



**CPEAO**  
CONFERENCE DES POSTES DES  
ETATS DE L'AFRIQUE DE L'OUEST



**WAPCO**  
WEST AFRICAN POSTAL  
CONFERENCE



**Réf : 015/CPEAO -WAPCO/ES/**

Abuja, 10th July 2017

**THE EXECUTIVE SECRETARY**

**TO**

**The Directors General of Posts in ECOWAS area**

**Sirs/Madams,**

**Awareness raising and training workshop on implementation of the first phase of the integration plan for products (IPP)**

I am pleased to inform you that the West African Postal Conference (WAPCO) with the support of the International Bureau of the Universal Postal Union (UPU) and Morocco Postal Service, will organise on 04<sup>th</sup> and 05<sup>th</sup> October 2017, in Casablanca (Morocco) an awareness raising and training workshop on implementation of the first phase of the integration plan for products (IPP).

The aim of this workshop is to prepare the West African Postal Services to the implementation of the **first phase of the integration plan for products (IPP)** from 1<sup>st</sup> January 2018, as decided by the Universal Postal Congress in Istanbul in 2016.

This workshop is intended for:

- Directors General of Posts
- Postal operation managers

The two day workshop shall be devoted to:

- Awareness session for postal decision makers on issues and implications involving the implementation of the first phase of the integration plan for products.
- Train the postal operation managers to implement the first phase of the integration plan for products :
  - Separation of the shipment formats (documents and goods): operational arrangements and information of the operators and customers ;

- Separation of the small packages according to the content : operational implications and arrangements to be adopted ;
  - Use of designated bar code on the small packages ; practical arrangements (procurement, equipment for barcode reading (IPS.Post) and necessary training of the staff ;
  - State of the situation (staff, physical and electronic hardware)in the postal services and assessment of the needs ;
  - Potential project design to upgrade WAPCO Postal services (equipment for tracking, mail bags, etc.).
- Visit to relevant departments of Morocco Postal Service

We expect the following outcomes of the workshop

- The postal decision makers are aware of the issues and implications relating to the first phase of the integration plan for products over the postal operations in their countries
- The Postal operation managers are trained on their tasks to be fulfilled before 1<sup>st</sup> January 2018
- All the operational and practical arrangements are taken before 1st January 2018, as the application of the Congress prescriptions relating to the IPP.

To facilitate the participation of all WAPCO Member States in the seminar, WAPCO Secretariat obtained from the International Bureau of the UPU, the coverage of the costs relating to the travel ticket for one participant per Member State. WAPCO shall bear the related costs of the stay (accommodation) of the participants benefit from the travel tickets of the UPU International Bureau. The other Participants shall travel at the expense of their Institutions. Lunch and diner will also be provided for all participants during these two days by Morocco Postal Service.

Further informations shall be provided in due course.

I would be grateful if you could assure your presence and designate your country's delegate (name and contacts) who will be supported so we can make necessary arrangements with the UPU International Bureau.

The names and contacts of the participants shall be sent to Mme Jocelyne Kouamé /International bureau of UPU

E.mail : [jocelyne.Kouamé@upu.int](mailto:jocelyne.Kouamé@upu.int) tél : +4131 350 35 92

A registration form with additional details shall be sent to you soon.

Please accept Sirs/Madams, the assurances of my highest consideration.



**Louis-Blaise Aka Brou**

**ExecutiveSecretary**