, Senegal and CRASA.

❖ **Thematic Team 2: Responsible for the Legal and Policy Framework**

Members are from the following Member States and subregional organizations:

Benin, Cameroon, Comoros, Congo, Côte d'Ivoire, Madagascar, Mali, Niger, Nigeria, Sao Tome & Principe, Zimbabwe and CRASA.

❖ **Thematic Team 3: Responsible for the Capacity-building mechanism for postal Regulation Officers**

Members are from the following Member States and subregional organizations:

Cameroon, Congo, Côte d'Ivoire, Egypt, Madagascar, Malawi, Nigeria, Senegal, Somalia, Tunisia and CRASA.

❖ **Thematic Team 4: Responsible for the Postal Financial Services Regulatory Framework.**

Members are from the following Member States and subregional organizations:

Burkina Faso, Cameroon and CRASA.

In this regard, the General Secretariat sent a letter to Member States and Restricted Unions on 8th February 2023 requesting their models and related documents. However, only the Communication Regulator's Association of Southern Africa (CRASA) and the Southern Africa Postal Operators' Association (SAPOA) shared their model documents. In view of the fact that only few documents had been received, the Policy and Regulation Committee decided, prior to the 41st Ordinary Session of the Administrative Council held from 29 to 30 August 2023, to instruct the General Secretariat to issue a reminder to Member States and Restricted Unions.

Accordingly, a circular letter was re-sent to them in this regard.

Additionally, the Secretariat General administered a questionnaire on postal regulation in Africa to make up for the lack of response or complement the documents or information provided by the Member States.

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-mail
sc@papu.co.tz

II. CONCLUSION

The Policy and Regulation Committee is requested to:

- Take note of the Report;
- Operationalize the thematic groups during the 2024/25 period;
- Make any relevant comments or recommendations

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-mail
sc@papu.co.tz

ANNEX 11



PAPU/AC/ATC/PRC/04/2024 - Doc No.03b and Annex
Original: French

WORKING GROUP ON REGULATION DEVELOPMENT (WGRD)

18th March, 2024; online

IMPLEMENTATION STATUS OF THE WORKING GROUP REGULATION DEVELOPPEMENT'S WORK PLAN

Agenda item N°4.2

3. Subject Implementation Status of the WGRD Programme of Activities	4. References/paragraphs Policy and Regulation Committee Action Plan, 2022-2025
5. Decision expected <ul style="list-style-type: none">• Examen and adopt the related report;• Make any relevant comments, observations and recommendations	

I. INTRODUCTION

Since it was adopted, the Working Group on Regulation Development's Work Plan has been implemented steadily. This document provides an update on activities carried out.

II. DECISION EXPECTED.

The Policy and Regulation Committee is requested to adopt the document and make any relevant comments and/or observation

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-mail
sc@papu.co.tz

IMPLEMENTATION STATUS OF THE WGRD WORK PLAN

No.	Deliverables	Activity	Due date		Responsible	Status
			Starting date	Ending date		
1.	Committee Terms of Reference (ToRs)	Take ownership of Committee ToRs	February 2022	July 2022	Working Group on Regulation Development	Completed: ToRs adopted by the AC during its 40th Ordinary Session held from 12-14 July 2022 in Kinshasa (DRC)
		Implement the ToRs				Completed: They are steadily implemented throughout the cycle
2.	Supervise the implementation of decisions, resolutions and recommendations of the Plenipotentiary Conference (PC) and Administrative Council and the Administrative Council (AC) on the matters of regulation	General Secretariat to establish a framework for monitoring/evaluation of implementation of decisions, resolutions and recommendations of the Plenipotentiary Conference and Administrative Council.	February 2022	May 2025	Working Group on Policy and Legal Harmonization	Completed: The two (02) organs have a monitoring and evaluating (M&E) framework for resolutions and recommendations

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

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Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-mail
sc@papu.co.tz

No.	Deliverables	Activity	Due date		Responsible	Status
			Starting date	Ending date		
		Consider the proposed framework for monitoring/evaluation of implementation of decisions, resolutions and recommendations of the Plenipotentiary Conference and Administrative Council.				Completed: The M&E framework for decisions, resolutions and recommendations was examined by the Policy and Regulation Committee in July 2022.
		Present the monitoring and evaluation framework for adoption				Completed: The M&E framework for decisions, resolutions and recommendations taken by the Conference and the Council was adopted by the Council during its 40th Ordinary Session held from 12 to 14 July 2022 in Kinshasa.
		Draw up the status of implementation of decisions, resolutions and recommendations of the Conference and the Council				Completed: The implementation status of decisions, resolutions and recommendations is drawn up annually for submission to the Conference and/or the Council.

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

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Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
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No.	Deliverables	Activity	Due date		Responsible	Status
			Starting date	Ending date		
		Consider implementation statuses of decisions, resolutions and recommendations of the Plenipotentiary Conference and Administrative Council at the agreed frequency.				Completed: The M&E framework for decisions, resolutions and recommendations taken by the Conference and Council is updated annually;
3.	Participate in organizing the Postal Regulators Forum	Approve the theme of the Postal Regulators Forum proposed by the Secretariat	February 2022	May 2025	Working Group on Regulation Development	Completed: The theme of the African Postal Regulators Forum to be held during the 42nd Ordinary Session of the Council has been approved
		Assist in selecting panelists				Completed: The list of panelists was assembled.
4.	Develop a consumer protection policy	Ensure that the consumer is the main focus of products/services offered by the operator	February 2022	May 2025	Working Group on Regulation Development	Pending: In a letter dated 8th February 2023, the General Secretariat requested Member States and Restricted Unions to provide models for the preparation of strategic documents. However, only the Communication Regulators Association of
		Ensure the development of proper communication and claims management mechanisms by the regulator (hot lines, claims management...)				

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
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United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-mail
sc@papu.co.tz

No.	Deliverables	Activity	Due date		Responsible	Status
			Starting date	Ending date		
						<p>Southern Africa (CRASA) and the Southern Africa Postal Operators Association (SAPOA) had submitted their models. During its 41st Ordinary Session, the Council therefore instructed the General Secretariat to contact Member States and Restricted Unions that have such models to avail them. In this regard, a follow-up letter was sent. Consumer protection policy to be developed in 2025</p>
5.	Design a cooperation framework for regulatory bodies;	Identify areas of cooperation	May 2023	May 2025	Working Group on Regulation Development	<p>Pending: In a letter dated 8th February 2023, the General Secretariat requested Member States and Restricted Unions to provide models for the preparation of strategic documents. However, only the Communication</p>
		Submit them to Council for adoption				

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

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United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-mail
sc@papu.co.tz

No.	Deliverables	Activity	Due date		Responsible	Status
			Starting date	Ending date		
						<p>Regulators Association of Southern Africa (CRASA) and the Southern Africa Postal Operators Association (SAPOA) had submitted their models. During its 41st Ordinary Session, the Council therefore instructed the General Secretariat to contact Member States and Restricted Unions that have such models to avail them.</p> <p>In this regard, a follow-up letter was sent.</p> <p>Latest trends in postal regulation to be submitted in 2025</p>
6.	Propose a regulatory framework for postal financial activities	Develop a framework to promote financial inclusion	May 2023	May 2025	Working Group on Regulation Development	Pending: In a letter dated 8th February 2023, the General Secretariat requested Member States

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-mail
sc@papu.co.tz

No.	Deliverables	Activity	Due date		Responsible	Status
			Starting date	Ending date		
		Determine how to deal with new entrants (banks, telecommunications operators, savings and loans scheme, etc...)				<p>and Restricted Unions to provide models for the preparation of strategic documents. However, only the Communication Regulators Association of Southern Africa (CRASA) and the Southern Africa Postal Operators Association (SAPOA) had submitted their models. During its 41st Ordinary Session, the Council therefore instructed the General Secretariat to contact Member States and Restricted Unions that have such models to avail them.</p> <p>In this regard, a follow-up letter was sent.</p> <p>The framework for financial inclusion and identification</p>

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-mail
sc@papu.co.tz

No.	Deliverables	Activity	Due date		Responsible	Status
			Starting date	Ending date		
						of attitudes to new entrants will be in place by 2025
7.	Develop policy and legal frameworks for postal regulation, particularly in the following areas: logistics, electronic postal financial services, electronic services, e-commerce and e-government.	Specify the scope of the project	May 2023	May 2025	Working Group on Regulation Development	Pending: In a letter dated 8th February 2023, the General Secretariat requested Member States and Restricted Unions to provide models for the preparation of strategic documents. However, only the Communication Regulators Association of Southern Africa (CRASA) and the Southern Africa Postal Operators Association (SAPOA) had submitted their models. During its 41st Ordinary Session, the Council therefore instructed the General Secretariat to contact Member States and Restricted Unions that
Request proposals from Member States						
Develop draft policy and legal frameworks						
Consider and adopt the draft policy and legal frameworks						

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
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United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
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E-mail Address
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No.	Deliverables	Activity	Due date		Responsible	Status
			Starting date	Ending date		
						have such models to avail them. In this regard, a follow-up letter was sent. Policy and legal frameworks for postal regulation to be submitted in 2025
8.	Setting standards and goals for quality of services expected by operators;	Specify the scope of the project Request proposals from Member States on service quality standards Set standards and objectives Consider and adopt service quality standards and objectives	December 2023	May 2025	Working Group on Regulation Development	Pending: This activity will be carried out at the same time as the regulatory frameworks in 2025.
9.	Human capital development	Enhance a system that fosters development and capacity building of Regulatory staff	December 2022	March 2025	Working Group on Regulation Development	Pending: In a letter dated 8th February 2023, the General Secretariat requested Member States and Restricted Unions to

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

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Plot 114, Block Z,
Golf Course, Sekei
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United Rep. of Tanzania
Rep. Unie de Tanzanie

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E-mail Address
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No.	Deliverables	Activity	Due date		Responsible	Status
			Starting date	Ending date		
		Identify areas of training				<p>provide models for the preparation of strategic documents. However, only the Communication Regulators Association of Southern Africa (CRASA) and the Southern Africa Postal Operators Association (SAPOA) had submitted their models. During its 41st Ordinary Session, the Council therefore instructed the General Secretariat to contact Member States and Restricted Unions that have such models to avail them.</p> <p>In this regard, a follow-up letter was sent.</p> <p>Performance and service quality evaluation frameworks to be in place by 2025</p>
		Benchmarking on industry trends and developments				
		General Secretariat to play a coordinative role in implementing Human Capital Development programmes.				

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-mail
sc@papu.co.tz

No.	Deliverables	Activity	Due date		Responsible	Status
			Starting date	Ending date		
10.	Introducing systems for assessing performance and quality;	Specify the scope of the project	December 2023	May 2025	Working Group on Regulation Development	<p>Pending: In a letter dated 8th February 2023, the General Secretariat requested Member States and Restricted Unions to provide models for the preparation of strategic documents. However, only the Communication Regulators Association of Southern Africa (CRASA) and the Southern Africa Postal Operators Association (SAPOA) had submitted their models. During its 41st Ordinary Session, the Council therefore instructed the General Secretariat to contact Member States and Restricted Unions that have such models to avail them.</p> <p>In this regard, a follow-up</p>
	Request proposals from Member States on how to assess service quality standards					
	Develop a framework for assessing service quality management					
	Consider and adopt service quality standards and objectives					

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
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Website
Site Web
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E-mail Address
Adresse E-mail
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No.	Deliverables	Activity	Due date		Responsible	Status
			Starting date	Ending date		
						letter was sent. Performance and service quality evaluation frameworks to be in place by 2025

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255 27 2543263

Telefax
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Rep. Unie de Tanzanie

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Site Web
www.upap-papu.africa

E-mail Address
Adresse E-mail
sc@papu.co.tz

ANNEX 12



PAPU/AC/ATC/PRC/04/2024 - Doc N°03c and Annex

Original: French

WORKING GROUP ON REGULATION DEVELOPMENT (WGRD)

18th March, 2024; Online

IMPLEMENTATION STATUS OF DECISIONS, RESOLUTIONS AND RECOMMENDATIONS MADE BY THE ADMINISTRATIVE COUNCIL DURING ITS 41ST ORDINARY SESSION

Agenda item No. 4.3

1. Subject Implementation status of Decisions, Resolutions and Recommendations made by the Administrative Council during its 41st Ordinary Session	2. References/paragraphs Report of the 41st Ordinary Session of the Administrative Council
3. Decision Expected <ul style="list-style-type: none">• Examen and adopt the related report;• Make any relevant comments and/or observations	

I. INTRODUCTION

The PAPU Administrative Council, meeting during its 41st Ordinary Session held in Arusha, United Republic of Tanzania, from 29th to 30th August 2023 adopted two Resolutions and made one Recommendation that relate to the work of this Group.

II. IMPLEMENTATION STATUS

The implementation status of the respective Resolutions and Recommendation is tabulated below as an update to the Working Group.

III. DECISION EXPECTED

This Report is tabled before the Policy and Regulation Committee for Members to:

- Note the progress made on the Resolutions;
- Make any relevant comments and/or observations;
- Adopt the document and make any relevant comments/observation

**IMPLEMENTATION STATUS OF DECISIONS, RESOLUTIONS AND RECOMMENDATIONS
FROM THE 41ST ORDINARY SESSION OF THE ADMINISTRATIVE COUNCIL (AC)**

No.	DELIVERABLES	ACTIVITY	QUADRENNIAL CYCLE	DUE DATE	RESPONSIBLE	STATUS
RESOLUTIONS ADOPTED BY THE ADMINISTRATIVE COUNCIL						
1.	Resolution No. 07/PAPU/AC/XLI/2023 On the establishment of an African Postal Regulators Conference	Submit a Resolution to the Administrative Council establishing an African Postal Regulators Conference	2021-2025	2023-2024	Policy and Regulation Committee	Completed: The Resolution establishing the Regulators Conference was adopted by the AC during its 41st Ordinary Session held from 29 to 30 August 2023.
		Organize an annual African Postal Regulators Conference	2021-2025	2024-2025	PAPU General Secretariat	In progress throughout the cycle: the 2024 edition will be held in Arusha, United Republic of Tanzania.
2.	Resolution No. 08/PAPU/AC/XLI/2023 Adopting the Terms of Reference (ToRs) of the Postal CEOs Forum and the Postal Regulators Forum.	Submit a Resolution adopting the Terms of Reference (ToRs) of the Postal CEOs Forum and the Postal Regulators Forum.	2021-2025	2024-2025	Policy and Regulation Committee	Completed: During its 41st Ordinary Session held from 29 to 30 August 2023, the Administrative Council passed a resolution adopting the ToRs of the Postal CEOs Forum and the Postal Regulators Forum.

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-mail
sc@papu.co.tz

		Organize the annual fora	2021-2025	2024-2025	PAPU Secretariat	General	In progress throughout the cycle: The next editions of the two (02) forums will be held during the 42nd Ordinary Session of the PAPU Administrative Council.
RECOMMENDATIONS FROM AC REPORT							
1.	Develop policy and legal frameworks for postal regulation	Follow-up with sub-regional postal organizations that are yet to submit their models and requested documents.	2021-2025	2024	PAPU Secretariat	General	Completed: A reminder in this regard has been sent to the subregional organizations and Member States.

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
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Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-mail
sc@papu.co.tz

ANNEX 13



PAPU/AC/ATC/PRC/04/2024 - Doc N°03d

Original: French

WORKING GROUP ON REGULATION DEVELOPMENT (WGRD)

18th March 2024; Online

PROPOSED THEME FOR POSTAL REGULATORS FORUM 2024

Agenda item N°4.4

1. Subject Proposed Theme for Postal Regulators Forum 2024	2. References/paragraphs
3. Decision Expected <ul style="list-style-type: none">▪ Take note of the related report;▪ Make any relevant comments and/or observations	Policy and Regulation Committee Action Plan

I. INTRODUCTION

Further to Resolution No. **18/PAPU/AC/XXXVI/2017** passed at the 36th Ordinary Session of the Administrative Council held from **8th to 10th May 2017**, in Nairobi, Kenya, the PAPU General Secretariat has been organizing the African Postal Regulators' Forum on an annual basis. This document is presented in compliance with the need to have the theme of the 2024 edition of the Postal Regulators Forum approved by the said Working Group in pursuit of the Work Plan for the Working Group on Regulation Development.

II. PROPOSED THEMES AND SUB-THEMES

The theme proposed for the 2024 edition of the Postal Regulators Forum deals with Financial Inclusion which is defined as the process of giving people excluded from the formal financial system access to financial services at affordable costs.

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-mail
sc@papu.co.tz

Financial Inclusion is a major concern at the national, continental and global levels. Indeed, several countries have adopted strategies to promote Financial Inclusion.

On the African front, the African Union made recommendations to enhance Financial Inclusion on the continent in pursuit of its Agenda 2063 vision. On the global front, the United Nations recognizes Financial Inclusion as a key factor in achieving the seventeen (17) Sustainable Development Goals.

However, despite the efforts made by financial institutions, the overall percentage of people with access to banking services has remained unsatisfactory for a variety of reasons, including low outreach, poverty, high transaction costs and mistrust. According to the Global Findex 2021 Database, 76% of adults worldwide had a bank account versus 55% in sub-Saharan Africa, including 33% with a mobile money account.

Against this backdrop, postal services play a vital role in promoting the Financial Inclusion for their citizenry by leveraging their extensive network and diversified financial products and services. Moreover, the postal sector is second only to banks in terms of Financial Inclusion globally.

Postal operators therefore offer genuine alternatives to the formal banking services when it comes to Financial Inclusion. However, they face a myriad of challenges, not least of which is the ineffective or non-existent regulatory framework. Indeed, while the postal regulatory framework sets out the conditions for Posts to offer certain services or serve as a post bank, there is some uncertainty as to the nature of postal financial services, which fall midway between the postal and banking regulatory ecosystems.

It is worth recognizing that postal financial services overlap into the conventional financial or banking sector, hence the presence of other entities involved in regulating the banking sector. These include Ministries of Finance, Central Banks and Competition Authorities. To take full advantage of the opportunities offered by the Post in promoting Financial Inclusion, the roles of the various players, in particular the postal regulator, need to be clearly defined, so as to create a synergistic momentum with the other players driving the Financial Inclusion agenda.

1. The theme: “Leveraging postal regulation to advance postal Financial Inclusion”

The General Secretariat is proposing the following theme for the 2024 edition of the African Postal Regulators Forum: **“Leveraging Postal Regulation to Advance Postal Financial Inclusion”**.

The prime objective of this theme is to enable African postal regulators to share views on the role and place of postal regulation in fostering Financial Inclusion.

More specifically, the 2024 edition of the African Postal Regulators Forum will offer a platform for participants to unpack various aspects of Financial Inclusion, including:

- ❖ The current state of regulation of postal financial services;
- ❖ Prospects for promoting Financial Inclusion via the Post;
- ❖ Key success factors for postal Financial Inclusion.

In this respect, **two (02) Panel Discussions** will be organized during this edition of the event, namely:

- ❖ **Sub-Theme 1:** Current state and prospects for promoting Postal Financial Inclusion;
- ❖ **Sub-Theme 2:** Key success factors for postal Financial Inclusion.

2. Proposed panelists and moderators

In order to explore these sub-themes, there are three (03) proposed panelists per panel. Panelists may be identified from the following countries: **Cameroon, Burkina Faso, Democratic Republic of Congo, Benin, Republic of Côte d'Ivoire, Algeria, Kenya, United Republic of Tanzania, Uganda, Zambia, Eswatini and Madagascar.** Moderators may also be chosen from the above countries.

III. DECISION

The Policy and Regulation Committee is invited to:

- ❖ Take note of related report
- ❖ Make any relevant comments and/or observations

ANNEX 14



PAPU/AC/ATC/PRC/04/2024 - Doc N°03e

Original: French

WORKING GROUP ON REGULATION DEVELOPMENT (WGRD)

18th March, 2024, online

PROPOSED BUREAU MEMBERSHIP OF THE AFRICAN POSTAL REGULATORS' FORUM

Agenda item N°4.5

1. Subject Proposed Bureau membership of the African Postal Regulators Forum	2. References/paragraphs Resolution No. 07/PAPU/AC/XLI/2023 adopting the Terms of Reference of the Postal CEOs Forum and the Postal Regulators Forum
3. Decision expected <ul style="list-style-type: none">▪ Examen and adopt the proposed Postal Regulators Forum bureau membership;▪ Make any relevant comments, observations and/or proposals.	

I. INTRODUCTION

The purpose of this document is for the Regulation Development Working Group to consider the Bureau membership as per the structure adopted by the 41st Ordinary Session of the Administrative Council and as proposed by the General Secretariat.

By Resolution No.18/PAPU/AC/XXXVI/2017, the Administrative Council, meeting during its 36th Ordinary Session, established an African Postal Regulators Forum.

Telephone
Téléphone
255 27 2543263

Telefax
Téléfax
255 27 2543265

Address/Adresse
Plot 114, Block Z,
Golf Course, Sekei
P.O Box 6026, Arusha 23000
United Rep. of Tanzania
Rep. Unie de Tanzanie

Website
Site Web
www.upap-papu.africa

E-mail Address
Adresse E-mail
sc@papu.co.tz

Since then, the African Postal Regulators Forum has been organized annually in conjunction with the meetings of the Administrative Council.

Prior to 2023, the Chairmanship of the Forum was entrusted to the Member State hosting the Council meeting.

However, to ensure greater coordination in organizing the event, the 41st Ordinary Session of the Administrative Council held from 29th to 30th August 2023 in Arusha, Tanzania, adopted Resolution **No. 07/PAPU/AC/XLI/2023**, approving the terms of reference of the Postal CEOs Forum and the Postal Regulators Forum in order to align the membership of their bureau with those of the Plenipotentiary Conference and the Administrative Council.

II. COMPOSITION OF BUREAU

From the harmonized ToRs, the makeup of the Bureau of the African Postal Regulators Forum is as follows:

- ✓ **Chairperson;**
- ✓ **Vice-Chairperson;**
- ✓ **2 X Rapporteurs.**

3. Previous bureau membership of the postal regulators forum

The leadership of the Postal Forum since inception was as follows:

- ✓ Kenya (East)
- ✓ Algeria (North)
- ✓ Burkina Faso (West)
- ✓ Zimbabwe (South)
- ✓ DRC (Central) - outgoing

4. Proposed bureau membership of the postal regulators forum

- ✓ Chair: **Central**
- ✓ Vice-Chair: **North**
- ✓ Rapporteurs: **West and South**
- ✓ Secretary: **PAPU General Secretariat.**

III. CONCLUSION

The Report is tabled for consideration by the Policy and Regulation Committee to:

- Examen and adopt proposed Bureau for the Forum to be filled during the Forum's meeting;
- Make any relevant comments/observations or proposals.

ANNEX 15



PAPU/AC/ATC/PRC/04/2024 - Doc N°03f

Original: French

WORKING GROUP ON REGULATION DEVELOPMENT (WGRD)

18th March, 2024; online

GENERAL SECRETARIAT'S BRIEF ON HOSTING OF 2ND AFRICAN POSTAL REGULATORS CONFERENCE

Agenda item N°4.6

1. Subject Brief on the 2nd African Postal Regulators Conference	2. References/paragraphs Resolution No. 06/PAPU/AC/XLI/2023 on establishment of an African Postal Regulators Conference;
3. Decision expected <ul style="list-style-type: none">▪ Take note of the proposed theme;▪ Make any relevant comments and/or observations	

I. INTRODUCTION

The first ever African Postal Regulators' Conference, held in Dakar, Senegal, from 23 to 24 June 2023, enabled participants to discuss important postal regulatory issues and come up with relevant recommendations. This inaugural event garnered great enthusiasm among PAPU Member States.

In view of the satisfactory results of the maiden edition of the said conference, the Administrative Council, meeting in its 41st Ordinary Session from 29 to 30 August 2023 in Arusha, United Republic of Tanzania, adopted Resolution no.06/PAPU/AC/XLI/2023 establishing the Conference of African Postal Regulators.

Pursuant to this Resolution, the General Secretariat is responsible for organizing the African Postal Regulators Conference. This document is a contribution to the organization of the second edition of this event, to be held in Arusha, Tanzania, on a date to be determined.

II. PROPOSED THEME AND SUB-THEMES

The core theme for this year's event is/ ***“Emerging postal industry and regulation trends in the digital age.”***

The choice of this theme is motivated by the new operating environment in which the postal sector finds itself, shaped by the opening up to the private sector and ever growing demands from postal service consumers. As a result, digital transformation is an imperative if we are to remain competitive in today's highly competitive market. Digital transformation necessarily calls for adoption of ICTs, which provide postal operators with opportunities to develop innovative and carefully-tailored services. In this respect, operators must be in a position to fully seize the opportunities offered by new technologies such as 5G, artificial intelligence, Fintech, the Internet of Things, blockchain, etc. All of which should help the Post to enhance operational efficiency and offer quality services to customers.

However, the use of digital tools not only offers opportunities, it also presents major challenges such as setting up infrastructures, training, cybersecurity, personal data protection, etc. These issues are primarily of concern to operators, but it is up to regulators and ministries in charge of postal services to deploy the appropriate regulatory instruments to resolve them. They must therefore be ready to tackle these challenges by constantly exploring innovative solutions, hence the overriding need for innovative and appropriate postal regulation.

The core theme of the Conference will be unpacked through discussions on the following sub-themes:

- Digitalizing traditional services for operators to facilitate access to products and create value-added services for customers;
- Technical and legal challenges facing postal services digitalization;
- Postal regulation techniques and methods for efficient postal services digitalization;
- Capacity-building in new lines of expertise.

III. CONCLUSION

The Policy and Regulation Committee is hereby requested to take note of the document and make any relevant comments/observations or proposals.