

The national postal working group

Terms of reference

1. Purpose:

The purpose of the National Postal Working Group (NPWG) is to provide advice and recommendations to Uganda Communications Commission (UCC) on how to develop postal services in Uganda and on the issues considered by regional and international organisations in relation to the postal industry.

The Working Group (WG) will gather data and the information necessary to formulate meaningful recommendations for these objectives.

2. Objectives:

- i. Support improvements in quality of service
- ii. Promote fair competition within the postal sector
- iii. Foster stakeholder engagement with the wider players in the economy

3. Scope of Work:

The Working Group (WG) scope of work includes:

- To identify deliverables that should constitute the national goals for the postal sector and the annual work plans as well as advice on the implementation of these.
- To identify and make recommendations of appropriate policy and regulatory measures to strengthen and develop the postal sector and their implementation.
- To provide advice and make recommendations on national positions to the various regional and international fora on postal matters.
- To support the development of an action plan and the follow up of the implementation of the Istanbul Postal Strategy and the Regional Development Plan for the cycle 2017-2020.

4. Operation/working of the Group

Membership

The principles of the respective stakeholder institutions will nominate key staff with relevant knowledge of the postal industry to the Working Group. In case of separation between a Working Group member and a stakeholder institution, a replacement will be duly appointed by that organization, to advance the work of the WG.

Where the need arises, resources within or outside the member organisations may be co-opted in order to deliver specific committee tasks.

Governance structure

The Working Group shall be led by a Chairman and a Vice Chairman elected by the members from among the WG membership. These positions shall be tenable for a one-year renewable period.

Meetings

The Working Group will physically meet once every quarter, on the first Wednesday of the quarter at 2:30 PM.

A mailing list will be formed for purposes of continued dialogue in between the physical meetings to ensure continued progress.

The meetings will be hosted by UCC or any venue provided by any other willing host.

Reporting

The outcomes of the meeting will be submitted to UCC through the Secretariat. Members shall be responsible for updating their respective on the progress of the Working Group and its activities.

Records

Records of the Working Group proceedings will be maintained and kept in the custody of the Secretariat.

Sub committees

Where need arises, sub committees will be created to cater to specific issues. Members of the sub committees will be nominated from the Working Group.

Support

UCC shall be the Secretariat to the Working Group and will facilitate the WG by availing necessary policy, regulatory or other information as may be required by the WG and subject to confidentiality requirements. UCC shall also facilitate any necessary engagements with other stakeholders for the purpose of furthering the WG's work.

5. Duration of the Working Group

The WG will run for a period of four years from 2017 – 2020, in synch with the Istanbul World Postal Strategy.